



YOUNG

SHIRE COUNCIL



ANNUAL REPORT
FOR THE PERIOD
01 / 07 / 2001 TO 30 / 06 / 2002

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COUNCILLORS' OF YOUNG SHIRE

Local Government elections for Councillors' are held each four (4) years. September 11, 1999 saw the conduct of the election in Young Shire.

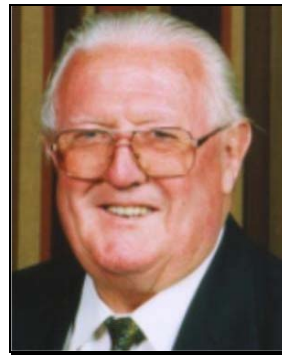
Councillors' for the term September 1999 to September 2003 are;

Cr. John Walker (Mayor)	25 Elizabeth Street, Young	Ph: (02) 6382 1948
Cr. John McGregor (Deputy Mayor)	24 Back Creek Road, Young	Ph: (02) 6382 1030
Cr. Gerry Bailey	65 Thornhill Street, Young	Ph: (02) 6382 2329
Cr. John Drum	"Moonbucca", Young	Ph: (02) 6383 2368
Cr. Stuart Freudenstein	"Nindethana", Young	Ph: (02) 6383 4214
Cr. Tony Hewson	PO Box 1069, Young	Ph: (02) 6382 3511
Cr. John Jasprizza	57 Lachlan Street, Young	Ph: (02) 6382 1801
Cr. Marie McCormick	31 Binalong Street, Young	Ph: (02) 6382 1511
Cr. Michael Veitch	39 Caple Street, Young	Ph: (02) 6382 5463

The nine Councillors' vote annually at an election for the offices of Mayor and Deputy Mayor in the month of September. Councillor John Walker was elected Mayor and Councillor John McGregor was elected Deputy Mayor for the twelve (12) month term commencing September 2001.



Clr. J.F. (John) Walker
Mayor



Clr. J.B. (John) Mc Gregor
Deputy Mayor

MAYORAL FORWARD

In 1999 Young Shire Council resolved to review staff structure, consolidate resources, and implement a new management plan.

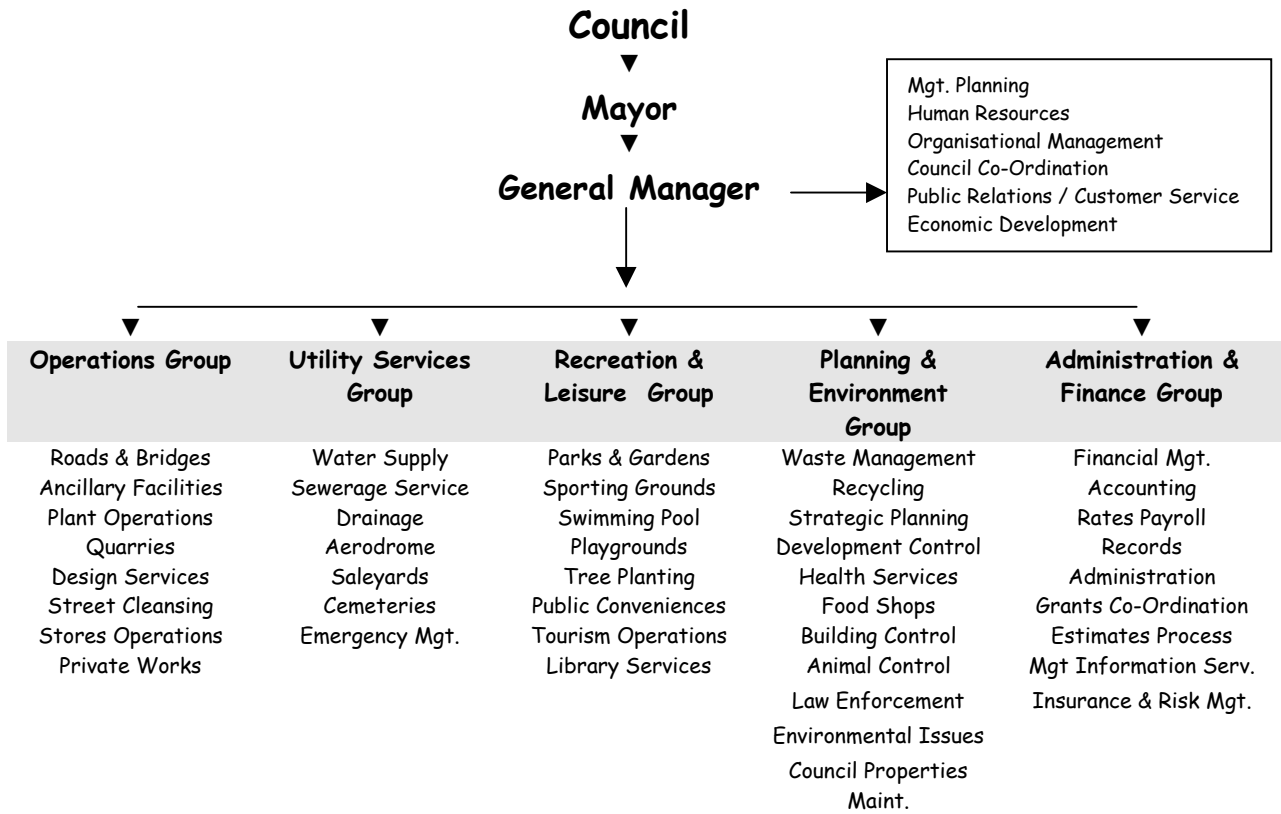
Residents can now benefit from that refocus of policy. As well there has been marked upgrade in Council road infrastructure and delivery of services. Council believes that with the professionalism of staff, and the mutual co-operation of residents in the development of Young, the Shire will continue with sustained development for the benefit of all.

This report is an indicator of a positive future for Young Shire Council.

John Walker

MAYOR

ORGANISATIONAL CHART



Mr. A.G. Hanrahan
General Manager
Young Shire Council

MAJOR FUNCTION: GENERAL MANAGER

Objective Statement: to maximise the potential of Councils human physical and financial resources to achieve the most affordable level of service to the community. Also to supply Council and the public with high quality Administrative, Financial and general support services

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p>1. ADMINISTRATION To develop and maintain administrative systems which provide efficient support services to the Council and management.</p>	<p>Provide timely and accurate information to Council and the community pertaining to Council policy and decisions.</p>	<ul style="list-style-type: none"> • Reduction in complaints of not being informed • Timely production of reports • All Departments adequately supported 	<p>Achieved Achieved Achieved</p>
<p>2. COUNCIL IMAGE To promote a professional positive image of Council with an emphasis on the importance of good public relations in all areas of operation and to strive to keep the public well informed on all relevant matters</p>	<ul style="list-style-type: none"> • Weekly column in newspaper • Annual meetings in Shire Villages • Councillors and staff availability at community group meetings, functions, etc • Open forum at Council meetings • Complaints Management system • Councillors column in newspaper 	<ul style="list-style-type: none"> • Community perception of Council's performance • All correspondence answered within eight days • Complaints responded to within timeframe stipulated in Complaints Management System 	<p>Satisfactory Improvements Needed Achieved</p>
<p>3. HUMAN RESOURCES Provide and ensure that Council's resources receive adequate motivation and opportunity for training and that the salary system is administered in a fair and equitable way</p>	<ul style="list-style-type: none"> • Continuously review and develop salary system in conjunction with Consultative Committee • Update human resources policies and procedures including: <ol style="list-style-type: none"> 1. EEO Management Plan 2. Induction and Recruitment 3. Staff Training Policy 4. Salary Policy 	<ul style="list-style-type: none"> • Acceptance and understanding of Salary system by staff • Hours spent on training 	<p>On-going Acceptance</p>

<p>4. ABORIGINAL CONSULTATIVE COMMITTEE</p> <p>To foster a climate of understanding and co-operation between Aboriginal and non-Aboriginal residents</p>	<ul style="list-style-type: none"> • Regular meetings with Aboriginal leaders • Encourage Aboriginal participation in community works, etc. • Aboriginal Consultative Committee meetings 	<ul style="list-style-type: none"> • Aboriginal understanding of Council's function • Community perception 	<p>Achieved</p> <p>Satisfactory</p>
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ADMINISTRATION & FINANCE GROUP

The aim of this Group is to supply Council and the public with high quality administrative, financial and general support services.

Council Finances

Council's funds are obtained from four basic areas:

1. Government Grants and Subsidies
2. Loan Funds
3. Rates
4. User Fees and Charges

Government Grants and Subsidies:-

A large proportion of Council's funds are derived from government grants and subsidies for such important works as roads, bridges, bush fire prevention, water supplies, sewerage services, public libraries and aerodrome. Some \$3.3m in the financial year 2001/2002 was received by Council in the form of grants, subsidies and contributions.

Any reduction in the level of such funding severely impacts upon Council's operations and is immediately felt by the whole community, particularly, in such vital areas as roads and bridge maintenance and reconstruction.

Loan Funds:-

Council has not taken up new borrowings and retains its sole loan through the involvement of Future Assets Services Pty. Ltd., a finance company dealing in Local Government loan restructure.

Rates and Annual Charges:-

Rates are levied on the value of land as determined by the Valuer-General's Department. In addition annual domestic waste management charges, sewerage charges and water charges are levied to cover the cost of supplying these services.

Rates and Annual Charges for 2001/2002 are set by Council as follows:

	<u>2001/2002</u>	<u>2000/2001</u>
Farmland	0.6939c (\$280.00min)	0.7156c (\$272.00min)
Rural Residential	1.0960c (\$280.00min)	1.0681c (\$272.00min)
Residential - Young	2.4945c (\$262.00min)	2.2568c (\$255.00min)
Residential - Village	1.0960c (\$280.00min)	1.4338c (\$272.00min)
Business - Village & Rural	1.3150c (\$280.00min)	1.2295c (\$272.00min)
Business - Young CBD area	3.6674c (\$262.00min)	3.1195c (\$255.00min)
Business - Outside CBD area	2.4841c (\$262.00min)	2.2865c (\$255.00min)
Business - Mining	2.5967c (\$280.00min)	2.7781c (\$272.00min)
Annual Domestic Waste Charge - occupied	\$149.76	\$130.00
- vacant land	\$ 28.08	\$ 27.00
Annual Water Supply Charge - connected	\$370.00	\$370.00
- un-connected	\$310.00	\$310.00
Fire Water Main Charge	\$270.00	\$270.00
Annual Sewerage Service Charge- connected	\$220.00	\$220.00
- un-connected	\$200.00	\$200.00
Recycling Charge - Young CBD & Residential	\$30.00	\$ nil

Payment of Rates by Instalment:

Rates may be paid either as a lump sum or, by four quarterly instalments. If payment is made in a lump sum, this amount is payable on or before, 31 August. All Rate Instalment Payments are due and payable on or before, 31 August, 30 November, 28 February and 31 May.

Interest of 11.00 % p.a. accrues on rates and annual charges, which remain unpaid after the dates outlined above.

Pensioner Rate Rebates:

Under State Government Legislation, some pensioners are eligible for mandatory concessions. The amounts of the concessions available on an annual basis are:

- * All ordinary rates and annual charges for domestic waste management services on land - up to a maximum of \$250.
- * Water Rates or annual charges - up to a maximum of \$87.50.
- * Sewerage Rates or annual charges - up to a maximum of \$87.50.

