



# YOUNG

SHIRE COUNCIL



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ANNUAL REPORT  
FOR THE PERIOD  
01 / 07 / 2002 TO 30 / 06 / 2003

## INDEX

<b>Councillors' of Young Shire</b>	3
<b>Organisational Chart</b>	4
<b>General Manager</b>	5
<b>Administration &amp; Finance Group</b>	
Council Finances	6
Performance of Programmes against Management Plan	9
Financial Statements for year ended 30 June 2003	10
<b>Recreation &amp; Leisure Group</b>	
South West Regional Library Service	16
Young Visitors Centre	18
Recreational Facilities - Parks & Gardens	19
Performance of Programmes against Management Plan	20
<b>Planning &amp; Environment Group</b>	
Animal Control	25
Environmental Issues	26
Health Matters	26
Waste Management	27
Town Planning	28
Building	30
Performance of Programmes against Management Plan	32
Access & Equity Summary	33
<b>Engineering Operations &amp; Utility Support Services Groups</b>	
<b>Operations</b>	<b>36</b>
Utility Services	38
Performance of Programmes against Management Plan	39
Transport Infrastructure	39
<b>Statutory Information - Section 428 ( 2 )</b>	
(d) Public Works Infrastructure	40
(e) Legal Proceedings	41
(f) Mayoral and Councillors' Fees and Facilities	41
(g) Senior Staff	43
(h) Contracts awarded by Council during 2002/2003	43
(i) Bush Fire Hazard Reduction Activities	43
(j) Multicultural Services	44
(l) Grants under Section 356	44
(m) Human Resources Statement	44
(n) Equal Employment Opportunity	45
(o) External Bodies Statement	45
(p) Controlling Interests	45
(q) Joint Ventures	46
<b>Statutory Information - Section 428 ( 2 ) ( r )</b>	
Clause 15 - Rates and Charges Regulation	46
Clause 31 - General Regulation	
(a) Overseas Visits	46
(b) Senior Staff Remuneration	43
(c) Activities for Children	46
(d) Programmes Undertaken to Promote Access & Equity	46
(d) Category 1 Business Activities & Competitive Neutrality	47
(e) Council Meetings	48
(f) Freedom of Information Report	48
(g) PPIP Act Statement - Section 33-3	53

## 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 )	7 Donges Road, Young	Ph: (02) 6383 9260
Cr. John McGregor ( Deputy Mayor )	24 Back Creek Road, Young	Ph: (02) 6382 1030
Cr. Gerry Bailey	60 Redhill Road, 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	151 Willawong 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 2002.



Clr. J.F. ( John ) Walker  
Mayor



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

### MAYORAL FORWARD

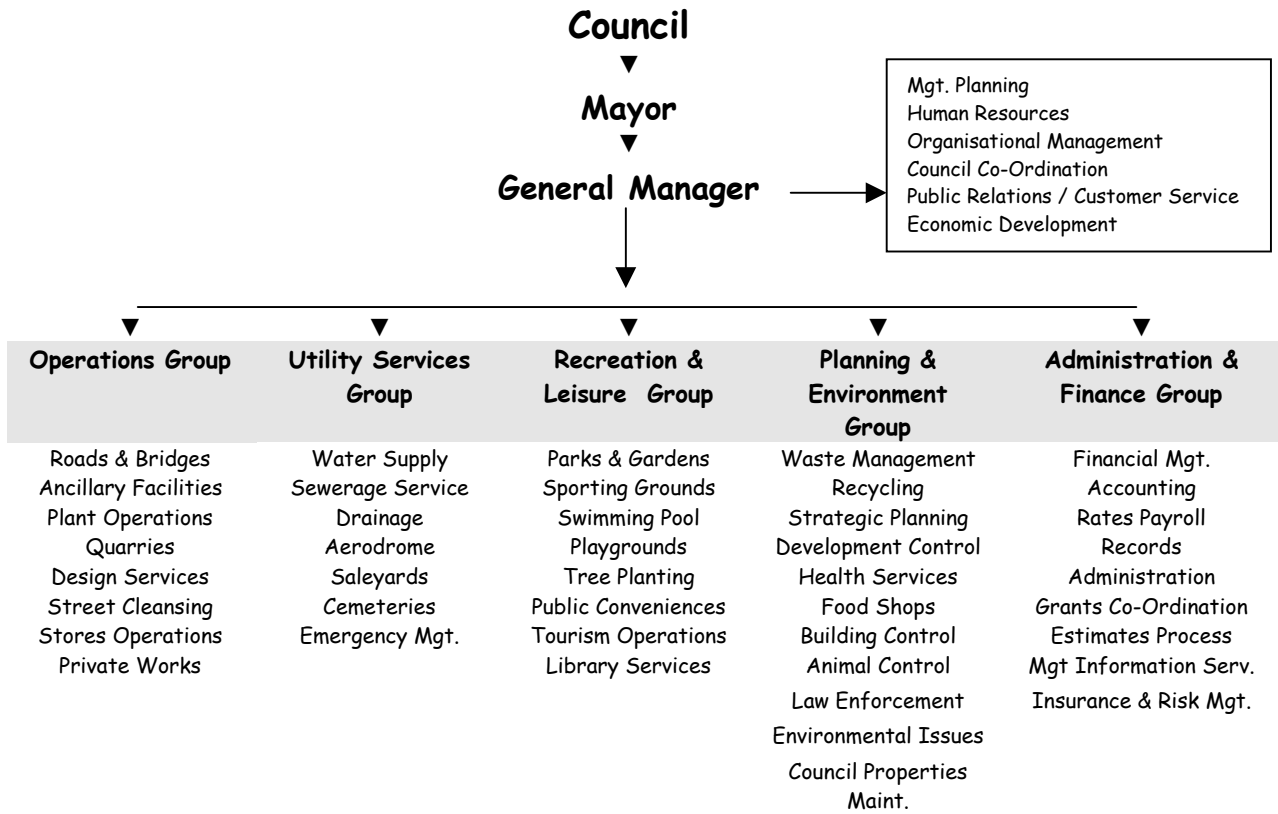
Young Shire Council each year presents a management plan to align with a programmed budget.

Young is now seen to be experiencing a period of sustained growth with benefit not only to Council but also the private sector. This growth is placing pressure on long term planning requirements and a need to invest for future infrastructure demands. Major capital works are planned in coming years.

This report shows the results of sound management practices of Council in strengthening balances held in reserves and a clear indication of a sound positive future for the Shire.

