



YOUNG

SHIRE COUNCIL



ANNUAL REPORT
FOR THE PERIOD
01 / 07 / 2007 TO 30 / 06 / 2008

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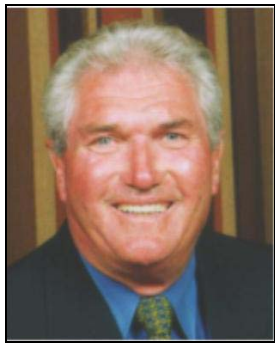
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COUNCILLORS OF YOUNG SHIRE

Local Government elections for Councillors' are held each four (4) years. At the last general election held in September 2004 the following Councillors were elected. Elections will be held again in September 2008.

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	56 Templemore Street, Young	Ph: (02) 6382 3469
Hon . Michael Veitch MLC	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. Gerry Bailey
Mayor



Clr. John McGregor
Deputy Mayor

MAYORAL FORWARD

Council is glad to present its Annual Report for 2007/2008 and I have much pleasure in commending it to the community.

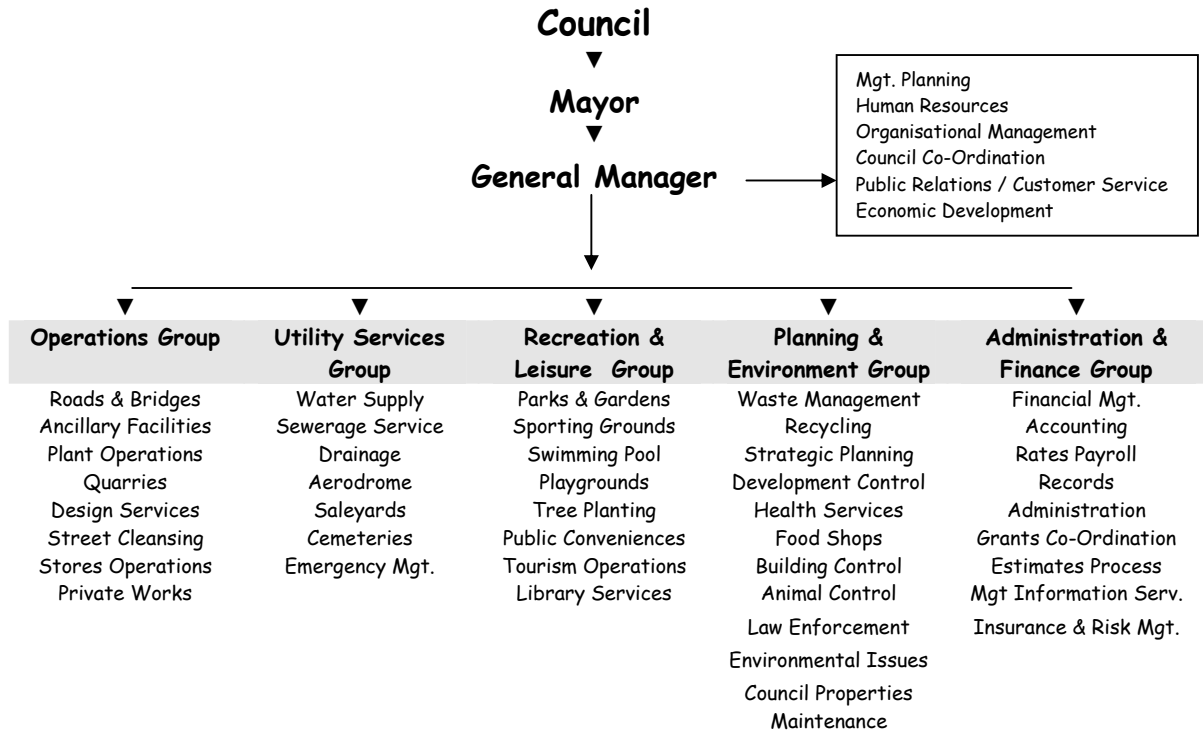
Local Government elections due in September 2008 will provide aspiring Councillors an opportunity to go to their communities and put forward their visions for Council and the Shire. I wish them well and trust that their enthusiasm will continue to energise local government. I will not be seeking re-election to Council and wish to take this opportunity to personally thank the many talented Councillors and staff members of Young Shire that I have had the opportunity to work with in my time on Council.

The business sector of Young Shire continues to grow in strength and diversity and is a shining example country NSW successfully developing a new regional centre. Businesses registered with Young Shire now approaches 2000 in number. The latest Census figures (2001-2006 Census) indicate a 6.30% growth in population. Total population estimated by the Department of Planning is 12535.

The viability of Local Government is an issue which is regularly challenged - this report demonstrates that Young Shire remains viable, accountable and engaged with the community in all aspects of its operations.

Gerry Bailey
MAYOR

ORGANISATIONAL CHART



Mr. Adrian 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 • Consultative 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>On Time</p> <p>Achieved</p> <p>Satisfactory</p> <p>Estimated 80% Compliant. Council implementing new records system.</p> <p>Estimated at 90% compliant.</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 2007/2008, significant revenue 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 2007/2008 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 2007/2008 are set by Council as follows:-

		<u>2006/2007</u>		<u>2007/2008</u>
Farmland	0.3622c	\$343.00 min	0.3745c	\$355.00 min
Rural Residential	0.5886c	\$343.00 min	0.6100c	\$355.00 min
Residential - Bendick Murrell	0.6651c	\$343.00 min	0.6894c	\$355.00 min
Residential - Bribbaree	0.6651c	\$343.00 min	0.6894c	\$355.00 min
Residential - Koorawatha	0.6651c	\$343.00 min	0.6894c	\$355.00 min
Residential - Monteagle	0.6651c	\$343.00 min	0.6894c	\$355.00 min
Residential - Murringo	0.6651c	\$343.00 min	0.6894c	\$355.00 min
Residential - Young	1.0594c	\$343.00 min	1.0989c	\$355.00 min
Business	0.9146c	\$343.00 min	0.9437c	\$355.00 min
Business - Bendick Murrell	1.4004c	\$343.00 min	1.4471c	\$355.00 min
Business - Bribbaree	1.4004c	\$343.00 min	1.4471c	\$355.00 min
Business - Koorawatha	1.4004c	\$343.00 min	1.4471c	\$355.00 min
Business - Monteagle	1.4004c	\$343.00 min	1.4471c	\$355.00 min
Business - Murringo	1.4004c	\$343.00 min	1.4471c	\$355.00 min
Business - Young CBD	2.8577c	\$343.00 min	2.9571c	\$355.00 min
Business - Young Non-CBD	1.9932c	\$343.00 min	2.0700c	\$355.00 min
Mining	8.5570c	\$343.00 min	8.8753c	\$355.00 min

2006/2007**Water Availability Charges – Residential**

Unconnected	\$175.00	\$175.00
Strata Units (not individually metered)	\$175.00	\$175.00
20mm meter	\$175.00	\$175.00
25mm meter	\$273.00	\$273.00
32mm meter	\$448.00	\$448.00
40mm meter	\$700.00	\$700.00
50mm meter	\$1,094.00	\$1,094.00
65mm meter	\$1,848.00	\$1,848.00
80mm meter	\$2,800.00	\$2,800.00
100mm meter	\$4,375.00	\$4,375.00

Water Availability Charges – Non-Residential

Unconnected	\$175.00	\$175.00
Strata Units (not individually metered)	\$175.00	\$175.00
20mm meter	\$175.00	\$175.00
25mm meter	\$273.00	\$273.00
32mm meter	\$448.00	\$448.00
40mm meter	\$700.00	\$700.00
50mm meter	\$1,094.00	\$1,094.00
65mm meter	\$1,848.00	\$1,848.00
80mm meter	\$2,800.00	\$2,800.00
100mm meter	\$4,375.00	\$4,375.00

Annual Sewerage Service Charge	- connected	\$345.00	\$360.00
	- unconnected	\$276.00	\$288.00
Annual Domestic Waste Management Charge	- occupied	\$172.93	\$182.49
	- vacant land	\$57.64	\$60.83
Recycling Charge – Residential		\$43.23	\$45.62

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 10.00 % 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 residence.

