



YOUNG

SHIRE COUNCIL



ANNUAL REPORT
FOR THE PERIOD
01 / 07 / 2003 TO 30 / 06 / 2004

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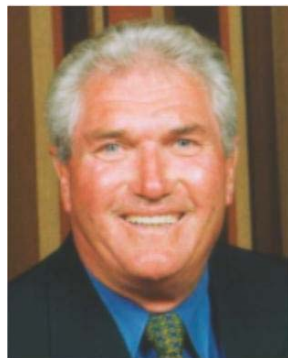
COUNCILLORS' OF YOUNG SHIRE

Local Government elections for Councillors' are held each four (4) years, however in 2003 the NSW Government changed legislation and moved the election date back from September 2003 to March 2004.

The following Councillors were elected at the March 27 elections;

Cr. Gerry Bailey (Mayor)	60 Redhill Road, Young	Ph: (02) 6382 2329
Cr. John McGregor (Deputy Mayor)	24 Back Creek Road, Young	Ph: (02) 6382 1030
Cr. John Walker	7 Donges Road, Young	Ph: (02) 6383 9260
Cr. John Drum	"Moonbucca", Young	Ph: (02) 6383 2368
Cr. Stuart Freudenstein	"Nindethana", Young	Ph: (02) 6383 4214
Cr. Sandy K Freudenstein	165 Willawong Street, Young	Ph: (02) 6382 2465
Cr. Fran Hewlett	2250 Kingsvale Road, Young	Ph: (02) 6382 2114
Cr. Anthony King	117 Wombat Street, Young	Ph: (02) 6382 1698
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. However due to the later election date, the office of Mayor is extended to a period of 18 months Councillor Gerry Bailey was elected Mayor and Councillor John McGregor was elected Deputy Mayor.



Clr. G.P. (Gerry) Bailey
Mayor



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

MAYORAL FORWARD

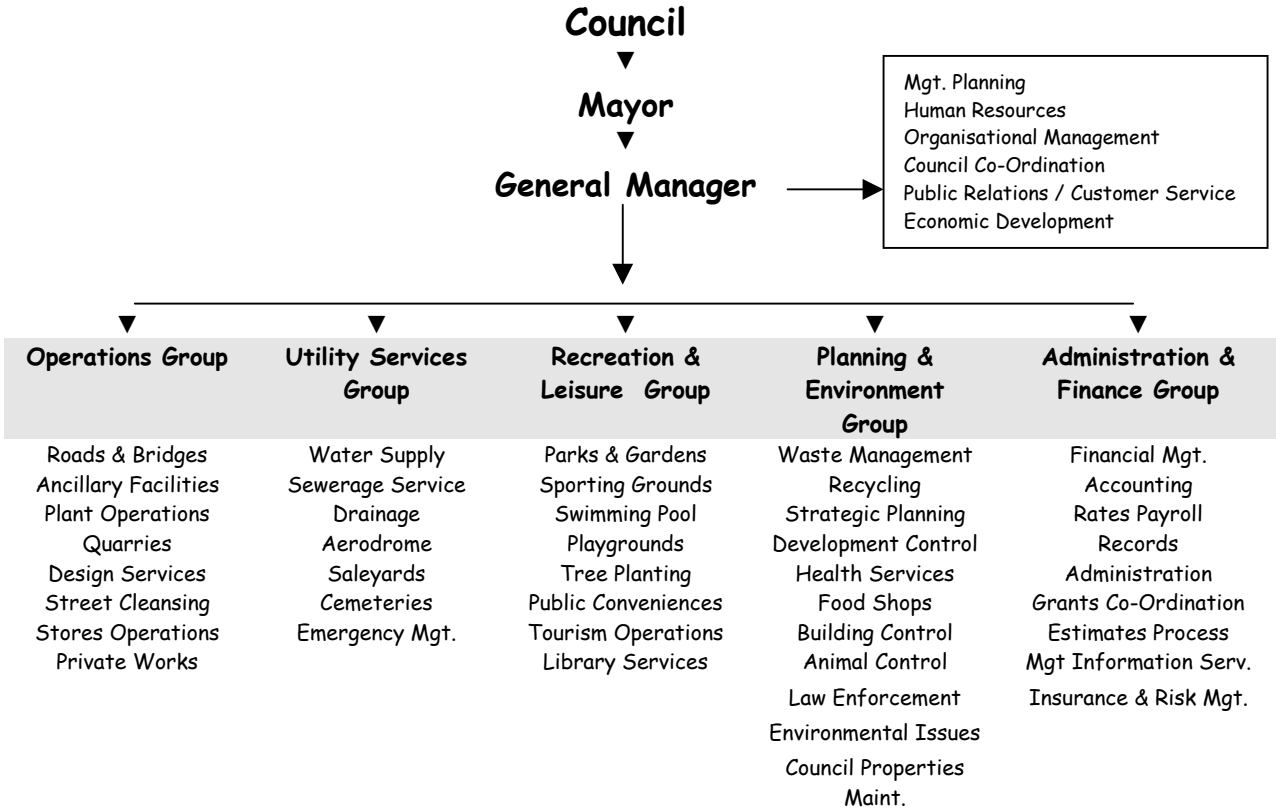
Young Shire Council each year presents a management plan to align with a programmed budget.

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.

Gerry Bailey
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>1. ADMINISTRATION To develop and maintain administrative systems which provide efficient support services to the Council and management.</p>	<p>Provide timely and accurate information to Council and the community pertaining to Council policy and decisions.</p>	<ul style="list-style-type: none"> • Reduction in complaints of not being informed • Timely production of reports • All Departments adequately supported 	<p>Status Quo</p> <p>Achieved</p> <p>Achieved</p>
<p>2. COUNCIL IMAGE To promote a professional positive image of Council with an emphasis on the importance of good public relations in all areas of operation and to strive to keep the public well informed on all relevant matters</p>	<ul style="list-style-type: none"> • Weekly column in newspaper • Annual meetings in Shire Villages • Councillors and staff availability at community group meetings, functions, etc • Open forum at Council meetings • Complaints Management system • Councillors column in newspaper 	<ul style="list-style-type: none"> • Community perception of Council's performance • All correspondence answered within eight days • Complaints responded to within timeframe stipulated in Complaints Management System 	<p>Satisfactory</p> <p>Not 100% Compliance</p> <p>Achieved</p>
<p>3. HUMAN RESOURCES Provide and ensure that Council's resources receive adequate motivation and opportunity for training and that the salary system is administered in a fair and equitable way</p>	<ul style="list-style-type: none"> • Continuously review and develop salary system in conjunction with Consultative Committee • Update human resources policies and procedures including: <ol style="list-style-type: none"> 1. EEO Management Plan 2. Induction and Recruitment 	<ul style="list-style-type: none"> • Acceptance and understanding of Salary system by staff • Hours spent on training 	<p>On-going Acceptance</p>

<p>4. ABORIGINAL CONSULTATIVE COMMITTEE</p> <p>To foster a climate of understanding and co-operation between Aboriginal and non-Aboriginal residents</p>	<p>3. Staff Training Policy 4. Salary Policy</p> <ul style="list-style-type: none"> • Regular meetings with Aboriginal leaders • Encourage Aboriginal participation in community works, etc. • Aboriginal Consultative Committee meetings 	<ul style="list-style-type: none"> • Aboriginal understanding of Council's function • Community perception 	<p>Achieved</p> <p>Satisfactory</p>
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ADMINISTRATION & FINANCE GROUP

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

Council Finances

Council's funds are obtained from four basic areas:

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

Government Grants and Subsidies:-

A large proportion of Council's funds are derived from government grants and subsidies for such important works as roads, bridges, bush fire prevention, water supplies, sewerage services, public libraries and aerodrome. Some \$3.642m in the financial year 2003/2004 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:-

During 2003 / 2004 Council did not require access to any new loan funds.