John Walker  
MAYOR

**ORGANISATIONAL CHART**



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

## MAJOR FUNCTION: GENERAL MANAGER

**Objective:** To maximise the potential of Council's 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><b>1. ADMINISTRATION</b> 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"> <li>• Reduction in complaints of not being informed</li> <li>• Timely production of reports</li> <li>• All Departments adequately supported</li> </ul>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
<p><b>2. COUNCIL IMAGE</b>  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"> <li>• Weekly column in newspaper</li> <li>• Annual meetings in Shire Villages</li> <li>• Councillors and staff availability at community group meetings, functions, etc</li> <li>• Open forum at Council meetings</li> <li>• Complaints Management system</li> <li>• Councillors column in newspaper</li> </ul>	<ul style="list-style-type: none"> <li>• Community perception of Council's performance</li> <li>• All correspondence answered within eight days</li> <li>• Complaints responded to within timeframe stipulated in Complaints Management System</li> </ul>	<p>Satisfactory</p> <p>Improvements needed</p> <p>Achieved</p>
<p><b>3. HUMAN RESOURCES</b>  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"> <li>• Continuously review and develop salary system in conjunction with Consultative Committee</li> <li>• Update human resources policies and procedures including:                             <ol style="list-style-type: none"> <li>1. EEO Management Plan</li> <li>2. Induction and Recruitment</li> <li>3. Staff Training</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance and understanding of Salary system by staff</li> <li>• Hours spent on training</li> </ul>	<p>On-going Acceptance</p>

<p>4. <b>ABORIGINAL CONSULTATIVE COMMITTEE</b></p> <p>To foster a climate of understanding and co-operation between Aboriginal and non-Aboriginal residents</p>	<p>Policy 4. Salary Policy</p> <ul style="list-style-type: none"> <li>• <b>Regular meetings with Aboriginal leaders</b></li> <li>• Encourage Aboriginal participation in community works, etc.</li> <li>• Aboriginal Consultative Committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal understanding of Council's function</li> <li>• Community perception</li> </ul>	<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 \$3.452m in the financial year 2002/2003 was received by Council in the form of grants and subsidies.

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 restructures.

### 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 2002/2003 are set by Council as follows:

	<u>2002/2003</u>		<u>2001/2002</u>	
Farmland	0.737c	\$300.00 min	0.6939c	\$280.00 min
Rural Residential	1.163c	\$300.00 min	1.096c	\$280.00 min
Residential - Bendick Murrell	1.163c	\$300.00 min	1.096c	\$280.00 min
Residential - Bribbaree	1.163c	\$300.00 min	1.096c	\$280.00 min
Residential - Koorawatha	1.163c	\$300.00 min	1.096c	\$280.00 min
Residential - Monteagle	1.163c	\$300.00 min	1.096c	\$280.00 min
Residential - Murringo	1.163c	\$300.00 min	1.096c	\$280.00 min
Residential - Young	2.664c	\$270.00 min	2.4945c	\$262.00 min
Business	1.369c	\$300.00 min	1.315c	\$280.00 min
Business - Bendick Murrell	1.369c	\$300.00 min	1.315c	\$280.00 min
Business - Bribbaree	1.369c	\$300.00 min	1.315c	\$280.00 min
Business - Koorawatha	1.369c	\$300.00 min	1.315c	\$280.00 min
Business - Monteagle	1.369c	\$300.00 min	1.315c	\$280.00 min
Business - Murringo	1.369c	\$300.00 min	1.315c	\$280.00 min
Business - Young CBD	3.796c	\$270.00 min	3.6674c	\$262.00 min
Business - Outside CBD	3.23c	\$270.00 min	2.4841c	\$262.00 min
Business - Mining	2.761c	\$300.00 min	2.5967c	\$280.00 min
Annual Domestic Waste Management Charge				
	- occupied	\$143.00	\$149.76	
	- vacant land	\$ 31.20	\$ 28.08	
Annual Water Service Charge				
	- connected	\$390.00	\$370.00	
	- unconnected	\$312.00	\$310.00	
Fire Water Main Charge		\$273.00	\$270.00	
Annual Sewerage Service Charge				
	- connected	\$230.00	\$220.00	
	- unconnected	\$200.00	\$200.00	
Recycling Charge - Residential		\$ 31.20	\$30.00	
Provision of Mobile Garbage Bins		\$ 40.00	\$ nil	

Payment of Rates by Instalments:

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 9.00 % 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 Officer 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.	<p>Management plan, including budget, adopted in June each year.</p> <p>Management plan review undertaken on a quarterly basis.</p> <p>Maintenance of tight fiscal control</p>	<p>Compliance with all statutory requirements of the Local Government Act.</p> <p>Maintain a current ratio i.e. excess assets over liabilities &gt;1.50:1.00</p>	<p>Achieved</p> <p>Ratio 2.57</p>
<u>Rating</u>			
Provide and ensure Councils rates are levied in an equitable manner and that outstanding rates are kept at a low level.	<p>Compliance with relevant legislation.</p> <p>Issue rate and instalment notices on time.</p> <p>Follow up outstanding rates on a regular basis.</p>	<p>Level of complaints.</p> <p>% of rates outstanding &lt;9%.</p> <p>Compliance with legislation.</p>	<p>Acceptable</p> <p>4.38%</p> <p>Achieved</p>
<u>Investments</u>			
Obtain maximum return on investments.	<p>Maintain investment register.</p> <p>Obtain best rates through enquiry.</p> <p>Ensure all surplus cash invested.</p>	<p>Ratio return to investments</p>	<p>Satisfactory</p>

## STATEMENT OF FINANCIAL PERFORMANCE

The following pages summarise the financial performance of Young Shire Council as at 30th June 2003. 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 2003

	Original Budget \$'000	Actual 2003 \$'000	Actual 2002 \$'000
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Employee Costs	4,143	4,373	3,957
Borrowing Costs	432	430	448
Materials and Contracts	4,328	4,225	3,489
Depreciation and Amortisation	2,628	2,641	2,524
Other Expenses from Ordinary Activities	1,482	1,560	1,499
<b>TOTAL EXPENSES FROM ORDINARY ACTIVITIES</b>	13,013	13,229	11,917
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Rates & Annual Charges	6,366	6,407	6,011
User Charges & Fees	2,070	2,882	2,070
Interest	394	425	305
Other Revenues from Ordinary Activities	373	389	351
Non-Capital Purposes - Contributions	2,823	3,052	2,664
Non-Capital Purposes - Grants	539	547	440
Gain from the Sales of Assets	50	101	228
<b>REVENUES FROM ORDINARY ACTIVITIES BEFORE CAPITAL AMOUNTS</b>	12,615	13,803	12,069
<b>SURPLUS( DEFICIT ) FROM ORDINARY ACTIVITIES BEFOR CAPITAL AMOUNTS</b>	(398)	574	152
Capital Purposes - Contributions	734	400	657
Capital Purposes - Grants	375	705	877
	1,109	1,105	1,534
<b>SURPLUS( DEFICIT ) FROM ORDINARY ACTIVITIES AFTER CAPITAL AMOUNTS</b>	711	1,679	1,686
<b>SURPLUS (DEFICIT) FROM ALL ACTIVITIES</b>	711	1,679	1,686