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.	Compliance with all statutory requirements of the Local Government Act.	Achieved
	Management plan review undertaken on a quarterly basis. Maintenance of tight fiscal control	Maintain a current ratio >2.00:1.00 (current assets exceed current liabilities)	Achieved
<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.	Level of complaints.	Acceptable
	Follow up outstanding rates on a regular basis.	% of rates outstanding <7.00 %. Compliance with legislation.	Achieved 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	Reduction from previous year due to Global economic developments

STATEMENT OF FINANCIAL PERFORMANCE

The following pages summarise the financial performance of Young Shire Council as at 30th June 2008. The complete Statements of Account can be perused at Council's Administration Offices during normal business hours or viewed in the public documents section of Councils website <http://www.young.nsw.gov.au>

INCOME STATEMENT for the year ended 30th June 2008

	Original 2008 Budget \$'000	Actual 2008 \$'000	Actual 2007 \$'000
INCOME FROM CONTINUING OPERATIONS:			
Revenues			
Annual Rates & Charges	7,486	7,535	7,157
User Charges & Fees	3,267	4,565	3,666
Interest & Investment Revenues	956	0	1,186
Non-Capital Purposes - Grants	3,371	3,384	3,024
Non-Capital Purposes - Contributions	787	866	934
Capital Purposes - Grants	2,360	768	1,424
Capital Purposes - Contributions	542	526	1,186
Other Revenues from Ordinary Activities	431	419	500
Sub-Total	19,200	18,063	19,077
Other Income			
Gain from the Sales of Assets	269	198	332
TOTAL INCOME FROM CONTINUING OPERATIONS	19,469	18,261	19,409
EXPENSES FROM CONTINUING OPERATIONS:			
Expenses			
Employee Benefits & On-Costs	4,960	4,641	4,641
Borrowing Costs	354	375	375
Materials & Contracts	5,175	4,432	4,432
Depreciation & Amortisation Costs	3,013	2,981	2,981
Other Expenses	1,671	1,631	1,631
Interest & Investment Losses	0	959	0
TOTAL EXPENSES FROM CONTINUING OPERATIONS	15,173	17,455	14,060
OPERATING RESULT FROM CONTINUING OPERATIONS	4,296	806	5,349
REVENUES FROM CAPITAL ACTIVITIES			
Capital Purposes - Contributions	(542)	(526)	(1,186)
Capital Purposes - Grants	(2,360)	(768)	(1,424)
TOTAL REVENUES FROM CAPITAL ACTIVITIES	(2,902)	(1,294)	(2,610)
NETT OPERATING RESULT FOR THE YEAR PRIOR TO THE PROVISION OF GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	1,394	(488)	2,739

BALANCE SHEET
as at 30th June 2008

		Actual 2007 \$'000	Actual 2007 \$'000
CURRENT ASSETS:			
Cash & Cash Equivalents	6(a)	2,321	342
Investments	6(b)	0	5,732
Receivables	7	2,263	2,373
Inventories	8	217	270
Other	8	3	0
TOTAL CURRENT ASSETS		4,804	8,717
NON-CURRENT ASSETS:			
Investments	6(b)	13,603	9,760
Receivables	7	96	10
Infra-Structure, Property, Plant and Equipment	9	113,985	100,232
TOTAL NON-CURRENT ASSETS		127,684	110,002
TOTAL ASSETS		132,488	118,719
CURRENT LIABILITIES:			
Payables	10(a)	1,320	855
Interest Bearing Liabilities	10(a)	315	291
Provisions	10(a)	1,501	1,615
TOTAL CURRENT LIABILITIES		3,136	2,761
NON-CURRENT LIABILITIES:			
Payables	10(a)	393	312
Interest Bearing Liabilities	10(a)	3,666	3,982
Provisions	10(a)	475	481
TOTAL NON-CURRENT LIABILITIES		4,534	4,775
TOTAL LIABILITIES		7,670	7,536
NETT ASSETS		124,818	111,183
EQUITY			
Retained Earnings - Accumulated	20	97,374	95,568
Revaluation Reserves	20	27,444	14,615
TOTAL EQUITY		124,818	111,183

STATEMENT OF CHANGES IN EQUITY
for the year ended 30th June 2008

	2008		2007	
	Accumulated Surplus \$'000	Total Equity \$'000	Accumulated Surplus \$'000	Total Equity \$'000
Balance as at the beginning of the Reporting Period	110,991	94,888	94,888	94,888
Correction of Errors in previous Years	192	192	(3,861)	(3,861)
Revised balance as at the beginning of the Reporting Period	111,183	111,183	91,027	91,027
Nett Operating Result for the year	806	806	5,349	5,349
Transfer to Asset Revaluation Reserve	12,829	12,829	14,615	14,615
Balance as at the end of the Reporting Period	124,818	124,818	110,991	110,991

STATEMENT OF CASH FLOWS
for the year ended 30th June 2008

	Original Budget 2007 \$'000	Actual 2008 \$'000	Actual 2007 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Annual Rates and Charges	7,485	7,489	7,057
User Charges and Fees	3,267	4,505	3,740
Interest and Investment Revenues	956	(767)	1,005
Grants and Contributions	5,131	5,465	6,223
Other	2,360	544	493
	19,199	17,236	18,518
Payments:			
Employee Benefits and On-Costs	(4,819)	(5,289)	(4,698)
Materials and Contracts	(5,175)	(5,114)	(4,563)
Borrowing Costs	(354)	(334)	(357)
Other	(1,670)	(1,714)	(1,278)
Sub-Total	(12,018)	(12,451)	(10,896)
)		
NETT CASH PROVIDED FROM OPERATING ACTIVITIES	7,181	4,785	7,622
	11(B)		
CASH FLOWS INVESTING ACTIVITIES:			
Receipts:			
Infra-Structure, Property Plant, Equipment	500	397	604
Deferred Payments Scheme	32	12	12
Sub-Total	532	409	616
Payments:			
Infra-Structure, Property Plant, Equipment	(10,795)	(4,693)	(6,238)
Deferred Payments Debtors Scheme	(100)	(120)	(0)
Sub-Total	(10,895)	(4,813)	(6,238)
)		
NETT CASH USED IN INVESTING ACTIVITIES	(10,363)	(4,404)	(5,622)
)		
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts:			
Borrowing's	500	0	0
Sub-Total	3,000	0	0
Payments:			
Borrowing's	(291)	(291)	(269)
Sub-Total	2,709	(291)	(269)
NETT CASH USED IN FINANCING ACTIVITIES	(269)	(291)	(269)
CASH, CASH EQUIVALENTS AND INVESTMENTS:			
Beginning of the current Reporting Period	15,834	15,834	14,103
Nett increase in Cash, Cash Equivalents and	(473)		1,731