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 2003/2004 are set by Council as follows:

	<u>2003/2004</u>		<u>2004/2005</u>	
Farmland	0.7126c	\$311.00 min	0.7887c	\$320.00 min
Rural Residential	1.314c	\$311.00 min	1.3625c	\$320.00 min
Residential - Bendick Murrell	1.314c	\$311.00 min	1.3625c	\$320.00 min
Residential - Bribbaree	1.314c	\$311.00 min	1.3625c	\$320.00 min
Residential - Koorawatha	1.314c	\$311.00 min	1.3625c	\$320.00 min
Residential - Monteagle	1.314c	\$311.00 min	1.3625c	\$320.00 min
Residential - Murringo	1.314c	\$311.00 min	1.3625c	\$320.00 min
Residential - Young	2.628c	\$311.00 min	2.7216c	\$320.00 min
Business	1.971c	\$311.00 min	2.0812c	\$320.00 min
Business - Bendick Murrell	1.971c	\$311.00 min	2.0812c	\$320.00 min
Business - Bribbaree	1.971c	\$311.00 min	2.0812c	\$320.00 min
Business - Koorawatha	1.971c	\$311.00 min	2.0812c	\$320.00 min
Business - Monteagle	1.971c	\$311.00 min	2.0812c	\$320.00 min
Business - Murringo	1.971c	\$311.00 min	2.0812c	\$320.00 min
Business - Young CBD	3.942c	\$311.00 min	4.0756c	\$320.00 min
Business - Outside CBD	3.607c	\$311.00 min	3.7801c	\$320.00 min
Business - Mining	3.048c	\$311.00 min	3.1765c	\$320.00 min
Annual Domestic Waste Management Charge				
	- occupied	\$150.80	\$156.00	
	- vacant land	\$ 44.72	\$ 54.60	
Annual Water Service Charge				
	- connected	\$400.00	\$420.00	
	- unconnected	\$320.00	\$336.00	
Fire Water Main Charge		\$280.00	\$294.00	
Annual Sewerage Service Charge				
	- connected	\$250.00	\$315.00	
	- unconnected	\$200.00	\$252.00	
Recycling Charge - Residential		\$37.96	\$ 39.00	

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.	Management plan, including budget, adopted in June each year. Management plan review undertaken on a quarterly basis. Maintenance of tight fiscal control	Compliance with all statutory requirements of the Local Government Act. Maintain a current ratio i.e. excess assets over liabilities >2.00:1.00	Achieved Ratio 4.49

<p><u>Rating</u></p> <p>Provide and ensure Councils rates are levied in an equitable manner and that outstanding rates are kept at a low level.</p>	<p>Compliance with relevant legislation. Issue rate and instalment notices on time. Follow up outstanding rates on a regular basis.</p>	<p>Level of complaints. % of rates outstanding <7.00 %. Compliance with legislation.</p>	<p>Acceptable 4.07 % Achieved</p>
<p><u>Investments</u></p> <p>Obtain maximum return on investments.</p>	<p>Maintain investment register. Obtain best rates through enquiry. 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 2004. 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 2004

	Original Budget \$'000	Actual 2004 \$'000	Actual 2003 \$'000
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs	4,157	4,191	4,374
Borrowing Costs	414	415	430
Materials and Contracts	4,302	3,793	4,225
Depreciation and Amortisation	2,588	2,659	2,641
Other Expenses from Ordinary Activities	1,697	1,716	1,559
TOTAL EXPENSES FROM ORDINARY ACTIVITIES	13,158	12,774	13,229
REVENUES FROM ORDINARY ACTIVITIES			
Rates & Annual Charges	6,793	6,867	6,407
User Charges & Fees	2,109	2,525	2,882
Interest	399	604	425
Other Revenues from Ordinary Activities	371	368	389
Non-Capital Purposes - Contributions	2,987	2,767	3,052
Non-Capital Purposes - Grants	648	820	547
Gain from the Sales of Assets	221	392	101
TOTAL REVENUES FROM ORDINARY ACTIVITIES	13,528	14,343	13,803
SURPLUS(DEFICIT) FROM ORDINARY ACTIVITIES BEFORE CAPITAL AMOUNTS	370	1,569	574
REVENUES FROM CAPITAL ACTIVITIES			
Capital Purposes - Contributions	636	875	400
Capital Purposes - Grants	352	618	705
TOTAL REVENUES FROM CAPITAL ACTIVITIES	988	1,493	1,105
EXTRAORDINARY EXPENSES ITEMS			
Retirement of Assets - Fire Protection	0	251	0
TOTAL EXPENSES FROM EXTRA-ORDINARY ACTIVITIES	0	251	0
SURPLUS (DEFICIT) FROM ALL ACTIVITIES	1,358	2,811	1,679

STATEMENT OF FINANCIAL POSITION
as at 30th June 2004

	Notes	Actual 2004 \$'000	Actual 2003 \$'000
CURRENT ASSETS			
Cash Assets	6	3,904	1,958
Investment Securities	6	506	2,081
Receivables	7	1,543	1,621
Inventories	8	131	137
Other	8	206	231
TOTAL CURRENT ASSETS		6,290	6,028
NON-CURRENT ASSETS			
Investment Securities	6	5,351	4,266
Receivables	7	125	85
Property, Plant and Equipment	9	83,340	82,500
TOTAL NON-CURRENT ASSETS		88,816	86,851
TOTAL ASSETS		95,106	92,879
CURRENT LIABILITIES			
Payables	10(a)	834	1,009
Interest Bearing Liabilities	10(a)	231	586
Provisions	10(a)	337	544
TOTAL CURRENT LIABILITIES		1,402	2,139
NON-CURRENT LIABILITIES			
Interest Bearing Liabilities	10(a)	4,790	5,021
Provisions	10(a)	1,287	903
TOTAL NON-CURRENT LIABILITIES		6,077	5,924
TOTAL LIABILITIES		7,479	8,063
NETT ASSETS		87,627	84,816
EQUITY			
Accumulated Surplus		87,627	84,816
TOTAL EQUITY		87,627	84,816

**STATEMENT OF CHANGES IN EQUITY
for the year ended 30th June 2004**

	2004		2003	
	Accumulated Surplus \$'000	Total Equity \$'000	Accumulated Surplus \$'000	Total Equity \$'000
Balance at beginning of the reporting period	84,816	84,816	83,137	83,137
Changes in Equity recognised within the Statement of Financial Performance	2,811	2,811	1,679	1,679
Balance at end of reporting period	<u>87,627</u>	<u>87,627</u>	<u>84,816</u>	<u>83,816</u>

STATEMENT OF CASH FLOWS
for the year ended 30th June 2004

	Notes	Actual 2004 \$'000	Actual 2003 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts:</u>			
Rates and Annual Charges		6,888	6,473
User Charges and Fees		2,506	2,621
Interest Revenues		571	407
Grants and Contributions		5,143	4,629
Other		424	309
		15,532	14,439
<u>Payments:</u>			
Employee Costs		(4,014)	(4,179)
Interest		(415)	(431)
Materials and Contracts		(3,965)	(3,786)
Other		(1,688)	(1,628)
		(10,082)	(9,593)
Nett Cash provided by (or used in) Operating Activities 11 (B)		5,450	4,415
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts:</u>			
Sales - Property Plant, Equipment		931	541
Sales - Other		0	0
		931	541
<u>Payments:</u>			
Purchases - Property Plant, Equipment		(4,289)	(2,452)
Purchases - Other		(50)	0
		(4,339)	(2,452)
Nett Cash provided by (or used in) Investing Activities		(3,408)	(1,911)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts:</u>			
Borrowings		0	0
		0	0
<u>Payments:</u>			
Borrowings		(212)	(196)
Advances		(2)	(2)
		(214)	(198)
Nett Cash provided by (or used in) Investing Activities		(214)	(198)
Cash Assets - beginning of the reporting period	11 (A)	7,933	5,627
Cash Assets - nett increase / (decrease)		1,828	2,306
Cash Assets - end of the reporting period	11 (A)	9,761	7,933

**STATEMENT OF PERFORMANCE MEASUREMENT
for the year ended 30th June 2004**

	<u>Amounts</u>	<u>Indicators</u>	<u>Current Year 2004</u>	<u>Current Year 2003</u>	<u>Current Year 2002</u>	<u>Current Year 2001</u>
1. <u>CURRENT RATIO</u>						
<u>Current Assets</u>	<u>\$ 6,290</u>	Ratio	4.49 : 1.00	2.82 : 1.00	2.94 : 1.00	2.50 : 1.00
<u>Current Liabilities</u>	<u>\$ 1,402</u>					
2. <u>UNRESTRICTED CURRENT RATIO</u>						
<u>Current Assets less ALL External Restrictions*</u>	<u>\$ 5,386</u>	Ratio	4.67 : 1.00	2.57 : 1.00	2.33 : 1.00	1.26 : 1.00
<u>Current Liabilities less Specific Purpose Liabilities**</u>	<u>\$ 1,153</u>					
3. <u>DEBT SERVICE RATIO</u>						
<u>Debt Service Cost</u>	<u>\$ 628</u>	Percentage	4.79 %	5.02 %	5.65 %	5.34 %
<u>Revenues from Ordinary Activities</u>	<u>\$ 13,117</u>					
4. <u>RATE COVERAGE RATIO</u>						
<u>Rate and Annual Charges</u>	<u>\$ 6,867</u>	Percentage	43.37 %	42.97 %	44.18 %	43.56 %
<u>Total Revenues</u>	<u>\$ 15,836</u>					
5. <u>OUTSTANDING RATES</u>						
<u>Rates and Annual Charges Outstanding</u>	<u>\$ 292</u>	Percentage	4.07 %	4.43 %	5.74 %	6.79 %
<u>Rates and Annual Charges Collectable</u>	<u>\$ 7,168</u>					