If you receive a pension or benefit, you may be eligible for a mandatory concession even though someone else may jointly own and occupy the property with you. You must occupy the dwelling for which a concession is sought as your sole or principal place of living.

Persons who become, or cease to be, eligible pensioners during the year will receive a concession proportionate to the number of full quarters in which they are an eligible pensioner.

Ratepayers are requested to contact Council's Rates Clerk immediately they become an eligible pensioner as they may be entitled to a pro-rata rebate.

User Fees and Charges:-

Council continues to develop and implement its policy of "user-pays" to those areas of services which benefit specific sections of the community such as water supply, sewerage services, waste management, plant hire, private works, hire of halls and other facilities.

In addition, developers are required to contribute to improvements to community facilities such as road works, parking, kerbing and guttering, sewerage services, drainage and water supply where land is developed within Young, and where applicable in the rural areas, dependent upon the nature of the development.

MAJOR FUNCTION - FINANCE & ADMINISTRATION

Objective: To manage the affairs and resources of Council and meet statutory requirements to reflect the view and best interests of ratepayers in the most cost-effective manner.

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT	OUTCOME
Demonstrate sound management and forward financial planning.	Management plan, including budget, adopted in June each year. Management plan review undertaken on a quarterly basis. Maintenance of tight fiscal control	Compliance with all statutory requirements of the Local Government Act. Maintain a current ratio i.e. excess assets over liabilities >1.5	Achieved Ratio 2.33
<u>Rating</u>			
Provide and ensure Councils rates are levied in an equitable manner and that outstanding rates are kept at a low level.	Compliance with relevant legislation. Issue rate and instalment notices on time. Follow up outstanding rates on a regular basis.	Level of complaints. % of rates outstanding <9%. Compliance with legislation.	Acceptable 5.73% Achieved
<u>Investments</u>			
Obtain maximum return on investments.	Maintain investment register. Obtain best rates through enquiry. Ensure all surplus cash invested.	Ratio return to investments	Satisfactory

STATEMENT OF FINANCIAL PERFORMANCE

The following pages summarise the financial performance of Young Shire Council as at 30th June 2002. The complete "Statements of Account" can be perused at Council's Administration Offices during normal business hours.

STATEMENT OF FINANCIAL PERFORMANCE for the year ended 30th June 2002

	Original Budget \$'000	Actual 2002 \$'000	Actual 2001 \$'000
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs	3879	3956	2,445
Borrowing Costs	446	448	462
Materials and Contracts	4347	3492	5,504
Depreciation and Amortisation	5635	2524	5,705
Other Expenses from Ordinary Activities	1360	1497	1,581
TOTAL EXPENSES FROM ORDINARY ACTIVITIES	15667	11917	15,697
REVENUES FROM ORDINARY ACTIVITIES			
Rates & Annual Charges	6084	6011	5,696
User Charges & Fees	2035	2037	2,023
Interest	361	306	325
Other Revenues from Ordinary Activities	364	355	383
Non-Capital Purposes - Contributions	498	469	1157
Non-Capital Purposes - Grants	2413	2664	2431
Gain from the Sales of Assets	127	228	27
REVENUES FROM ORDINARY ACTIVITIES BEFORE CAPITAL AMOUNTS	11882	12,070	12,042
SURPLUS(DEFICIT) FROM ORDINARY ACTIVITIES BEFORE CAPITAL AMOUNTS	(3785)	153	(3,655)
Capital Purposes - Contributions	777	656	771
Capital Purposes - Grants	622	877	252
	1,399	1,533	1,023
SURPLUS(DEFICIT) FROM ORDINARY ACTIVITIES AFTER CAPITAL AMOUNTS	(2386)	1686	(2,632)
SURPLUS (DEFICIT) FROM ALL ACTIVITIES	(2386)	1686	(2,632)

STATEMENT OF FINANCIAL POSITION
as at 30th June 2002

	Notes	Actual 2002 \$'000	Actual 2001 \$'000
CURRENT ASSETS			
Cash Assets	6	101	301
Investment Securities	6	5956	4931
Receivables	7	1509	1678
Inventories	8	307	288
Other	8	122	81
TOTAL CURRENT ASSETS		7995	7279
NON-CURRENT ASSETS			
Investment Securities	6	48	0
Receivables	7	85	0
Property, Plant and Equipment	9	82873	82391
TOTAL NON-CURRENT ASSETS		83006	82391
TOTAL ASSETS		91001	89670
CURRENT LIABILITIES			
Payables	10(a)	637	1,013
Interest Bearing Liabilities	10(a)	676	693
Provisions	10(a)	296	294
TOTAL CURRENT LIABILITIES		1609	2000
NON-CURRENT LIABILITIES			
Payables	10(a)	64	0
Interest Bearing Liabilities	10(a)	5235	5432
Provisions	10(a)	955	786
TOTAL NON-CURRENT LIABILITIES		6254	6218
TOTAL LIABILITIES		7863	8218
NETT ASSETS		83138	81452
EQUITY			
Accumulated Surplus		83138	81452
TOTAL EQUITY		83138	81452

STATEMENT OF CHANGES IN EQUITY
for the year ended 30th June 2002

	2002		2001	
	Accumulated Surplus \$'000	Total Equity \$'000	Accumulated Surplus \$'000	Total Equity \$'000
Balance at beginning of the reporting period	81452	81452	84084	84084
Changes in Equity recognised within the Statement of Financial Performance	1686	1686	(2632)	(2632)
Balance at end of reporting period	<u>83138</u>	<u>83138</u>	<u>81452</u>	<u>81452</u>

STATEMENT OF CASH FLOWS
for the year ended 30th June 2002

	Notes	Actual 2002 \$'000	Actual 2001 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts:</u>			
Rates		5561	5266
Annual Charges		501	373
User Charges and Fees		2164	2071
Interest Revenues		290	363
Grants and Contributions		4355	4854
Other		400	215
		13,271	13,144
<u>Payments:</u>			
Employee Costs		(3786)	(2488)
Materials and Contracts		(3734)	(6126)
Interest		(448)	(462)
Other		(1626)	(1413)
		(9594)	(10,489)
Nett Cash provided by (or used in) Operating Activities 11 (b)		3677	2,655
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts:</u>			
Sales - Property Plant, Equipment		482	313
Sales - Other		0	1
		482	314
<u>Payments:</u>			
Purchases - Property Plant, Equipment		(3071)	(2545)
Purchases - Other		0	0
		(3071)	(2545)
Nett Cash provided by (or used in) Investing Activities		(2589)	(2231)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts:</u>			
Borrowings		0	0
		0	0
<u>Payments:</u>			
Borrowings		(181)	(167)
Advances		(2)	(2)
		(183)	(169)
Nett Cash provided by (or used in) Investing Activities		(183)	(169)
Cash Assets - beginning of the reporting period	11 (a)	4722	4467
Cash Assets - nett increase / (decrease)		905	255
Cash Assets - end of the reporting period	11 (a)	5627	4722

**STATEMENT OF PERFORMANCE MEASUREMENT
for the year ended 30th June 2002**

	<u>Amounts</u>	<u>Indicators</u>	Current Year 2002	Current Year 2001	Current Year 2000	Current Year 1999
1. <u>CURRENT RATIO</u>						
<u>Current Assets</u>	\$ 7995	Ratio	4.97 : 1.00	3.64 : 1.00	2.00 : 1.00	3.30 : 1.00
<u>Current Liabilities</u>	\$ 1609					
2. <u>UNRESTRICTED CURRENT RATIO</u>						
<u>Current Assets less ALL External Restrictions*</u>	\$ 3440	Ratio	2.33 : 1.00	1.43 : 1.00	0.92 : 1.00	1.12 : 1.00
<u>Current Liabilities less Specific Purpose Liabilities**</u>	\$ 1475					
3. <u>DEBT SERVICE RATIO</u>						
<u>Debt Service Cost</u>	\$ 629	Percentage	5.61 %	7.49 %	7.70 %	8.90 %
<u>Revenues from Ordinary Activities</u>	\$ 11209					
4. <u>RATE COVERAGE RATIO</u>						
<u>Rate and Annual Charges</u>	\$ 6011	Percentage	44.19 %	43.60%	42.50%	47.99 %
<u>Total Revenues</u>	\$ 13603					
5. <u>OUTSTANDING RATES</u>						
<u>Rates and Annual Charges Outstanding</u>	\$ 370	Percentage	5.73 %	6.81 %	5.94 %	4.23 %
<u>Rates and Annual Charges Collectable</u>	\$ 6369					

To assess the impact of uncollected Rates & Annual Charges on liquidity and the adequacy of recovery efforts by Council

Works Snapshots



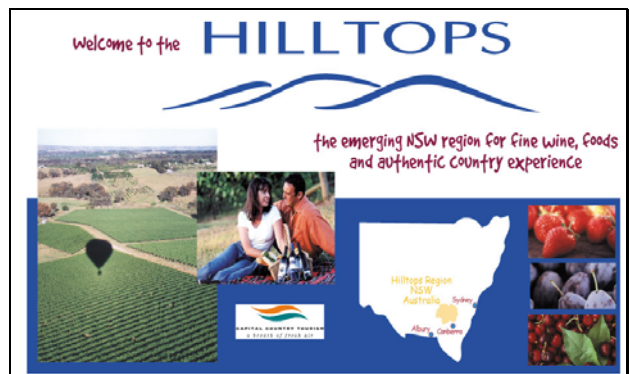
Urban Street Renewal works undertaken in Wombat Street, Young

Entrance gates to the famous "Chinese tribute Gardens" received a facelift



Rural Roads Safety enhancements undertaken on the Cowra Road

Young Shire Council partnered with the Shires of Boorowa and Harden to assist in the establishment of a Regional Brand for food and wine - the "Hilltops" project has received financial assistance from the Commonwealth, State, Local Government and Hilltops Vineyards Assoc.



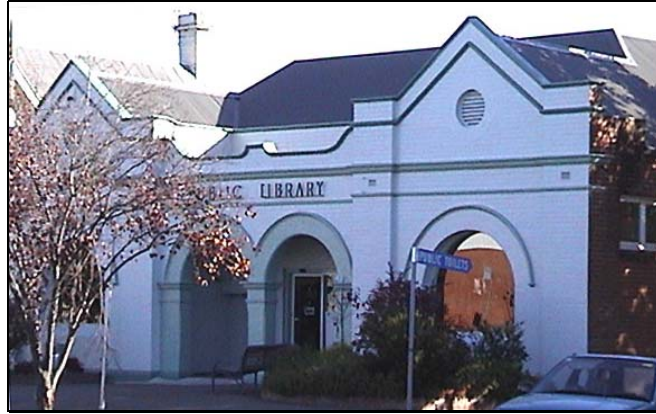
NOTES TO THE FINANCIAL STATEMENTS
Note 2 (A) - FUNCTIONS / ACTIVITIES

Revenues, expenses and assets have been directly attributed to the following functions / activities. Details of those functions /activities are provided.