Investments
END OF THE REPORTING PERIOD

		90	
11(A)	<u>15,361</u>	<u>15,924</u>	<u>15,834</u>

**STATEMENT OF PERFORMANCE MEASUREMENT
for the year ended 30th June 2008**

	<u>Amounts</u>	<u>Indicators</u>	2008	2007	2006	2005
<u>CURRENT RATIO:</u>						
Factors						
<u>Current Assets</u>	<u>4,804</u>	Ratio	1.53 : 1.00	3.16 : 1.00	2.73 : 1.00	2.68 : 1.00
Current Liabilities	3,136					
<u>UNRESTRICTED CURRENT RATIO</u>						
Factors						
<u>Current Assets less all External Restrictions</u>	<u>3,873</u>	Ratio	2.08 : 1.00	5.54 : 1.00	4.75 : 1.00	4.75 : 1.00
Current Liabilities less Specific Purpose Liabilities	1,863					
<u>DEBT SERVICE RATIO:</u>						
Factors						
<u>Debt Service Cost</u>	<u>624</u>	Percentage	4.00 %	4.02 %	4.31 %	4.24 %
Revenues from Continuing Activities	15,600					
<u>RATE COVERAGE RATIO:</u>						
Factors						
<u>Annual Rate and Charges</u>	<u>7,535</u>	Percentage	41.26 %	36.88 %	39.37 %	42.68 %
Total Income from Continuing Operations	18,261					
<u>ANNUAL RATES AND CHARGES OUTSTANDING</u>						
Factors						
<u>Annual Rates and Charges Outstanding</u>	<u>563</u>	Percentage	6.95 %	6.74 %	5.38 %	4.82 %
Annual Rates and Charges Collectable	8,104					
<u>ASSET RENEWALS RATIO:</u>						
Factors						
<u>Annual Renewals - Buildings Etc.</u>	<u>1,532</u>	Ratio	0.62 : 1.00	0.56 : 1.00	0.00 : 1.00	0.00 : 1.00
Depreciation, Amortisation and Impairment	2,483					

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

Revenues, expenses and assets have been directly attributed to the following functions. Details of those functions are provided.													
FUNCTIONS	INCOME FROM CONTINUING OPERATIONS			EXPENSES FROM CONTINUING OPERATIONS			OPERATING RESULT FROM CONTINUING OPERATIONS			GRANTS INCLUDED IN REVENUES		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Original Budget 2008 \$'000	Actual 2008 \$'000	Actual 2007 \$'000	Original Budget 2008 \$'000	Actual 2008 \$'000	Actual 2007 \$'000	Original Budget 2008 \$'000	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2008 \$'000	Actual 2007 \$'000	Actual 2008 \$'000	Actual 2007 \$'000
Governance	1	2	1	188	195	184	(187)	(193)	(183)	0	0	0	0
Administration	379	258	399	649	740	625	(270)	(482)	(226)	0	0	9,433	7,229
Public Order & Safety	486	254	118	775	625	461	(289)	(371)	(343)	218	63	497	394
Health	16	5	14	235	2144	215	(219)	(239)	(201)	0	7	12	13
Community Services & Education	2	14	23	106	155	135	(104)	(141)	(112)	13	22	3,083	444
Housing & Community Amenities	1,303	1,470	1,394	2,069	2,203	2,013	(766)	(733)	(619)	181	66	9,688	9,500
Water Supplies	2,618	2,157	2,775	2,234	2,069	2,115	384	88	660	42	45	18,093	17,989
Sewerage Services	3,168	858	1,601	736	1,031	594	2,432	(173)	1,007	38	38	12,351	12,577
Recreation & Culture	135	306	865	1,569	1,662	1,544	(1,434)	(1,356)	(679)	112	104	10,885	7,012
Mining, Manufacturing & Construction	112	146	113	246	271	242	(134)	(125)	(129)	0	0	567	555
Transport & Communication	3,399	4,620	4,322	5,559	6,520	5,097	(2,160)	(1,900)	(775)	1,606	2,295	60,958	59,747
Economic Affairs	493	509	549	771	767	802	(278)	(258)	(253)	7	3	5,691	2,031
Total Functions	12,112	10,599	12,174	15,137	16,482	14,027	(3,025)	(5,883)	(1,853)	2,217	2,643	131,258	117,491
GENERAL PURPOSE REVENUES*	7,357	7,662	7,235	36	973	33	7,321	6,689	7,202	1,936	1,805	1,230	1,228
SURPLUS / (DEFICIT FROM ALL FUNCTIONS	19,469	18,261	19,409	15,173	17,455	14,060	4,296	806	5,349	4,153	4,448	132,488	118,719

LEISURE & RECREATION GROUP

SOUTH-WEST REGIONAL LIBRARY SERVICE

The South West Regional Library Service provides residents of Young, Harden and Boorowa Shires access to a diverse range of information needs and resources. The Library Service offers patrons a selection of popular culture, recreational material and information in books, magazines, newspapers, CDs, tapes, DVDs, videos and microfilm. The Regional book collection is 35,324, and the total collection exceeds 39,700 items. Internet access is available at all branches.

The Young Library is the central branch for the region, staff being responsible for the selection, purchase, processing and circulation of stock. Regular exchanges and a weekly courier service between branches provide all constituents the opportunity to borrow the region's resources. A Housebound Reader Service is offered to residents unable to visit the Library, and resources are delivered monthly to Young Retirement Village and Mt St Josephs Home.

Young Library recorded 52,491 visitors during 2007/2008. Current active membership of the branch totals 4,964 borrowers who checked out 64,097 items during the year.

Four computers are available for internet access and word-processing. The facilities are often fully booked by visitors and seasonal workers during the October-December quarter. During this year 6,650 bookings resulted in 5,806 hours use of the public access computers.

The contact telephone for the Community Bus Service is situated within the library, providing passengers with a comfortable waiting area and access to reading material.

Special highlights this year included an information seminar on depression, various guest presenters for PALS story sessions, and library staff visits to Infants classes at schools and Daycare centres to involve children in the promotion of the library and its role in the community. The National Simultaneous Story-time promotes reading and literacy and Mothers and Babies reading sessions are frequently hosted to support new parents. The Summer Reading Club for Primary school children was generously supported by local businesses and received a positive response from students again this year.

Residents are invited to visit the Young Library in Lynch Street to access all of their information and research needs. Photocopying, faxing and Justice of the Peace services are also available. For enquiries please telephone 02 6382 1886.

YOUNG Lynch Street (Opposite Fire Station)

Mon-Fri 9.00 am - 5.00 pm

Sat 9.30 am - 12 noon

TELEPHONE: (02) 6382 1886

HARDEN Trinity Centre, East Street

Mon - Fri 1.30 pm - 5.00 pm

Fri morning 10.30 am - 12 noon

Telephone: (02) 6386 0150

BOOROWA Pudman Street (adjacent Council)

Mon, Wed, Fri 3.00 pm - 5.00 pm

Sat 10.00am - 12.00 noon

Alternate Thursdays 9.00am - 1.00pm

YOUNG VISITOR INFORMATION CENTRE REPORT

Tourism Activities

The objective of Young Shire Council's Tourism section is to develop tourism activity in Young Shire. To this end, Council looks towards a sustainable local tourism industry where the positive impacts of increased tourism activity are balanced with the negative. These positive impacts stimulate the local economy and help to provide social and cultural facilities for both residents and visitors.