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			OPERATING RESULTS FROM ORDINARY ACTIVITIES BEFORE SHARE OF OUTSIDE PROFITS & CORRECTIONS			GRANTS INCLUDED IN REVENUES		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Original Budget 2004 \$'000	Actual 2004 \$'000	Actual 2003 \$'000	Original Budget 2004 \$'000	Actual 2004 \$'000	Actual 2003 \$'000	Original Budget 2004 \$'000	Actual 2004 \$'000	Actual 2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Governance	160	174	131	0	1	0	(160)	(173)	(131)	0	0	0	0
Administration	467	484	498	264	336	231	(203)	(148)	(267)	0	2	6,473	5,446
Public Order & Safety	577	858	790	345	177	351	(232)	(681)	(439)	134	318	447	846
Health	175	180	169	7	8	5	(168)	(172)	(164)	6	0	456	483
Community Services & Education	273	197	328	149	74	220	(124)	(123)	(108)	71	204	113	127
Housing & Community Amenities	1,590	1,367	1,588	1,055	1,133	1,216	(535)	(234)	(372)	44	27	8,962	8,745
Water Supplies	2,031	2,029	2,015	2,143	2,195	2,167	112	166	152	43	42	8,205	8,092
Sewerage Services	672	636	644	1,155	1,190	996	483	554	352	39	38	7,103	6,555
Recreation & Culture	1,254	1,256	1,109	126	578	203	(1,128)	(678)	(906)	280	109	5,174	4,660
Mining, Manufacturing & Construction	173	166	154	108	175	114	(65)	9	(40)	0	0	110	60
Transport & Communication	5,003	4,915	5,003	2,843	3,354	3,305	(2,160)	(1,561)	(1,698)	1,458	1,146	55,406	54,694
Economic Affairs	759	676	758	495	597	518	(264)	(79)	(240)	3	41	2,387	2,284
TOTALS - FUNCTIONS	13,134	12,938	13,187	8,690	9,818	9,326	(4,444)	(3,120)	(3,861)	2,078	1,928	94,836	91,992
GENERAL PURPOSE REVENUES	24	87	42	5,826	6,018	5,582	5,802	5,931	5,540	1,564	1,524	270	887
TOTALS	13,158	13,025	13,229	14,516	15,836	14,908	1,358	2,811	1,679	3,642	3,452	95,106	92,879

LEISURE & RECREATION GROUP

SOUTH-WEST REGIONAL LIBRARY SERVICE

Young Library received 40,269 visitors during 2003/2004. 5,419 members were registered as at 30/06/04, including 86 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.

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 2,702 books, 76 music CDs, 162 talking books, 60 videos and 37 DVDs were added to the collection during the year.

55,332 items were borrowed during the twelve months. Three computers are available for public Internet access, one is also available for word processing. 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. It 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.

The new shelving provided by the Library Development Grant was installed in February. All resources were relocated to different areas in the library, allowing a better display in a more sequential manner. The positive response from borrowers is pleasing, many commenting on the brighter, more spacious appearance of the interior. Six new study desks have been purchased to accommodate the internet PCs, printer and OPACs. The wood veneer matches the new shelving to provide a coordinated appearance.

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:

YOUNG	Mon-Fri	10.00 am - 5.00 pm
	Sat	9.30 am - 12 noon
	Telephone: (02) 6382 1886	
BOOROWA	Mon, Wed, Fri	3.00 pm - 5.00 pm
	Sat	10.00 am - 12 noon
	Telephone: (02) 6385 3303	
HARDEN	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 2003/2004, 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 visited local tourism related businesses to gain first hand experience of the town's attractions and accommodation facilities. This enables us to provide quality information and advice to all visitors to Young Shire and the surrounding region.

Tourism Marketing and Promotion

Young is promoted on three fronts, Cherries and Stonefruit, History and Heritage and HILLTOPS Wine and Food. Throughout the year, marketing campaigns are used to promote the region using there three messages. These include media advertising, consumer shows and partnerships with Tourism NSW, Capital Country Tourism, The Newell Highway Promotions Committee, Australian Capital Tourism Corporation and other local groups where appropriate.

A new Visitor Guide has been produced for Young and the surrounding district. The new guide has a fresh new look and is fully funded by advertising.

Tourism Development

Two major new projects have been undertaken over the past year, both looking to capitalise on the rich history of Young. The inaugural Lambing Flat Festival was held on 29th May 2004 and was well received by both locals and visitors. The event had a heritage theme and included a re-enactment of the Reading of the Riot Act which was read on miners at Lambing Flat (Young) in 1861. The event was considered to be a success and has laid the foundation for a new annual event for Young Shire.

Young Shire Council has also initiated a heritage Signage project in the CBD of Young. Interpretive Heritage Signs have been placed at strategic locations and help to bring to life the rich history of the town. Eight signs are in place with another nine ordered. The majority of these signs have been sponsored

by local businesses. In all, the project will have approximately 25 signs and a heritage trail brochure that will act as a historical guide to the town.



Heritage Sign in Boorowa Street



Inaugural Lambing Flat Festival

Cherry Festival Co-Ordination

Young Visitor Information Centre has again been instrumental in the co-ordination of the 54th 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.

RECREATION - PARKS AND GARDENS

Parks & Gardens

Young Shire has an extensive Park system, there are within the urban and rural areas 34 parks, 3 gardens and 9 reserves which caters for a wide variety of community activities and expectations. From the landscaped roundabouts within the Central Business District to the old world beauty of Carrington Park and a hint of the orient in the Chinese Gardens, to the numerous Parks, Gardens and Open Spaces Young Shire can be proud of its rich collection of Parks and Gardens.

The year was once again characterised by extremely dry weather conditions with only a very short wet period. In general this weather slightly reduced mowing requirements over the financial year but placed additional pressure on irrigation systems and has increased costs associated with water consumption and truck watering. The incidence of dead tree removals increased markedly following a number of dry years.

Young Shire Council recognises the importance of providing quality parks and open space facilities to enhance the community's lifestyle through the annual funding of park improvements and public landscaping projects. Park, landscaping and infrastructure projects completed during the 2003/2004 financial year included the following:

Passive Recreational Facilities

During 2002/2003 the following projects were undertaken

- Construct heritage style fences Main/Short and Boorowa/Lynch Street roundabouts.
- Continue planting at the Chinese Friendship Garden, as resources become available.
- Planting Australian Native Vegetation at Chinaman's Dam Recreation Reserve.
- Chinaman's Dam Reserve - upgrade lawn area and surrounds.
- Carrington Park - Construct feature wall and steps along Ripon Street frontage.

- 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).
- Construct Boorowa Street tree islands and gardens between Clarke and Thornhill Streets.
- Council supported Planet Ark's National Tree Day 2003 with more than 500 local native trees and shrubs being planted along Burrangong Creek.
- Natural area habitat management work (cumbungi, weeding & fire management) continued in all Council reserves and Crown reserves.
- Council supported Landcare community based initiatives and activities in 2003/2004 in accordance with its on-going commitment to support community Landcare activities.

Active Recreational Facilities

Facilities are provided that caters for eleven 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.

Playing field Projects completed during the 2003/2004 year include the following:

- Alfred Oval - Stage 2 - Up-Grade Drainage, fences, car parking area and landscape entrance to oval.
- Gus Smith - Upgrade Kitchen facilities in amenities building.
- Gus Smith - stage 3 sub-soil drainage.
- Cranfield Oval - Complete irrigation upgrade.
- Sawpit Gully Reserve - install automatic irrigation with financial support from NSW Sport and Recreation and Young Hockey Club.
- Sawpit Gully Reserve - construct concrete kerb adjacent to amenities building.
- Hall Bros Oval - complete construction of multi-purpose indoor sports stadium.

