



YOUNG

SHIRE COUNCIL



ANNUAL REPORT
FOR THE PERIOD
01 / 07 / 2004 TO 30 / 06 / 2005

INDEX

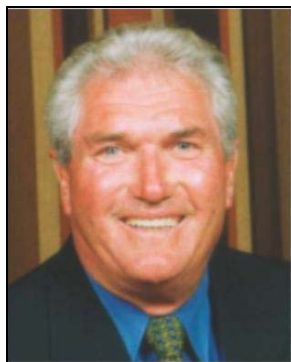
Councillors' of Young Shire	3
Organisational Chart	4
General Manager	5
Administration & Finance Group	
Council Finances	7
Performance of Programmes against Management Plan	9
Financial Statements for year ended 30 June 2005	10
Recreation & Leisure Group	
South West Regional Library Service	16
Young Visitors Centre	17
Recreational Facilities - Parks & Gardens	18
Performance of Programmes against Management Plan	19
Planning & Environment Group	
Animal Control	23
Environmental Matters	26
Health Services	26
Waste Management Services	26
Town Planning Services	29
Building	34
Performance of Programmes against Management Plan	36
Engineering Operations & Utility Support Services Groups	
Operations	45
Utility Services	48
Performance of Programmes against Management Plan	49
Transport Infrastructure	50
Statutory Information - Section 428 (2)	
(d) Public Works Infrastructure	51
(e) Legal Proceedings	52
(f) Mayoral and Councillors' Fees and Facilities	52
(g) Senior Staff	54
(h) Contracts awarded by Council during 2004/2005	54
(i) Bush Fire Hazard Reduction Activities	54
(j) Multicultural Services	55
(l) Donations under Section 356	55
(m) Human Resources Statement	56
(n) Equal Employment Opportunity	56
(o) External Bodies Statement	57
(p) Controlling Interests	57
(q) Joint Ventures	57
Statutory Information - Section 428 (2) (r)	
Clause 15 - Rates and Charges Regulation	58
Clause 31 - General Regulation	
(a) Overseas Visits	58
(b) Senior Staff Remuneration	54
(c) Activities for Children	59
(d) Programmes Undertaken to Promote Access & Equity	43 & 59
(d) Category 1 Business Activities & Competitive Neutrality	60
(e) Council Meetings	60
(f) Freedom of Information Report	61
(g) PPIP Act Statement - Section 33-3	65

COUNCILLORS' OF YOUNG SHIRE

Local Government elections for Councillors' are held each four (4) years. At the last general election held in March 2004 the following Councillors were elected.

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. 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

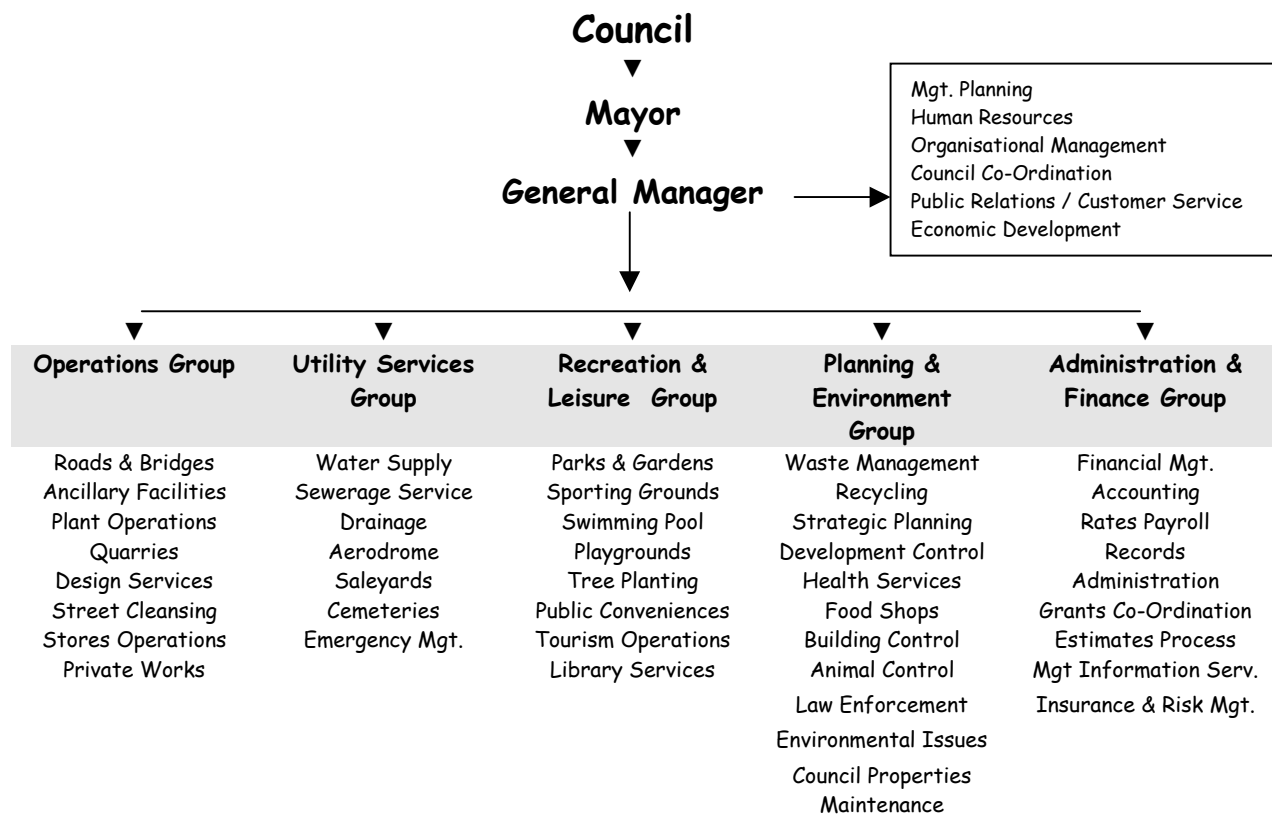
Young Shire Council each year presents a management plan to align with a programmed budget.

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

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p>1. ADMINISTRATION</p> <p>To develop and maintain administrative systems which provide efficient support services to the Council and management.</p> <p>2. COUNCIL IMAGE</p> <p>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>	<p>Provide timely and accurate information to Council and the community pertaining to Council policy and decisions.</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"> • Reduction in complaints of not being informed • Timely production of reports • All Departments adequately supported • Community perception of Council's performance • All correspondence answered within eight days • Complaints responded to within timeframe stipulated in Complaints Management System 	<p>Status Quo</p> <p>Achieved</p> <p>Achieved</p> <p>Satisfactory</p> <p>90% Compliant. New records system to be implemented 2006</p> <p>Achieved</p>

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p>3. HUMAN RESOURCES</p> <p>Provide and ensure that Council's resources receive adequate motivation and opportunity for training and that the salary system is administered in a fair and equitable way</p>	<ul style="list-style-type: none"> • Continuously review and develop salary system in conjunction with Consultative Committee • Update human resources policies and procedures including: <ol style="list-style-type: none"> 1. EEO Management Plan 2. Induction and Recruitment 3. Staff Training Policy 4. Salary Policy 	<ul style="list-style-type: none"> • Acceptance and understanding of Salary system by staff • Hours spent on training 	<p>On-going Acceptance</p>
<p>4. ABORIGINAL CONSULTATIVE COMMITTEE</p> <p>To foster a climate of understanding and co-operation between Aboriginal and non-Aboriginal residents</p>	<ul style="list-style-type: none"> • Regular meetings with Aboriginal leaders • Encourage Aboriginal participation in community works, etc. • Aboriginal Consultative Committee meetings 	<ul style="list-style-type: none"> • Aboriginal understanding of Council's function • Community perception 	<p>Ongoing</p> <p>Satisfactory</p>

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 and Annual Charges
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. In the financial year 2004/2005, revenues from grants and subsidies was received by Council.