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 Development
- Event Management

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 have 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 2007/2008, Young Visitor Information Centre serviced face to face inquiries from over 27,000 visitors. In addition to this, the centre serviced many telephone and internet inquiries on a daily basis. Timely and accurate information was provided to all inquirers with response times kept to a minimum. During the year, staff visited local tourism-related businesses to gain first hand experience of the town's attractions and accommodation facilities and regular contact is maintained throughout the year. This enables us to provide quality information and advice to all visitors to Young Shire and the surrounding region.

The Centre is open 7 days a week and hours of operation are 9.00 am - 5.00 pm Monday to Friday, 9.30 am - 4.00 pm Weekends and Public Holidays with extended hours as required during cherry season.

Tourism Marketing and Development

In the financial year 2007/2008, Young Shire Council tourism staff have promoted the region as a visitor destination at the following consumer shows,

- Canberra Spring Home and Leisure Show, Oct 2007 (in partnership with Boorowa and Harden Council's)
- NSW Caravan, Camping and Holiday Supershow, April 2008, (in partnership with Boorowa and Harden Council's)
- Victorian Caravan, Camping and Holiday Show, April 2008, (in partnership with Capital Country Tourism)
- Queensland Caravan, Camping and Holiday Show, June 2008, (in partnership with Capital Country Tourism)

In addition, the Hilltops region was promoted at the Sydney Good Food and Wine Show held in June 2008 at Darling Harbour. This show attracted over 30,000 visitors over three days and was a huge success in terms of cost effective exposure for the region and its wine and produce. Council was partnered by several producers for the promotion and it is hoped that the show can be attending again in 2009 with an increased presence for the region through further partnering arrangements.

Throughout the year, Young Shire is also marketed through a variety of media including print, television and radio and there have been several new tourism businesses established. Council has also partnered with the Campervan and Motorhome Club of Australia to become an RV Friendly town. Council has

entered into an agreement with the Young Showground Trust to provide powered and unpowered overnight parking for these types of vehicles at a cost.

Event Management

Young Visitor Information Centre has again been instrumental in the co-ordination of the 58th National Cherry Festival. This event has continued to build momentum and profile and attracted thousands of people to town and reports suggest that visitor numbers were the strongest for many years. Council tourism staff played an integral role in the day to day management of the event including the co-ordination of resources and funding. This event now has a sponsorship base in excess of \$25,000. The event was staged as a collaborative effort between Young Shire Council, National Cherry Festival Committee and Young Visitor Information Centre.

The Lambing Flat Festival once again proved a popular day out with visitors and locals. The Lambing Flat Festival is an event that aims to celebrate the rich cultural history of Young and has a heritage focus. This event is now firmly set on the annual calendar as a significant attraction for the region.

Young tourism staff coordinated a successful Australia Day Celebration in 2008 with approximately 500 local people joining the festivities in Carrington Park.

The tourism industry in regional NSW has faced significant challenges during the financial year 07/08. Despite this, tourism activity in Young Shire continues to make a significant contribution to the local economy. Recent independent data estimates produced for the Young Local Government Area suggest the local tourism industry is worth approximately \$25 million annually and supports around 285 full time equivalent jobs.

RECREATION & LEISURE - PARKS, GARDENS & RESERVES

Young Shire has within the urban and rural areas a total of 34 parks, 3 gardens and 9 reserves that cater to a wide variety of community activities and expectations. From 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.

Clearly, most of eastern Australia is in the grip of a severe and prolonged drought, Council has once again faced reduced rainfall and higher water restrictions from Goldenfields Water County Council during the 2007-2008 seasons.

Young Shire Council recognises the importance of saving water and at the same time 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 or postponed due to drought or financial limitations during the 2007/2008 financial year included the following.

Burrangong Creek - Rintoul Walkway and Weir

Campbell to Clarke Street

- Constructed timber retaining wall.
- Installed heritage style lights and seats.
- Ongoing negotiations with the NSW Department of Water and Energy regarding construction of a weir.
- Planting of trees.
- Construction of walkway.

Clarke to Thornhill Street

- Stabilised creek banks and completed the installation of concrete stormwater outlets.
- Trees and shrubs planted on the southern bank following construction of the walkway.
- Construction of a walkway from the Thornhill Street end.

Lambing Flat Chinese Tribute Gardens

- Constructed concrete footpaths & Bridge
- Installed new park furniture, tables and seating

Carrington Park

- Construction of new toilet block and associated pathways for access.

Upgrade Shelter and BBQ - Tresilian Park

- Work on upgrading the park's BBQ and shelter is on hold as Tresilian Park has been adopted by Council as a possible site for a skate park.

Council supported Planet Ark's National Tree Day

- Natural habitat management work (cumbungi, weed control & fire management) continues on Council and Crown reserves.

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.

Projects 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.

Heritage Signs

- The project has seen a substantial positive effect with visitors to the town affirming Council's decision to display the town's colourful history. A Heritage Walk brochure highlighting Young's turn of the century architecture is still in development.

RECREATION and LEISURE - SPORTING OVALS

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

Young Sports Stadium and Hall Brothers Oval

- Completed decorative fencing.

Alfred Oval

- Painting of Grandstand and Kiosk and bitumen sealing of carpark area.

Cranfield Oval

- Completed the Allanan Street gate entrance
- Internal road works to be reviewed early 2008.

Gus Smith Oval

- Constructed seating in front of amenities undercover area.

Cullen Oval

- Installed timer controlled irrigation system

PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN

In Young Shire Council's 2006/2007 Management Plan, the following program areas were identified, with established objectives, intended actions, time frames and targets. This section serves to identify the outcomes of the various actions.

Major Function: **Parks and Gardens**

Function Objective:

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

ACTIVITY	ACTION	PERFORMANCE	STATUS
Management Services	Provide management services and technical advice to efficiently and effectively manage Council's infrastructure	Systems and operating procedures documented	On-going
		Staff trained in new techniques	On-going
		Reporting system, time taken to respond to incidents	Achieved and On-going
	Provision of assistance from Corporate Services for financial and accounting needs		Achieved
		Completion of annual maintenance and capital	On-going

		works program Sufficient funds available for maintenance and capital works	
Parks and Gardens	Maintenance of Council's parks, gardens and recreation facilities to ensure they are attractive and inviting to users.	Weekly maintenance of urban parks. Fortnightly maintenance of neighbourhood parks Fortnightly maintenance of village parks	Achieved and on-going Fortnightly and on-going Fortnightly and on-going
Footpath and roadside maintenance	Undertake mowing of Council's footpaths and town roadside approaches	Weekly mowing of footpaths Mowing of roadside approaches during Spring growth	Achieved and On-going undertaken on as needs basis
Recreation Reserves	Maintenance of active and passive recreation reserves	Maintenance on reserves undertaken on as needs basis.	Inspect and maintain when required. On-going
Parks & Gardens	Plan of Management for Parks, Gardens and Reserves	To commence in 2009	To be completed by 30 June 2009
Tree maintenance	Maintenance and care of trees	General condition of tree Comply with Council's pruning program Power line clearance when requested by Country Energy	Inspect trees remove, prune or replace as require. On-going
Tree planting	Planting of trees for aesthetics and shade purposes Revegetation and regeneration of public recreation reserve Implement programmed revegetation and regeneration of Burrangong Creek and tributaries.	Correct species for location Increase the vegetation cover by planting a minimum of 300 indigenous trees and shrubs Remove exotic vegetation and revegetation with native vegetation	On-going Achieved and on-going On-going
Risk Management	Undertake inspection of all playgrounds and soft fall areas and park furniture as per Council's risk management.	Maintenance completed within nominated time of risk assessment rating.	Monitored and on-going