FUNCTIONS	EXPENSES FROM ORDINARY ACTIVITIES			REVENUES FROM ORDINARY ACTIVITIES (A)			OPERATING RESULTS FROM ORDINARY ACTIVITIES BEFORE SHARE OF OUTSIDE PROFITS & CORRECTIONS			GRANTS INCLUDED IN REVENUES (A)		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Original Budget 2002 \$'000	Actual 2002 \$'000	Actual 2001 \$'000	Original Budget 2002 \$'000	Actual 2002 \$'000	Actual 2001 \$'000	Original Budget 2002 \$'000	Actual 2002 \$'000	Actual 2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000
Governance	112	150	136	1	0	0	(111)	(150)	(136)	0	0	0	0
Administration	1,231	395	1,410	133	288	39	(1,098)	(106)	(1,371)	0	0	4,243	3,837
Public Order & Safety	392	528	422	404	350	135	12	(178)	(287)	274	99	1,055	1,029
Health	216	153	142	2	2	0	(214)	(151)	(142)	0	0	508	534
Community Services & Education	117	179	129	2	156	16	(115)	(23)	(113)	155	2	135	82
Housing & Community Amenities	1,401	1,609	1,451	932	992	741	(469)	(617)	(710)	45	45	8,823	8,736
Water Supplies	1,700	1,911	1,725	1,841	1,991	2,394	141	80	669	101	472	7,892	7,912
Sewerage Services	617	575	479	830	839	843	213	264	364	43	64	6,141	5,925
Recreation & Culture	1,174	1,058	1,077	63	146	49	(1,111)	(912)	(1,028)	103	28	4,492	4,462
Mining, Manufacturing & Construction	92	143	76	56	92	73	(36)	(51)	(3)	24	13	49	49
Transport & Communication	8,117	4,513	8,126	3,257	3,066	2,571	(4,860)	(1,447)	(5,555)	1,129	1,049	54,279	53,697
Economic Affairs	490	665	524	413	470	477	(77)	(195)	(47)	11	32	2,374	2,376
TOTALS - FUNCTIONS	15659	11879	15697	7934	8392	7338	(7725)	(34878)	(8359)	1885	1804	89991	88639
GENERAL PURPOSE REVENUES	8	38	0	5347	5211	5727	5339	5173	5727	1436	1398	1010	1031
TOTALS	15667	11917	15697	13281	13603	13065	(2386)	1686	(2632)	3321	3202	91001	89670

LEISURE & RECREATION GROUP

SOUTH-WEST REGIONAL LIBRARY SERVICE



Heritage Colours and a new Roof for the Young Branch of SWRLS

The South-West Regional Library Service provides residents of Young, Harden and Boorowa Shires access to a diverse range of information needs and resources. The Library Service offers patrons a selection of popular culture, recreational material and information in books, tapes, CDs, magazines, newspapers and microform. Public internet access is available at all branches.

Young Library has 4,734 members registered as at 30 June 2002, including 66 residents of neighbouring shires and 23 temporary borrowers. Visitors for the 12 months totalled 39,317, items borrowed 57,339, and public internet use 2,239 hours. The Library Service is available to residents confined to their homes through the Housebound Reader Service. 17 members receive library material via fortnightly visits by CWA volunteers. Information can be obtained by telephoning the Library.

Selection, purchasing, processing and circulation of material are the responsibility of staff at the Young branch. Resources are exchanged bi-monthly with the branches and the Post Office depot at Rye Park, and as frequently as requests are received in the interim. 1,425 books, 99 CDs, 96 Talking Books and 7 videos were added to the collection this year. Donated items were 690 books and 36 CDs. Donations are accepted with the proviso that in-house decisions according to policy will be made regarding use and placement of items.

Story sessions for pre-schoolers have been re-introduced and are conducted on a regular basis by an interested volunteer. A small active audience has been present each fortnight, however it is anticipated that a change of day and time may receive a more favourable response during the warmer months.

During the year staff members have participated in a computer course including database, word processing, spreadsheets, and publishing techniques; internet troubleshooting, Occupational Health and Safety, Workplace Assessment, First Aid and Collection Management.

The Library façade has been painted in shades of green and grey highlighting significant architectural features of the exterior. Staff and visitors are delighted with the attractive appearance of the building. An antenna was mounted on the roof of the library and cabling installed to assist communication with Young Shire Council. Funding for the specific purpose of access between the buildings was received from a Library Council of New South Wales Grant. The Microfilm/fiche Reader/printer also purchased with Grant funding was delivered in April. This has proven a great resource for local historians, with research and printing facilities now available in Young. Advice has been received of another successful Library Council Grant application to purchase shelving for a rejuvenated collection, currently undergoing heavy weeding of old and irrelevant material.

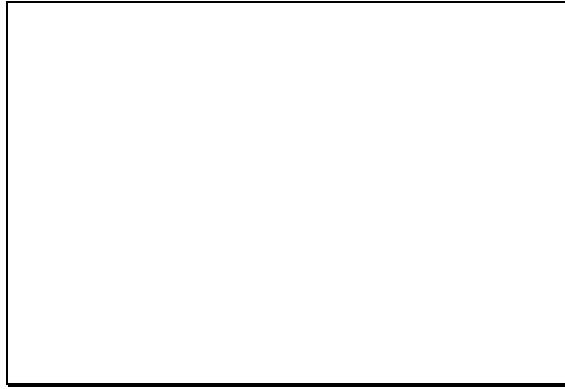
Staff organised a coach tour to Canberra to visit the Masters' exhibitions in May. Patrons enjoyed Three Centuries of Italian Art, the Burke & Wills exhibition and Stella Bowen's art collection. The National Library, the National Gallery and the War Memorial were host to these extraordinary and exciting displays. The visit was considered to be an extension of the resources available in our collection and it is hoped that further tours can be arranged for our members in the future.

Displays during the year promoted the Library Service and collection. Timely promotion of our resources results in an awareness of items available and often prompts interest in current topics and highlights special days and weeks of specific celebration. Special events included Australia Day, the Hilltops Vintage Festival, back to school, Anzac Day, Law Week, Library and Information Week, Aboriginal Reconciliation Week, Red Nose Day, Dementia, Parkinson's Awareness Week, Adult Learner's Week, Jobguide and careers, the Census collection, Local Government Week, Jeans for Genes Day and the Four Masters' Exhibition. A special colouring competition was organised to publicise the Asthma Awareness program, and a display of our music collection coincided with staff member Suzanne Stadtmiller's CD release.

Residents are invited to visit the Library to enquire about membership and services available. The collection includes items in Large Print, Talking Book cassettes and CDs, English language cassette and textbook kits, music cassettes and CDs, videos, magazines and newspapers. A microfilm/fiche reader/printer is available for public use with the Library's collection of microform, and (by arrangement) with resources obtained elsewhere. Photocopying and faxing services are available, and three public access internet and wordprocessing facilities by booking an appointment. A member of staff is a Justice of the Peace able to witness signatures and certify documents.

Opening hours at the central library and branches are as follows:		
YOUNG	Mon-Fri	10.00 am - 5.00 pm
	Sat	9.30 am - 12 noon
	Telephone	6382 1886
BOOROWA	Mon, Wed, Fri	3.00 pm - 5.00 pm
	Sat	10.00 am - 12 noon
	Telephone	6385 3303
HARDEN	Mon - Thu	1.30 pm - 5.00 pm
	Fri	10.30 am - 12 noon
	Telephone	6386 4154
Mrs. Janice Ottey Regional Librarian		

YOUNG VISITORS CENTRE REPORT



Carrington Park - venue for "Young on a Platter"

Over the past 5 years the YVIC have promoted Young and Hilltops through culinary (food and wine) tourism. This strategy was taken as, once the audit was completed on what tourism Young had, it was realised that food and wine is a strong component of the tourism product for the area.

This has been very successful and has given Young and Hilltops the edge on culinary tourism.

To continue to work with this theme 3 local producers entered their products into "Fiery Food Challenge" at the Chilli Press Festival. 2 of them obtained prizes. Young VIC attended Chilli Festival in Sydney to promote Young.

A variety of editorial has been obtained over the past 12 months in The Land, Sydney Morning Herald, Canberra Times, Daily Telegraph, Prime, WIN, "Our Garden" magazine and ABC Radio. SBS Radio came to Young and conducted various interviews through a live broadcast.

Ian McNamara ABC's "Australia All Over" conducted a live broadcast from Cherry Pickers Big Breakfast during December 2001 Cherry Festival. An excellent promotion for Young and district at very small cost to Council and Young. Undertook a live interview with Ian in the studio as a follow on to their visit.

A touch screen console was placed at entrance of Young Visitor Information Centre which is connected to ACT and other parts NSW.

Over 70 people became members of the Young Visitor Information Centre 2001-2002. This assists the staff to be able to attend additional events to promote Young and district.

3 businesses from Young attended Fine Food Australia. Assistance given by Dept. State & Regional Development towards stand cost.

Many approaches made to media representatives on behalf of Young.

Write up in Daily Telegraph Food & Wine section regarding JD's new jam

Rhubarb & Raspberry as a result of attendance at Fine Food. Article in Dept. State & Regional Development newsletter regarding Young's attendance and coverage in The Land.

Other activities included:-

* Attended seminar which Tim Shaw conducted on Marketing.

* Dept. State & Regional Development brought Glennys Kennedy, Cato Partners to Young for a workshop on branding. 50 people attended.

* Journalist from Canberra Times spent 2 days in Young and produced a three quarter page of editorial on 11 Young businesses. Value: \$6,146.

* Attended meetings regarding Agribusiness, Commission/Packaging Workshop, O H & S Workshop, Responsible for Serving Alcohol course and Seminar on Public Liability Insurance.

* Static stand at Young Show.

* participation in Australia Day activities each year

Attended Australian Flora Festival at Gosford. Excellent feed back.

Attended "Regional Flavours - Taste the State" event at Darling Harbour. Live interview with James O'Brien, ABC Radio from the event.

Editorial The Land. Value: \$4,000.

Attended ABC Gardening Australia Live at Homebush 2001 and 2002. Very good promotion and feed back.

Tourism Manager is a representative on NSW Regional Food & Wine Network which meets up to 4 times each year in Sydney. Excellent contacts made with media representatives.

Boxes of cherries delivered to John Laws, Alan Jones, Shirley Stackhouse and TODAY Show in Sydney as a promotion.

Good feed back from Young's feature on "Sydney Weekender" on Channel 7. Value: \$15,000 for coverage.

Alona Apps took maternity leave for 12 months. Annette Miller took her place as Tourist Officer.

Tony Thirwell, Chief Executive, Tourism NSW, visited Young and undertook a "famil" on tourism products.

Assisted with Hilltops "Flavours of the Harvest" Festival held in February which was successful. Peter Howard wrote about Young/Hilltops in The Land Friday magazine regarding food and wine. Editorial value: \$5,800.

"YOUNG ... on a platter!", food and wine event, was very successful and attracted many visitors to Young for the weekend.

Overall coverage by The Land = Value \$8,000 (editorial).

Attended Seminar organised by Tourism NSW.

New tourism brochure produced by Tandem Studios.

Article in NSW Restaurant & Catering newsletter and Food Media Club newsletter.

Attended Regional Food & Wine Tourism Conference at Geelong, Victoria. Excellent liaison with media representatives. Assistance from local producers with supply of food/products.

Alona Apps received a Certificate of Thanks for Naidoc Week Service Awards for her 8 years of service to Young Shire Council.

10 members of Capital Country Tourism Executive Committee spent a night in Young. Visited some of the tourism businesses.

Tourism Manager is Co-Ordinator 2002 National Cherry Festival. Good support in relation to sponsorships and full program of events.

Made a presentation on tourism In Young and Hilltops at Wine Australia in Sydney at Fox Studios.