Street Trees

Arboricultural maintenance including tree pruning, line and property clearance, hazard reduction work and tree removal.

Professional arboricultural assessment and advice on Council owned trees with regard to risk management, tree health and tree protection matters.

Project include:

- 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 program.
- Tree Landscape entrance roads into

PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN

In Young Shire Council's 2003/2004 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	Systems and operating procedures documented	On-going	
		Staff trained in new techniques	On-going	
		Reporting system, time taken to respond to incidents	Achieved and On-going	
		Completion of annual maintenance and capital works program	Achieved	
	Provision of assistance from Corporate Services for financial and accounting needs	Sufficient funds available for maintenance and capital works	On-going	
Parks and Gardens	Maintenance of Council's parks, recreation facilities and gardens to ensure that they are attractive and inviting to users.	Weekly maintenance of urban parks.	Achieved and on-going	
		Fortnightly maintenance of neighbourhood parks	Fortnightly and on-going	
		Fortnightly maintenance of village parks	Fortnightly and on-going	
	Footpath and roadside maintenance	Undertake mowing of Council's footpaths and town roadside approaches	Weekly mowing of footpaths	Fortnightly and on-going
			Mowing of roadside approaches	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 On-going
Risk Management	Undertake inspection of all playgrounds and soft fall areas and park furniture as per Council's risk management.	Maintenance completed within nominated time of risk assessment rating.	Monitored and on-going
Asset Management	Recording of details of the infrastructure and components	Maintenance improvements documented at completion of works as required	On-going

ANNUAL OPERATING PLAN

Major Function:

Services

Leisure and Recreation

Sporting Facilities

Function Objective:

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

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

PLANNING & ENVIRONMENT GROUP

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

- Animal Control
- Strategic Planning
- Building Control
- Recycling
- Environmental issues
- Refuse collection and disposal
- Health Services
- Regulatory functions
- Maintenance of Council property
- Statutory 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 assist in all facets of Development Control in order that both clients and residents achieve well controlled and fitting development within the Shire;
- 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 2003/4 Council had 75 new companion Animals registered onto the Lifetime Register administered by the Department of Local Government administered as a state wide system. Following the introduction of the Compulsory Identification Requirements in October 2002, an influx of ID's and Rego's occurred within the initial 12 month period. These figures have since levelled out and this decline was expected to occur.

A new method of pound release was introduced to reduce the number of unregistered and non micro-chipped animals. This requires all impounded animals to be micro-chipped and registered prior to their release. The cost of this is added to the release and sustenance fees and must be paid prior to any release. Also, a bookings system has been introduced for all pound animal viewing. This requires the pet owner(s) to phone Council's Ranger and make a booking time that is mutually convenient. This allows the members of the public to be escorted to the pound rather than entering the Depot unsupervised. This was introduced as a means of reducing any breach of OH&S regulations when the Depot is visited.

Two hundred and four (204) dogs were impounded during the twelve (12) month period. Fifty seven (57) of these were released, while one hundred and forty one (141) were destroyed and six (6) were sold. A number of Infringement Notices were issued for non-compliance with 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. On three (3) separate occasions infringement notices were issued for *Depositing Litter (\$200)* - these offenders were observed dumping large amounts of household litter within Council lanes and road reserves. On a number of other occasions, the identity of the person littering was suspected and an opportunity for them to resolve the matter was extended.

This particular type of offence has declined in the past twelve months and can partly be accredited to a joint venture "Clean-Up" of problem dumping sites. This venture was put forward by the Ranger and was subsequently carried out by the Engineering Department with the co-operation of the Group Leader (Operations) and his general services crew.

Council also erected ten (10) warning/information signs at problem dumping "hot-spots" close to the town limits. These signs (and closer scrutiny at these sights) have also contributed to the reduction in illegal dumping.

Residents have also been constantly reminded that household rubbish is not to be deposited in litter-bins in the streets and Parks around town. General education techniques through the resident/ratepayer booklet and use of the Council Column in the Friday newspaper have been effective in assisting these campaigns.

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. It is now felt that the time for cautions is at an end and that Council should be issuing actual infringement notices rather than cautions in order that non conforming parking is attempted to be controlled more effectively. As the Town of Young grows, parking becomes a premium issue and needs constant attention to enable opportunity for all when using the CBD.

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. Persons using our main street areas are also being constantly reminded to observe the parking signs when parking your vehicle. Council is also looking to do some further education work with the Council newspaper column about parking areas and ready identification of same, by motorists. This will be a joint Operations and Planning & Environment Groups initiative.

A total of 33 notices were actually issued in the CBD area alone. These were for *Parking Continuously for Longer than Permitted*, and carried a fine of \$66 per offence. This particular offence is the most commonly committed and is therefore an area in which Council's Parking Officer devotes regular attention.

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 program 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.

In June 2004 Council received a congratulatory letter by drumMUSTER National Field Officer, Allan McGann. Mr McGann expressed praise towards Young Shire Council for it's initiative towards drum collections and described it as "leading the way in the region" for drum collections.

The Annual collection figures for 2003/2004 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

The registration and compliance checking of private swimming pools has been on-going during the year, in excess of two hundred (200) inspections being carried out. Major defaults continue to be the operation of the pool gate, and their inability to self-close and self-latch.

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

Compliance with Councils reticulated drinking water monitoring protocol resulted in all samples meeting the prescribed standards.

The monitoring of the water table depth of the 29 piezometers has established that a gradual decline in the ground water level has occurred, reflecting the affect of the on-going dry conditions. Councils Environmental Initiatives Committee has been reviewing the serviceability of some of the bores, and will be using investigative cameras.

Operating through the Environmental Initiative Committee, the Department continues with its role of protecting and enhancing the built and natural environment. This has led to initiatives that are being developed including the "Bag a Better Environment" campaign which is nearing implementation, and also a grant application to the Catchment Authority for a Cumbungi control program. Council is awaiting the result of this grant application.

The Young urban Landcare groups (who work closely with the Env Initiatives Committee) continue to work on such issues including stream bank erosion, rubbish removal, tree planting, cumbungi removal and creek and dry land salinity.

Through the committee, support was given to the Greenfleet organisation with their tree planting programme designed to offset carbon dioxide emissions.

The committee also joined with Planet Ark in the efforts to address the plastic bag pollution issue.

HEALTH SERVICES

Inspection of retail food shops continues with an increased focus on advice given to operators at the construction phase, assisting applicants in complying with new food premises specifications and the recent significant changes to the Food Act.

The Environment Initiatives committee supported the bulk purchase of thermometers for sale to shopkeepers having trouble acquiring such items. This is another example of Council educating

and assisting whilst regulating. This element of Council's role in the community cannot be stressed enough.

Similarly to food premises, other health premises such as Hair Dressers, Barbers, Beauticians and Skin Penetrators have had routine inspections carried out throughout the year in order to ensure sanitary premises and procedures.

REFUSE COLLECTION AND DISPOSAL

YOUNG SHIRE LANDFILLS

- **Victoria Street Inert Landfill**

The transfer station was commissioned in July 2004 and after some initial teething problems has worked well, receiving up to 100 Tonnes of waste per week. The waste is then transported to the Ecofil Regional facility at Jugiong (in the Harden Shire) for landfilling at the Regional Waste Management Group waste disposal facility at Bald Hill.

Council has led the way within the Group being the first facility commissioned and transporting/disposing. Final touches will be put onto the Transfer Station as the site is used and a routine established. These include such measures as sealing all trafficable areas around the transfer station and more fencing as required. Most importantly, as the Victoria Street Site moves over to become a Resource Recovery Facility, rehabilitation of the former Landfill and re-vegetation of these areas will lead to a place that is ultimately "green" and pleasant, rather than just a "Tip". Upon conversion of the facility to no longer permit landfilling, Council will liaise closely with the EPA. These negotiations and general advice has already begun.

- **Redhill Road Inert Landfill**

The continued high activity of the Building Industry in Young has impacted on the volumes of waste generated for disposal at Councils class 1 Inert land fill totalling 1128 Tonnes in addition to over 1600Tonnes of demolition waste generated by the Hospital reconstruction.