Asset Management	Recording of details of the infrastructure and components	Maintenance improvements documented at completion of works as required	On-going
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Major Function: **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	Provide management services and technical advice to efficiently and effectively manage Council's infrastructure Provision of assistance from Corporate Services for financial and accounting needs	Systems and operating procedures documented Staff trained in new techniques Reporting system, time taken to respond to incidents Completion of annual maintenance and capital works program Sufficient funds available for maintenance and capital works	On-going Achieved and on-going Monitoring On-going Achieved On-going
Sporting Facilities Sports ground	Undertake maintenance as required for mowing of turf playing surface Marking of sporting fields to accommodate the various activities Maintenance of buildings	General condition of nominated areas Number of complaints received Time taken to prepare grounds for sporting activities Markings required for sporting activities completed prior to events being staged Buildings maintained in a clean and orderly condition.	Achieved & on-going Monitored on a weekly basis Monitored Achieved and on-going Achieved and on-going
Sports grounds	Plan of Management for all Ovals	To commence in 2009	To be completed by 30 June 2009
Sports grounds	Investigate acquisition of Crown land suitable for future sporting ovals	Preliminary investigations commenced	On-going with Lands Department

Sports grounds	Investigate acquisition of Sawpit Gully from the Crown Lands Department	Preliminary investigations commenced	On-going with Lands Department
Risk Management	Undertake inspection of all sporting ovals and amenities as per Councils risk management Priority of repairs as per assessment of risk.	Maintenance completed within nominated time of risk assessment rating.	Improvement needed, on-going
Asset Management	Recording of details of the infrastructure and components	Maintenance improvements documented at completion of works as required	On-going

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 & Nuisance Investigation
- 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/CAT REGISTRATIONS

For the year 2007/08 Council had 117 new Companion Animals registered on the Lifetime Register administered by the Department of Local Government as a state wide system. This was a slight decrease from last year's amount, being 126 for 2006/07.

Two hundred and seventy three (273) animals were impounded during the twelve (12) month period, these being 243 dogs and 30 cats. Eighty three (83) of these were released (83 dogs & 0 cats), while one hundred and ninety (190) were destroyed. Two (2) dogs were sold and re-homed, three (3) died in council's facility. 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 \$1500 for offences committed. Illegal dumping is still a regular problem which cannot always be followed-up with enforcement as proof of evidence is often unavailable. Regular patrols and monitoring of problem areas has been successful as a means of deterrent. Residents have also been constantly reminded that household rubbish is not to be deposited in litter-bins in the streets and Parks around town. Gravel laneways and stock routes close to town have continued to attract illegal dumping however, Council has been monitoring these areas regularly and working in conjunction with the RLPB rangers.

PARKING PATROLS

The successful Parking Officer Exchange Program with Temora Shire Council has been ongoing throughout the year. A total of seventy (70) infringement notices in 2007/2008.

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. The introduction of the Temora Parking Inspector has created a greater awareness amongst motorists within the CBD, especially owners and employees of multi staffed premises. The "unfamiliarity" of an officer from another town has provided the effect of a strong deterrent.

Fines ranging from \$81 to \$405 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.

drumMUSTER

The drumMuster programme has continued in operation with 4630 drums recycled during 2007/08, a significant reduction of waste to landfill. This number was slightly down on the previous year (5318 in 2006-07), however this still represents a steady stream of containers making their way into the system, possibly down due to harder farming years in recent times. 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.

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 31.3% however Young Shire Council runs at an above average return of 34%.

PRIVATE SWIMMING POOLS

The registration and compliance checking of private swimming pools has been on-going during the year, with random inspections being carried out. Major defaults continue to be the operation of the pool gate, and their inability to self-close and self-latch and an alarming amount of fence non compliances due to disrepair and also foliage breaching pool barriers.

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 presently undertaken when any other opportunity to visit a property with a swimming pool is requested. In a normal year and with normal staffing levels, these inspections are rostered through the year such that all pools are attempted to be inspected annually. In 2007/2008 the two year inspection program to catch up from the prior year was completed as a result of staffing movements interrupting normal operations.

ENVIRONMENTAL MATTERS

Water analysis of the shires reticulated drinking water has been undertaken in accordance with the NSW Department of Health Drinking Water Monitoring Program. In the report year, only one (1)

comprehensive chemical samples did not meet the guidelines (minor exceedance of values) and these were due to an instance of elevated pH. This was investigated and found to be localized system anomaly that was resolved by flushing of mains in that area. All bacteriological samples passed drinking water guideline values, however some samples exhibited low levels of coliform counts returned. In the numbers returned, no samples were of public health concern yet all values were passed on for the Group Leader Utility Services comment and action.

The monitoring of the water table depth via the 29 piezometers has continued to show readings not consistent with the expected salinity trends of past years. This appears to be directly attributed to drought conditions, however sampling will be continued as a bank of readings is required in order that future generations may have meaningful trended data to analyse.

Councils tree preservation order has been implemented on several occasions whilst dealing with tree lopping/removal incidents. In addition, Tree Removal Applications are now forming part of everyday regulatory life indicating Council is beginning to regain control over the indiscriminate vegetation loss that was happening prior.

Pollution matters have been attended to as required and followed through in line with Council's recently introduced Enforcement Policy.

HEALTH SERVICES

Retail food shop regulation has entailed some pre-purchase inspections of premises relating to suitability for the preparation and sale of food, complaint inspections and food recalls. In this year this has been coupled with a handful of start-up new Development Applications and some complaint inspections.

Similarly, pre-inspections and ongoing inspections of premises suitability for use of premises for hairdressing, beauty parlours, skin penetration practices has been undertaken for community assistance.

Changes coming into effect in late 2007, ready for commencement in July 2008, have been known for some time such that the Environmental Health & Building Surveyor and the Clerical Staff of the Team have re-organised the entire file and registration process, having undertaken an audit of businesses within the Shire. Council has sought specialist training for its specific Officer assigned these duties such that Council can begin undertaking its duties as a level B Operator (localized control of food premises and recalls but not manufacturing businesses) under the prepared guidelines released to date. At the time of writing this report the program was being implemented and the results are on track for the service delivery model proposed.

REFUSE COLLECTION AND DISPOSAL

YOUNG SHIRE LANDFILLS

- **Victoria Street Inert Landfill**

The transfer station commissioned in July 2004, processing up to 100 Tonnes of waste per week, receives putrescible and processable waste where it is compacted into road transport trailers and moved under an integrated transport system to the Regional facility. This Regional facility is owned by Ecofil Pty Ltd in direct partnership with the co-operative efforts of the region's 8 Council's and known as the South West Slopes Region Waste Management Group (SWRWMG).