**STATEMENT OF FINANCIAL POSITION**  
as at 30th June 2003

	Notes	Actual 2003 \$'000	Actual 2002 \$'000
<b>CURRENT ASSETS</b>			
Cash Assets	6	1,958	104
Investment Securities	6	2,075	2,698
Receivables	7	1,621	1,509
Inventories	8	137	307
Other	8	231	122
<b>TOTAL CURRENT ASSETS</b>		<b>6,022</b>	<b>4,740</b>
<b>NON-CURRENT ASSETS</b>			
Investment Securities	6	4,272	3,303
Receivables	7	85	85
Property, Plant and Equipment	9	82,500	82,873
<b>TOTAL NON-CURRENT ASSETS</b>		<b>86,857</b>	<b>86,261</b>
<b>TOTAL ASSETS</b>		<b>92,879</b>	<b>91,001</b>
<b>CURRENT LIABILITIES</b>			
Payables	10(a)	1,009	637
Interest Bearing Liabilities	10(a)	586	676
Provisions	10(a)	544	297
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,139</b>	<b>1,610</b>
<b>NON-CURRENT LIABILITIES</b>			
Payables	10(a)	0	64
Interest Bearing Liabilities	10(a)	5,021	5,235
Provisions	10(a)	903	955
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>5,924</b>	<b>6,254</b>
<b>TOTAL LIABILITIES</b>		<b>8,063</b>	<b>7,864</b>
<b>NETT ASSETS</b>		<b>84,816</b>	<b>83,137</b>
<b>EQUITY</b>			
Accumulated Surplus		84,816	83,137
<b>TOTAL EQUITY</b>		<b>84,816</b>	<b>83,137</b>

**STATEMENT OF CHANGES IN EQUITY**  
**for the year ended 30th June 2003**

	2003		2002	
	Accumulated Surplus \$'000	Total Equity \$'000	Accumulated Surplus \$'000	Total Equity \$'000
Balance at beginning of the reporting period	83,137	83,137	81,451	81,451
Changes in Equity recognised within the Statement of Financial Performance	1,679	1,679	1,686	1,686
Balance at end of reporting period	<u>84,816</u>	<u>84,816</u>	<u>83,137</u>	<u>83,137</u>

**STATEMENT OF CASH FLOWS**  
for the year ended 30th June 2003

	Notes	Actual 2003 \$'000	Actual 2002 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<u>Receipts:</u>			
Rates and Annual Charges		6,475	6,061
User Charges and Fees		2,621	2,196
Interest Revenues		406	289
Grants and Contributions		4,629	4,328
Other		309	395
		<u>14,440</u>	<u>13,269</u>
<u>Payments:</u>			
Employee Costs		(4,178)	(3,786)
Materials and Contracts		(3,786)	(3,731)
Interest		(431)	(448)
Other		(1,630)	(1,628)
		<u>(10,025)</u>	<u>(9,593)</u>
Nett Cash provided by ( or used in ) Operating Activities 11 ( B )		4,415	3,676
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<u>Receipts:</u>			
Sales - Property Plant, Equipment		541	482
Sales - Other		0	0
		<u>541</u>	<u>482</u>
<u>Payments:</u>			
Purchases - Property Plant, Equipment		(2,452)	(3,071)
Purchases - Other		0	0
		<u>(2,452)</u>	<u>(3,071)</u>
Nett Cash provided by ( or used in ) Investing Activities		(1,911)	(2,589)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<u>Receipts:</u>			
Borrowings		0	0
		<u>0</u>	<u>0</u>
<u>Payments:</u>			
Borrowings		(196)	(181)
Advances		(2)	(2)
		<u>(198)</u>	<u>(183)</u>
Nett Cash provided by ( or used in ) Investing Activities		(198)	(183)
Cash Assets - beginning of the reporting period	11 ( A )	5,627	4,722
Cash Assets - nett increase / ( decrease )		2,306	905
Cash Assets - end of the reporting period	11 ( A )	<u>7,933</u>	<u>5,627</u>

**STATEMENT OF PERFORMANCE MEASUREMENT  
for the year ended 30th June 2003**

	<u>Amounts</u>	<u>Indicators</u>	Current Year 2003	Current Year 2002	Current Year 2001	Current Year 2000
<b>1. CURRENT RATIO</b>						
<u>Current Assets</u> Current Liabilities	\$ 6,022 \$ 2,139	Ratio	2.81 : 1.00	2.94 : 1.00	2.50 : 1.00	2.00 : 1.00
<b>2. UNRESTRICTED CURRENT RATIO</b>						
<u>Current Assets less ALL External Restrictions*</u> Current Liabilities less Specific Purpose Liabilities**	\$ 4,807 \$ 1,867	Ratio	2.57 : 1.00	2.33 : 1.00	1.26 : 1.00	0.92 : 1.00
<b>3. DEBT SERVICE RATIO</b>						
<u>Debt Service Cost</u> Revenues from Ordinary Activities	\$ 627 \$ 12,501	Percentage	5.02 %	5.65 %	5.34 %	6.09 %
<b>4. RATE COVERAGE RATIO</b>						
<u>Rate and Annual Charges</u> Total Revenues	\$ 6,407 \$ 14,908	Percentage	42.97 %	44.18 %	43.56 %	42.50 %
<b>5. OUTSTANDING RATES</b>						
<u>Rates and Annual Charges Outstanding</u> Rates and Annual Charges Collectable	\$ 299 \$ 6,826	Percentage	4.38 %	5.74 %	6.79 %	5.94 %

**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 2003 \$'000	Actual 2003 \$'000	Actual 2002 \$'000	Original Budget 2003 \$'000	Actual 2003 \$'000	Actual 2002 \$'000	Original Budget 2003 \$'000	Actual 2003 \$'000	Actual 2002 \$'000	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Governance	142	131	150	1	0	0	( 141 )	( 131 )	( 150 )	0	0	0	0
Administration	454	498	395	70	231	288	( 384 )	( 267 )	( 107 )	2	24	5,456	4,442
Public Order & Safety	864	790	528	428	351	350	( 436 )	( 439 )	( 178 )	318	274	871	1,073
Health	171	169	153	7	5	2	( 164 )	( 164 )	( 151 )	0	0	482	508
Community Services & Education	213	328	179	99	220	156	( 114 )	( 108 )	( 23 )	205	155	102	130
Housing & Community Amenities	1,619	1,588	1,609	1,107	1,216	992	( 512 )	( 372 )	( 617 )	27	45	8,745	8,820
Water Supplies	1,991	2,015	1,911	1,983	2,167	1,991	( 8 )	152	80	42	105	8,092	7,892
Sewerage Services	679	644	575	1,063	996	839	384	352	264	38	39	6,555	6,141
Recreation & Culture	1,154	1,109	1,058	63	203	146	( 1,091 )	( 906 )	( 912 )	109	103	4,662	4,497
Mining, Manufacturing & Construction	205	154	143	101	114	92	( 104 )	( 40 )	( 51 )	0	0	60	49
Transport & Communication	4,919	5,003	4,513	2,914	3,305	3,066	( 2,005 )	( 1,698 )	( 1,447 )	1,146	1,129	54,693	54,299
Economic Affairs	595	758	665	447	518	470	( 148 )	( 240 )	( 195 )	41	11	2,284	2,374
<b>TOTALS - FUNCTIONS</b>	<b>13,006</b>	<b>13,187</b>	<b>11,879</b>	<b>8,283</b>	<b>9,326</b>	<b>8,392</b>	<b>( 4,723 )</b>	<b>( 3,861 )</b>	<b>( 3,487 )</b>	<b>1,928</b>	<b>1,885</b>	<b>99,002</b>	<b>90,225</b>
<b>GENERAL PURPOSE REVENUES</b>	<b>7</b>	<b>42</b>	<b>38</b>	<b>5,441</b>	<b>5,582</b>	<b>5,211</b>	<b>5,434</b>	<b>5,540</b>	<b>5,173</b>	<b>1,524</b>	<b>1,436</b>	<b>877</b>	<b>776</b>
<b>1,686TOTALS</b>	<b>13,013</b>	<b>13,229</b>	<b>11,917</b>	<b>13,724</b>	<b>14,908</b>	<b>13,603</b>	<b>711</b>	<b>1,679</b>	<b>1,686</b>	<b>3,452</b>	<b>3,321</b>	<b>92,879</b>	<b>91,001</b>