Visitor numbers into Young VIC have increased in the past 6 months.

Susie Forrest, Rob & Kerry Provan and I attended "Show & Tell" at Food Media Club in Sydney. Had display of food and wine from the district. Very good promotion for Young - excellent feed back.

The past 12 months have continued to see visitor numbers increase and it is felt that the various promotions attended and advertising has assisted in encouraging people to come to Young. The National Cherry Festival and "pick your own" experience with fruit is also a strong factor.

The support received from Members of the Young Visitor Information Centre is appreciated and that of Council's staff.

RECREATION - PARKS AND GARDENS

Parks & Gardens

There are within the urban and rural areas 34 parks, 3 gardens and 9 reserves that offer a range of recreational opportunities.

Passive Recreational Facilities

During 2001/2002 the following projects were undertaken

- Installed new playground equipment in various residential parks.
- Upgraded gardens in C.B.D area
- Installed federation style lighting in Apex Park, Arboretum, Captain Cook Weir and Rotary Park
- Captain Cook Weir - reconstruct and turf creek bank
- Anderson Park - installed automatic irrigation
- Chinaman's Dam Reserve - restored Chinese Entrance Gate
- Carrington Park - restored Band Rotunda
- Recreation Reserve 5549 (Young Golf Club) - supplied 500 trees for planting on
- Constructed new heritage style brick "Welcome to Young" sign Cowra Road
- Upgraded "Welcome to Young" sign Wombat Road
- Commenced Stage 2 removal of Silver Poplar trees from Burrangong Creek (Campbell Street to Clarke Street)
- Lynch Street - shade sail

Projects to be undertaken in 2002/2003 are:

- Continue with the planting at the Chinese Friendship Garden, as resources become available.
- Create Australian Native Vegetation Garden at Chinaman's Dam Recreation Reserve- joint venture between Young Rotary Club and Young Shire Council
- Carrington Park - restore heritage lighting, reconstruct pathways and re-establish gardens
- Continue Stage 2 removal of Silver Poplar trees from Burrangong Creek (Campbell Street to Clarke Street)
- Establish gardens in Anderson Park and Lovell/ Main street roundabout
- Construct heritage style fences Boorowa/Main Street roundabout
- Provide assistance to Young Public School Landcare groups to undertake tree planting along Burrangong Creek.
- Upgrade irrigation in Rotary Park, Captain Cook Weir and Arboretum.

Active Recreational Facilities

Facilities are provided that caters for 9 different sports. Every effort is made to ensure that the playing surface and amenities are well prepared. However, there are some limits imposed by financial and physical resources.

During 2001/2002 the following projects were undertaken.

- Alfred Oval - installed automatic irrigation system.
- Jack Bond oval - removal cricket pitch.
- Gus Smith Oval - construct soccer safety fences
- Gus Smith Oval - additions to amenities block

Projects to be undertaken in 2002/2003 are:

- Hall Bros Oval - construct multi-purpose indoor sports stadium
- Relocate Miro Street Netball courts to Hall Bros Oval
- Cranfield Oval - install automatic irrigation
- Sawpit Gully Ovals - install automatic irrigation (partly funded by Young Combined Hockey)
- Gus Smith Oval - stage 2 sub-soil drainage
- Gus Smith Oval - upgrade water supply
- Alfred Oval - stage 1 upgrade drainage and vehicle access
- Keith Cullen Oval - upgrade vehicle parking and construct internal kerb

Street Trees

The care and maintenance of our urban street trees.

- Assist Country Energy to maintain power line clearance.
- Undertake the removal of inappropriate, poorly structured or diseased street trees.
- The planting of street trees under the Adopt-a-Street Tree programme.

PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN

In Young Shire Council's 2001/2002 Management Plan, the following programme areas were identified, which established objectives, intended actions, time frames and targets. This sections serves to identify the outcomes of the various actions.

PROGRAMME AREA:

LEISURE and RECREATION

Objective: To maintain and improve existing recreation and leisure facilities to appropriate standards and expand facilities to cater for the future needs of the community.

Issues:

- Maintenance and enhancement of active and passive recreation areas.
- To maintain and enhance safe playground equipment in Council's parks.
- Provision of support to the Community Sports Council and individual sporting bodies.
- Consideration of risk management.

Actions:

Major Function:

Services

Leisure and Recreation

Parks and Gardens

Function Objective:

The preservation of Council's infrastructure and minimisation of liability whilst providing quality open space, passive recreation areas and public gardens that meets the needs and expectations of the community in a cost effective and efficient manner.

ACTIVITY	ACTION	PERFORMANCE	STATUS
Management Services	Provide management services and technical advice to efficiently and effectively manage Council's infrastructure Provision of assistance from Corporate Services for financial and accounting needs	Systems and operating procedures documented Staff trained in new techniques Reporting system, time taken to respond to incidents Completion of annual maintenance and capital works program Sufficient funds available for maintenance and capital works	On-going On-going Achieved and On-going Achieved On-going
Parks and Gardens Footpath and roadside maintenance	Maintenance of Council's parks, recreation facilities and gardens to ensure that they are attractive and inviting to users. Undertake mowing of Council's footpaths and town roadside approaches	Weekly maintenance of urban parks. Fortnightly maintenance of neighbourhood parks Fortnightly maintenance of village parks Weekly mowing of footpaths Mowing of roadside approaches	Achieved and on-going Fortnightly and on-going Fortnightly and on-going Achieved and On-going undertaken on as needs basis
Recreation Reserves	Maintenance of active and passive recreation reserves	Maintenance on reserves undertaken on	Inspect and maintain when required. On-going
Tree maintenance	Maintenance and care of trees	General condition of tree Comply with Council's pruning program Power line clearance when requested by Country Energy	Inspect trees remove, prune or replace as require. On-going

Tree planting	<p>Planting of trees for aesthetics and shade purposes</p> <p>Revegetation and regeneration of public recreation reserve</p> <p>Implement programmed revegetation and regeneration of Burrangong Creek (stage 2, Campbell to Clarke Street)</p>	<p>Correct species for location</p> <p>Increase the vegetation cover by planting a minimum of 300 indigenous trees and shrubs</p> <p>Remove exotic vegetation and revegetation with native vegetation</p>	<p>On-going</p> <p>Achieved and on-going</p> <p>Commenced and On-going</p>
Risk Management	Undertake inspection of all playgrounds and soft fall areas and park furniture as per Councils risk management.	Maintenance completed within nominated time of risk assessment rating.	Monitored and on-going
Asset Management	Recording of details of the infrastructure and components	Maintenance improvements documented at completion of works as required	On-going

ANNUAL OPERATING PLAN

Major Function:

Services

Leisure and Recreation

Sporting Facilities

Function Objective:

The preservation of Council's infrastructure and minimisation of liability whilst providing quality active recreation area that meets the needs and expectations of the wide range within the community in a cost effective and efficient manner.

ACTIVITY	ACTION	PERFORMANCE	STATUS
Management Services	<p>Services and technical advice to efficiently and effectively manage Council's infrastructure</p> <p>Provision of assistance from Corporate Services for financial and accounting needs</p>	<p>Systems and operating procedures documented</p> <p>Staff trained in new techniques</p> <p>Reporting system, time taken to respond to incidents</p> <p>Completion of annual maintenance and capital works program</p> <p>Sufficient funds available for maintenance and capital works</p>	<p>On-going</p> <p>Achieved and on-going</p> <p>Monitoring On-going</p> <p>Achieved</p> <p>On-going</p>
Sporting Facilities Sports ground	<p>Undertake maintenance as required for mowing of turf playing surface</p> <p>Marking of sporting fields to accommodate the various activities</p> <p>Maintenance of buildings</p>	<p>General condition of nominated areas</p> <p>Number of complaints received</p> <p>Time taken to prepare grounds for sporting activities</p> <p>Markings required for sporting activities completed prior to events being staged</p> <p>Buildings maintained in a clean and orderly condition.</p>	<p>Achieved & on-going</p> <p>Monitored on a weekly basis</p> <p>Monitored</p> <p>Achieved and on-going</p> <p>Achieved and on-going</p>
Risk Management	<p>Undertake inspection of all sporting ovals and amenities as per Council's risk management</p> <p>Priority of repairs as per assessment of risk.</p>	<p>Maintenance completed within nominated time of risk assessment rating.</p>	<p>Improvement needed, on-going</p>
Asset Management	<p>Recording of details of the infrastructure and components</p>	<p>Maintenance improvements documented at completion of works as required</p>	<p>On-going</p>

PLANNING & ENVIRONMENT GROUP

This Group's role is to ensure that Young Shire's environment, both natural and built, is adequately protected and enhanced by appropriate policies, procedures and where necessary, regulation and control.

This focuses on the key areas of:

- Animal Control
- Strategic Planning
- Building Control
- Recycling
- Environmental issues
- Refuse collection and disposal
- Health Services
- Regulatory functions
- Maintenance of Council property
- Town Planning.
- Pollution control

Some of the general aims of this Group, and Council as a whole, are:

- to protect and enhance the environment through appropriate monitoring and reporting mechanisms;
- to provide services capable of meeting the community's needs in relation to health and quality of residents' lifestyle by implementing the various Acts, Ordinances and Policies of Council;
- to maintain and improve existing recreation and leisure facilities to appropriate standards of Council, and expand facilities to cater for the future needs of the community.

REGULATORY FUNCTIONS

ANNUAL DOG REGISTRATIONS

For the year 2001/2002 Council had 683 dogs registered on it's annual system. This represents a decrease of 342 from the previous year. A large number of pet owners started to opt for lifetime registration of their pets under the Companion Animals Act. This may in its own right have been a major cause in the reduction as the fees are markedly different (significantly higher cost now) notwithstanding that they are a one-off impost on the owner.

The compulsory requirement for identification (micro-chipping) and lifetime registration came into effect shortly after the end of this reporting period (1 October 2002). As at this date, all dogs and cats born after 1st July, 1999, must be permanently identified with a microchip and registered for life.

Two hundred and thirty five (235) dogs were impounded during the twelve (12) month period. Seventy-three (73) of there were released, while one hundred and fifty four (154) were destroyed and eight (8) were sold.

A number of Infringement Notices were issued for non-compliance of the Companion Animals Act.

LITTER

Council's Ranger carries out regular patrols. New litter laws carry fines ranging from \$ 60 to \$ 750 which may be imposed on offenders.

Residents are also reminded that household rubbish is not to be deposited in litter-bins in the streets and Parks around town.

PARKING PATROLS

Parking patrols were undertaken on a regular basis, with at least one (1) full day per fortnight, or two (2) half days allocated to the task. As Council is building toward an educated public and local community, the vast majority of actions with regards to Parking Patrols resulted in cautions.

Council's Engineering Department is ensuring all parking signage is appropriate and all correct warrants are in place. Council will be adopting a slightly harder line through the issuance of actual infringement notices in the future for these offences.

Council officers carry out regular patrols of the CBD of Young. Fines ranging from \$66 to \$ 147 may be issued for illegal parking. Residents are reminded to observe the parking signs when parking your vehicle.

drum MUSTER

Young Shire Council carries out on going collections and disposal of eligible chemical drums. Inspections are by appointment only. All drums eligible for the programme must have been triple rinsed. Council can only accept drums if they are clean both inside and out.

Further details of the Drum Muster initiative are available via the internet at <http://www.drummuster.com.au>

SWIMMING POOLS

Residents are reminded of their obligations under the Swimming Pool Act to ensure their pool is enclosed with an approved fence, a self closing outward opening gate and an approved resuscitation sign must be visible.