The transfer station has been operational and transferring to the regional site since the commencement of the 2004/2005 financial year. Volumes per month transported over the prior four (4) years are as follows;

	2004/2005	2005/2006	2006/2007	2007/2008	Average
July	254.28	338.94	356.86	361.62	327.93
Aug	285.04	380.46	383.28	448.9	374.42
Sept	340.98	371.18	339.98	347.76	349.98
Oct	363.68	354.08	359.66	430.4	376.95
Nov	392.36	411.32	425.90	402.32	407.97
Dec	414.56	404.76	392.00	484.06	423.85
Jan	355.36	404.5	385.66	453.14	399.66
Feb	329.98	336.92	359.70	392.78	354.84
Mar	380.88	396.08	366.46	365.4	377.21
April	312.08	319.8	343.72	359.48	333.77
May	342.32	392.9	378.08	342.7	364
June	323.28	351.8	380.90	382.98	359.74
	4094.8	4462.74	4,472.20	4771.54	4450.32

Although only four years worth of data is recorded, last year did see a slight increase in garbage volumes of almost 300 tonnes for the year however kerbside 240L recycling has shown a marked increase simultaneously.

- **Redhill Road Inert Landfill**

As part of the ongoing disposal of inert waste at Redhill Road Landfill, variation to the Landfill Environmental Management L.E.M.P has been necessary as space has been used up over the passed twelve months, thereby completing the cycle of the prior filling plan. Council is now filling in the lower reaches of the old gravel pit that is the Landfill, however best practise is being implemented at all times to ensure that stormwater flows are released, potential leachates are retained, and the visual amenity of the locality is preserved.

Ground water monitoring continues to show that no pollutants are escaping from either landfill. These groundwater results are being captured in line with Landfill Licensing by the Environment Protection Authority and are also used to monitor any trend changes in the Chemical analysis of these groundwaters. Continued drought conditions also have an effect on the downward trend and it is only when 'normal' annual rain years return will true indicative figures and trends be identifiable, over time.

- **Village Landfills**

Council's rural landfill position continues with the operation of five landfills and two transfer stations.

The primitive village landfills are continually monitored for filling and effectiveness. Koorawatha continues to be a problem Landfill with rapidly diminishing pit space. This reporting year, the new trench excavated last year is now 2/3 full. Being on a Shire boundary, it is known that untoward practises are still occurring despite Council and the Local Village Committee's best effort to warn residents against overuse of their resource by persons not paying annual gate charges. Koorawatha has one of the larger Village populations yet its use of their landfill is entirely disproportionate to other villages. Upon expiration of all available resource land (soon), the Villagers will become involved in the debate over whether kerbside collection, publicly located transfer bins or no service is brought in. All of these options have sharply higher user costs than the \$77 a year they now enjoy.

Further to a debate on excessive use of a facility, Council changed the locks and held key hand-back and re-issue days at Monteagle. The Village Committee has also changed structure and presently far more pride has resulted in this facility. Council as stated before installed better fencing and more bins in response to the new Committee's wishes and the facility is operating smoothly at present.

Murringo Transfer Station is operating well under the present system of vigilance and community responsibility brought about in cooperation with the Planning & Environment Group. Bendick Murrell's facility has caught alight at least three times in the preceding year and it is hard to establish volumes of

waste being received, or the culprit. Community meetings with the Planning & Environment Group over LEP matters has seen the issue of not burning mixed or putrescible waste, along with tedious long hours manning the fires by their volunteer Bushfire personnel hopefully has seen the message get through.

Tubbul, Milvale and Bribbaree tips have had little more than maintenance efforts required due to reasonable operations by the residents in these areas.

Generally speaking, the Planning & Environment Group is taking a direct interest in working with and assisting the Village Community Associations to achieve a harmonious working relationship and meeting joint goals.

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

• Bribbaree	300	cubic metres
• Bendick Murrell	600	cubic metres
• Milvale	215	cubic metres
• Tubbul	200	cubic metres
• Koorawatha	400	cubic metres

Monteagle and Murringo waste is collected and transferred weekly to the Victoria Street Transfer Station. This waste is thereby reported in the volumes of the Victoria Street discharge to the Regional Ecofil Landfill under the South West Slopes Region Waste Management Group.

OTHER WASTE MANAGEMENT SERVICES

RECYCLING

Council continues to work with its contractor Elouera Recycling in developing the recycling service. In the previous reporting year a 240 litre M.G Bin was introduced together with an automated collection vehicle which is used to provide an enhanced kerbside recycling service.

Initially, in the first few months, the tonnage of recyclable material had picked up by approx 18 to 30%. It would appear that some 15 months later in this reporting year that these volumes were sustained to an approximate average of 18 % per annum. The volumes of materials recycled over the past 5 years can be compared by referring to the following table. These are as follows;

Material Recycled	Tonnes					
	02 / 03	03 / 04	04 / 05	05 / 06	06 / 07	07 / 08
cardboard	1321.4	1415.4	1200	1141	1410	1165
White Glass	210.6	184.4	60	96	90	166
Green Glass	40	56.5	33	32	46	166
Brown Glass	216.1	192	80	112	108	167
PET Plastic	28.3	32.9	21	112	38	76
HDPE Plas (clear)	43.95	37.5	13	64	22	76
HDPE Plas (col)	11.2	26.7	15	9	22	76
Aluminium (cans etc)	16.93	4	7	68	14	42
Steel (cans etc)	11.5	12.3	8	76	19	80
Bulk Scrap & Black Iron	277	394	379	994	828	600
SUB TOTALS	2177	2355.7	1816	2704	2597	2614
Green Waste Shred			1037	661	1250	800
TOTALS	n/a	n/a	2853	3365	3847	3414
			% up/dn from prior year	14.32	-11.25	
			% up/dn since 04/05		19.66	

Council will continue to advance the cause of recycling within this Shire. This will be done through education and awareness campaigns.

TOWN PLANNING AND BUILDING

STATUTORY PLANNING

Developments

Council received 331 development applications during this past financial year, with an estimated value of \$ 51 million, which is a slight increase in numbers and a substantial increase in value, on last year.

Applications for commercial and industrial developments, small and large, were consistent with previous years, and there were a number of upgrades (cosmetic and expansions), to existing properties and businesses.

Applications for new dwelling houses remained strong, and an increase in the number of residential alterations and additions, saw a number of substantial upgrades to existing homes, along with a large number of residential ancillary developments such as pools, pergolas, outdoor living areas, garages and carports.

Subdivisions

The actual number of subdivisions applications lodged with Council has remained consistent with the past few years, and again, the emphasis was on the creation of rural-residential allotments, on the edge of Town. This signifies a greater demand for lifestyle lots, with the benefits of town living, such as water and proximity to services.

Business Area

The business and industrial sector applications remained strong, typified by the following types of developments approved by Council. It should be noted that some have not commenced construction as yet, although others have been completed:

- refurbishment of existing businesses (Mitsubishi, Turners Furniture),
- extensions to existing businesses (PP Board, S & C Club, Annette's Place, Hydrodec, Young Shire Depot, Burrangong Meat Processors),
- the creation of new industrial/commercial buildings (lower Boorowa Street),
- demolition and rebuild of the Young Retirement Village,
- school upgrades (Young Public School and Maimuru Public School)

Residential developments

Young continues to experience positive growth in terms of residential development. New house numbers are consistent with the past couple of years, although there was a substantial increase in alterations and additions to dwelling houses. Applications approved for residential development include:

- "Links on Williams Development", which is currently under construction, and includes 30 units, and a Managers Residence;
- Seniors Living Development, at the Former Mercy Care site in Campbell Street, which proposes 94 units,
- 43 independent living units, proposed within the Retirement Village Precinct, off Demondrille Street.