## LEISURE & RECREATION GROUP

### SOUTH-WEST REGIONAL LIBRARY SERVICE

Young Library received 41,976 visitors during 2002/2003, representing an increase in patronage of 6.75% recorded for the previous year. 5,056 members were registered as at 30/06/03, including 73 residents of neighbouring shires. Various groups visited the library during the year receiving orientation in library procedures and the responsibilities associated with library membership. Staff attended meetings and forums in the community to enlighten residents of services and resources available. Story sessions for preschoolers and carers were organised by an enthusiastic volunteer, and primary school classes were entertained during Book Week and participated in the National Simultaneous Storytime. A visit by children's author Paul Stafford provided an opportunity for children to learn the steps to creative writing. Participants enjoyed the interaction with a "real" author and responded positively to the workshop.

The Young library is the central branch for the region, staff being responsible for the purchase, processing and circulation of stock between branch libraries at Boorowa and Harden and the deposit station at Rye Park. A total of 2,292 books, 158 music CDs, 53 talking books, 113 videos and 10 DVDs were added to the collection during the year. Young Landcare Group presented the library with a very generous donation of \$1,000 to purchase suitable resources relevant to environmental issues.

55,859 items were borrowed during the twelve months. Three computers are available for public Internet access and use increased to 3,092 hours for the period. This facility is appreciated by local residents for research and communication as well as visitors and seasonal workers wishing to contact family and friends in Australia and overseas and is frequently fully booked each day during the October-December quarter.

The Housebound Reader Service continues to give local residents access to library resources which are kindly delivered by members of the Young Lions Club. The location of the contact telephone within the library has been appreciated by patrons, providing a comfortable waiting area for passengers using the Community Bus Service.

Staff members attended various training sessions during the year. The fundamentals of book repair has been a very useful skill in prolonging the life of many popular books in the collection. OH & S practice in the workplace, NSW.net database training, internet searching, and a Grant Application writing workshop were provided to enhance knowledge and skills. Young and District Family History Group demonstrated the steps to researching microform records to satisfy historians' enquiries.

The grant application to purchase "Shelving and Signage" was approved by the Library Council of New South Wales. \$11,387 will fund new purpose built shelving, and the collection will be rearranged to fit the available space. Weeding of old, irrelevant stock continues so that re-shelving of material will not be such an arduous task after installation.

Residents are invited to visit the Young Library in Lynch Street, Young Monday to Friday between the hours of 10am and 5pm, and Saturdays between 9.30am and noon. Reading,



researching, word processing, photocopying, faxing and Justice of the Peace services are available, for enquiries please telephone 02 6382 1886.

Opening hours at the central library and branches are as follows:

<b>YOUNG</b>	Mon-Fri	10.00 am - 5.00 pm
	Sat	9.30 am - 12 noon
	Telephone: (02) 6382 1886	
<b>BOOROWA</b>	Mon, Wed, Fri	3.00 pm - 5.00 pm
	Sat	10.00 am - 12 noon
	Telephone: (02) 6385 3303	
<b>HARDEN</b>	Mon - Thu	1.30 pm - 5.00 pm
	Fri	10.30 am - 12 noon
	Telephone: (02) 6386 4154	

Mrs. Janice Ottey  
Regional Librarian

## **YOUNG VISITORS CENTRE REPORT**

### **Tourism Activities Report**

The objective of Young Shire Council's Tourism section is to preserve Council's infrastructure and minimise liability whilst providing quality Tourist Information facilities that meet the needs and expectations of the wide range of visitors in a cost effective and efficient manner.

With this objective in mind, over the past twelve months Young Visitor Information Centre has been active in all key areas of its function.

- Management Services
- Visitor Servicing
- Tourism Marketing and Promotion
- Cherry Festival Co-Ordination

### **Management Services**

Management services and support have been provided to both internal and external customers in a cost effective and efficient manner. Finance and administrative functions, human resource and technical support has been provided where necessary and systems and operating procedures documented and adhered to. Staff training requirements were met and reporting systems and response times considered in all areas of the day to day management of the Tourism Services.

### **Visitor Servicing**

For the financial year 2002/2003, Young Visitor Information Centre serviced face to face inquiries from approximately 15,000 visitors. In addition to this, the centre services telephone and internet inquiries on a daily basis. Timely and accurate information is provided to all inquirers with response times kept to a minimum. During the year, staff have assisted with familiarisation visits to Young and ensured that any media opportunities have been capitalised on.

### **Tourism Marketing and Promotion**

Young has continued to be promoted as a food and wine destination to both the Sydney and Canberra markets and the Hilltops region of NSW has a growing reputation for producing quality food produce and cool climate wines. This promotion has been through a variety of media including print, television, consumer shows and direct marketing. Again, any media opportunities were exploited to ensure promotion of Young as a destination that can offer quality local produce and wine. Part of this promotion involved the staging of a combined event Hilltops Flavours of the harvest and Young...on a platter, an event designed celebrate the quality and variety of locally sourced produce.

### **Cherry Festival Co-Ordination**

Young Visitor Information Centre has again been instrumental in the co-ordination of the 53<sup>rd</sup> National Cherry Festival. Staff at the centre played an integral role in the day to day management of the event including the co-ordination of resources and funding. The event was a collaborative effort between the National Cherry Festival Committee and Young Visitor Information Centre.

Over the next twelve months, Council's tourism staff will be promoting three key areas of tourism, Cherries and Stonefruit, History and Heritage and Food and Wine. Staff will continue

to deliver quality customer service and advice and provide a safe and welcoming environment to all visitors to the Shire.

## **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 2002/2003 the following projects were undertaken**

- Continue planting at the Chinese Friendship Garden, as resources become available.
- Planting Australian Native Vegetation 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
- Carrington Park - Waterwise Garden - joint project between Young Community Landcare and Young Shire Council
- 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/Clarke, Boorowa/Main and Boorowa/Lynch Street roundabouts
- Provide assistance to Young Public School Landcare groups to undertake tree planting along Burrangong Creek.
- Installed federation style lighting in Arboretum.
- Captain Cook Weir - reconstruct footbridge.
- Recreation Reserve 5549 (Young Golf Club) - replanted 500 native trees
- Stocked Chinaman's Dam Reserve with Murray Cod, Golden Perch and Silver Perch jointly funded by State Fisheries, Local fishing clubs and Young Shire Council.