Council officers continue to carry out random inspections to ensure compliance. These inspections are usually undertaken when any other opportunity to visit a property with a swimming pool is requested.

ENVIRONMENTAL MATTERS

The Environmental Services Department, operating through the Environmental Initiatives Committee, continues its roll of protecting and enhancing the environment, both natural and built. The Environmental Initiatives Committee provides for representation for Young Community Landcare Groups and the Department of Land and Water Conservation.

An ongoing program of tree plantings were continued throughout the year along with nesting boxes to aid the breeding of the endangered species, the Superb Parrot, throughout the area.

Tree plantings, noxious plants removal and stream bank erosion control works were ongoing in the Upper Burrangong Catchment.

Regulating and being a watchdog of developers actions having regard to sedimentation and erosion control issues throughout the Shire.

Submission of numerous HRT funding grant applications to continue the Committee's proactive role in environmental issues within the Shire.

Administrating along with the Planning and Environment Group, the new Landfill arrangements and transition to the restricted use of Village Landfills Policy.

Continuing to be a proactive force having regard to developments and environmental considerations thereof.

HEALTH SERVICES

Council's Food Inspector has been working through the provisions of the new Food Safety Standards with Food Shop Proprietors. These have been undertaken predominantly on a client driven and also complaints driven basis. During the course of the year twenty two (22) inspections/advices were given on food handling and premises fit-out and construction. Numerous conversations have been had on an ad-hoc basis over handling and correct hygiene practises.

Food businesses are now to ensure that persons undertaking or supervising food handling operations have appropriate skills and knowledge in food safety and food hygiene matters. Work continues concerning the up-grading of premises to the appropriate standards of construction during renovations and alterations.

The Council will be attempting to facilitate the business notification requirements of the legislation along with trying to be a regular face in Food Premises. Council, whilst having a regulatory role to play with food, also would like to make this a team approach between the proprietors and itself for the better public service result.

Council will also be attempting to be a regular face at, and working with proprietors, of hairdressers, beauticians and skin penetration premises.

WASTE MANAGEMENT SERVICES

RECYCLING

Council along with its new partner, Mimosa Recycling, continued to provide an expanded service in the recycling sphere of waste management, which includes:-

- Recycling at the M.R.F;
- Kerbside pick up;
- Gate operation;
- Green waste management;
- Out lying Village Tips Maintenance and recycling collection.

Since the commencement of use of the weighbridge, Council is able to now accurately determine the volumes of waste to landfill and importantly, the volumes and weights of materials recycled.

These are as follows:

Material Recycled	Tonnage
All Paper & cardboard	1105.8
White Glass	153
Green Glass	43.6
Brown Glass	159
PET Plastic	33.9
HDPE Plastic (clear)	15.95
HDPE Plastic (coloured)	2.95
Aluminium (cans etc)	4.34
Steel (cans etc)	6.25
TOTALS	1524.79
Bulk Scrap & Black Iron	278

REFUSE COLLECTION AND DISPOSAL

YOUNG LANDFILLS

- Redhill Road Inert Landfill

Council continues to hold an *INERT* Waste Class License for the Landfill located at Redhill Road in Young, which received approximately 775 tonnes of waste in the reporting period, for disposal by landfill after removing some 278 tonnes of scrap metal and black iron to recycle.

Attention is constantly being given to the Environmental Protection Authority License over the facility in order to comply with all environmental and aesthetic aspects of the facility. This involves regular cover of the facility, regular groundwater monitoring programs, and filling/rehabilitation duties as the day to day management of the facility continues.

- Victoria Street Solid Waste

Council's Solid Waste (*CLASS 1*) Landfill did receive approximately 4,073 tonnes of waste for the reporting period. Of this total, 1,800 tonnes were recycled. The weighbridge was put into use and as stated before became a vital tool in the assessment and planning for waste measures required for the Shire.

- Regional Waste

The South West Regional Waste Management Group (SWRWMG) has received its Development Consent and Environmental Protection Authority License for Operation of the Bald Hill Facility in Harden Shire. The site has a capacity of 1.2 million cubic metres and should span the waste needs of the 8 member Councils for the next 50 years.

Transport processes and Infrastructure establishment are in final planning stages and the Committee has formed as a viable Resource Sharing entity ready for operation in the next financial year.

Victoria Street Landfill will be formed into a Transfer Station Facility which will piece in and compliment the existing Materials Recovery Facility and Green Waste Disposal.

- Village Landfills

These unlicensed facilities form a vital part of Council's customer service obligations to its ratepayers and residents. Despite mounting environmental and rationalisation of service pressures, Council resolved to keep its Village Landfills and Transfer Stations open.

To offset concerns and make the situation a more user-pays system was resolved by Council which involved the locking of the Village Tips and Transfer Stations and asking prospective users to purchase the right to use the facility at \$70 per year. This was received with mixed reactions by the public and the Group Leader (Planning & Environment) and General Manager attended several Village Community Association Meetings to discuss the policy.

Council has recently also renewed trenches at Milvale (capacity of 1080 cu. M), Koorawatha (capacity 1320 cu. M), and Bribbaree (capacity 735 cu.M). It is Council's hope that wise usage of these facilities will result in extended longevity of these facilities. All transfer stations were fenced at considerable cost to aid the wise usage of the facilities in line with Council Policy.

drumMuster

The drumMuster programme has continued in operation with 3288 drums recycled, a significant reduction of waste to landfill. This number is down on the previous year but now represents a steady stream of containers making their way into the system. The previous years figures were influenced by a large on-farm backlog from several producers.

The breakdown of containers processed were;

1 Litre	-	114
5 Litre	-	170
10 Litre	-	255
15 Litre	-	5
20 Litre	-	2744
TOTALS		3288

TOWN PLANNING

Statutory planning

Council received 282 development applications during this past financial year, with an estimated value of almost \$ 29 million. These applications were determined, an average, in about 40 days. Although, Council would prefer to see applications dealt with more promptly, it is not surprising given the significant increase in applications, over the previous year, which saw only 156 applications submitted, with a estimated value of a little over \$ 10 million.

By far the most significant development received and approved was that of Big W. The application was lodged in August 2001, determined in September 2001, work commenced early in the new year. The Store commenced trading in October 2002, a little over one year after the application was lodged.

Council also received and determined an application for the demolition and rebuilding of the Young District Hospital in May/June 2001. Although work has not commenced, the long awaited upgrade will be a significant and much needed asset for Young and the surrounding community.



Enviro-shelters used in Piggery Development

Strategic planning

This past year was relatively quiet in terms of strategic planning in Council, but much was going on at a State level, which will have far reaching impacts at a Local Government level. A landmark Government reform initiative to modernise the plan making system in New South Wales, known as PlanFIRST was finalised. PlanFIRST proposes significant changes to our plan making system that will help shape a prosperous and sustainable future for our State - a future that balances economic development and job growth with a healthy environment and quality of life. PlanFIRST will help deliver the results that the people of New South Wales want: jobs, community vitality and a healthy environment.

What this means for Council and the people of the community, is the following:

- a review and update of the local environmental plans,
- the current planning system is a complicated web of more than 5000 planning documents, which will be cut to less than 200,
- there will be a 95% reduction in red tape, and savings of hundreds of millions of dollars
- the planning process will be made easier, more transparent and more efficient
- Councils, developers and all stakeholders can plan more comprehensively for the future

Property Transfers

A total of 549 applications were received for section 149 zoning certificates, a significant increase over previous years (2000/1 - 485, 1999/2000 - 450, 1998/9 - 293). There were 739 property transfers (both rural and urban) in the Shire over the same period, and again is a significant increase over previous years.

This shows a buoyant property market, and reflects a growing confidence in rural areas, and Young in particular.

Subdivision

There were twenty-nine applications for subdivision during this financial year, creating in total 101 allotments of land. Of these subdivisions, there was only one (1) major residential subdivision, creating 29 allotments, which was in Templemore Street. However, the final stage of the subdivision in Petticoat Lane / Matthew Crescent, which was approved several years ago, was completed, creating an additional 19 residential allotments. This upward trend from the previous year, indicates both a healthy and promising demand for land in the Shire.

BUILDING

It was pleasing to see that the 2001/2002 year proved to be yet again a successful year above the previous. The past financial year saw an increase in the number of applications for new dwellings, and also sheds/carports etc/

The level of commercial development was similar to that of the previous. The expansion and development of the following local businesses - BIG W, New Hospital Development, various Piggery expansions can gauge an indication of business confidence and extensions can gauge an indication of business confidence.

Comparative figures for the 2000/2001 and 2001/2002 financial year periods are shown below;

BUILDING SUMMARY 1 JULY 2000 TO 30 JUNE 2001

30	Dwellings	\$ 3,873,613
52	Sheds, Carports etc	\$ 582,200
22	Additions/Alterations	\$ 494,099
1	Public Buildings	\$ 450,000
32	Commercial Premises	\$ 4,834,300
6	Swimming Pools	\$ 103,000
13	Subdivisions	
TOTAL		\$10,337,212

BUILDING SUMMARY 1 JULY 2001 TO 30 JUNE 2002

72	Dwellings	\$ 8,086,120
79	Sheds, Carports etc	\$ 572,991
28	Additions/Alterations	\$ 777,536
2	Public Buildings	\$ 330,000
30	Commercial Premises	\$ 6,562,017
13	Swimming Pools	\$ 165,500
19	Subdivisions	-
3	Flats	\$ 570,000
11	Change of Use	
257		\$17,064,164.00

GOALS TARGETS & OUTCOMES

PROGRAMME AREA: ENVIRONMENT

Objective: To protect, conserve and enhance the Environment.

Achieved By:

- Review and update State of the Environment Report.
- State Government Waste Management Guidelines require waste management guidelines to be followed. .
- Collection and recycling of domestic and business refuse to reduce the waste stream.
- Improve the management and operation of landfill waste disposal sites.
- Review of the need for village landfill sites.
- Suitability of Local Environment Plans to 2000 conditions.
- Regulatory control of local policies and State Government Acts, Regulations and Policies.
- Need to monitor water quality in creek system within Shire.

Actions:

Action Outcome

- Improve opportunities to increase collection and disposal of recyclable waste. EPA funding full utilised and all machinery installed at the MRF. Coupled with the cardboard press provided by Visy Recycling the ***building is almost fully equipped.***
- Consult with other authorities to ensure a coordinated approach to waste management. ***Achieved -***
- Consultation continuing with surrounding Council's on the possibility of establishing a regional waste disposal site. Review the Young Shire Council Waste Management Operations. ***Achieved and on-going -***
- Compliance with conditions of licence for landfill sites, and review of rural waste disposal services ***commenced.***
- Review the Young Shire Council Urban and Rural Local Environment Plans. ***Continuing but not completed.***
- Continue the monitoring of water quality in streams within the Shire. On-going - ***monitoring on a monthly basis.***
- Preparation of Upper Burrangong Creek Catchment Management Plan ***continuing.***
- Review Council's Section 94 Contribution Plan. ***Not completed.***

PROGRAMME AREA: REGULATORY SERVICES

Objective: To provide services capable of meeting the Community's needs in relation to health and quality of lifestyle by implementing the various Acts, Ordinances and Policies of Council.