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

Loan Funds:-

During 2004/2005 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 2004/2005 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

		<u>2003/2004</u>		<u>2004/2005</u>
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 >2.00:1.00 (current assets exceed current liabilities)	Achieved Ratio 4.62 : 1.0
<u>Rating</u>			
Provide and ensure Councils rates are levied in an equitable manner and that outstanding rates are kept at a low level.	Compliance with relevant legislation. Issue rate and instalment notices on time. Follow up outstanding rates on a regular basis.	Level of complaints. % of rates outstanding <7.00 %. Compliance with legislation.	Acceptable 4.84 % Achieved
<u>Investments</u>			
Obtain maximum return on investments.	Maintain investment register. Obtain best rates through enquiry. Ensure all surplus cash invested.	Ratio return to investments	Satisfactory

STATEMENT OF FINANCIAL PERFORMANCE

The following pages summarise the financial performance of Young Shire Council as at 30th June 2005. 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 2005

	Original Budget \$'000	Actual 2005 \$'000	Actual 2004 \$'000
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs	4,457	4,548	4,191
Borrowing Costs	396	395	415
Materials and Contracts	4,799	4,325	3,793
Depreciation and Amortisation	2,325	2,653	2,659
Other Expenses from Ordinary Activities	1,736	1,728	1,716
TOTAL EXPENSES FROM ORDINARY ACTIVITIES	13,713	13,649	12,774
REVENUES FROM ORDINARY ACTIVITIES			
Rates & Annual Charges	7,232	7,324	6,867
User Charges & Fees	2,117	3,390	2,525
Interest	495	790	604
Other Revenues from Ordinary Activities	403	486	368
Non-Capital Purposes - Contributions	3,079	2,810	2,767
Non-Capital Purposes - Grants	759	779	820
Gain from the Sales of Assets	305	358	392
TOTAL REVENUES FROM ORDINARY ACTIVITIES	14,390	15,937	14,343
SURPLUS(DEFICIT) FROM ORDINARY ACTIVITIES BEFORE CAPITAL AMOUNTS	677	2,288	1,569
REVENUES FROM CAPITAL ACTIVITIES			
Capital Purposes - Contributions	701	492	875
Capital Purposes - Grants	1,010	730	618
TOTAL REVENUES FROM CAPITAL ACTIVITIES	1,711	1,222	1,493
EXTRAORDINARY EXPENSES ITEMS			
Retirement of Assets - Fire Protection	0	0	251
TOTAL EXPENSES FROM EXTRA-ORDINARY ITEMS	0	0	0
SURPLUS (DEFICIT) FROM ALL ACTIVITIES	2,388	3,510	2,811

STATEMENT OF FINANCIAL POSITION
as at 30th June 2005

	Notes	Actual 2005 \$'000	Actual 2004 \$'000
CURRENT ASSETS			
Cash Assets	6	173	214
Investment Securities	6	5,859	4,196
Receivables	7	1,440	1,543
Inventories	8	161	131
Other	8	176	206
TOTAL CURRENT ASSETS		7,809	6,290
NON-CURRENT ASSETS			
Investment Securities	6	6,390	5,351
Receivables	7	34	125
Property, Plant and Equipment	9	84,586	83,340
TOTAL NON-CURRENT ASSETS		91,010	88,816
TOTAL ASSETS		98,819	95,106
CURRENT LIABILITIES			
Payables	10(a)	1,083	834
Interest Bearing Liabilities	10(a)	248	231
Provisions	10(a)	358	337
TOTAL CURRENT LIABILITIES		1,689	1,402
NON-CURRENT LIABILITIES			
Interest Bearing Liabilities	10(a)	4,542	4,790
Provisions	10(a)	1,451	1,287
TOTAL NON-CURRENT LIABILITIES		5,993	6,077
TOTAL LIABILITIES		7,682	7,479
NETT ASSETS		91,137	87,627
EQUITY			
Accumulated Surplus		91,137	87,627
TOTAL EQUITY		91,137	87,627

STATEMENT OF CHANGES IN EQUITY
for the year ended 30th June 2005

	2005		2004	
	Accumulated Surplus \$'000	Total Equity \$'000	Accumulated Surplus \$'000	Total Equity \$'000
Balance at beginning of the reporting period	87,627	87,627	84,816	84,816
Changes in Equity recognised within the Statement of Financial Performance	3,510	3,510	2,811	2,811
Balance at end of reporting period	<u>91,137</u>	<u>91,137</u>	<u>87,627</u>	<u>87,627</u>

STATEMENT OF CASH FLOWS
for the year ended 30th June 2005

	Notes	Actual 2005 \$'000	Actual 2004 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts:</u>			
Rates and Annual Charges		7,229	6,888
User Charges and Fees		3,585	2,506
Interest Revenues		811	571
Grants and Contributions		4,874	5,143
Other		492	424
		16,991	15,532
<u>Payments:</u>			
Employee Costs		(4,363)	(4,014)
Interest		(396)	(415)
Materials and Contracts		(4,153)	(3,965)
Other		(1,649)	(1,688)
		(10,561)	(10,082)
Nett Cash provided by (or used in) Operating Activities 11 (B)		6,430	5,450
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts:</u>			
Sales - Property Plant, Equipment		595	931
Sales - Other		4	0
		599	931
<u>Payments:</u>			
Purchases - Property Plant, Equipment		(4,137)	(4,289)
Purchases - Other		0	(50)
		(4,137)	(4,339)
Nett Cash provided by (or used in) Investing Activities		(3,538)	(3,408)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts:</u>			
Borrowings		0	0
		0	0
<u>Payments:</u>			
Borrowings		(229)	(212)
Advances		(2)	(2)
		(231)	(214)
Nett Cash provided by (or used in) Investing Activities		(231)	(214)
Cash Assets - beginning of the reporting period	11 (A)	9,761	7,933
Cash Assets - nett increase / (decrease)		2,661	1,828
Cash Assets - end of the reporting period	11 (A)	12,422	9,761

**STATEMENT OF PERFORMANCE MEASUREMENT
for the year ended 30th June 2005**

	<u>Amounts</u>	<u>Indicators</u>	<u>Current Year 2005</u>	<u>Current Year 2004</u>	<u>Current Year 2003</u>	<u>Current Year 2002</u>
1. <u>CURRENT RATIO</u>						
<u>Current Assets</u>	\$ 7,809	Ratio	4.62 : 1.00	4.49 : 1.00	2.82 : 1.00	2.94 : 1.00
Current Liabilities	\$ 1,689					
2. <u>UNRESTRICTED CURRENT RATIO</u>						
<u>Current Assets less ALL External Restrictions*</u>	\$ 6,890	Ratio	4.81 : 1.00	4.67 : 1.00	2.57 : 1.00	2.33 : 1.00
Current Liabilities less Specific Purpose Liabilities**	\$ 1,433					
3. <u>DEBT SERVICE RATIO</u>						
<u>Debt Service Cost</u>	\$ 627	Percentage	4.24 %	4.79 %	5.02 %	5.65 %
Revenues from Ordinary Activities	\$ 14,789					
4. <u>RATE COVERAGE RATIO</u>						
<u>Rate and Annual Charges</u>	\$ 7,324	Percentage	42.68 %	43.37 %	42.97 %	44.18 %
Total Revenues	\$ 17,160					
5. <u>OUTSTANDING RATES</u>						
<u>Rates and Annual Charges Outstanding</u>	\$ 370	Percentage	4.84 %	4.06 %	4.38 %	5.74 %
Rates and Annual Charges Collectable	\$ 7,644					

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 2005 \$'000	Actual 2005 \$'000	Actual 2004 \$'000	Original Budget 2005 \$'000	Actual 2005 \$'000	Actual 2004 \$'000	Original Budget 2005 \$'000	Actual 2005 \$'000	Actual 2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
Governance	168	176	174	1	1	1	(167)	(175)	(173)	0	0	0	0
Administration	563	525	483	350	453	336	(213)	(72)	(147)	2	0	6,420	6,473
Public Order & Safety	655	426	858	355	179	176	(300)	(247)	(682)	145	134	515	472
Health	210	191	180	9	8	8	(201)	(183)	(172)	0	6	435	456
Community Services & Education	180	121	197	75	3	74	(105)	(118)	(123)	1	72	73	88
Housing & Community Amenities	1,577	1,724	1,366	1,120	1,177	1,133	(457)	(547)	(233)	29	44	8,862	8,962
Water Supplies	1,995	1,965	2,029	2,144	2,456	2,195	149	491	166	56	43	8,691	8,205
Sewerage Services	682	660	636	1,297	1,489	1,190	615	829	554	37	39	7,920	7,103
Recreation & Culture	1,374	1,331	1,256	735	181	578	(639)	(1,150)	(678)	34	280	5,221	5,174
Mining, Manufacturing & Construction	182	181	166	139	186	175	(43)	5	9	0	0	327	110
Transport & Communication	5,367	5,464	4,915	3,198	4,021	3,354	(2,169)	(1,443)	(1,561)	1,376	1,457	56,448	55,406
Economic Affairs	722	917	677	492	616	597	(230)	(301)	(80)	3	3	2,322	2,387
TOTALS - FUNCTIONS	13,675	13,681	12,937	9,915	10,770	9,817	(3,760)	(2,911)	(3,120)	1,683	2,078	97,234	94,836
GENERAL PURPOSE REVENUES	38	(32)	87	6,186	6,389	6,018	6,148	6,421	5,931	1,619	1,564	1,584	270
TOTALS	13,713	13,649	13,024	16,101	17,159	15,835	2,388	3,510	2,811	3,302	3,642	98,818	95,106