#### **Projects to be undertaken in 2003/2004 are:**

- Continue planting at the Chinese Friendship Garden, as resources become available.
- Planting Australian Native Vegetation at Chinaman's Dam Recreation Reserve-joint venture between Young Rotary Club and Young Shire Council
- Chinaman's Dam Reserve - upgrade lawn area and surrounds
- Carrington Park - install additional barbecues
- Carrington Park - Internal Rehabilitation
- Establish gardens and replant London Plane trees in Anderson Park
- Remove environmental weeds from Victoria Gully (Tresilian Park) with community participation
- Stage 2 removal of Silver Poplar trees from Burrangong Creek (Campbell Street to Clarke Street)
- Fund raising function in Sydney to assist in construction of a Chinese style Bridge at Lambing Flat Chinese Tribute Gardens

### **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 2002/2003 the following projects were undertaken.**

- Alfred Oval - stage 1 upgrade drainage and vehicle access
- Cranfield Oval - installed automatic irrigation
- Gus Smith Oval - stage 2 sub-soil drainage
- Gus Smith Oval - installed bore to upgrade water supply
- Gus Smith Oval - additions to verandah jointly funded by Young Cricket Association, Young Lions Soccer Club and Young Shire Council.
- Sawpit Gully Ovals - installed bore to irrigate ovals (partly funded by Young Combined Hockey)
- Keith Cullen Oval - upgrade vehicle parking and construct internal kerb
- Hall Bros Oval - commenced construction of multi-purpose indoor sports stadium
- Hall Bros Oval - purchased Adjoining Lachlan Street land for future oval expansion

**Projects to be undertaken in 2003/2004 are:**

- Alfred Oval - Stage 2 - Up-Grade Drainage, fences, car parking area and landscape entrance to oval
- Gus Smith - Upgrade Kitchen
- Gus Smith - stage 3 sub-soil drainage
- Sawpit Gully Reserve - install automatic irrigation system
- Sawpit Gully Reserve - reconstruct entrance and construct concrete kerb adjacent to amenities building
- Sawpit Gully Reserve - landscape oval surrounds
- Hall Bros Oval - complete construction of multi-purpose indoor sports stadium
- Hall Bros Oval - relocate Miro Street Netball courts
- Hall Bros Oval - construct car parking area and landscape land surrounding new netball courts
- Improve the quality and quantity of tree cover around sporting ovals

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.
- Tree Landscape entrance roads into Young
- Construct Boorowa Street tree islands between Clarke and Thornhill Streets

**PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN**

In Young Shire Council's 2002/2003 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	Planting of trees for aesthetics and shade purposes  Revegetation and regeneration of public recreation reserve  Implement programmed revegetation and regeneration of Burrangong Creek (stage 2, Campbell to Clarke Street)	Correct species for location  Increase the vegetation cover by planting a minimum of 300 indigenous trees and shrubs  Remove exotic vegetation and revegetation with native vegetation	On-going  Achieved and on-going  Commenced and On-going
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><b>Services and technical advice to efficiently and effectively manage Council's infrastructure</b></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 &amp; 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 2002/3 Council had 317 new Companion Animals registered onto the Lifetime Register administered by the Department of Local Government administered as a state wide system. It is not clear how many up or down these numbers are from previous years as this is the first stand alone year of the state system which departs from the per Council annualised system of previous years.

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

Two hundred and twenty nine (229) dogs were impounded during the twelve (12) month period. Thirty nine (39) of there were released, while one hundred and eighty three (183) were destroyed and seven (7) 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 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.

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. Council's appointment at any time system appears to be effective and better utilised than the one day per year system that other Shires offer.

The Annual collection figures for 2002/2003 are summarised below in the Waste Management Section;

Further details of the Drum Muster initiative are available via the internet at <http://www.drummuster.com.au> or contact Council's Ranger on 6382 1466.

## **PRIVATE 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**

Operating through the Environmental Initiatives Committee, the Environmental Services Department continues in its roll of protecting and enhancing the Environment, both built and natural. The Environmental Initiatives Committee provides for representation for Young Community Landcare Groups and the Department of Infrastructure and Planning and Natural Resources.

The Young Urban Landcare groups continues with its work involving tree planting, combungi removals, stream bank erosion, rubbish removals, stream bed maintenance.

Remaining funds of the Upper Burrangong Catchment Plan were directed at sowing of saline resistant pastures on two local properties which will find use as demonstrations at "Field Days".

Submissions of various HRT funding grant applications continues as part of the Committee's role in various Environmental issues.

New Village Landfill management involving a key entry system has been introduced and refined by the Environmental Services Department. Genetically Modified Cropping issues have been processed by E.I.C. Work continues with 3600 tree planting and breeding boxes for protection of the Superb Parrots and endangered species.

The waste lubricating oil recycling unit has been commission and now provides for the recycling of the estimated 50,000 litres of used oil per year generated by backyard and on farm oil changes.

A water wise garden was established as a demonstration on how a garden can be sustained with far less water than the typical English style garden.

## **HEALTH SERVICES**

Food shop inspections have been a focus with a 118% increase on last year's activity. The Food Inspector has placed an emphasis on bringing to the attention of proprietors the Food Safety Standards and the H.A.C.C.P Program so as to ensure that food handling operations are exercised using appropriate skills and knowledge.

## **REFUSE COLLECTION AND DISPOSAL**

### YOUNG SHIRE LANDFILLS

- **Victoria Street Inert Landfill**

Victoria Street waste Landfill as the space diminishes for the disposal of Class 1 waste the planning process for the establishment of a Transfer Station has proceeded at the same site. The station will form part of Regional Waste Management Group (SWRWMG) plan for the disposal of waste at the Bald Hills Facility in Harden Shire.

The transition from landfill to transfer station is expected to complete in March/April 2004. Approximately 4,400 tonnes of waste was disposed off and 1917 tonnes recycled for the period.

- **Redhill Road Inert Landfill**

Council's Class 2 INERT Waste Landfill received 1238 tonnes of waste an increase on previous years, which reflects a corresponding heavy increase in commercial and domestic building activity.

In accordance with E.P.A license conditions surface and groundwater monitoring has been completed. All twelve sample occurrences have indicated that no contamination of surface or groundwater is occurring.

- **Village Landfills**

Council has continued with rural landfill policy of locking rural tips, and providing access to eligible ratepayer by provision of a key. The system has been successful enabling a 15% reduction in fee.

The volumes of waste, which has been received at the various tips, include 500 m<sup>3</sup> at Koorawatha, 584 m<sup>3</sup> at Bendick Murrell, 400 m<sup>3</sup> at Milvale, 370 m<sup>3</sup> at Bribbaree, 400 m<sup>3</sup> at Tubbul. Waste from transfer stations at Murringo and Monteagle Villages is disposed of at the Victoria Street Landfill.

## WASTE MANAGEMENT SERVICES

### RECYCLING

Council along with its partner, Mimoso 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 01/02	Tonnage 02/03
All Paper & cardboard	1105.8	1321.4
White Glass	153	210.6
Green Glass	43.6	40
Brown Glass	159	216.1
PET Plastic	33.9	28.3
HDPE Plastic (clear)	15.95	43.95
HDPE Plastic (coloured)	2.95	11.2
Aluminium (cans etc)	4.34	16.93
Steel (cans etc)	6.25	11.5
<b>TOTALS</b>	<b>1524.79</b>	<b>1917.3</b>
Bulk Scrap & Black Iron	278	277

**DrumMuster**

The drumMuster programme has continued in operation with 4508 drums recycled, a significant reduction of waste to landfill. This number is up on the previous year and represents a steady stream of containers making their way into the system. The observation of quite a number of drums finding their way into Village Tip Cells is distressing and a media campaign appears to have been successfully run in order to arrest same.