Issues:

- Need for adequate surveillance of all food premises in the Shire.
- Need to investigate and prevent nuisances.
- Need to monitor public water supply.
- To assist and advise the community, developers and trades persons in the understanding of their rights and responsibilities in relation to matters under regulatory control.
- Number of dogs not registered is not known.
- Education of the Community as to their responsibilities regarding animal control.
- Office accommodation.
- Maintenance of Council buildings and provision of essential public services.

Actions:

Action & Outcome

- Carry out routine inspection of food premises, hairdressers, beauty salons, skin penetration establishments and air handling systems in the Shire. ***Inspections of all regulated premises on-going***
- Develop policy and procedures to address complaints and nuisances within the Shire. ***On-going & review***
- Review procedures for the installation and maintenance of septic tank systems. ***On-going***
- Review Council's procedures for registration, impounding, issuing infringement notices and follow-up procedures. ***Commenced and on-going- responsive to new legislation***

- Ensure that all dogs that should be registered in the Shire are registered. *Renewal notices issued - campaign for awareness of all owners as to new legislation increased and ongoing*
- Undergo a publicity campaign to highlight the responsibilities of owners for stock and companion animals. *Commenced and on-going*
- Campaign to highlight the problems associated with littering and illegal dumping of waste refuse. *Commenced and on-going*
- Investigate funding alternatives to implement improvement of office accommodation facilities. *No alternative source of funding identified*
- Develop an operating & maintenance programme for all Council buildings. *Commenced and on-going*
- Provision of funding for maintenance of Council buildings. *Funded within budget constraints*

ACCESS AND EQUITY ACTIVITY SUMMARY

ACCESS AND EQUITY ACTIVITIES

Young Shire Council is committed to developing at least one social and community plan every (5) five years, to assist Council to evaluate the needs of it's Community and provide or advocate for appropriate and accessible services and facilities for the benefit of it's community. Council will then consider the recommendations of this social plan when formulating its annual management plan.

Council developed it's first social and community plan, known as the Young Shire Council Social and Community Plan, in 1999, and which examines the needs of residents and visitors to the local government area. This social plan includes demographic information about the population of the area, in addition to looking at the needs of people with disabilities, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, children and young people, men and women

A copy of the Social and Community Plan, and/or the executive summary is available for viewing at the Town Hall, as well as the library. Copies of the Social and Community Plan can be purchased for \$ 25.00, whilst copies of the executive summary are free.

A summary of Council's proposed activities and initiatives in relation to access and equity activities to assist identified groups within the community to be undertaken in the last twelve (12) months was outlined in Council's last management plan relating to the 1999/2000 financial year.

An access and equity activity is defined as one which assists Council to:

- promote fairness in the distribution of resources, particularly for those most in need,
- recognise and promote people's rights and improve the accountability of decision makers,
- ensure that people have fairer access to the economic resources and services essential to meeting their basic needs and improving their quality of life,
- give people better opportunities for genuine participation and consultation about decisions affecting their lives.

A summary of Council's achievements in relation to access and equity within the last twelve (12) months against these proposals is provided below.

Council had more of a consolidation style year with regard to access and equity based issues. The Social and Community Plan existed, however there was no real body or organisation to drive the very important issues raised.

In about May 2002, the idea was first mooted to develop the increasing global trend towards the World Health Organisations Healthy Cities and Healthy Communities ideals. This was being successfully adapted to smaller rural areas quite well with recent examples of Temora and Yass developing into vital organisations.

With the primary aim of driving the Social and Community Plan, the Committee almost spawned itself comprising delegates of all facets of the community who have the general aim of "Health Related Activities" in the sphere of their work or voluntary activities.

The Committee formed, constituted itself, sought empowerment under section 355 of the Local Government Act, 1993 and set upon an ambitious review to revise the Social Plan to make it a plain English style document with achievable targets. These targets were revised and condensed and then an ambitious first year set of targets were set.

The document has since been considered by the public and also Council and is as we speak, a living part of Council's Management Plan. The Committee is meeting quarterly and endeavouring to bring their wide influence and wealth of collective knowledge and funding opportunities to bear on the issues raised.

At its meeting of September 2002, the Young Healthy Shire's Group decided that the upcoming priorities for the next year, from the above "master needs list", are as follows:

PRIORITIES (Order quoted = non specific) ~ 2002/2003

- ⊕ FAMILY CARE CENTRE FOR YOUNG ~ Looking at placement and establishment)
- ⊕ HEALTH ACCESS TO ALL ~ Including Mens, Ladies and Family
- ⊕ YOUTH CRISIS ACCOMMODATION ~ On-call support
- ⊕ ACCESS COMMITTEE & ISSUES ~ Access to CBD, Disabled & Infirm services
- ⊕ TRANSPORT SERVICES ~ Family, Disabled, Isolated etc



Fun times @ "Gumnut Grove" Child Care Centre

Operations and Utility Services Group

Following Council's consideration to the elimination of the level of Director, and provision of a flatter management structure (this decision reached in the 1999/2000 Financial Year), the Engineering Department at the end of the 2000/2001 Financial Year effectively comprised two areas.

The Operations and Utility Services areas are each headed by Group Leaders. The mission of these two functional areas is to provide in the most effective and efficient manner, technical expertise and engineering support to the Young Shire Council in performance of its functions by way of the provision, maintenance and management of the Shire's physical assets and services while ensuring that there is a high level of customer service.

The effluent re-use project is still in the investigation phase. The Environmental Impact Study will be done in 2002/03 on the preferred option. Additional funding will be required to develop the infrastructure required.

Considerable work on needs analysis and development of Works Programs for bridges, culverts and floodways for road restoration and rehabilitation, and for unsealed roads maintenance but is severely hampered by a lack of resources caused by a backlog of works and time spend on meeting deadlines for the filing of reports to government departments

A. OPERATIONS

Transport Infrastructure

The objective of this program is to provide, maintain and develop safe transport infrastructure that meets the needs of Shire customers within the cost structure, it being noted that the stakeholders of the Shire need to be able to/and be prepared to pay for this infrastructure.

Major Projects Undertaken during 2001/2002

1. Murringo Road Reconstruction

Reconstruction and Prime sealing to all of the Murringo Road (MR241) was completed. The final seal will be undertaken progressively as funds become available.

2. Grenfell Road Widening

Works commenced on the widening and rehabilitation of the Henry Lawson Way with the first 2km completed in 2001/02. Further widening and resurfacing will continue as part of the Regional Roads REPAIR program.

3. Boorowa Street Footpath

Another two blocks of the main CBD in Boorowa Street was reconstructed as well as Main Street on the western side between Boorowa and Short Streets.

4. Rural Road Resheeting

Gravel re-sheeting of the unsealed rural road network was undertaken in accordance with Council's annual works program.

5. Rural Road Rehabilitation/Resealing

Stabilising and sealing of selected rural roads was undertaken as part of Council's annual roads program. Final seals were also applied to many areas previously reconstructed as well as resealing roads as part of Council's rolling rural maintenance program.

6. State Highway 78

Council continued rehabilitation of selected sections of the Olympic Highway under the RTA's Single Invitation Contract as well as routine maintenance of the state highway network.

7. Blackspot Funding

Council completed construction of a new roundabout at the corner of Main & Lovell Street using Federal Government funds.

Under the same program Council constructed centre medians and kerb blisters at the intersection of Boorowa Street and Clarke Street.

8. Roads to Recovery Program

Council completed over 20,000m² of widening and rehabilitation of the Kingsvale Road and Trafalgar Street as the first stage of the Federal Government funded "Roads to Recovery" Program.

Kingsvale Road forms an integral link to one of Young's major tourist alterations - Chinaman's Dam.

Trafalgar Street is an important route to the local cattle and sheep selling complex as well as access to a major junior sporting facility.

9. Town Lane Construction

Council commenced a program of construction and sealing of those rear lanes which become untraffickable after wet weather in 2001/02. The first lane, between Thornhill and Caple Streets and joining Berthong Street was completed. Another lane will be reconstructed in the same area in 2002/03

10. Timber Bridge Replacement/Repair

During 2001/02 Council redecked a timber bridge on Waihemmo Road and replaced the timber deck on Reedy Creek on Karoopa Lane following its failure and damage caused by heavy vehicles.

B. UTILITY SERVICES

Responsibilities

- ◆ Water supply network.

- ◆ Sewerage collection and treatment system.
- ◆ Stormwater drainage system.
- ◆ Cemeteries
- ◆ Aerodrome
- ◆ Saleyards
- ◆ Rural Addressing
- ◆ Emergency Management
- ◆ Engineering Advice/Assessment for Development Applications including subdivisions

Major events for 2001/02

Water Supply

1. Continuation of program to replace water meters with new meters incorporating backflow prevention units and elimination of imperial meters.
2. Mains replacement carried out as per program.
3. Comprehensive water quality monitoring program.
4. Prompt return of service after water main breaks

Sewerage Services

1. Achievement of Ministerial funding to complete investigation for the Effluent reuse scheme. The Environmental Impact study and the Irrigation Drainage Management Plans are to be done in 2001/02.
2. Continuation of mains rehabilitation works as per program.
3. Compliance with EPA discharge licence.
4. Prompt return of service after sewer blockages.

Drainage

1. Construction of drain through Betty Booker park
2. Construction investigation and design of Thornhill Street piped drainage (Stage 1)
3. Ongoing maintenance program of drainage system

Cemeteries

1. Extension of the lawn cemetery
2. Renovation of the entrance portal

Aerodrome

1. Emergency response exercise to simulate light plane crash
2. Repairs, inspections and grounds maintenance to comply with licence
3. Private developments at the aerodrome.

Saleyards

1. Construction of the first flush system

Emergency Management

1. Convening the Local Emergency Management Committee on a regular basis
2. Training of Committee members
3. Implementation of rural addressing system

Performance of Program areas compared with 2001/2002 Management Plan.

Action	Outcome
Implementation of a construction program ensuring the piping of all open drains.	On-going and subject to budget constraints
Review maintenance program for drains.	On-going
Extend water reticulation capacity within Young Township.	Completed in accordance with owners' participation
Implementation of replacement program for water reticulation system in Young Township.	Annual works completed
Provision for the extension of the existing sewer reticulation system.	Completed in accordance with owners' participation
Investigate the extension of Council's existing Sewerage Treatment plant in relation to the Effluent Reuse Scheme.	Ministerial funding delayed progress of the project
Implementation of replacement program for sewer reticulation system in Young Township.	Annual works completed
Implementation of a program for the identification of illegal sewerage connections.	On-going

PROGRAMME AREA: TRANSPORT INFRASTRUCTURE

Objective: To provide maintain and develop a safe transport infrastructure that meets the needs of road users within the cost structure.

Action	Outcome
Develop Priority road ranking system for all roads within the Shire.	On-going
Update footpath condition rating system for footpaths within the Shire by regular safety inspections as per Council Policy.	On-going
Undertake bridge condition assessment for timber bridges within the Shire.	Ongoing
To reseal all local urban roads on a fixed cycle, dependent on funds and existing condition.	On-going
To reseal all local rural roads on fixed cycle, dependent on funds and existing condition.	On-going
Management of Shire-wide traffic facilities.	On-going
Implementation of a construction program for Regional and Local roads.	Utilise REPAIR funding to continue Stage 3 of reconstruction of MR 239 (Grenfell Road)
Review of Council's vehicle, plant and equipment replacement program.	On-going
Rationalisation of Council's plant fleet, thus increasing Council's operational efficiency in service delivery.	On-going
To provide input/advice for the assessment of engineering requirements for roads and associated facilities in new subdivisions.	On-going
Rehabilitate Council's Local Road Network Utilising Roads to Recovery funding	On-going

Extend Council's footpath and kerb and gutter network to complement Council's urban development and town expansion	On-going
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APPENDIX 1 - STATUTORY INFORMATION

The Local Government Act 1993 now requires Councils to report on specific information, which is as follows:

Section 428 (2) (d) Report on Public Works Infrastructure

When looking at the condition of public works in the Young Shire Council area, two important factors must be kept in mind:

- (i) the age of the Council area, therefore the age of much of the infrastructure;
- (ii) the impact of rate pegging. Rates do not keep up with the level of inflation, hence the dollar amounts needed to update some programs.