LEISURE & RECREATION GROUP

SOUTH-WEST REGIONAL LIBRARY SERVICE

Young Library received 44,506 visitors during 2004/2005. 5,864 members were registered as at 30/06/05, including 81 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 well attended, 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. A total of 2,128 books, 82 music CDs, 105 talking books, 31 videos and 60 DVDs were added to the collection during the year.

57,434 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. The facilities are often fully booked each day during the October-December quarter. Internet classes were held during February and March.

The Housebound Reader Service gives local residents access to library resources. Members of the Young Lions Club roster to deliver and collect resources for the confined residents. 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.

A Library Development Grant approved by the Library Council of New South Wales will enable the regional service to upgrade computer hardware and provide staff with further training in the Library Management System.

Residents are invited to visit the Young Library in Lynch Street, Young Monday to Friday between the hours of 9am 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	9.00 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 - Fri	1.30 pm - 5.00 pm
	Fri morning	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 2004/2005, 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 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. In addition, a morning tea program that meets on a monthly basis has been established, all tourism and business operators are invited to gather and network at a different tourism business each month. This has proved to be an excellent and popular initiative.

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, 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. There has also been co-operative cost sharing promotional activity with neighbouring councils.

A new Visitor Guide will need to be produced for Young and the surrounding district during the early part of 2006.

Tourism Development

The 2005 Lambing Flat Festival was held on 16th April 2005 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 that was read to miners at Lambing Flat (Young) in 1861. The event was considered to be a success receiving approximately 2000 visitors and is now part of the annual events calendar for Young.

Young Shire Council has also continued with the 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. Twenty four signs are now in place with the project due for completion by the 2005/06 financial year. The majority of these signs have been sponsored by local businesses. In all, the project will have approximately 30 signs and a heritage trail brochure that will act as a historical guide to the town.

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.

Hilltops Food and Wine Festival

In 2005, it is hoped that the Hilltops Food and Wine Festival will be rejuvenated. This will be a collaborative effort between Young, Harden and Boorowa Shire Councils and the local food and wine industry. There have been no decisions made as to date and format at this stage.

OLYMPIC HIGHWAY PROMOTION

Young Shire council is looking to join forces with Councils along the Olympic Highway to produce an updated Olympic Highway brochure. The aim of this project is to promote the highway as an alternative route between Sydney and Melbourne. This is particularly important with the up coming Commonwealth Games being held in Melbourne and the short term aim is to have collateral in the Sydney and Melbourne markets before this event. In the longer term, this project has much potential.

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 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 financial year was again dominated by drought an absence of major rain resulted in higher than usual irrigation costs in maintaining parks, gardens and ovals.

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 2004/2005 financial year included the following:

Passive Recreational Facilities

- Construct heritage style fences Cloete/Lynch Street roundabout.
- Carrington Park - Construct covered seating and barbecue area.
- Blackguard Gully - Construct concrete footbridge.
- Blackguard Gully - De-silt dam.
- Council supported Planet Ark's National Tree Day 2004.
- Natural area habitat management work (cumbungi, weeding & fire management) continued in Council reserves and Crown reserves.
- Council supported Landcare community based initiatives and activities in 2004/2005 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 2004/2005 year include the following:

- Alfred Oval - Stage 2 - Construct brick entrance fence.

- Alfred Oval - Seal parking area and upgrade drainage.
- Gus Smith - Construct concrete steps.
- Gus Smith - Install final stage of subsoil drainage.
- Cranfield Oval - Plant London Plane trees.
- Cranfield Oval - Replace boundary fence fronting Binalong and Allanan streets.
- Sawpit Gully Reserve - Construct entrance and exit roads.
- YoungTennis Courts - Upgrade court lighting in conjunction with Young Tennis Club

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.

PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN

In Young Shire Council's 2004/2005 Management Plan, the following program 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	<p>Provide management 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>On-going</p> <p>Achieved and On-going</p> <p>Achieved</p> <p>On-going</p>
Parks and Gardens Footpath and roadside maintenance	<p>Maintenance of Council's parks, gardens and recreation facilities to ensure they are attractive and inviting to users.</p> <p>Undertake mowing of Council's footpaths and town roadside approaches</p>	<p>Weekly maintenance of urban parks.</p> <p>Fortnightly maintenance of neighbourhood parks</p> <p>Fortnightly maintenance of village parks</p> <p>Weekly mowing of footpaths</p> <p>Mowing of roadside approaches</p>	<p>Achieved and on-going</p> <p>Fortnightly and on-going</p> <p>Fortnightly and on-going</p> <p>Achieved and On-going undertaken on as needs basis</p>
Recreation Reserves	Maintenance of active and passive recreation reserves	Maintenance on reserves undertaken on as needs basis.	Inspect and maintain when required. On-going
Tree maintenance	Maintenance and care of trees	<p>General condition of tree</p> <p>Comply with Council's pruning program</p> <p>Power line clearance when requested by Country Energy</p>	Inspect trees remove, prune or replace as require. On-going

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



Carrington Park - Band Rotunda

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

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 2004/5 Council had 104 new Companion Animals registered on the Lifetime Register administered by the Department of Local Government as a state wide system. This is a substantial increase from the previous year (2003/04), where only 75 registrations were received. 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.

The new procedural changes which were introduced in the previous year, have been working extremely well. This related to the method of pound release, which aimed at reducing the number of unregistered and non micro-chipped animals, and was successful as seen by the above figures. 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.

One hundred and seventy-three (173) dogs were impounded during the twelve (12) month period. Forty three (43) of these were released, while one hundred and twenty five (125) were destroyed and five (5) were sold. A total of fifteen (15) Infringement Notices were issued for non-compliance with the Companion Animals Act.

LITTER

Council's Ranger carries out regular litter patrols, and can impose fines ranging from \$60 to \$750 for offences committed. 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 few years 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.

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 in past years with regards to Parking Patrols resulted in cautions. The time for cautions has ended and Council is now 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 aim is from the viewpoint of turning over availability of spaces in order that more users of the CBD get more chances at parking. From this standpoint, success is being achieved against the targets and goals of parking patrols.

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 \$70 to \$392 may be issued for illegal parking. Persons using our main street areas are also being constantly reminded to observe the parking signs when parking their 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 21 notices were actually issued in the CBD area alone. These were for *Parking Continuously for Longer than Permitted*, and carried a fine of \$70 per offence. This particular offence is the most commonly committed and is therefore an area in which Council's Parking Officer devotes regular attention.

During the 2004/05 year, Council's extensions and refurbishment of the Anderson Park/Railway Station parking facility, has definitively had an influence on CBD parking behaviour. This positive step has given business owners and retail shoppers an added option of long-term parking in close proximity to the CBD, freeing up parking in the CBD. Furthermore, additional parking spaces which were temporarily unavailable due to construction work in the Boorowa Street, at various times during the year, have and will be freed up,

drumMUSTER

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.

The Annual collection figures for 2004/2005 are summarised below in the Waste Management Section.

Further details of the drumMUSTER 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, with regular 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. During 2004/2005 Council was forced to reshuffle the pool inspections roster following the retirement of the former Senior Building Surveyor in early 2005. Ranger Noel Schiller initially carried out the inspections during the transitional period prior to the appointment of Council's Building/Development Officer. This resulted in a short fall of the regular inspections for a brief period, however, the inspections will be soon up to date as this Officer resumes the Pool Inspection routine.