The breakdown of containers processed were;

Small Steel	-	84	
20 Litre Steel	-	1046	
Small plastic	-	361	
20 Litre Plas	-	3077	
<b>TOTALS</b>		<b>4508</b>	<b>or 5.71 tonnes</b>

## TOWN PLANNING

### STATUTORY PLANNING

Council received 378 development applications during this past financial year, with an estimated value of almost \$ 25 million. These applications were determined, on average, in about 38 days, which is an improvement on the previous year, despite processing almost 100 more applications.

In monetary value the most significant applications approved were the McDonalds Family Restaurant at the upper end of Boorowa Street and the expansion and refurbishment of Donges IGA Supermarket in the centre of the CBD. Although McDonalds has not secured the old Shell Petrol Station site for a number of reasons beyond their control, recent communications with the Company, reveal that they are still committed to building in Young. Meanwhile, the expansion and refurbishment of the IGA Supermarket is well underway, with the buildings having been demolished and the shell of the extension almost complete.





*DONGES IGA – EXPANSION AND REFURBISHMENT*

Further applications that show an increased level of confidence in the prosperity of Young, especially the residential market, include the large number of applications for units. The preceding four (4) years saw only eight (8) units in total approved for construction, whilst this year 49 units have been approved, the majority of which have been constructed or are currently under construction.

Similarly, the creation of 155 residential allotments by way of subdivision demonstrates that there is a positive movement in this area. This figures represents an increase of almost 100 lots from the previous year, and allows for the continuance of the construction of large number of new homes.

### **STRATEGIC PLANNING**

Midway through this financial year, Council held the first of what will be many public meetings to discuss and shape the direction of planning in Young Shire. Council is undertaking a comprehensive review of the Urban Local and Environment Plan and the adjacent rural-residential areas, in an attempt to determine the future location of residential, commercial and industrial land and the associated services.

To this end Council has engaged a consultant to prepare a residential strategy for Young, which addresses long term planning issues and attempts to resolve some more critical short-term proposals for expansion. Meanwhile, Council staff are preparing a local profile and brief to determine where we have come from, where we are and where we will be going. Unfortunately due to the ever-increasing number of development applications, our completion date of December 2004, looks like an unlikely target at this stage, although Council will endeavour to expedite the project wherever possible.

### **PROPERTY TRANSFERS**

A total of 684 applications were received for section 149 zoning certificates, a significant increase over previous years (2001/2002 - 549, 2000/2001 - 485, 1999/2000 - 450, 1998/1999

- 293). There were 770 property transfers (both rural and urban) in the Shire over the same period, and again is a significant increase over previous years, being a strong indicator of property sales and strength in the residential and commercial property markets within the Town and Shire.

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

### SUBDIVISION

There were forty-seven (47) applications for subdivision during this financial year, almost double the number for the preceding year. These created in total 268 allotments of land, 166 allotments more than last year, with the most significant increase being in the residential and rural-residential category. 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 2002/2003 year proved to be yet again a successful year above the previous. The past financial year saw an increase in the total number of development applications, and in applications for all categories of development, with the exception of houses, which fell by 5 applications only.

The level of commercial development was significantly higher than that of the previous year in terms of numbers, although the dollar value was considerably less. The inflated value in the previous year was attributable to the New Hospital development, which cost \$ 13,000,000. This development aside, the figures are more than comparable, and show a continued confidence in commercial and industrial development. The notable shift in this category of development from previous years is that there has been a reduction in the number of applications for rural industries, but the subsequent increase in urban based businesses.

Comparative figures for the 2001/2002 and 2002/2003 financial year periods are shown below:

#### BUILDING SUMMARY 1 JULY 2001 TO 30 JUNE 2002

77	Dwellings	\$ 9,594,700
30	Additions/Alterations to houses	\$ 795,471
54	Residential sheds, garages, awnings, etc	\$ 281,831
22	<b>Rural sheds, stables, etc</b>	<b>\$ 377,235</b>
55	<b>Commercial Premises (new, alts/add, etc)</b>	<b>\$ 21,703,787</b>
14	Swimming Pools	\$ 204,500
4	Flats/Units/Dual Occupancies	\$ 747,000
3	Alterations to Public Buildings	\$ 764,000
27	Subdivisions	
<b>TOTAL</b>	<b>286</b>	<b>\$ 34,468,525</b>

#### BUILDING SUMMARY 1 JULY 2002 TO 30 JUNE 2003

72	Dwellings	\$	9,444,017
31	Additions/Alterations to houses	\$	1,391,612
81	Residential sheds, garages, awnings, etc	\$	474,677
<b>34</b>	<b>Rural sheds, stables, etc</b>	<b>\$</b>	<b>1,076,312</b>
<b>75</b>	<b>Commercial Premises (new, alts/add, etc)</b>	<b>\$</b>	<b>7,248,030</b>
18	Swimming Pools	\$	543,598
12	Flats/Units/Dual Occupancies	\$	3,799,162
8	Alterations to Public Buildings	\$	768,339
47	Subdivisions		
<b>TOTAL</b>	<b>378</b>		<b>\$ 24,745,747</b>

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## **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.
- Monitoring of 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 now fully equipped.***
- Consult with other authorities to ensure a coordinated approach to waste management. ***Achieved*** - and on-going
- 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 and on-going.***
- 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 and DCP to be commenced***
- 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 Organisation's 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

Work has continued steadily on these issues and a range of others that present with regard to the wider Health area within the Shire area and under the focus of this Committee. Small milestones are being made along with a broader community awareness focus appearing. Projects such as Access Walks for informing Council of elderly and infirm needs, breastfeeding facilities, Crisis cards for the needy and other such projects have been completed. Supplementary work in assisting main stream Health disciplines is ongoing.

Council has also been instrumental in developing this Committee's concept to neighbouring Shires. Health of all types is now a serious attention area within the community and receiving attention in the sphere of Local Government as well as the normal mainstream State Health system.



*Fun times @ "Gumnut Grove" Child Care Centre*

## **OPERATIONS & 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.

Council staff are currently developing pavement management systems and re-examining Council's road network to ensure that available resources are diverted to those areas most warranted. It is anticipated that a system based on regular inspections and reporting of Council's assets condition will further improve Council's efficiency and through effective programming will further risk management practices already in place.

The reduction in funding from the State Government for works on the State Road network is a concern which has resulted in several deputations and many submissions for funds to upgrade those sections of highway in most need.

The provision of funds to upgrade the regional road network have been appreciated but are inadequate to allow Council to upgrade these important links which exhibit increasing traffic volumes as the main urban area of Young develops at an escalated rate.

Development in the main urban area and its surrounds is placing a heavy demand on Councils resources in terms of the road network and a plan allowing Council to receive developer contributions to upgrade roads is a high priority.