Despite the above statistics and circumstances, The Redhill Road facility serves a useful role in Waste Management in the town of Young and has a projected life in excess of 5 years as assessed at this time. Council has an obligation as a condition of License, to constantly assess and reassess the filling and rehabilitation of this facility to reduce impact on neighbouring residential premises. The day to day operations is guided toward this plan and despite issues of untidiness of the Contractor, these goals are being planned, actioned and met.

Monitoring of groundwater using the 12 sampling bores strategically located around the landfill boundaries every three months continues to show that contaminants remain contained.

- **Village Landfills**

Rural landfills have continued to operate under Councils rural landcare policy which provides access to eligible residents and ratepayers using the locked gate system.

Waste volumes at the various landfills were as reported to the EPA and are listed below;

- Bribbaree 325 cubic metres
- Bendick Murrell 550 " "
- Milvale 400 " "
- Tubbul 325 " "
- Milvale 400 " "
- Koorawatha 600 " "

Waste from transfer stations located at Monteagle & Murringo is transported to The Victoria St. Landfill.

WASTE MANAGEMENT SERVICES

RECYCLING

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

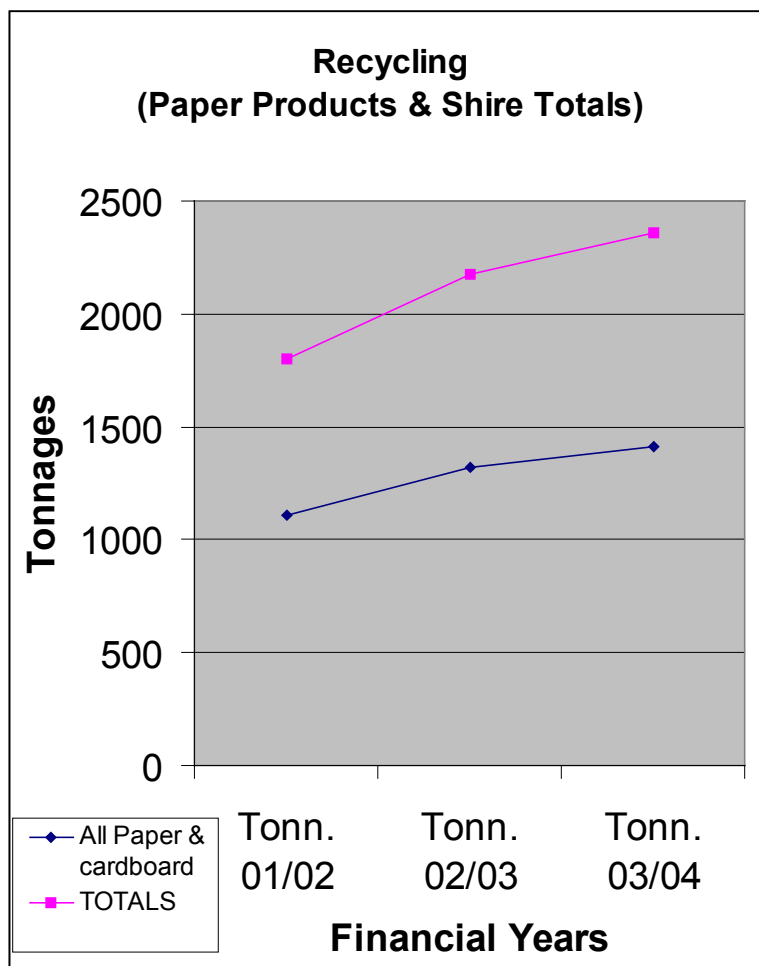
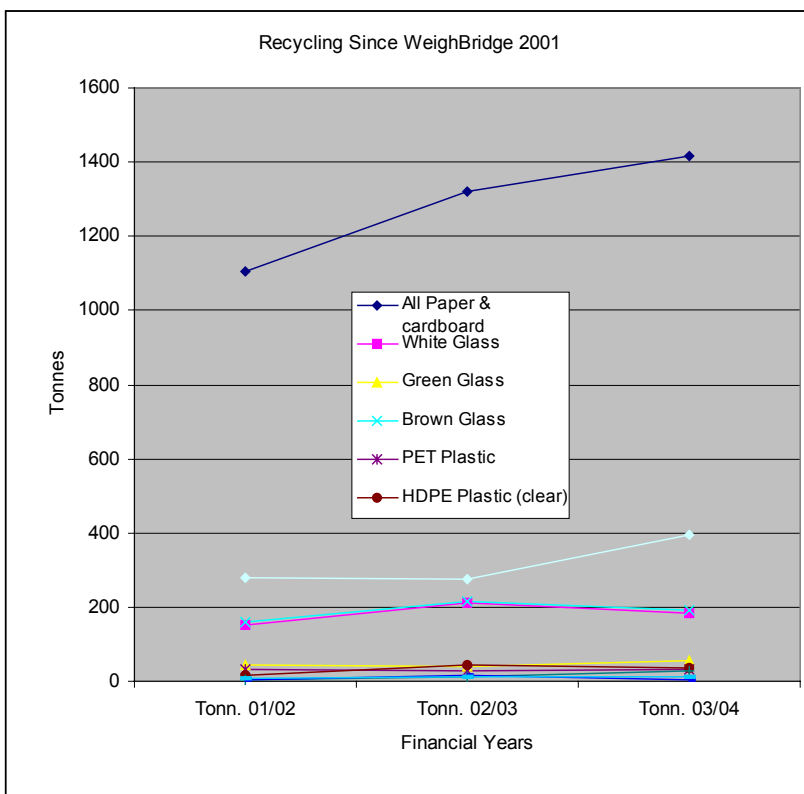
- Recycling at the M.R.F;
- Kerbside pick up;
- Gate operation;
- Green waste management;
- Out lying Village Tips Maintenance and recycling collection.

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

These are as follows;

Material Recycled	Tonn. 01/02	Tonn. 02/03	Tonn. 03/04
All Paper & cardboard	1105.8	1321.4	1415.4
White Glass	153	210.6	184.4
Green Glass	43.6	40	56.5
Brown Glass	159	216.1	192
PET Plastic	33.9	28.3	32.9
HDPE Plastic (clear)	15.95	43.95	37.5
HDPE Plastic (coloured)	2.95	11.2	26.7
Aluminium (cans etc)	4.34	16.93	4
Steel (cans etc)	6.25	11.5	12.3
Bulk Scrap & Black Iron	278	277	394
TOTALS	1802.79	2176.98	2355.7

Attached are the trends being developed through Young Shire's campaigns on Recycling and the changing community shift to embrace the practise.



Council will continue to advance the cause of recycling within this Shire. This will be done through education and awareness campaigns. Recycling is not only environmentally beneficial through using less base products for manufacture of containers, it reduces disposal to Landfill along with the costs associated with these endeavours.

DrumMuster

The drumMuster programme has continued in operation with 4771 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 drumMUSTER program has been advertised extensively through local media and Council's Drum Inspector has been corresponding through the local Rural Merchandise stores and other farming/orchard businesses. This appears to have been effective as drum numbers were increased by approximately 7%.

Council continues to be a leader in the Region and also Nationally with its method of collection of containers. Council's all year round appointment based system was even given a high commendation in writing from the National drumMUSTER Field Officer.

The breakdown of containers processed were;

Small Steel	-	150
20 Litre Steel	-	1101
Small plastic	-	1041
20 Litre Plas	-	2479
TOTALS		4771 Drums

TOWN PLANNING AND BUILDING

STATUTORY PLANNING

Council received 444 development applications during this past financial year, with an estimated value of almost \$ 31.5 million. This represents a continuing trend that has emerged since the late 1990s, whereby each year the number of development applications continue to raise, representing a healthy interest in the Shire as a whole, and the continued growth of the town.

New dwellings and additions to dwellings, were by far the most significant type development applications received, representing 37 % of all applications. 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. Applications for units continued to rise, reflecting the changing needs and expectations of the community in terms of residential housing.



NEW UNITS CONSTRUCTED THIS YEAR

Similarly, the approval of 188 residential allotments by way of subdivision demonstrates that there is a positive movement in this area. This figures represents an increase of almost 40 lots from the previous year and 140 lots from the year before, and allows for the continuance of the construction of a large number of new homes. As a result of this residential subdivision activity, several new streets come on-line this year.



SETTLERS PLACE/GOLD COURT & A NUMBER OF NEW HOUSE UNDER CONSTRUCTION

Furthermore, growth in the commercial area continued to be strong, and is consistent with previous years, despite a small drop in the number of applications from last year. Despite this, a number of major retail chains such as Rivers Superstore and the Reject Shop, were welcomed to Young this year.