ENVIRONMENTAL MATTERS

Compliance with Council's reticulated drinking water monitoring protocol resulted in all samples meeting the prescribed standards, or being in minor variance to chemical standards on pH measurements.

The monitoring of the water table depth via 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. Council's Environmental Initiatives Committee has been reviewing the serviceability of some of the bores, and the use of investigative cameras has revealed that three (3) bores require reborings.

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.

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 (new Australian Standard introduced) 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 initiative is another example of Council educating and assisting whilst regulating, and has been highly successful, with the majority of the thermometers being sold. 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. In all 4,093 tonnes were moved to the Jugiong Ecofil Facility via the Regional Waste Group initiative for this financial year.

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, however the facility is operationally sound and leading the way with member Council's using Young's design layout as a template.

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 almost 1,000 Tonnes in addition to up to 500 Tonnes of demolition waste generated by the reconstruction of a number of businesses in the Town's CBD.

Despite the above statistics and circumstances, The Redhill Road facility serves a useful role in Waste Management in the town of Young and still 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	330	cubic metres
•	Bendick Murrell	575	" "
•	Milvale	330	" "
•	Tubbul	330	" "
•	Milvale	200	" "
•	Koorawatha	635	" "

Waste from the 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 commencing the 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	Tonnes 01/02	Tonnes 02/03	Tonnes 03/04	Tonnes 04/05
All Paper & cardboard	1105.8	1321.4	1415.4	1200
White Glass	153	210.6	184.4	60
Green Glass	43.6	40	56.5	33
Brown Glass	159	216.1	192	80
PET Plastic	33.9	28.3	32.9	21
HDPE Plastic (clear)	15.95	43.95	37.5	13
HDPE Plastic (coloured)	2.95	11.2	26.7	15
Aluminium (cans etc)	4.34	16.93	4	7
Steel (cans etc)	6.25	11.5	12.3	8
Bulk Scrap & Black Iron	278	277	394	379
Green waste (wood chipped)				1037
TOTALS	1802.79	2176.98	2355.7	2853

On the surface, the above figures appear to indicate that recycling has taken a slight downturn. However, this reduction is believed to be somewhat attributable to Council's ability to more accurately measure the materials being recycled. In previous years, prior to the installation of the weighbridge, the amount of material recycled was only an estimate, and may have been overestimated. In the next few years, Council will be able to more accurately predict recycling trends, ensuring that any potential downward turns are anticipated and measures put in place to counter them. Proactively, Council will also be investigating the introduction of a recycling bin similar to the current MGB used for domestic waste. The provision of these bins would ensure a more uniform storage and collection process, and ensure that recycling continues to grow and becomes second nature to households.

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 8216 drums recycled during 2004/05, a significant reduction of waste to landfill. This number is up on the previous year (4771 in 2003-04) 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 an incredible 82%.

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 National average for drum returns in regional shires is 29% however Young Shire Council runs at an above average return of 32.5%.

The breakdown of containers processed were;

Small Steel	-	202
20 Litre Steel	-	2142
Small Plastic	-	2005
20 Litre Plastic-		3867
TOTALS		8216 Drums

TOWN PLANNING AND BUILDING

STATUTORY PLANNING

Council received 413 development applications during this past financial year, with an estimated value of almost \$39.5 million. Whilst the number of development applications received has fallen by 31, the total value of the development works has increased by approx \$8 million. This represents a healthy interest in the Shire as a whole, and the continued growth of the town.

Residential development represented the most significant type of applications received. This includes new dwellings, additions to dwellings, residential outbuildings and swimming pools, and represents 50% of all applications. The applications demonstrated an increased level of confidence in the prosperity of Young, with 39 applications for unit development, totalling \$4.6 million. 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

Residential subdivisions have fallen from last financial year to 31 new allotments created. However, over the same period 116 rural and rural residential allotments have been created, demonstrating the changing community attitude to rural living.



JAKE MILLER PLACE & A NUMBER OF NEW HOMES UNDER CONSTRUCTION

Furthermore, growth in the commercial area continued to be strong, and although there were slightly less applications received, the commercial and industrial development applications that were received had an approximate value of \$13 million. The commercial sector is demonstrating confidence in Young with several businesses refurbishing including BP and KFC. Additionally, the reconstruction of the abattoirs following a fire which destroyed part of the works, the additional units at Young Retirement Village and the redevelopment of the old Mercy Care Site is further demonstration of the confidence of developers in the continued growth of Young.



NEWLY REFURBISHED BP SERVICE STATION

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

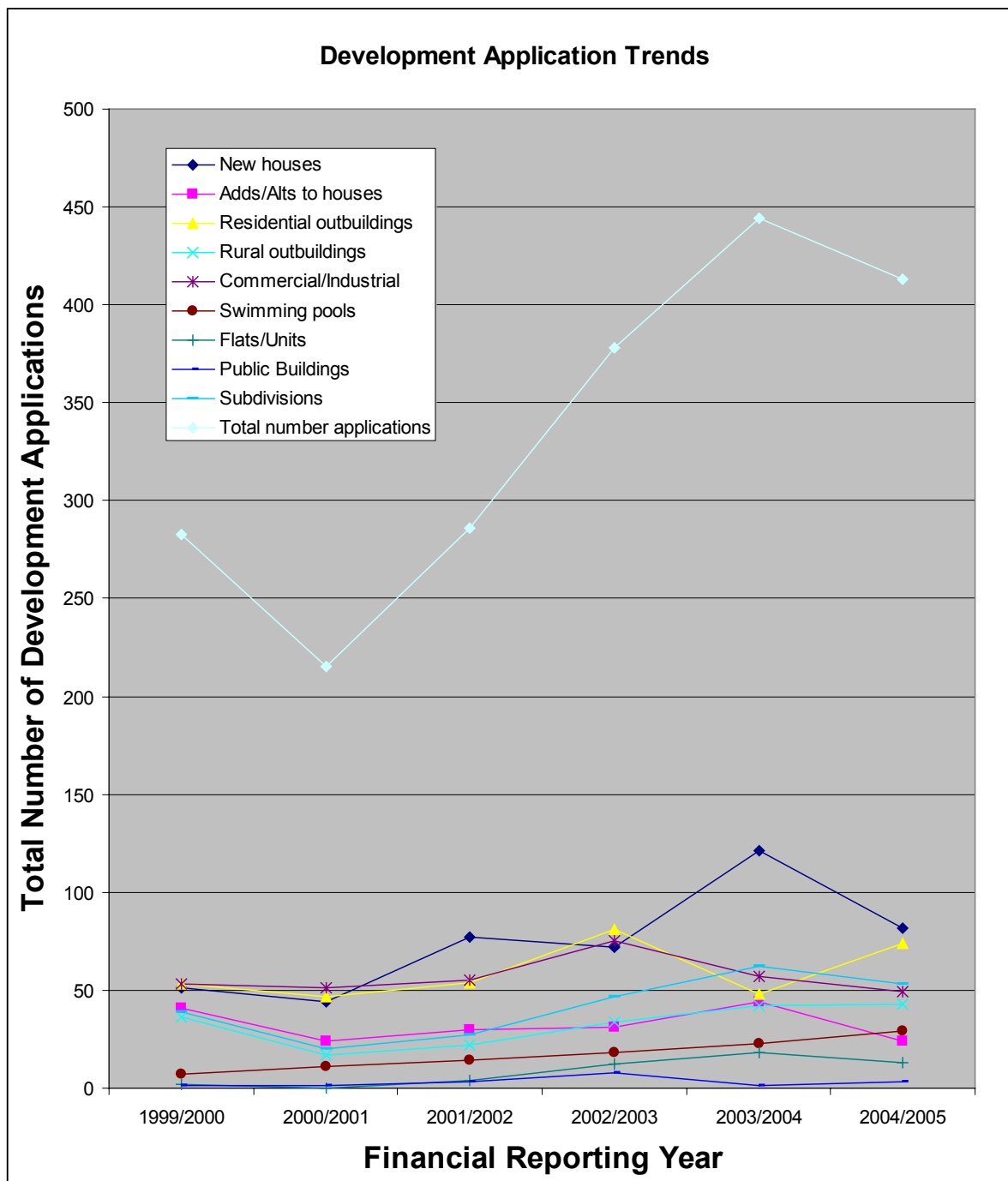
NUMBER OF APPLICATIONS

	2004/2005	2003/2004	2002/2003	2001/2002	2000/2001	1999/2000
New houses	82	121	72	77	44	51
Adds/Alts to houses	24	44	31	30	24	41
Residential outbuildings	74	48	81	54	47	53
Rural outbuildings	43	42	34	22	17	36
Commercial/Industrial	49	57	75	55	51	53
Swimming pools	29	23	18	14	11	7
Flats/Units	13 (39 units)	18 (55 units)	12 (49 units)	4 (9 units)	-	2 (2 units)
Public Buildings	3	1	8	3	1	1