Statistical Breakup

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

Number of applications

	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004	2002/2003
New houses	57	55	42	82	121	72
Adds/Alts to houses	51	28	49	24	44	31
Residential outbuildings	65	63	45	74	48	81
Rural outbuildings	14	19	21	43	42	34
Commercial/Industrial	74	64	68	49	57	75
Swimming pools	18	21	26	29	23	18
Flats/Units	11 (182 units)	4 (13 units)	3 (7 units)	13 (39 units)	18 (55 units)	12 (49 units)
Public Buildings	3	6	4	3	1	8
Subdivisions	38	39	31	53	62	47
Total no. applications	331	303	289	413	444	378

Value of Applications

	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004	2002/2003
New houses	11,710,605	10,788,901	7,584,315	15,495,309	19,724,053	9,444,017
Adds/Alts to houses	1,417,109	1,292,650	2,104,651	1,471,741	1,718,875	1,391,612
Residential outbuildings	536,713	657,098	360,261	598,009	357,887	474,677
Rural outbuildings	151,400	364,100	321,863	709,718	483,440	1,076,312
Commercial/Industrial	17,855,020	6,162,282	4,817,155	13,198,648	2,839,986	7,248,030
Swimming pools	208,530	404,913	699,368	531,863	355,450	543,598
Flats/Units	18,291,750	1,530,000	944,000	4,667,225	5,959,109	3,799,162
Public Buildings	930,000	274,000	532,630	2,890,000	7,500	768,339
Total value of applications	\$51,101,127	\$21,474,112	\$17,364,243	\$39,562,513	\$31,446,300	\$24,745,747

Processing times

For the past three (3) years, the Department of Planning has required all Councils to submit annual returns to the Department, which identifies all development applications determined.

The type of information requested includes the type of application (development application, complying development, section 96 modification), the application number, the property address, the value of the development, the type of development (new house, alterations and additions, dual occupancy, multiple dwellings, seniors living, commercial, industrial, tourist, etc), the date the application was lodged, the date it was determined, who determined it (Councillors, Staff, private certifier), what the determination was (approved, refused, rejected, withdrawn), whether it was referred to other government departments and if so, how long it took to get a response back from them, whether there was any legal action against a development, whether any objections were received and if so how many, the BASIX Certificate number, whether an inspection was carried out and whether it was advertised or notified.

The Department then issues a publication comparing the data from all Councils, and identifying the best and worst performers in a number of key areas.

The reports for each year are available at the Department of Planning's web page at www.planning.nsw.gov.au, but a comparison of this year with the past two (2) years has been provided as follows, and shows significant improvements in processing times:

Year vs Indicator	2007/2008 (days)	2006/2007 (days)	2005/2006 (days)
Gross average time	37	67.2	88
Gross median time	34	46	65
Net average time (less number of days it took for additional information to be submitted by Applicant)	32.2	34.6	35
Net median time (less number of days it took for additional information to be submitted by Applicant)	27	32	34
Number of DAs determined * note this includes DAs that were withdrawn by Applicant (less than 10 per year), but is deemed to be a determination by the DOP for the purpose of the reporting	273	261	340
Number of Complying Developments	26	36	21
Number of section 96 modifications	31	9	Included in DAs above
Total number of DA's, CD's & s96's	330	306	361
Value of applications	\$51,645,774	\$18,200,000	\$ 10, 723, 980

BUILDING

Whilst there had been a plateau in the total Development Application figures in the last 2 years, for the reported year a slight increase has occurred but markedly so in value due to the nature of some of the big projects going on in the Shire.

Council's three (2) Building Inspectors (1 primary Building Inspector and the Group Leader inspecting and approving as required) being extremely busy carrying out compliance inspections on all development applications. Again, in excess of 900 inspections were carried out this year, averaging $\frac{3}{4}$ hour each, including travelling and the inspection itself.

Staff changeover and issues as well as a changing regulatory environment (BASIX and also the NSW Planning System) has meant processing times did extend for Development Applications for a period, however recent changes within the Department have been made to address these issues and the annual figures are quite pleasing on improvements.

The continued strength from prior years approvals still coming to fruition has resulted in continual high workload demands as well as a buoyant Building sector within Young and its surrounding areas.

The NSW Department of Planning has instigated a reporting process on DA turnaround times in the reported year discussing the prior reporting years performance. This report is cited as the Local Development performance Monitor 2007-8 and was released in July 2008. The report is available at the Department of Planning's web page at www.planning.nsw.gov.au.

The Planning & Environment Group has also been instrumental in developing an industry newsletter aimed at keeping ALL members in the building game (Plumbers, Carpenters, Builders, Concreters, and Design professionals) on a level playing field from a policy and legislative perspective. This document is known as the Planning & Environment Group Tool Box Notes and is anticipated to continue quarterly discussing issues such as changing laws, applicability's of standards and policy, interpretations and things seen across the industry of note.

STRATEGIC PLANNING

In March 2006, the Standard Instrument (Local Environmental Plans) Order 2006 was gazetted paving the way for all Councils within New South Wales to prepare new Local Environmental Plans using a standard pro forma to give consistency to planning instruments throughout the State.

The Standard Instrument dictates which clauses Councils must include in their Local Environmental Plans and provides a standard set of definitions for planning purposes that will be applied to local planning instruments Statewide. Each Council was given a timeframe for the implementation of their new Local Environmental Plans in accordance with the Standard Instrument Order; Young Shire Council was given a three (3) year timeframe.

Young Shire Council submitted a project plan to the Department of Planning outlining the process that will be carried out as well as the time and resources required in order to implement the new Local Environmental Plan. The project plan identified a number of studies that are required to be undertaken to provide information on some of the current planning issues facing Young Shire. The results of the identified studies will be used to inform and develop a development and settlement strategy to guide development within Young Shire over the next 20 years.

Studies have finalized on certain key projects identified in discussions with the NSW Department of Planning, recently. These include Employment (Industrial) Lands, Odour Impact analysis and planning outcomes for Odour around the Abattoirs, Commercial (retail) Lands analyses and preliminary Residential Lands issues analyses. Still to be achieved include the ongoing Heritage Community Study and also the Rural lands analysis which has been waiting on outcomes from the 2007 Central West Rural lands Inquiry by the NSW Department of Planning and also Primary Industries. This is to be let early into the 2007 - 08 reporting period.

A recent change in staffing of this role will mean that a slight delay in delivery of the Local Study/Structure Plan will occur however Council is still endeavouring to be ahead of the Planning Reform obligation timeframes.

PROPERTY TRANSFERS ~ Zoning Certificate Requests

A total of 412 applications were received for section 149 zoning certificates, a slight decrease from the previous year. Whilst this is reduction from last year, it still represents a strong indicator of property sales and strength in the residential and commercial property markets within the Town and Shire.

It shows that continued strength within the property market is a feature of the Young economy, and reflects a growing confidence in Regional Rural NSW, and Young in particular.

The management plan target of 5 day average was met with the average processing time being 4 days.