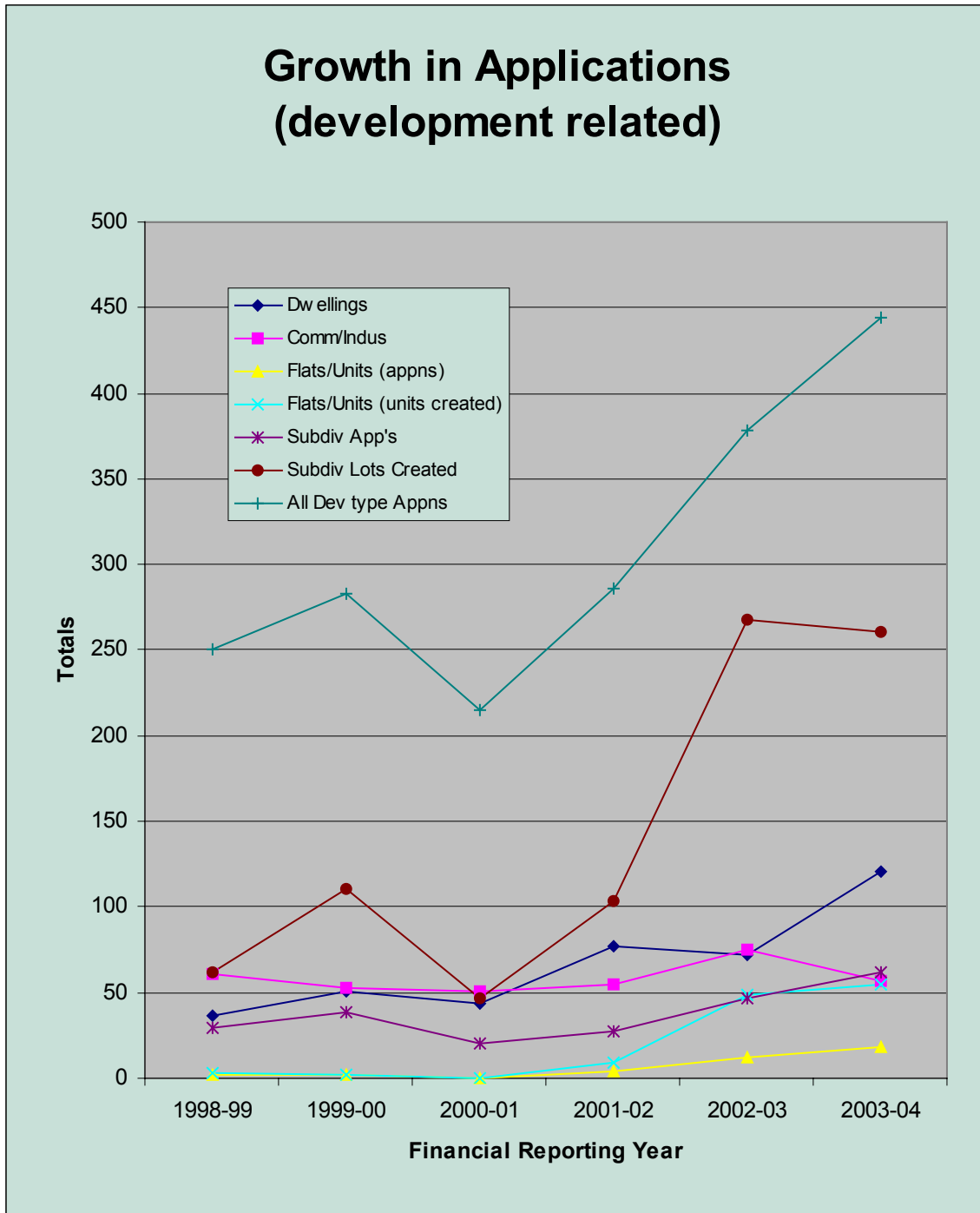
The following two (2) tables, represent the number and value of development applications received, compared to previous years

NUMBER OF APPLICATIONS

	2003/2004	2002/2003	2001/2002	2000/2001	1999/2000	1998/1999
New houses	121	72	77	44	51	37
Adds/Alts to houses	44	31	30	24	41	27
Residential outbuildings	48	81	54	47	53	50
Rural outbuildings	42	34	22	17	36	29
Commercial/Industrial	57	75	55	51	53	61
Swimming pools	23	18	14	11	7	9
Flats/Units	18 (55 units)	12 (49 units)	4 (9 units)	-	2 (2 units)	2 (3 units)
Public Buildings	1	8	3	1	1	7
Subdivisions	62	47	27	20	39	29
Total number applications	444	378	286	215	283	251

VALUE OF APPLICATIONS

	2003/2004	2002/2003	2001/2002	2000/2001	1999/2000	1998/1999
New houses	\$19,724,053	\$9,444,017	\$ 9,594,700	\$ 5,154,143	\$ 5,668,226	\$ 3,809,837
Adds/Alts to houses	\$1,718,875	\$1,391,612	\$ 795,471	\$ 581,143	\$ 1,421,457	\$ 366,702
Residential outbuildings	\$ 357,887	\$ 474,677	\$ 281,471	\$ 301,840	\$ 234,931	\$ 248,684
Rural outbuildings	\$ 483,440	\$1,076,312	\$ 377,235	\$ 369,860	\$ 304,960	\$ 318,580
Commercial/Industrial	\$ 2,839,986	\$7,248,030	\$21,703,235	\$ 8,614,080	\$ 4,810,179	\$ 3,954,488
Swimming pools	\$ 355,450	\$ 543,598	\$ 204,500	\$ 200,900	\$ 93,350	\$ 94,928
Flats/Units	\$5,959,109	\$3,799,162	\$ 747,000	\$ 0	\$ 124,000	\$ 120,000
Public Buildings	\$ 7,500	\$ 768,339	\$ 764,000	\$ 5,000	\$ 7,000	\$ 7,864,400
Total value of applications	\$31,446,300	\$24,745,747	\$34,467,612	\$15,226,966	\$12,664,103	\$16,777,619



BUILDING

The continuance of the building boom, as evidenced by the above figures, has resulted in Council's three (3) Building Inspectors being extremely busy carrying out compliance inspections on all development applications. In excess of 1000 inspections were carried out this year, averaging $\frac{3}{4}$ hour each, including travelling and the inspection itself.

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 an urban 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.

Council has identified that in addition to the 2 LEP Reviews that the Development Control Plans need reviewing as well as the section 94 Plan needing review and substantial additions to cover other areas such as roadworks for subdivisions and recreation and leisure facilities.

The existing staff are struggling to come to terms with the increased development control work and Council has made it possible in the upcoming year for the creation of a Strategic Planners position in order to help cope with the changing face of Young as well as the change to the NSW Planning system.

PROPERTY TRANSFERS

A total of 595 applications were received for section 149 zoning certificates, a slight decrease from last year, but still significantly higher than previous years. There were 769 property transfers (both rural and urban) in the Shire over the same period, and is almost identical to last year, as is 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 sixty-two (62) applications for subdivision during this financial year, which follows the increasing trend. These created in total 363 allotments of land, 100 allotments more than last year, with more than 50 % being residential lots. This upward trend from the previous year, indicates both a healthy and promising demand for land in the Shire.

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*

OPERATIONS & UTILITY SERVICES GROUP

Operations' Staff are continuing to collect data on the road network to enable a review of Council's priorities for upgrading to be undertaken. This data is also used to determine application rates for bitumen and aggregate pavements as well as pavement designs.

Council is progressing to a reporting system which will best manage Council's road assets in the most economic manner.

Council staff renegotiated a Maintenance Contract with the Roads and Traffic Authority for a further four years. This process proved to be a rather onerous task with the principal (RTA) determined to reduce funding for the State Highway in another example of the NSW Government's philosophy of transferring responsibility of traditionally State maintained assets to local government.

Funding was received to continue works on the regional road network but a substantial increase is required to cover the costs of rehabilitating an aging network being subjected to increased volumes of heavy traffic.

Funds were made available and works completed on several urban streets and rear lanes. These works were able to be financed through a rate increase implemented in the budgeting process.

The continuing development and associated subdivision of lands continues to place a heavy burden on Council's resources, particularly within the urban and rural areas. There is a high expectation that roads should be upgraded with minimal contribution to the capital and ongoing maintenance costs of the road network. The employment of additional staff to assist in preparation of plans, assessment of developments and supervision on works is a high priority.