Subdivisions	53	62	47	27	20	39
Total no. applications	413	444	378	286	215	283

VALUE OF APPLICATIONS

	2004/2005	2003/2004	2002/2003	2001/2002	2000/2001	1999/2000
New houses	\$ 15,495,309	\$ 19,724,053	\$ 9,444,017	\$ 9,594,700	\$ 5,154,143	\$ 5,668,226
Adds/Alts to houses	\$ 1,471,741	\$ 1,718,875	\$ 1,391,612	\$ 795,471	\$ 581,143	\$ 1,421,457
Residential outbuildings	\$ 598,009	\$ 357,887	\$ 474,677	\$ 281,471	\$ 301,840	\$ 234,931
Rural outbuildings	\$ 709,718	\$ 483,440	\$ 1,076,312	\$ 377,235	\$ 369,860	\$ 304,960
Commercial/Industrial	\$ 13,198,648	\$ 2,839,986	\$ 7,248,030	\$ 21,703,235	\$ 8,614,080	\$ 4,810,179
Swimming pools	\$ 531,863	\$ 355,450	\$ 543,598	\$ 204,500	\$ 200,900	\$ 93,350
Flats/Units	\$ 4,667,225	\$ 5,959,109	\$ 3,799,162	\$ 747,000	\$ 0	\$ 124,000
Public Buildings	\$ 2,890,000	\$ 7,500	\$ 768,339	\$ 764,000	\$ 5,000	\$ 7,000
Total value of applications	\$39,562,513	\$31,446,300	\$24,745,747	\$34,467,612	\$15,226,966	\$12,664,103



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.

This has been coupled with the retirement of one of the three Inspectors and approximately three months lag time in replacement.

STRATEGIC PLANNING

Midway through this financial year, Council employed a Strategic Planner to prepare a development and settlement strategy for the entire Young Shire Council area and assist in the transition from the existing local planning instruments to a new Shirewide Local Environmental Plan. A working party has been set up to identify issues that require addressing as part of the settlement strategy.

During the past financial year the NSW Department of Infrastructure, Planning and Natural Resources introduced a range of proposed changes to the state planning system. The changes include amendments to a variety of Acts and the introduction of additional Ministerial powers in an attempt to simplify the NSW planning system and reduce the time involved in the processing of development applications. A further proposed change is the introduction of a statewide Local Environmental Plan (LEP) Template to standardise the planning process across the state. The Template proposal was open for public comment during the early part of this financial year, with the draft Template expected to be placed on exhibition midway through the next financial year.

The introduction of a new LEP Template will require all Council's within NSW to prepare new LEPs in accordance with the Template. Each Council has been given a timeframe in which to complete their new LEP, with Young Shire Council being given a three (3) year timeframe from the introduction of the Template. It is anticipated that the LEP Template will be introduced by the end of the 2005 Calendar Year.

A Project Plan is to be submitted to the Department of Planning, demonstrating the processes, timeframes and resources that Council expect will be required to meet the three (3) year timeframe. To this end, it has been identified that some of the studies required to be undertaken will be contracted out to consultants, whilst the remainder of the studies will be carried out by Council Staff. Upon completion of the studies the development and settlement strategy will be drafted and made available for public comment. It is anticipated that the strategy document will be available for public comment during the latter part of next financial year. Following on from the strategy document is the new LEP, which will once again be made available for public comment in accordance with the legislative requirements.

PROPERTY TRANSFERS

A total of 478 applications were received for section 149 zoning certificates, a slight decrease from last year, but still significantly higher than previous years. There were approximately 600 property transfers (both rural and urban) in the Shire over the same period, once again this is a drop from last year. However this still represents 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 fifty-three (53) applications for subdivision during this financial year, which is slightly down on the previous year. These created in total 147 allotments of land, 200 allotments less than last year, the most significant drop was in being residential lots. However, rural and rural

residential subdivisions have steadily increased and is a good indicator of both a healthy and promising demand for land in the Shire.

GOALS, TARGETS & OUTCOMES

MAJOR PROPOSED CHANGES/ACTIVITIES

Major proposed changes/activities for 2004/2005, as reported within the 2004/2005 Shire Management Plan, are detailed as follows. Following each activity, is how Council achieved the goal, or why it was unable to complete the task.

- Constant and continual review of Council's current waste management practices and the formulation of a strategic planning, incorporating issues such as garbage collection and the contract, recycling, greenwaste and the regional integrated landfill service - *These issues are constantly monitored, to determine how better to deliver services, increase public participation in recycling and how to handle waste received. Council has considered changes to the collection of recycables, and if adopted by Council may be implemented in 2006.*
- continue the transport of local putrescible waste to a major waste receiveal and disposal depot in line with the regional waste strategy (Ecofil Regional Landfill) and as a partner to 7 other neighbouring Shires.
- continue to develop a "team approach" between Council Staff and Building tradesmen, developers, and designers to ensure the client/public satisfaction when involved with Council - *Staff continue to encourage pre-development meetings with all relevant Council Staff, developers and their contractors, to ensure that when an application is lodged, it meets the majority of Council's and the Public's expectations, and to reduce the time taken for assessment of the proposals.*
- Continue to build a higher awareness to Public Health issues in the community (Food Premises and Septic Tanks) - *Regular inspections continue to be carried out of these premises and of septic tanks.*
- Commence the Septic Tank audit and review for the Shire as well as to formulate DCP No. 6 for septic systems - *A draft DCP for septic systems has been completed, and is currently under review by the Environmental Initiatives Committee, and adoption is anticipated soon.*
- establishment of a comprehensive and up to date data base for all Council property (asset inventory for buildings) - *The loss of Council's Senior Building Inspector, being the officer responsible for Council's buildings, has not allowed Council to establish a comprehensive data base, but Staff will continue to work on this.*
- review of Council's development control policies, section 94 (EPAA) and Section 64 (LGWSDR) contribution plans - *In May 2005, Development Servicing Plans (DSPs) were adopted for water and sewer, following the preparation and exhibition of the draft plans. These plans established new development contributions towards these services.*
- review and formulate existing and proposed Urban LEP to facilitate Young's current boom and future expansion needs - *Council has employed a strategic planner, who has commenced the extensive process of reviewing both the Urban and Rural LEP. Council intended to review both LEPs separately, however, the State Government has insisted that one (1)*

comprehensive LEP be prepared, as opposed to two (2) separate ones. Work has commenced on this.

- *Establish and commence using a Fire Services/Essential Services database for all Class 2 to 9 buildings that have these requirements under the Building Code of Australia - **Again, the loss of Council's Senior Building Inspector, has not allowed Council to establish a comprehensive data base, but Staff will continue to work on this.***
- *Review all major Policies and DCP's - DCP's 1, 2 & 3 have been scheduled by Councillors as a priority - **Due to the on-going development "boom" and the turnover of professional staff, the review of the DCPs has not progressed as quickly as Council would have liked. This still remains a priority for Council, and will be pursued during 2006, when a full compliment of planning staff return to work.***

SERVICE AREA FUNCTIONS

1. Service Area: Animal Control

To provide an efficient and effective service in terms of the control and management of animals within the Shire -

- *Council throughout the year has continued to carry out random patrols, and has responded to numerous complaints about barking dogs and roaming dogs;*
- *The number of animals impounded has reduced from the previous year, and the number of infringement notices has also declined, demonstrating that Council's public education campaigns relating to peoples responsibilities with respect to animals, is being successful.*

2. Service Area: Building Control

Ensure that all building work carried out in the Shire is to an appropriate level of workmanship -

- *Council continues to educate the community, issuing regular newsletters to builders and developers throughout the year;*
- *Council this year prepared, exhibited and adopted a Building Code, which contains minimum building standards as a guide for the planning and construction of buildings within the Shire. It is a stand-alone document, but needs to be referenced with other more specific policy documents of Council, where appropriate;*
- *The number and type of inspections required during construction was more stringently regulated by the State Government this year, and Council has embraced these changes, and continue to demand a high level of workmanship;*
- *Approximately 1000 compliance inspections were carried out by Staff during the year, in all manner of construction stages.*

3. Service Area: Development Control (Statutory Planning)

To ensure that all development is carried out in a manner that is in compliance with all statutory and policy requirements, and to coordinate the orderly and acceptable use and development of land for the enhancement of the built and natural environment.