Asset Classification	Current Value \$'000		Renewal Costs \$'000		Annual Maintenance Levels		
	2000/01	2001/02	2000/01	2001/02	Desired Standard \$'000	Desired M & R \$'000	Current M & R \$'000
Stormwater Drainage							
Underground Drains, Pits	7,507	7,427	7,892	7,912	415	104	49
Roads							
Sealed Pavement	36,473	36,922	48,210	49,276	3,426	1,513	894
Unsealed Pavement	6,216	6,191	14,251	14,251	2,241	810	710
Bridges & Road Crossings	6,797	6,132	6,680	6,680	400	65	35
Paved Footpaths	797	914	846	983	210	101	70
Kerb & Gutters	2,500	2,461	2,871	2,875	101	30	24
Water Supply							
Mains, Pipes etc.	3,589	3,653	3,962	4,078	214	54	125
Pump Stations	139	132	185	185	10	8	3
Storage Reservoirs	1,947	1,975	2,022	2,091	110	44	17
Sewerage System							
Mains, Manholes etc.	1,106	1,237	1,235	1,384	73	18	113
Treatment Plant	2,594	2,521	3,658	3,658	192	77	135
Public Buildings							
Town Hall /Admin Bldg.	363	326	905	905	48	38	13
Public Halls	317	299	471	471	25	20	10
Library	97	89	188	188	10	7	3
Tourist Centre/Art Gall	189	180	224	224	12	9	2

Note: The public halls mentioned in the table above are managed by community committees who take on the responsibility of maintaining these buildings.
The information contained within the abovementioned table is based on the best available data at the time.

Section 428 (2) (e) Legal Proceedings 2001/2002

Matter	Amount (\$)	Comment
Beachetch Pty Ltd - development matter	\$234.00	Matter Resolved
Airclub Pty Ltd - repair order S124	\$3975.00	Matter Resolved

Rate Recovery

Statement of Liquidated Claims Issued	38
Served	33
Paid in Full	17
Agreements to pay judgement debt by instalments	7
Requiring further action	9

Section 428 (2) (f) Elected Members Expenses

	<u>2001/2002</u>	<u>2000/2001</u>
Mayoral Allowance	\$ 9,999.96	\$ 9,999.96
Councillors' Fees (nine Councillors')	\$54,000.00	\$54,000.00
Councillors' Expenses - Travel, Meals & Phone	\$ 7,351.41	\$ 10,104.11
Delegates Expenses	\$ 5,043.54	\$ 8,147.04
Councillors' Insurance	\$ -	\$ 2,700.00
	<u>\$ 76,394.91</u>	<u>\$ 84,951.11</u>

Policy

2.0 Travelling Expenses

2.1 The Council to pay to, or on behalf of, Councillors' an allowance towards necessary out-of-pocket expenses for conveyance in travelling to discharge their function as a Councillor in respect of the following:

- (a) to and from the meetings of Council, or meetings of any Committee of the Council
- (b) upon inspections within the Council area, provided such inspections are undertaken in compliance with resolutions of the Council
- (c) upon business of the Council, outside the Council area, in compliance with a resolution of Council
- (d) to and from the Annual Conference of the Shires Association of NSW, or "H" Division of the shires Association of NSW, or to and from any meeting of any regional organisation committee to which Council sends a delegate

(e) to and from any seminar conference in compliance with a resolution of Council.

2.2 The travelling allowance shall not exceed such amount as may be determined from time to time by the Local Government Remuneration Tribunal or the Minister for Local Government, or in the event of no such decision, an amount equal to that provided by Clause 10(v) (a) of the Local Government (State) Award 1997.

2.3 Clause 2.2 shall not apply to travel, either inside or outside of the Council, where alternative arrangements are made for travel.

3.0 Meal Allowance

3.1 For attendance at meetings of Council an evening meal will be provided.

3.2 For attendance upon inspections, or upon business of Council either inside or outside the Council areas, out-of-pocket expenses will be reimbursed upon presentation of a claim for payment.

4.0 Provision of Facilities

4.1 Council will provide the Mayor, the Deputy Mayor and other Councillors', secretarial support in respect of typing and postage of correspondence in relation to discharging their function as a Councillor.

4.2 The Mayor, the Deputy Mayor and other Councillors' be permitted to use the office telephone for calls in discharging their function as a Councillor.

4.3 The Mayor will be provided with a mobile phone and a phone/fax, connected to the existing line at the Mayor's residence. Further, reimbursement of all calls associated with fulfilling the duties of the Mayor will be provided upon documentary proof, with the mobile phone and phone/fax always remaining the property of Young Shire Council.

Section 428 (2) (g) L.G. Act & Cl. 31 (1) (b) General Reg. Senior Staff

During 2000/2001 Council employed one (1) staff member on a performance based contract, who were during the 2000/2001 financial year Senior Staff within the definition of the Local Government Act 1993. Those staff and contract packages for the period 1st July 2000 to 30th June 2001, are:

General Manager	\$ 104,000.00
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It should be noted that the packages quoted above are Total Remuneration Packages and accordingly are inclusive of salary, superannuation, provision of vehicle, and Fringe Benefits Tax expense.

Section 428 (2) (h) Contracts over \$100,000 for the year ending 30 June 2002.

- Sewer Rehabilitation - \$110,438.00 (November 2001)
- Purchase of One Caterpillar 12H Grader in April 2002 for net cost of \$245,731.20
- Purchase of one MacDonald Johnston 605LT Street Sweeper at a net cost of \$178,440.00
- Annual Supply of Aggregate - \$190,000
- Annual Supply of Bitumen - \$254,000

Section 428 (2) (i) Report on the Bush Fire Hazard Reduction Activities from 1 July 2001 to 30 June 2002

Fire Season - Report by Superintendent Caroline Ortel

The reporting period for fire activity within the Young Shire is between 1st April 2001 and 31st March 2002.

Young Shire is a member of the South West Rural Fire Group (SWRFG), which also incorporates the Shires of Boorowa, Cootamundra and Harden. There were a total of 179 incidents within the SWRFG in the 2001/02 fire season. The type of incidents are as follows:

Bush/Grass fires	59
Building Fires	16
Vehicle Fires	8
Vehicle Accidents	39
False Alarms	9
Escape Permit Burns	19
Municipal Tips	7
Others	22

This fire season was similar to the previous fire season and there were no major fires in the Young Shire. There has been a strong commitment by brigades to training activities within the group along with community education days at various locations through the Shire.

Hazard Reductions

Hazard reductions were carried out by various land managers within the South West District Bush Fire Management Committee. Young Shire was committed to various hazard reductions around Young, surrounding villages and roadsides, which were completed before the fire season.

There were 107 permits issued within the Young Council area that resulted in 4475 ha of land burnt during the bush fire danger period. The majority of this land is burnt for farming purposes.

Section 428 (2) (j) Multicultural Services

Young is a diverse community with an historically rich ethnic profile. The 1996 Census indicates 248 persons, 2.20 % of the Shire population, are from a non-English speaking background.

The Aboriginal & Torres Strait Islander population is 143 persons, 1.40 % of the Shire population.

Council has contributed financially to the establishment of SBS TV and radio services, and the ongoing licensing and maintenance of such facilities.

In addition, Council conducts the National Cherry Festival, which contains activities of a multicultural nature. The events of the 2001 National Cherry Festival enjoyed a strong and highly visible Chinese involvement in both spectator and participant numbers.

Young Shire enjoys a warm and reciprocal Sister City relationship with Lanzhou City in the Peoples Republic of China and the township of Golden, Colorado, United States of America.

Section 428 (2) (l) Charitable Donations

The total amount contributed under Section 356 (Financial Contributions) of the Local Government Act 1993 in 2001/2002 was \$41,012.00

Section 428 (2) (m) Human Resources Statement - Operations from 1 July 2001 to 30 June 2002

Young Shire Council has continued its role training and developing staff this financial year. Various level of training have been provided to staff ranging from special courses for trainees to that undertaken by staff to comply with new or altered legislation. The following list is indicative of some training undertaken by staff.

To continue in this direction Council staff has undertaken formal training in areas not limited to:

Workplace Assessor	6
Worksite Traffic Control	10
OH&S General Conditions	20
OH&S Construction	20
First Aid	10
Computer Skills	6
Confined Space Entry	18
OH&S 2002 Legislation	30

Council maintains an on-going investment in developing its staff and further training will be implemented to comply with future legislative changes.

Section 428 (2) (n) Equal Employment Opportunity

Council's personnel policies and procedures are monitored to ensure that they comply with EEO and Anti-Discrimination legislation. Council has put in place an Equal Employment Opportunity Management Plan which is designed to address those areas of Council's operations in which development of EEO strategies are needed.

When undertaking interviews for staff positions, interview panels are briefed on the need to apply EEO principles at all times, and appointment on merit is a prime objective in the selection of personnel for positions on Council's staff.

Statistical Profile

Aboriginal/Torres Strait Islander	2
Other backgrounds	<u>99</u>
	<u>101</u>

Overall Age Distribution

Age	Male	Female
16 - 25	2	5
26 - 35	18	6
36 - 45	31	5
46 - 55	19	4

56 and over	<u>7</u>	<u>4</u>
	<u>77</u>	<u>24</u>

Section 428 (2) (o) External Bodies Exercising Council Functions

The Southern Slopes Noxious Weeds County Council performed the function of noxious weeds control within the Young Shire.

Section 428 (2) (p) Controlling Interest in Companies

Council did not hold any controlling interest in any companies in 2001/2002.

Section 428 (2) (q) Joint Ventures

Council is currently a member of the South-West Regional Library Service which consists of the Councils of Boorowa, Harden and Young. Young Shire is the Executive Council.

Council is a member of the South-West Rural Fire Group which consists of the Councils of Boorowa, Cootamundra, Harden and Young. The Group currently employs a Joint Fire Controller and 2 Deputy Fire Controllers. Harden Shire is the Executive Council.

Cl. 15 Rates and Charges Reg. Rates and Charges Written-Off

During the 2001/2002 financial year, no rates and charges were written-off in accordance with Section 719 of the Local Government Act 1993.

Cl. 31 (1) (a) General Reg. Overseas Visits Funded by Council

During 2001/2002 Council did not fund any overseas trips or travels.

Cl. 31 (1) (c) General Reg. Activities for Children

Council is not directly involved in the provision of child care services as the major facilities are operated by community-based organisations with funding. However, Council owns the three (3) buildings which provide a total of 120 child care places thereby subsidising these services by a donation equivalent to rates charges. In addition, there is one (1) privately operated centre.

Council actively participates in Youth Week activities by providing funding to a Council Sub-Committee. Council employs a Youth Development Officer.