1. Henry Lawson Way - Grenfell Road

Council completed a further 2.7km of widening of this important regional road. Funding was made available through the REPAIR program.

Council has made a submission to the RTA Review Panel suggesting that Iandra Street form part of the regional road network and that Blackett Avenue revert to a local road. If this is accepted a realignment of the intersection of Iandra Street and Blackett Avenue will transfer the majority of heavy traffic away from the adjacent residential areas.

2. Urban Street Construction

Council reconstructed Caple Street, Caple Lane and Wombat Lane from Council funds.

Iandra Street and the reconstruction of the road shoulder between Penrose Bridge and Wickham Lane were undertaken using part of Council's Roads to Recovery allocation.

Kerb and gutter, pavement construction and widening was completed in Fontenoy Street, and traffic calming devices were completed in William and Lovell Streets.

Resealing of several urban streets was undertaken in conjunction with the rehabilitation of Lighting Lane and a substantial program prepared for future programs.

3. **Rural Roadworks**

In conjunction with routine maintenance of the sealed and gravel road networks, Council completed rehabilitation and prime sealing of failed sections of Scenic, Chillingworks and Bribbaree Roads.

Substantial gravel resheeting of many of the rural roads was undertaken despite problems caused by a lack of water for compaction works throughout the Shire caused by the prevailing drought conditions.

4. **Roads to Recovery**

Funds provided by the Federal Government through its Roads to Recovery Program enabled Council to undertake reconstruction of Old Monteagle Road between the Olympic Highway and Bashams Lane. This road has been on Council's roads upgrade program for some time and without these funds would not have been completed.

As previously mentioned, funds from the Federal Government's Roads to Recovery Program were used to undertake upgrades and rehabilitation works on Milvale Road Shoulders and Iandra Street.

5. **Traffic Facilities**

Council completed the replacement of culverts at the intersection of Lynch and Cloete Streets as part of the construction of a roundabout which is being funded jointly by the RTA and Council.

The construction of the remainder of the roundabout, including landscaping, will be completed early in the 2004/05 program.

6. **Milvale Road**

Pavement widening works commenced on the Milvale Road west of Chillingworks Road in conjunction with rehabilitation of selected sections further to the west of Young. Council anticipates continuing these works as funds become available.

7. **Timber Bridge Repair**

Council continued regular inspections and maintenance of its timber bridges located on local roads.

50% funding of a sidetrack adjacent to the timber bridge on the boundary with Cowra Shire on Greenethorpe Road was provided by Council.

Cowra Shire is continuing investigations into the replacement structure with this Council responsible for half cost of all works.

The timber deck on the bridge on Tumbleton Lane was replaced with a precast concrete structure ensuring that highway loading requirements could be met.

8. **Ancillary Roadworks**

Council completed kerb and gutter and footpath works in Zouch, William, Caple and Gordon Streets as detailed in Council's Management Plan.

Bitumen sealing at Hall Bros. Oval, as well as drainage works were completed.

The carpark adjacent to Beaurepaires was reconstructed incorporating a 40mm asphalt wearing surface

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 2003/04

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 again because RTA funding for the road works has been deferred).
4. Comprehensive water quality and pressure monitoring program.
5. Prompt return of service after water main breaks.
6. Flushing of water mains on a quarterly basis.

Sewerage Services

1. Progress on the investigation work for the Sewerage Treatment Plant Upgrade option and reuse scheme.
The Environmental Impact Studies are in progress and the Value Management Study for the scheme has been completed..
2. Continuation of the sewer main's rehabilitation program. 1027 metres of mains in Barwang Street, Milong Street, Currawong Street and Toompang Street were renewed.
3. Substantial compliance with EPA discharge licence.
4. Prompt return of service after sewer blockages.

Drainage

1. Design and liaison for drainage construction in Railway land.
2. Ongoing maintenance program of drainage system
3. Review of Stormwater Management Plan and continued implementation of the Action Plan

Cemeteries

1. Lawn cemetery site improvements
2. Mapping of the monumental and lawn cemeteries.
3. Provision of new beams in the lawn cemetery.

Aerodrome

1. Repairs, inspections and grounds maintenance to comply with licence
2. Private developments at the aerodrome.
3. Reseal of apron and taxiways.

Saleyards

1. On-going liaison with the Lessee.

Emergency Management

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

Performance of some Program areas compared with 2003/2004 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. Environmental Impact Studies have commenced.
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 and provision of friendly customer service.

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, dependent on funds and existing condition.	On-going 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
	2002/03	2003/04	2002/03	2003/04	2004/05	2004/05	2004/05
Stormwater Drainage							
Underground Drains, Pits	7,338	7,248	7,921	7,930	440	221	49
Public Roads							
Sealed Pavement	37,312	37,722	50,294	51,347	3,426	1,513	1,030
Unsealed Pavement	6,013	5,835	14,251	14,251	2,241	810	760
Bridges & Road Crossings	6,049	5,965	6,680	6,680	400	65	48
Paved Footpaths	968	1,008	1,057	1,121	210	101	110
Kerb & Gutters	2,469	2,578	2,928	3,082	101	30	20
Sewerage System							
Mains, Pipes etc.	3,689	3,722	4,166	4,252	256	114	125

Pump Stations	125	117	185	185	6	4	4
Storage Reservoirs	1,793	1,754	1,948	1,948	100	60	26
Sewerage System							
Mains, Manholes etc.	1,312	1,322	1,463	1,493	137	53	80
Treatment Plant	2,448	2,375	3,658	3,658	300	75	135
Public Buildings							
Town Hall /Admin Bldg.	290	254	905	905	48	38	13
Public Halls	328	527	520	749	39	31	45
Library	82	74	188	188	10	8	3
Tourist Centre/Art Gall	171	162	224	224	12	9	2

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

Section 428 (2) (e) Legal Proceedings 2003 / 2004

Matter	Amount (\$)	Comment
Debt Recovery	23,748.17	
Sundry Advice	3,095.00	

Rate Recovery

Statement of Liquidated Claims Issued	55
Served	38
Paid in Full	22
Agreements to pay judgement debt by instalments	7
Requiring further action	9

Section 428 (2) (f) Elected Members Expenses

	<u>2003 / 2004</u>	<u>2002 / 2003</u>
Mayoral Allowance	\$ 16,425.00	\$ 9,999.96
Councillors' Fees (nine Councillors')	\$ 62,999.64	\$ 54,000.00
Councillors' Expenses - Travel, Meals & Telephone	\$ 12,283.80	\$ 8,530.00
Councillors' Insurance	\$ 0.00	\$ 0.00
Delegates Expenses	\$ 2,815.24	\$ 2,091.37
Election Expenses	<u>\$ 22,454.17</u>	<u>\$ 0.00</u>
	<u>\$116,977.85</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 2003 / 2004 Council employed one (1) staff member on a performance-based contract, who was during the 2003 / 2004 financial year Senior Staff within the definition of the Local Government Act 1993. Those staff and contract packages for the period 1st July 2003 to 30th June 2004, are:

General Manager	\$ 123,000.00
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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 2004:

- Sewer Rehabilitation - \$191,794.00
- Bitumen Sealing Works - \$919,300.00
- Bituminous Asphalt - \$104,858.40
- Supply of Concrete - \$144,096.52
- Sealing Aggregate - \$235,004.24

Section 428 (2) (i1) Report on the Bush Fire Hazard Reduction Activities from 1 July 2003 to 30 June 2004

Fire Season - Report by Superintendent Caroline Ortel

The reporting period for fire activity within the Young Shire is between 1st April 2003 and 31st March 2004.

Young Shire is a member of the South West Slopes Zone (SWSZ), which also incorporates the Shires of Boorowa, Cootamundra and Harden. There were a total of 74 incidents within the SWSZ in the 2003/04 financial year. The type of incidents are as follows:

Bush/Grass fires	11
Structure Fires	11
Vehicle Fires	5
Vehicle Accidents	18
False Alarms	5
Escape Permit Burns	3
Waste Depots	6
Others	5

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 Zone. Young Shire was committed to various hazard reductions around Young, surrounding villages and roadsides, which were completed before the fire season.

There were 112 permits issued within the Young Council area that resulted in 3009 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 2003 / 2004 was \$42,535.16

Section 428 (2) (m) Human Resources Statement - Operations from 1 July 2003 to 30 June 2004

A Statement of Council's Human Resource Activities

Human Resources provide a total array of services that ensure confidentiality of personal records and practical support to management. Human Resources is focused on organisational and personnel welfare within community expectations in a consistent and unbiased manner.