- *Council has processed 413 applications during this period with respect to relevant legislation, and whilst the number of applications assessed has fallen slightly (6%), Staff continue to assess applications in a timely fashion;*
- *Staff have pursued a number of illegal developments which have commenced without Council consent, and continue to press developers to completely finish outstanding works associated with developments.*

4. Service Area: Environmental Issues

To put in place measures to ensure a healthy and sustainable environment for today and the future for all residents of and visitors to the Shire, and to protect and encourage all native flora and fauna.

- *Staff have monitored the 29 piezometers located in and around Young on a monthly basis;*
- *The Environmental Initiatives Committee meets on a monthly basis to discuss any environmental matter, and formulates and takes action on numerous issues.*

5. Service Area: Food Shop Regulations

To ensure that the relevant standards are met, for the benefit of the general public in terms of health and well being.

- *A new Australian Standard for the construction and fitout of food premises was issued, and Staff familiarised themselves with the standard and have been applying it to new food premises constructed;*
- *Staff have carried out approximately 50 inspections of food shops, focusing on the condition of the premises, storage of food and food handling techniques;*
- *Council purchased and on-sold a large number of food thermometers, to assist local food shop operators, who were having difficulty in obtaining the appropriate equipment.*

6. Service Area: Health Services Regulation

To ensure that the relevant standards are met, for the benefit of the general public in terms of health and well being.

- *Staff have carried out approximately 12 inspections of regulated premises (beauticians, mortuaries, hair dressers, etc), to ensure compliance with the relevant standards.*

7. Service Area: Law Enforcement

To ensure that the relevant regulations are enforced for the mutual benefit of the whole community, and for the help and safety of residents and visitors alike.

- *Staff have dedicated a minimum of one (1) full day per fortnight towards parking patrols in the CBD, and as a result have issued 21 infringement notices for vehicles parking too long;*
- *Approximately 35 compliance inspections of swimming pools were carried out, aimed at ensuring that all swimming pools meet the minimum standards in terms of safety;*
- *Three (3) penalty notices were issued for littering offences.*

8. Service Area: Maintenance of Council property

To ensure that all buildings are maintained to an acceptable standard, and to ensure that there are mechanisms in place to achieve this.

- *Preparation of a database detailing the location and condition of all public buildings, has not been completed;*
- *public buildings are inspected on an as-needed basis, rather than on a regular basis, as preferred. Staff need to establish an inspection regime to ensure that the assets are adequately maintained;*
- *maintenance is carried out on public buildings based on a priority scheme, and dependent on funding.*

9. Service Area: Recycling

To encourage and facilitate recycling within the Shire.

- *Council has commenced investigating alternate collection methods for kerbside recycling, and will pursue this option in the subsequent year;*
- *advertising relating to what can and can't be recycled has been carried out in the local newspaper to increase public awareness.*

10. Service Area: Strategic Planning

To provide a comprehensive, informative and flexible framework of policies and controls to guide the public and developers alike, and to establish a future direction for the Shire, which is acceptable to the public as a whole.

- *Partway through this year, Council employed a full-time strategic planner, whose primary functions will be to formulate a new LEP, new DCPs and policies and any other strategic planning documents;*
- *Development Servicing Plans have been completed for water and sewer;*
- *Council has made several submissions on the proposed State Government LEP template, suggesting ways to make the document more flexible and user-friendly;*
- *Council has formed a Technical Working Committee to guide the new LEP process.*

11. Service Area: Waste Management

To develop and maintain an efficient and effective integrated waste management service for the Shire, which meets the needs and the community and reflects the regional strategies in place.

- *Contract for transfer station and receipt of waste let to JR Richards and Sons*
- *Status of transfer station - completed and operating successfully, only surrounds and hotmix to complete in turning areas. Landscaping of former landfill areas progressing per budgetary constraints.*
- *Amount of waste transferred to the Ecofil Facility for the year was 4,094 tonnes*
- *Compliance with EPA licence conditions has been successful for all Licensed and non Licensed facilities*

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, park & public spaces and Council-owned business refuse to reduce the waste stream.
- Constantly strive to improve the management and operation of landfill waste disposal sites.
- Review of the operation and also the need for village landfill sites.
- Suitability of Local Environment Plans to present conditions.
- Regulatory control of local policies and State Government Acts, Regulations and Policies.

Actions:

Action Outcome

- Improve opportunities to increase collection and disposal of recyclable waste. *Achieved - and on-going*
- Consult with other authorities to ensure a coordinated approach to waste management. *Achieved - and on-going*
- On-going commitment along with surrounding Councils on regional waste disposal site and collective management. Review the Young Shire Council Waste Management Operations. *Achieved (first years operation) and on-going*
- Compliance with conditions of licence for landfill sites, and review of rural waste disposal services *Achieving 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 groundwater and strategic locations within the Shire. *On-going - monitoring on a monthly basis.*
- Preparation of Upper Burrangong Creek Catchment Management Plan *completed.*
- Review Council's Section 94 Contribution Plan. *Continuing but 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. *A draft DCP has been completed, and is currently under review by the Environmental Initiatives Committee, and adoption is anticipated soon.*
- 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. *Alternative options for provision being identified and investigated.*
- Develop an operating & maintenance programme for all Council buildings. *Commenced and on-going*
- Provision of funding for maintenance of Council buildings. *Funded within budget constraints*

ACCESS AND EQUITY ACTIVITY SUMMARY

ACCESS AND EQUITY ACTIVITIES (see also Page 58)

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

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

The action plans specific to each of the identified target groups, and which are contained within the Social and Community Plan, are in essence the crux of the plan, and outlines what the goals are and how it is proposed to achieve them. This part of the document was reviewed and amended in 2002.

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

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

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

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

At its meeting of September 2002, the Young Healthy Shire's Group decided that the upcoming priorities for the next year, from the "master needs list", were, and still remain so to date, as follows:

PRIORITIES (Order quoted = non specific)

- ⊕ FAMILY CARE CENTRE FOR YOUNG ~ Looking at placement and establishment)
- ⊕ HEALTH ACCESS TO ALL ~ Including Mens, Ladies and Family
- ⊕ YOUTH CRISIS ACCOMMODATION ~ On-call support

- ✦ ACCESS COMMITTEE & ISSUES ~ Access to CBD, Disabled & Infirm services
- ✦ TRANSPORT SERVICES ~ Family, Disabled, Isolated etc

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

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

A summary of Council's proposed activities and initiatives in relation to access and equity activities to assist identified groups within the community to be undertaken in the last twelve (12) months was outlined in Council's last management plan relating to the 2004/2005 financial year. A summary of Council's achievements in relation to access and equity within the last twelve (12) months against these proposals is provided below.

2005 is slated as a major review year for the Plan. The year has been used to source important data profiles for the indicator groups required by the Local Government Act, 1993 as well as the areas that need to be looked at but do not fit within these "required" study areas. Workshopping through the Healthy Shire Committee has commenced and the Group Leader (Planning & Environment) has conducted a number of workshops. It is anticipated that the new Plan should be provided to the Department of Local Government by the completion of calendar year 2005.

This plan will serve as a new working template however with primarily old data. Inherent in the reporting time frames under the Local Government Act, 1993 is the fact that the reporting year always precedes fresh data and information. The Department advise that this is being reviewed. Council being aware of this fact will be consolidating and consulting on the structure and outcomes with the present plan, ready to plug the 2006 census data and profile shift in when the information arrives.

Young, like most other NSW towns has experienced enormous social change as a direct result of a property boom, population increase and emergence of an ageing and Country Change (C Change) dynamic. Empirically we know that the current data sets are incomplete and intend to be proactive to report on, and act on the identified change. Late 2006 will see the data sets, trending and information garnering to quickly respond to our changing community with information that is accurate and defensible.