## **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 2002/2003**

##### 1. Murringo Road Reconstruction

Final sealing and line-marking was completed to 4.0km from the end of the area reconstructed. The final bitumen seal will be undertaken on the last section during the 2003/04 reseal program.

##### 2. Grenfell Road Widening

Works continued on the widening and rehabilitation of the Henry Lawson Way with a further 3km completed in 2002/03. Further widening and resurfacing will continue as part of the Regional Roads REPAIR program as Council has indicated that MR239 is its main priority. Council also utilised additional funding to instal guardrail at McHenrys Creek and Burrangong Creek.

##### 3. Boorowa Street Footpath

No further works were undertaken on the Boorowa Street (Central CBD) footpath as the project has been completed.

Further works in adjacent areas will be undertaken as funds become available.

4. Rural Road Resheeting

Gravel re-sheeting of the unsealed rural road network was undertaken in accordance with Council's annual works program with priority given to school bus routes and heavily trafficked rural roads.

5. Rural Road Rehabilitation/Resealing

Stabilising and sealing of selected rural roads was undertaken as part of Council's annual roads program. Reseals were undertaken in accordance with Council's funding allocation as part of Council's rolling rural maintenance program.

6. State Highway 78

Due to reductions in RTA funding, no rehabilitation works were undertaken on the Olympic Highway during the period. 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.

Works were confined to several small heavy patches, resealing of areas determined by RTA personnel and routine maintenance under the RTA's Single Invitation Contract.

7. Blackspot Funding

Council completed construction of a new roundabout at the intersection of Boorowa and Lynch Street using Federal Government funds administered by the RTA.

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

8. Roads to Recovery Program

Council completed up to prime/seal stage the reconstruction of Wombat Street between Gordon and Demondrille Streets, an area of 8,500m<sup>2</sup>.

**The reconstruction included the provision of a full length roll over kerb to reduce the road pavement width and to further reduce future pavement maintenance.**

The planting of trees and landscaping of the verges will be undertaken as funding and other resources permit.

Final seals were undertaken in Berthong and Trafalgar Streets as well as Kingsvale Road.

9. Town Lane Construction

Due to a backlog of works, reconstruction of the lane and streets programmed in 2002/03 were deferred. These works have been carried over to the 2003/04 works program.

10. Timber Bridge Repair

Regular inspection and maintenance was carried out to seven timber bridges on local roads.

Council became aware of structural problems with the timber bridge over Back Creek on the Koorawatha/Greenethorpe Road with funds to be voted for urgent maintenance works in 2003/04. Those works are to be undertaken by Cowra Shire with Council contributing 50% of the costs.

**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 2002/03**

**Water Supply**

1. Continuation of program to replace water meters with new meters incorporating backflow prevention units and elimination of imperial meters.
3. Mains replacement carried out in Thornhill, Nasmyth and McLerie Streets.  
(Note: Replacement of 450m of the Elizabeth Street main (\$90,000) has been deferred because RTA funding for the road works has been deferred).
4. Comprehensive water quality monitoring program.
5. Prompt return of service after water main breaks.
6. Flushing of water mains on a quarterly basis.

**Sewerage Services**

1. Achievement of Ministerial funding to complete investigation for the Effluent reuse scheme. The Irrigation Drainage Management Plans were started in 2002/03 and will be completed in 2003/04.
2. Continuation of mains rehabilitation works in parts of Cowper, Earl, Watson, Wombat and Musgrave Streets and Blackett Avenue.
3. Substantial compliance with EPA discharge licence.
4. Prompt return of service after sewer blockages.

**Drainage**

1. Construction of drain outfall to Creek and erosion control at the rear of Miro Street.
2. Ongoing maintenance program of drainage system
3. Cleanout of open drain behind railway station (by State Rail)

**Cemeteries**

1. Lawn cemetery site improvements
2. Mapping of the monumental and lawn cemeteries.

**Aerodrome**

1. Repairs, inspections and grounds maintenance to comply with licence
2. Private developments at the aerodrome.
3. Program for reseal of pavements.

**Saleyards**

1. Five year Lease completed for Saleyards

**Emergency Management**

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

Performance of some Program areas compared with 2002/2003 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 and limits of LEP requirements
Implementation of replacement program for water reticulation system in Young Township.	On-going program and annual works completed
Provision for the extension of the existing sewer reticulation system.	Completed in accordance with owners' participation and limits of LEP requirements
Investigate the extension of Council's existing Sewerage Treatment plant in relation to the Effluent Reuse Scheme.	Value Management Study completed. Options Report completed. IDMP's substantially completed.
Implementation of replacement program for sewer reticulation system in Young Township.	On-going program and annual works completed
Implementation of a program for the identification of illegal sewerage connections.	On-going
Manage cemeteries to meet community expectations	Cemeteries and records maintained in good condition, with favourable public comment.

**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 Traffic data collected and updated
Update footpath condition rating system for footpaths within the Shire by regular safety inspections as per Council Policy.	On-going Regular inspections carried out in accordance with Council Policy and as complaints received.
Undertake bridge condition assessment for timber bridges within the Shire.	Ongoing
To reseal all local urban roads on a fixed cycle,	On-going

dependent on funds and existing condition.	Program recommended
To reseal all local rural roads on fixed cycle, dependent on funds and existing condition.	On-going Completed to funds voted
Management of Shire-wide traffic facilities.	On-going Signs and markings complied in accordance with vote
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 All plant on rolling program replaced
Rationalisation of Council's plant fleet, thus increasing Council's operational efficiency in service delivery.	On-going Regular reviews ensured that plant operated to meet design efficiencies
To provide input/advice for the assessment of engineering requirements for roads and associated facilities in new subdivisions.	On-going Assessments completed as required
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

**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		Renewal Costs		Annual Maintenance Levels		
	\$'000		\$'000		Desired Standard \$'000	Desired M & R \$'000	Current M & R \$'000
	2001/02	2002/03	2001/02	2002/03	2003/04	2003/04	2003/04
<b>Stormwater Drainage</b>							
Underground Drains, Pits	7,427	7,338	7,912	10,104	450	120	86
<b>Roads</b>							
Sealed Pavement	36,922	37,312	49,276	50,376	3,500	1,610	922
Unsealed Pavement	6,191	6,013	14,251	14,500	2,400	950	780
Bridges & Road Crossings	6,132	6,049	6,680	6,750	420	75	60



Paved Footpaths	914	968	983	997	230	112	60
Kerb & Gutters	2,461	2,469	2,875	2,915	120	35	20
<b>Water Supply</b>							
Mains, Pipes etc.	3,653	3,689	4,078	4,209	225	57	127
Pump Stations	132	125	185	196	11	9	4
Storage Reservoirs	1,975	1,793	2,091	2,115	120	49	21
<b>Sewerage System</b>							
Mains, Manholes etc.	1,237	1,377	1,384	1,427	79	20	77
Treatment Plant	2,521	2,448	3,658	3,660	198	79	168
<b>Public Buildings</b>							
Town Hall /Admin Bldg.	326	290	905	915	50	35	15
Public Halls	299	328	471	475	25	20	12
Library	89	82	188	206	12	8	5
Tourist Centre/Art Gall	180	171	224	230	12	10	8