The activities of Human Resources can be outlined as follows:

- ❖ **Reward Management:** A comprehensive payroll service including processing and banking leave entitlements, deductions and related banking services, superannuation, salary reviews and administration of Council's salary system.
- ❖ **Human Resource Management:** Assist Management to progressively review, develop and implement HR* policies and procedures to meet Council's objectives and operational requirements.
- ❖ **Employee Recruiting:** An effective recruitment, selection and appointment support service to management while ensuring Equal Employment Opportunity and Anti -Discrimination legislation is adhered to at all times. Appointment on merit is a prime objective in the selection of personnel for positions on Council's staff.
- ❖ **Training & Development:** To identify and plan training that meets the needs of employees and assists in the realisation of Council's operational objectives. Target training towards needs identified through skill enhancements, annual reviews, risk management and legislation.
- ❖ **Occupational Health Safety & Rehabilitation:** Attend to the administrative functions of workers compensation, practice early intervention of injured workers by providing suitable duties

within a rehabilitation plan. Encourage a consultative approach to OH&S to ensure legislative requirements are met at all times ensuring to provide a safe and productive work environment.

❖ **Employee and Industrial Relations:** Attend to employee and industrial relation matter in a totally unbiased manner so as to attain agreed, mutual objectives.

The Occupational Health & Safety Committee, meets monthly and operates on a consultative basis with all staff, provides recommendations to Council's management on all matters relating to the health and safety of its employees and other persons at Council's workplaces.

The Consultative Committee meets monthly and provides recommendations to Council's management on all matters that support workplace reform as per the Local Govt (State) Award, The committee aims to provide employees with a meaningful, varied and better paid work whilst enhancing the efficiency and productivity of Council.

OUTCOMES ACHIEVED- HUMAN RESOURCES

- ❖ All employees have been paid in accordance with Council Policy and Award requirements.
- ❖ Recruitment procedures have been undertaken, following Council Policy and Legislative requirements.
- ❖ Staff Skills Enhancements and reviews have been undertaken.
- ❖ On going implementation of OH&S management system.
- ❖ Reduction in Workers Compensation premiums due to early intervention in claims.
- ❖ Ongoing training Risk Assessments, developed and induction into the use of Safe Work Method Statements.
- ❖ Ongoing Risk Assessment carried out for all positions.
- ❖ Formal training undertaken in areas not limited to:
 - Confined Space
 - Worksite Traffic Control
 - RTA Traffic Planning & Design
 - Manual Handling
 - Reptile Awareness
 - Return to Work Coordinator

Statistical Profile 2003-2004

Aboriginal/ Torres Strait Islander	1
Other backgrounds	<u>102</u>
Total	103

Overall Age Distribution

Age	Male	Female
16-25	2	5
26-35	19	6
36-45	27	6
46-55	24	6
56 and over	<u>6</u>	<u>2</u>
Total	<u>78</u>	<u>25</u>

Employee Type Distribution

	Male	Female
Full Time - Indoor	13	17
Full Time - Outdoor	60	0
Part- Time - Indoor	0	4
Casual - Indoor	0	4
Casual - Outdoor	5	0
	<u>78</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 2003/2004.

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 Slopes Zone 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 2003 / 2004 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 2003 / 2004 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 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 \$2.195M 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 2003 / 2004 financial year.

Council Meetings

There were eleven (11) Ordinary Council Meetings convened during the period 1st July 2003 to 30th June 2004. Councillors' attendance at these meetings were as follows:

Councillors'	01/07/2003 to 30/06/2004
Cr. Gerry Bailey	11
Cr. John Drum	11
Cr. Sandy Freudenstein (from March 27, 2004)	3
Cr. Stuart Freudenstein	11
Cr. Fran Hewlett (from March 27, 2004)	3
Cr. Anthony King (from March 27, 2004)	3
Cr. John McGregor	10
Cr. Michael Veitch	10
Cr. John Walker	11
Cr. Tony Hewson (until March 27, 2004)	7
Cr. John Jasprizza (until March 27, 2004)	7
Cr. Marie McCormick (until March 27, 2004)	7

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 2003 to 30 June 2004.

NIL RETURNS

		2004	2003
Are all figures in Section A "Nil"?	Yes / No	No	Yes
Is the figure for Section C "Nil"?	Yes / No	Yes	Yes
Are all figures in Section E "Nil"?	Yes / No	Yes	Yes
Is the figure for Section F "Nil"?	Yes / No	Yes	Yes
Are all figures in Section L "Nil"?	Yes / No	Yes	Yes

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

Is this a "Nil" Return? Yes / No No 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 2004	Other 2004	Total 2004	Personal 2003	Other 2003	Total 2003
A1	New (including transferred in)	2	-	2	1	-	-
A2	Brought forward	-	-	-	-	-	-
A3	Total to be processed	2	-	2	1	-	-
A4	Completed	2	-	2	1	-	-
A5	Transferred out	-	-	-	-	-	-
A6	Withdrawn	-	-	-	-	-	-
A7	Total Processed	2	-	2	1	-	-
A8	Unfinished (carried forward)	Nil	Nil	Nil	Nil	Nil	Nil

SECTION B

What happened to completed requests?

Result of FOI Request	Personal 2004	Other 2004	Personal 2003	Other 2003
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B1	Granted in full	2	-	1	-
B2	Granted in part	-	-	-	-
B3	Refused	-	-	-	-
B4	Deferred	-	-	-	-
B5*	Completed	2	Nil	1	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.

		2004	2003
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 2004	Other 2004	Issued 2003	Total 2003
D1	Number of requests requiring formal consultation	Nil	Nil	Nil	Nil

SECTION E

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

		Total 2004	Total 2003
E1	Result of Amendment - agreed	-	-
E2	Result of Amendment - refused	-	-
E3	Total	Nil	Nil

SECTION F

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

		Total 2004	Total 2003
F3	Number of requests for notation	Nil	Nil

SECTION G

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

	Basis of disallowing or Restricting access	Personal 2004	Other 2004	Personal 2003	Other 2003
G1	Section 19 (application incomplete, wrongly directed)	-	-	-	-
G2	Section 22 (deposit not paid)	-	-	-	-
G3	Section 25(1) (a1) (diversion of resources)	-	-	-	-
G4	Section 25(1) (a) (exempt)	-	-	-	-
G5	Section 25(1) (b), (c), (d) (otherwise available)	-	-	-	-
G6	Section 28 (1) (b) (documents not held)	-	-	-	-
G7	Section 24 (2) - deemed refused, over 21 days	-	-	-	-
G8	Section 31 (4) (released to Medical Practitioner)	-	-	-	-
G9	Totals	Nil	Nil	Nil	Nil

SECTION H

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

		Assessed Costs 2004	FOI Fees Received 2004	Assessed Costs 2003	FOI Fees Received 2003
H1	All completed requests	60	60	30	30

SECTION I

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

	Type of Discount Allowed	Personal 2004	Other 2004	Personal 2003	Other 2003
I1	Public interest	-	-	-	-
I2	Financial hardship - Pensioner/Child	-	-	-	-
I3	Financial hardship - Non-profit organisation	-	-	-	-
I4	Totals	Nil	Nil	Nil	Nil
I5	Significant correction of personal records	Nil	Nil	Nil	Nil

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

SECTION J

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

	Elapsed Time	Personal 2004	Other 2004	Personal 2003	Other 2003
J1	0 - 21 days	1	-	-	-
J2	22 - 35 days	1	-	-	-
J3	Over 35 days	-	-	1	-
J4	Totals	2	Nil	1	Nil

SECTION K

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

	Processing Hours	Personal 2004	Other 2004	Personal 2003	Other 2003
K1	0 - 10 hours	2	-	-	-
K2	11 - 20 hours	-	-	1	-
K3	21 - 40 hours	-	-	-	-
K4	Over 40 hours	-	-	-	-
K5	Totals	2	Nil	1	Nil

SECTION L

Reviews and Appeals - number finalised during the period.

		2004	2003
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	
		2004 Upheld *	2004 Varied *	2004 Upheld *	2004 Varied *	2003 Upheld *	2003 Varied *	2003 Upheld *	2003 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 Officer 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 no external requests for review for the period 01/07/2003 to 30/06/2004.

Statistical Return of Reviews Undertaken between 01/07/2003 and 30/06/2004

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