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

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

The real change comes with the new plan and the new data

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

OPERATIONS & UTILITY SERVICES GROUP

The collection of road statistical data continued as part of Councils Asset Management Program. Further information on drainage structures has been collected and is ongoing in updating Councils Asset Register.

Funding from Federal and State sources was received and utilised on maintenance and upgrading works on the Olympic Highway, Regional Road Network and the local Urban and Rural Network.

Council agreed to part fund the replacement of the timber bridge on the Koorawatha/Greenethorpe Road subject to concurrence being reached with Cowra Shire the design details. Cowra Shire is presently undertaking geotechnical survey and preliminary design works.

Substantial works have been undertaken on the higher trafficked rural residential roads with more programmed in future programs.

Parking in the Young CBD continues to be high on Councils priority of projects with Council allocating funds for the construction of a parking area on Council land near the railway station. Council resolved to reinstate parking bays in Boorowa Street between Main and Thornhill Streets to maximise the number of spaces available.

The ongoing drought conditions in 2004/2005 prevented Council from undertaking much of the gravel resheeting programmed because of a lack of water for compaction of the road pavements. Works were restricted to light grading works with rehabilitation of pavements on roads within close proximity of available water supplies.

A summary of major works undertaken during the period are as follows:

1. Olympic Highway - MR78

An extensive bitumen resealing project was undertaken on the Olympic Highway as well as heavy patching and routine maintenance.

Council reconstructed the Bendick Murrell rest area between Young and Koorawatha, providing a modern area for motorists to rest and relax during a break in their travels.

The works included adjustments to the highway to better cope with turning traffic, toilet facilities, a picnic area, truck and caravan parking areas and landscaping.

2. Regional Roads

Council continued the widening of the Henry Lawson Way (MR239) with funds from the State Governments Repair Program.

Advices have been received from the RTA Review Panel supporting Councils proposal to reclassify Iandra Street to a Regional Road and Blackett Avenue to a local road. This process should be finalised in late 2005 and works will then proceed with the realignment of the intersection of Iandra Street and Blackett Avenue if funds are available.

3. Urban Street Construction

Construction works were completed in Caple Lane between Dundas Street and Ripon Street and Yass Street Lane between Berthong and Gordon Streets.

Reconstruction of road shoulders in Nasmyth Street between Clarke Street and Stoneridge Street and Edward Street between Clarke and Stoneridge Street were commenced and will be completed in the first half of 2005/2006.

4. Rural Roadworks

In conjunction with maintenance works, Council completed rehabilitation works on Wirrimah Road. These works involved the incorporation of an additive to strengthen the local gravel pavement prior to respraying a bitumen wearing service.

To provide a higher quality gravel for resheeting works on its rural road network, crushing operations were undertaken in several gravel pits as well as stockpiling gravel for future works.

5. Roads to Recovery

Utilising Federal Government funds, Council constructed sealed roads in Tierney Street, Berkleys Road, Pattersons Lane and Windermere Street.

Council adopted a program for works to be undertaken over the next four years of the program commencing in 2005/2006.

6. Traffic Facilities

Utilising a 50% grant from the RTA, Council completed the construction of a roundabout at the intersection of Lynch and Cloete Streets, an area with a high number of traffic accidents.

The construction of centre medians at William Street and Fontenoy Street as well as pedestrian access ramps at various locations was also undertaken.

Council commenced the preparation of a Pedestrian Access Mobility Plan and will be seeking funding to commence works in future programs.

7. Bridge Maintenance

Routine maintenance continued on bridges on the road network with full repaints of the superstructures of bridges located in Thornhill, Campbell and Wombat Streets.

Following an inspection of the deteriorating timber deck on the bridge on the shire boundary on Blayneys Road, Council resolved to replace the deck with a precast concrete deck. These works have been completed and the structure is operating satisfactorily.

Box culvert units to form a low level bridging structure have been placed on site to replace an old concrete causeway on Bribbaree Road near the property 'Budgery'.

8. Ancillary Roadworks

Kerb and Gutter works were completed in Binalong Street, Allanan Street and Nasmyth Street. Kerb and Gutter was also placed during construction of rear lanes and the reconstruction of shoulders in Nasmyth Street and Edward Streets.

Concrete footpaths were constructed in Zouch Street, William Street and Thornhill Street.

The construction of a carpark on Council owned land in the railway precinct was commenced and will be completed during 2005/2006.

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 2004/2005

Water Supply

1. Introduction of user pay two part tariff.
2. Ongoing public awareness campaign for wise water use.
3. Mains replacement carried out in various streets.
(Note: Replacement of 450m of the Elizabeth Street main (\$90,000) has been deferred to 2005/2006 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. Cleansing of water mains by air scouring and mains flushing.

Sewerage Services

1. Progress on the investigation work for the Sewerage Treatment Plant Upgrade option and reuse scheme.
2. Continuation of the sewer main's rehabilitation program. 1217 metres of mains in Russell Street, Earl Street, Zouch Street, Lachlan Street and Thornhill 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.
4. Implementation of an asset inspection program for the retarding basins.

Cemeteries

1. Lawn cemetery site improvements
2. Provision of new beams in the lawn cemetery.
3. High level of satisfaction with physical sites and customer service.

Aerodrome

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

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. Ongoing continuation.
4. Participation in District Emergency Committee

Performance of some Program areas compared with 2004/2005 Management Plan.

Action	Outcome
Continuation of a construction program for the piping of open drains.	On-going and subject to budget constraints. Railway drain is stalled by ARTC.
Maintenance program for drains.	On-going program for retention basins implemented.
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. Minor works completed 2004/2005.
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.	Review of chosen option. IDMP's completed. Environmental Impact Studies have commenced.
Implementation of rehabilitation program for sewer reticulation system in Young Township.	On-going program and annual works completed. (In 2004/2005 \$228,000)
Continuation of a program for the identification of illegal sewerage connections.	On-going, subject to other priorities.
Manage cemeteries to meet community expectations	Cemeteries and records maintained in good condition, with favourable public comment and provision of friendly customer service.
Introduce a User pay system for water supply.	Stage 1 of system introduced and tariffs to be reviewed each year.
Comply with Best Practice Guidelines from DEUS.	Substantial compliance achieved for Water and Sewerage.

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
Continue development of 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 Renewal Costs		Written-Down Value		Annual Maintenance Levels		
	\$'000		\$'000		Desired Standard \$'000	Desired M & R \$'000	Current M & R \$'000
	2004	2005	2004	2005	2006	2006	2006
Stormwater Drainage							
Underground Drains, Pits	7,930	7,962	7,248	7,180	442	221	42
Public Roads							
Sealed Pavement	51,347	52,707	37,722	38,424	3,426	1,513	1,009
Unsealed Pavement	14,251	14,251	5,835	5,657	2,241	810	811
Bridges & Road Crossings	6,680	6,680	5,965	5,882	400	65	20
Paved Footpaths	1,121	1,169	1,008	1,033	210	101	95
Kerb & Gutters	3,082	3,171	2,578	2,619	101	30	30
Water Supplies System							
Mains, Pipes etc.	4,252	4,411	3,722	3,825	266	118	130
Pump Stations	185	185	117	110	6	4	4
Storage Reservoirs	1,948	1,948	1,754	1,715	100	60	25
Sewerage Services System							
Mains, Manholes etc.	1,493	1,927	1,322	1,732	179	64	80
Treatment Plant	3,658	3,658	2,375	2,302	300	75	135
Public Buildings							
Town Hall / Admin Bldg.	905	905	254	218	453	38	13
Public Halls	749	749	527	497	39	31	68
Library	188	188	74	67	10	8	1
Tourist Centre/Art Gall	224	224	162	153	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

Matter	2003 / 2004	2004 / 2005
Debt Recovery	23,383.17	22,218.73
Sundry Advice	8,901.29	7,612.61

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>2004 / 2005</u>
Mayoral Allowance	\$ 16,425.00	\$ 16,920.00
Councillors' Fees (nine Councillors')	\$ 62,999.64	\$ 69,750.00
Councillors' Expenses - Travel, Meals & Telephone	\$ 12,283.80	\$ 8,844.87
Councillors' Training	\$ 3,263.69	\$ 300.00
Delegates Expenses	\$ 2,815.24	\$ 8,576.73
Election Expenses	<u>\$ 22,454.17</u>	<u>\$ 0.00</u>
	<u>\$116,977.85</u>	<u>\$ 76,171.33</u>

Policy

COUNCILLORS - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES

Introduction:

This policy is prepared in accordance with Section 252 of the Local Government Act 1993.