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 2002/2003**

Matter	Amount (\$)	Comment
Council vs Harris	86965	Settled - finalised
Debt Recovery	1042	
Sundry Advice	3467	

Rate Recovery

Statement of Liquidated Claims Issued	45
Served	36
Paid in Full	22
Agreements to pay judgement debt by instalments	7
Requiring further action	7

**Section 428 (2) (f) Elected Members Expenses**

	<u>2001/2002</u>	<u>2002/2003</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	\$ 8,530.00
Delegates Expenses	\$ 5,043.54	\$ 2,091.37
Councillors' Insurance	\$ -	\$ 1,550.00
	<u>\$ 76,394.91</u>	<u>\$ 76,171.33</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 2002/2003 Council employed one (1) staff member on a performance-based contract, who were during the 2002/2003 financial year Senior Staff within the definition of the Local Government Act 1993. Those staff and contract packages for the period 1st July 2002 to 30th June 2003, are:

General Manager	\$ 108,000.00
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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 2003.**

- Purchase of one Prime Mover - \$189389.00
- Purchase of 2 Rollers - \$303270.00
- Bitumen Sealing works - \$771335.93
- Sewer Mains Renewal - \$118793.73
- Multi-Purpose Sports Stadium - \$625000.00
- Purchase of Southern Cross Hall - \$100587.26
- Supply of Concrete - \$124492.14

**Section 428 (2) (i1) 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 1<sup>st</sup> April 2002 and 31<sup>st</sup> March 2003.

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 176 incidents within the SWRFG in the 2002/03 fire season. The type of incidents are as follows:

Bush/Grass fires	78
Building Fires	6
Vehicle Fires	7
Vehicle Accidents	35
False Alarms	10
Escape Permit Burns	NIL
Others	7

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 85 permits issued within the Young Council area that resulted in 7076 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 on-going 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 2002/2003 was \$45,763.63

**Section 428 (2) (m)      Human Resources Statement - Operations from 1 July 2002 to 30 June 2003**

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:

Anti Discrimination- Supervisors	12
Worksite Traffic Control	20
Chainsaw	7
OH&S Construction	15
Consultative Committee	8
Fire Extinguisher	27
Armed Robbery	5
OH&S 2002 Legislation	20

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>102</u>
	<u>104</u>

Overall Age Distribution

Age	Male	Female
16 - 25	5	8
26 - 35	12	4
36 - 45	19	4
46 - 55	38	5
56 and over	<u>5</u>	<u>4</u>
	<u>79</u>	<u>25</u>

Employee Types Distribution

	Male	Female
Full Time -Indoor	13	17
Full Time- Outdoor	62	0
PartTime - Indoor	0	3
Casual - Indoor	0	5
Casual - Outdoor	<u>4</u>	<u>0</u>
	<u>79</u>	<u>25</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 2002/2003.

**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 Council 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 Council is the Executive Council.

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

During the 2002/2003 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 2002/2003 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 2002/2003 financial year.

**Council Meetings**

There were twelve ( 12 ) Council meetings convened during the period 1st July 2002 to 30th June 2003. Councillors' attendance at these meetings were as follows:

Councillors'	01/07/2002 to 30/06/2003
Cr. Gerry Bailey	12
Cr. John Drum	11
Cr. Stuart Freudenstein	12
Cr. Tony Hewson	7
Cr. John Jasprizza	12
Cr. Marie McCormick	9
Cr. John McGregor	12
Cr. Michael Veitch	10
Cr. John Walker	11

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 2002 to 30 June 2003.

**NIL RETURNS**

		2003	2002
Are all figures in <b>Section A</b> "Nil"?	Yes / No	Yes	Yes
Is the figure for <b>Section C</b> "Nil"?	Yes / No	Yes	Yes
Are all figures in <b>Section E</b> "Nil"?	Yes / No	Yes	Yes
Is the figure for <b>Section F</b> "Nil"?	Yes / No	Yes	Yes
Are all figures in <b>Section L</b> "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 complete 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 2003	Other 2003	Total 2003	Personal 2002	Other 2002	Total 2002
A1	New (including transferred in)	1	-	-	2	-	-
A2	Brought forward	-	-	-	-	-	-
A3	Total to be processed	1	-	-	2	-	-
A4	Completed	1	-	-	2	-	-
A5	Transferred out	-	-	-	-	-	-
A6	Withdrawn	-	-	-	-	-	-
A7	Total Processed	1	-	-	2	-	-
A8	Unfinished (carried forward)	Nil	Nil	Nil	Nil	Nil	Nil

**SECTION B**

**What happened to completed requests?**

	Result of FOI Request	Personal 2003	Other 2003	Personal 2002	Other 2002
B1	Granted in full	1	-	-	-
B2	Granted in part	-	-	2	-
B3	Refused	-	-	-	-
B4	Deferred	-	-	-	-
B5*	Completed	1	Nil	2	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.

	2003	2002	
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 2003	Other 2003	Issued 2002	Total 2002
D1	Number of requests requiring formal consultation	Nil	Nil	Nil

**SECTION E**

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

	<b>Result of Amendment Request</b>	<b>Total 2003</b>	<b>Total 2002</b>
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.

	<b>Total 2003</b>	<b>Total 2002</b>
F3	Number of requests for notation	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.

	<b>Basis of disallowing or restricting access</b>	<b>Personal 2003</b>	<b>Other 2003</b>	<b>Personal 2002</b>	<b>Other 2002</b>
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	Nil	Nil	2	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).

		<b>Assessed Costs 2003</b>	<b>FOI Fees Received 2003</b>	<b>Assessed Costs 2002</b>	<b>FOI Fees Received 2002</b>
H1	All completed requests	30	30	Nil	60

**SECTION I**

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

	<b>Type of Discount Allowed</b>	<b>Personal 2003</b>	<b>Other 2003</b>	<b>Personal 2002</b>	<b>Other 2002</b>
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.

	<b>Elapsed Time</b>	<b>Personal 2003</b>	<b>Other 2003</b>	<b>Personal 2002</b>	<b>Other 2002</b>
J1	0 - 21 days	-	-	-	-
J2	22 - 35 days	-	-	1	-
J3	Over 35 days	1	-	1	-
J4	Totals	1	Nil	2	Nil

**SECTION K**

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

	Processing Hours	Personal 2003	Other 2003	Personal 2002	Other 2002
K1	0 - 10 hours	-	-	2	-
K2	11 - 20 hours	1	-	-	-
K3	21 - 40 hours	-	-	-	-
K4	Over 40 hours	-	-	-	-
K5	Totals	1	Nil	2	Nil

**SECTION L**

**Reviews and Appeals** - number finalised during the period.

		2003	2002
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	
		2003 Upheld *	2003 Varied *	2003 Upheld *	2003 Varied *	2002 Upheld *	2002 Varied *	2002 Upheld *	2002 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 - Sec. 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 01/07/2002 to 30/06/2003.

Statistical Return of Reviews Undertaken between 01/07/2002 and 30/06/2003:

<b>Number External Requests for Review Received</b>	<b>No. of Reviews Undertaken</b>
Nil	Nil