Council also provides an information service for the Regional Family Day Care Programme administered by Junee Shire Council.

Cl. 31 (1) (d) (i) General Reg. Programmes undertaken to promote Access & Equity Activities

Young Shire Council is committed to developing at least one Social and Community Plan every 5 years to assist Council in ensuring that the needs of its community are addressed wherever possible and to provide or advocate for appropriate and accessible services and facilities for the benefit of its community. The Social and Community Plan will assist Council when formulating its annual management plan.

Council developed its first Social and Community Plan in June 1999 and this plan examines the needs of residents and visitors to the Shire. This Social and Community Plan includes demographic information about the population of the Young Shire in addition to looking at the needs of people with disabilities, people from culturally and linguistically diverse backgrounds, Aboriginal people, children and young people, women, older people and unemployed people.

A copy of the Social and Community Plan is available for viewing at Council's Administration Offices or within the Young Public Library. The Social and Community Plan comprises:

- demographic data which recognises the diversity and unique characteristics of the local community;
- a human needs assessment which has examined the well-being of the people of the area and the unmet needs of the community across a range of priority issues; and
- list of recommended actions that will enable Council, to choose priority initiatives to include in its next management plan.

Key outcomes of the Social and Community Plan include:

- identifying the community needs;
- identify appropriate strategies to respond to those needs;
- identify which services Council should have a role in funding or providing; and
- developing co-operative action between the three spheres of government (local, state and federal), the private sector and the community itself.

Council's Access and Activity Summary is located in the Planning & Environment Group Report pages.

Cl. 31 (1) (d) General Reg. Statement regarding Category 1 Business Activities and Competitive Neutrality

Under Clause 31 (1) (d) of the Local Government (General) Regulation 1993 Council is required to provide certain statements in relation to its business activities and competitive neutrality matters.

Whilst Council does undertake several business activities, such as water supply and sewerage services, neither of these activities have a sufficient annual turnover for them to be classified as a "Category 1" business in accordance with the definition contained in the competitive neutrality principles.

Accordingly, the following statements are provided:

- Council has no "Category 1" businesses.
- Council has undertaken an analysis of its operations and identified that there are no Category 1 businesses within its operations at this point in time. It is noted that Council's Water Supply operation has an annual turnover in the order of \$2.25M and this situation shall be monitored in the future.

Council shall be reviewing other elements of its operations to ascertain whether other activities of Council should also be classified as Category 2 Businesses.

- Competitive Neutrality complaints that are submitted to Young Shire Council will be initially treated the same as all other inwards correspondence received by Council. Upon receipt in Council's Administration Offices all correspondence is recorded on Council's Electronic Records Management System and allocated to a specific file. The file is then referred to a responsible officer for attention thereto.

Accordingly, any competitive neutrality complaints received by Council will be placed on a specific file for competitive neutrality complaints and referred to the Public Officer for investigation and report.

Council's general complaints handling procedures are known to the public by general awareness of Council's policies and occasional advertising on Council's page within the local newspaper.

- No competitive neutrality complaints were received by Council during the 2001/2002 financial year.

Council Meetings

There were twenty three (23) Council meetings convened during the period 1st July 2001 to 30th June 2002. Councillors' attendance at these meetings were as follows:

Councillors'	01/07/2001 to 30/06/2002
Cr. Gerry Bailey	23 out of 23
Cr. John Jasprizza	23 out of 23
Cr. Stuart Freudenstein	23 out of 23
Cr. Michael Veitch	22 out of 23
Cr. John McGregor	23 out of 23
Cr. John Walker	22 out of 23
Cr. Marie McCormick	22 out of 23
Cr. John Drum	22 out of 23
Cr. Tony Hewson	14 out of 23

In addition, Council operates numerous Committees and Sub-Committees to deal with specific matters and is actively involved through Councillor representation on various local and regional interest groups and committees. For further information regarding Council and Committee Meetings, please contact the General Manager's Secretary on (02) 6382 1688.

All Council and Committee Meetings are open to the public and copies of the Agendas and Committee Minutes are available at Council's Administration Offices and at the Young Public Library.

Freedom of Information

Detailed below is Young Shire Council's Freedom of Information Statutory return for the period 1 July 2001 to 30 June 2002.

NIL RETURNS

		2002	2001
Are all figures in Section A "Nil"?	Yes / No	Yes	Yes
Is the figure for Section C "Nil"?	Yes/No	Yes	Yes
Are all figures in Section E "Nil"?	Yes / No	Yes	Yes
Is the figure for Section F "Nil"?	Yes/No	Yes	Yes
Are all figures in Section L "Nil"?	Yes / No	Yes	Yes

If you answer "Yes" for these five questions this is a Nil return.

Is this a "Nil" Return? Yes / No Yes Yes

For "Nil" Returns please completed the following contact details and return only pages 1 and 2 of this questionnaire.

Contact details for queries relating to this Return:

Name: **Garry Inwood**
 Telephone Number: **(02) 6382 1688**

SECTION A

Numbers of new FOI requests - Information relating to numbers of new FOI requests received, those processed and those incomplete from the previous period.

	FOI Requests	Personal 2002	Other 2002	Total 2002	Personal 2001	Other 2001	Total 2001
A1	New (including transferred in)	2	-	-	-	-	-
A2	Brought forward	-	-	-	-	-	-
A3	Total to be processed	2	-	-	-	-	-
A4	Completed	2	-	-	-	-	-
A5	Transferred out	-	-	-	-	-	-
A6	Withdrawn	-	-	-	-	-	-
A7	Total Processed	2	-	-	-	-	-
A8	Unfinished (carried forward)	Nil	Nil	Nil	Nil	Nil	Nil

SECTION B

What happened to completed requests?

	Result of FOI Request	Personal 2002	Other 2002	Personal 2001	Other 2001
B1	Granted in full	-	-	-	-
B2	Granted in part	2	-	-	-
B3	Refused	-	-	-	-
B4	Deferred	-	-	-	-
B5*	Completed	2	Nil	Nil	Nil

*Note: The figures on line B5 should be the same as the corresponding ones on A4.

SECTION C

Ministerial Certificates - number issued during the period.

	2002	2001
C1 Ministerial Certificates issued	Nil	Nil

SECTION D

Formal Consultations - number of requests requiring consultations (issued and total number of **FORMAL** consultation(s) for the period.

	Issued 2002	Other 2002	Issued 2001	Total 2001
D1 Number of requests requiring formal consultation	Nil	Nil	Nil	Nil

SECTION E

Amendment of personal records - number of requests for amendments processed during the period.

	Result of Amendment Request	Total 2002	Total 2001
E1	Result of Amendment - agreed	-	-
E2	Result of Amendment - refused	-	-
E3	Total	Nil	Nil

SECTION F

Notation of personal records - number of requests for notation processed during the period.

	Total 2002	Total 2001
F3 Number of requests for notation	Nil	Nil

SECTION G

FOI requests granted in part or refused - number of times each reason cited in relation to completed requests, which were granted in part or refused.

	Basis of disallowing or restricting access	Personal 2002	Other 2002	Personal 2001	Other 2001
G1	Section 19 (application incomplete, wrongly directed)	-	-	-	-
G2	Section 22 (deposit not paid)	-	-	-	-
G3	Section 25(1) (a1) (diversion of resources)	1	-	-	-
G4	Section 25(1) (a) (exempt)	-	-	-	-
G5	Section 25(1) (b), (c), (d) (otherwise available)	-	-	-	-
G6	Section 28 (1) (b) (documents not held)	1	-	-	-
G7	Section 24 (2) - deemed refused, over 21 days	-	-	-	-
G8	Section 31 (4) (released to Medical Practitioner)	-	-	-	-
G9	Totals	2	Nil	Nil	Nil

SECTION H

Costs and fees of requests processed during the period (i.e. those included in lines A4, A5 and A6). Please **DO NOT** include costs and fees for unfinished requests (i.e. those requests include in line A8).

		Assessed Costs 2002	FOI Fees Received 2002	Assessed Costs 2001	FOI Fees Received 2001
H1	All completed requests	60	Nil	Nil	Nil

SECTION I

Discount allowed - number of FOI requests processed during the period where discounts were allowed.

	Type of Discount Allowed	Personal 2002	Other 2002	Personal 2001	Other 2001
I1	Public interest	-	-	-	-
I2	Financial hardship - Pensioner/Child	-	-	-	-
I3	Financial hardship - Non-profit organisation	-	-	-	-
I4	Totals	Nil	Nil	Nil	Nil
I5	Significant correction of personal records	Nil	Nil	Nil	Nil

*Note: Except for item I5, items I1, I2, I3 and I4 refer to requests processed as recorded in A7. For I5, however, show the actual number of requests for correction processed during the period.

SECTION J

Days to process - number of completed requests (A4) by calendar days (elapsed time) taken to process.

	Elapsed Time	Personal 2002	Other 2002	Personal 2001	Other 2001
J1	0 - 21 days	-	-	-	-
J2	22 - 35 days	1	-	-	-
J3	Over 35 days	1	-	-	-
J4	Totals	2	Nil	Nil	Nil

SECTION K

Processing time - number of completed requests (A4) by hours taken to process.

	Processing Hours	Personal 2002	Other 2002	Personal 2001	Other 2001
K1	0 - 10 hours	2	-	-	-
K2	11 - 20 hours	-	-	-	-
K3	21 - 40 hours	-	-	-	-
K4	Over 40 hours	-	-	-	-
K5	Totals	2	Nil	Nil	Nil

SECTION L

Reviews and Appeals - number finalised during the period.

		2002	2001
L1	Number of Internal Reviews finalised	Nil	Nil
L2	Number of Ombudsman Reviews finalised	Nil	Nil
L3	Number of District Court Appeals finalised	Nil	Nil

Details of Internal Review Results - in relation to internal reviews finalised during the period.

	Bases of Internal Review	Personal		Other		Personal		Other	
		2002 Upheld *	2002 Varied *	2002 Upheld *	2002 Varied *	2001 Upheld *	2001 Varied *	2001 Upheld *	2001 Varied *
L4	Access refused	-	-	-	-	-	-	-	-
L5	Deferred	-	-	-	-	-	-	-	-
L6	Exempt matter	-	-	-	-	-	-	-	-
L7	Unreasonable charges	-	-	-	-	-	-	-	-
L8	Charge unreasonably incurred	-	-	-	-	-	-	-	-
L9	Amendment refused	-	-	-	-	-	-	-	-
L10	Totals	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

*Note: Relates to whether or not the original agency decision was upheld or varied by the internal review.

Privacy & Personal Information Protection Act - Sect 33(3)

Council has adopted a Model Privacy Management Plan for the purpose of ensuring that the objects of the PPIP legislation are met in a timely and efficient manner.

To provide for consistent application of this legislation, Council has adopted a privacy Code of Practice for Local Government.

Training has been undertaken by Staff to enable implementation of the PPIP Management Plan and the Legislative requirements of the Act. Council's Rates Clerk has been appointed the Privacy Officer.

Examples of areas where the Policy is applied includes access to Public Registers (e.g. Cemetery Records, Development Applications, Property Ownership & general property enquiries) and Staff Enquiries.

Young Shire Council received one (1) external requests for review for the period 01/07/2000 to 30/06/2001.

Statistical Return of Reviews Undertaken between 01/07/2001 and 30/06/2002

Number External Requests for Review Received	No. of Reviews Undertaken
1	1