It covers the payment of expenses incurred or to be incurred by, and the provision of facilities to the Mayor, and other Councillors in relation to discharging the function of civic office.

1.0 Meeting Fees

- 1.1 The Council must pay each Councillor an annual fee in accordance with Section 248 of the Local Government Act 1993.
- 1.2 The annual fee must be fixed by Council, and such fee must be in accordance with the appropriate determination of the Remuneration Tribunal.

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 meeting of any committee of the Council
 - b) upon inspections within the Council area, in compliance with a resolution of 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
- f) the allowance payable will be in accordance with the provisions of the Local Government State Award
- g) where possible Council vehicles will be used for local and regional travel.

2.2 Overnight Expenses

Councillors who are required to be away overnight on authorised Council business will be provided with the following financial support:

- a) motel accommodation including breakfast and car parking (room rate only and not to include telephone, beverages from room fridge, charges placed against the respective motel room or entertainment)
- b) a \$60 allowance per night.
- c) The requirement to stay overnight in motel accommodation must be authorised at a meeting of the full Council or alternatively in urgent circumstances be ratified by the Mayor, Deputy Mayor and General Manager.

2.3 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 4(iii) of the Local Government Senior Officers' Award.

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

3.0 Provision of Facilities

- 3.1 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.
- 3.2 The Mayor, Deputy Mayor and other Councillors are permitted to use the office telephone for calls in discharging their function as a Councillor.
- 3.3 Council will provide a phone/fax machine for the Mayor, to be connected to the existing telephone line at the Mayor's residence.
- 3.4 Council will provide a mobile telephone for use by the Mayor.
- 3.5 Council will reimburse the Mayor for all call costs associated with fulfilling the duties of the Mayor, as incurred in utilising the facilities mentioned in 3.3 and 3.4 above. These costs will be reimbursed upon supply of documentary information.
- 3.6 The mobile phone and phone/fax mentioned in 3.3 and 3.4 above shall remain the property of Council.
- 3.7 In the event that Council sends a delegation to visit our sister city, Lanzhou, Council provide the Mayor with a return air fare (limit one trip per year).

4.0 Insurance

- 4.1 Council will provide an insurance cover for the Mayor, Deputy Mayor and other Councillors against personal injury, whether fatal or not, arising out of or in the course of the carrying out by such Councillors of any business of the Council or the performance by such Councillors of any function in his/her capacity as a member of the Council.

5.0 Conference and Seminars

5.1 The Council to pay to, or on behalf of, Councillors registration and out of pocket expenses, other than those paid in accordance with Clauses 2.0 and 3.0 of this policy, in respect of attendance at any seminar or conference, in compliance with a resolution of Council.

Date Adopted: 16.03.93	Resolution No. 132/94
Date Amended: 19.02.97	Resolution No. 60/97
Date Amended: 15.12.99	Resolution No. 646/99
Date Amended: 20.10.04	Resolution No. 391/04

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

During 2004/2005 Council employed one (1) staff member on a performance-based contract, who was during the 2004 / 2005 financial year Senior Staff within the definition of the Local Government Act 1993. Those staff and contract packages for the period 1st July 2004 to 30th June 2005, are:

General Manager	\$ 127,000.00
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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 \$150,000 for the year ending 30 June 2005:

- Sewer Rehabilitation - \$351,908.46
- Bitumen Sealing Works - \$929,225.11
- Aggregates \$349,483.35
- Road Base Materials \$236,782.15

Section 428 (2) (i1) Report on the Bush Fire Hazard Reduction Activities from 1 July 2004 to 30 June 2005

Fire Season - Report by Superintendent Caroline Ortel

The reporting period for fire activity within the Young Shire is between 1st April 2004 and 31st March 2005.

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 273 incidents within the SWSZ in the 2004/05 financial year. The type of incidents are as follows:

Bush/Grass fires	54
Structure Fires	13
Motor Vehicle Incidents	96
False Alarm/Automatic Fire Alarm	44
Escape Burn/Illegal Burn	26
Tip/Rubbish Fires	14
Other	26
TOTAL	273

Please Note:

Automatic fire alarms installed at Galong Home, Cootamundra Tafe, Cootamundra Retirement Village, Cootamundra Hospital and Cootamundra Nursing Home.

Structure report includes hay sheds, chimney fires, house and shed fires.

Motor Vehicle Accidents include Truck and Helicopter incidents.

Other includes tree fires caused by lightning, Power Lines, Pile Burns, Investigations and Community Service calls.

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 throughout the Shire.

Hazard Reductions

Hazard reductions were carried out by various land managers within the South-West Slopes Zone. Young Shire was committed to various hazard reductions around Young, surrounding villages and roadsides, which were completed before the fire season.

There were 65 permits issued within the Young Council area that resulted in 6426 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) Donations under Section 356

The total amount contributed under Section 356 (Financial Contributions) of the Local Government Act 1993 in 2004/2005 was \$30,748.96.

Section 428 (2) (m) Human Resources Statement - Operations from 1 July 2004 to 30 June 2005.

Young Shire Council Council's Human Resources Department recognises that its employees are its most valuable asset.

Human Resource Activities

It is the focus of Human Resources to develop a productive workplace environment that fosters learning and development for the well being of all our employees and encourage a diverse and equitable workplace through the following objectives.

The activities of Human Resources can be outlined as follows:

- ❖ **Review position** descriptions annually to ensure they match current and required tasks.
- ❖ **Review:** and revise Council's Work Evaluation Enhancement Based System
- ❖ **Employee Recruiting:** Provide 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, take a pro active role in the early return to work programs for injured staff by providing suitable duties within a rehabilitation plan.
Review OH&S policies to ensure legislative requirements are met at all times ensuring to provide a safe and productive work environment that encourages employees to effectively balance their work and personal lives.
- ❖ **Employee and Industrial Relations:** Equal Employment Opportunity principles apply to employment, training, promotion and development of employees within the workplace. Equal employment opportunity provides that people should be selected on merit, regardless of race, sex, marital status, disability or sexual preference.

The key areas, which form the basis of the EEO Management Plan include:

- To heighten the awareness in the workplace and community that Council is an equal opportunity employer.
- To encourage ongoing communication and participation in the process of decision-making and implementation of EEO through consultation with relevant Unions, employer groups and teams.
- Ensure all staff have education and training on the basic principles of Councils policies and procedures which conform to EEO principles through workshops and accredited courses
- To ensure all job appointments are carried out according to EEO principles and that fair and consistent treatment is given to all potential and current employees.
- To ensure Council employees have the opportunity to develop their careers
- To promote workplace environment that is free of harassment, discrimination and bullying.
- To provide a culture of respect for all employees through providing a grievance resolution system that is accessible to all staff.

Statistical Profile 2004-2005

Aboriginal/ Torres Strait Islander	2
Other backgrounds	<u>109</u>
Total	111

Overall Age Distribution

Age	Male	Female
16-25	5	3
26-35	21	6
36-45	25	8
46-55	26	4
56 and over	<u>9</u>	<u>4</u>
	<u>86</u>	<u>25</u>

Employee Type Distribution

	Male	Female
Full Time - Indoor	13	17
Full Time - Outdoor	65	0
Part- Time - Indoor	0	4
Casual - Indoor	2	4
Casual - Outdoor	<u>6</u>	<u>0</u>
	<u>86</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 2004/2005.

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 2004/2005 financial year, rates and charges amounting to \$4,501.53 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 2004/2005 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 2004/2005 financial year.

Council Meetings

There were eleven (11) Ordinary Council Meetings and three (3) Special Council Meetings convened during the period 1st July 2004 to 30th June 2005. Councillors' attendance at these meetings were as follows:

Councillors'	01/07/2004 to 30/06/2005
Cr. Gerry Bailey	13
Cr. John Drum	12
Cr. Sandy Freudenstein	13
Cr. Stuart Freudenstein	14
Cr. Fran Hewlett	13
Cr. Anthony King	13

Cr. John McGregor	14
Cr. Michael Veitch	13
Cr. John Walker	14

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
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

SECTION E

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

	Result of Amendment Request	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 01/07/2004 to 30/06/2005.

Statistical Return of Reviews Undertaken between 01/07/2004 and 30/06/2005.

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