GOALS, TARGETS & OUTCOMES

MAJOR PROPOSED CHANGES/ACTIVITIES ~

- Constant and continual review of Council's current waste management practices;
 - Waste management in Village Landfills were quarterly reviewed, Koorawatha had new trench dug in prior period however continued stress on its longevity noted,
 - Murringo and Monteagle had transfer station revisions, fencing and expansion of recycling and bin numbers.
 - Continued support and working with Village Committees.
 - Victoria Street Transfer Station and Regional Waste endeavour monitored and meetings attended. Redhill Road reviewed as to filling plan and time spent with Environment Protection Authority to amend LEMP.
 - Continued support and working with key contractors in these areas to ensure resident service levels met.
- 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. This is especially important due to recent new personnel in the Department and impending legislative and policy change;
 - Tool Box Notes developed in prior period and now widely disseminated quarterly and on web page, and a greater team awareness internal of department and with building trade and design people.
- Continued to build a higher awareness to Public Health issues in the community (Food Premises and Septic Tanks).
- Food Safety on an as needs basis due to other Departmental pressures as well as NSW Food Safe foreshadowed partnership changes with Local Government, still ongoing see note above. File and premises details audit undertaken.
- establishment of a comprehensive and up to date data base for all Council property (asset inventory for buildings), works commenced and approximately half of the buildings assessed by Council's Builder whilst on light duties from a shoulder injury; work ongoing
- review of Council's development control policies, section 94 (EPAA) and Section 64 (LGWSDR) contribution plans;

- Ongoing review as part of the Strategic Planning and LEP review. LEP process subject to change at times by Dept of Planning and has delayed entire process.
- review and formulate existing and proposed Urban LEP to facilitate Young's current boom and future expansion needs as well as commence the Rural Lands review.
- Ongoing review as part of the Strategic Planning and LEP review.
- 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 (deferred in previous years due to workload).

Works commenced - register created and fire safety reminders being forwarded - compliance issues being worked through with property owners and occupiers (mostly commercial & industrial premises)
- Ensure that Development Applications from previously busy times are followed through to ensure satisfactory compliance and completion;

Compliance and follow up works being instigated. Damage deposit register being signed off as jobs are finalised and compliance measures (regulatory enforcement) put in place where required.

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. As well actions have been commenced under Dangerous and Nuisance dog provisions of the Companion Animals Act;
- The number of animals impounded has increased from the previous year, and the number of infringement notices has also increased, Council's will continue with its public education campaigns relating to peoples responsibilities with respect to animals ,parking, and swimming pool inspections

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 now formulated into a specific quarterly document called the Tool Box Notes;
- 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 900 compliance inspections were carried out by Staff during the year, in all manner of construction stages.
- A higher degree of non compliance with standard policy has been noted and serious man hours have had to be diverted to compliance matters, Notices, Orders and directions. As

development levels stay strong, compliance with consents and policies becomes increasingly more critical.

- The previous 15 years worth of damage deposits has required a substantial ground truth auditing process. This has meant review of all of all files and reconstruction of registers to financial records. These are now approximately 75% followed up with re-inspections to determine compliance and return of funds in line with Council's Auditors recommendations.

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 did receive 331 development applications (including modifications), and processed 330 applications during this period with respect to relevant legislation. On average, Staff have met statutory processing targets during this period, which is a marked improvement on previous years, which were hampered by staffing issues, and the introduction of BASIX;
- Staff have continued to pursue a number of illegal developments which have commenced without Council consent, along with Development Consent general compliance matters, and continue to pressure as well as educate developers to completely finish outstanding works associated with developments.
- Facilitation of good design, BASIX compliance upgrade of plans and record keeping by Builders and Development pre-lodgement negotiations is a large time consuming facet of departmental life that is also unattainable in a statistics quantified way;

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.
- Ongoing audit of commercial vehicle maintenance and repair premises from a storm and surface water audit relative to stored and used oils being retained in appropriate bunded area.

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 fit-out 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 routine and as-required 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.

- Staff has undertaken a premises registration audit and updated records and files accordingly.

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 inspections of regulated premises (beauticians, hair dressers, etc), to ensure compliance with the relevant standards, on an as-needs basis whilst other departmental work pressures have existed.

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 continued to endeavour to dedicate a minimum of one (1) full day per fortnight towards parking patrols in the CBD, and as a result have issued 70 infringement notices for vehicles parking too long;
- Inspections of swimming pools were carried out, aimed at ensuring that all swimming pools meet the minimum standards in terms of safety;
- No (0) 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 now been completed and actual inspections are at 50%;
- public buildings are inspected on an as-needed basis other than when Council has its qualified Builder on light duties (currently has a recurrent shoulder injury), 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 undertaken the new mobile garbage bin system for kerbside recycling and this is progressing well;
- advertising relating to what can and can't be recycled continues to be 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.

- Works undertaken as indicated above and reported to Council
- All villages and towns in Shires visited on discussion paper for residents views and expectations
- Workshops planned for Council and further public consultation due in next reporting period.

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.

- Status of transfer station - completed and operating successfully, only surrounds and hot mix to complete in turning areas. Landscaping and rehabilitation of former landfill areas progressing per budgetary constraints and reserves available.
- Amount of waste transferred to the Ecofil Facility for the year was 4,771 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 Regional State of the Environment Report project specifically with regards to Young Shire area.
- 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. Continue to be involved with all regional waste and recycling endeavours. Review the Young Shire Council Waste Management Operations. ***Achieved (third 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.***
- 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 under program commenced and on-going*** to Food Safe Standards.
- Develop policy and procedures to address complaints and nuisances within the Shire. ***On-going & review***
- 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***

NON PROGRAMME AREA ~ OTHER ACTIVITIES

Infrastructure Construction

Young Sports Stadium

Council's Planning & Environment Group did undertake and project managed the construction of the \$3 million Sports Stadium and Netball precinct at Hall Brothers Oval, Lachlan Street. Primarily this work was undertaken by the Group Leader (Planning & Environment) and involved constant liaising between clients (sports groups and PCYC), the General Manager and Group Leader (Recreation and Leisure), the Architect and the Builder, making daily contractual and supervisory calls for Council.

The facility is now complete and operational and was opened by the Mayor and the NSW Minister for Sport and Recreation and also the Minister for Police early in 2008.

New Toilet Block ~ Carrington Park

In conjunction with the Recreation and Leisure Group, the Planning and Environment Group put together a design, tender and associated specifications for the new toilet block in Carrington Park. With a sympathetic Heritage design and upgraded access and facilities, this building was built by the successful tenderer, local building firm Mellross Homes Pty Ltd.

This facility now offers a MLAK Australia wide 24 hour disabled access system as well as new facilities that are now commensurate with the quality of park and public area standards that Council is

endeavouring to offer. This toilet block is well lit at night, highly visible and offers a safe public use facility.

The old toilet block has been removed and the swing and play area is being re-adjusted in this precinct to extend Council's positive attitude to its public spaces.

STATE OF THE ENVIRONMENT

Council is part of the Australian Capital Region State of the Environment Reporting Group & provides the attached Compact Disk in a comprehensive report as to the State of The Environment. The report lists key findings in regard to;

- Air Quality
- Catchment Quality
- Climate & Greenhouse
- Conserving biodiversity
- Community wellbeing
- Resource use

34 separate indicators were used in reaching the conclusions provided in the report. Full details of the findings, indicators and indicator descriptions are provided on the Compact Disk. This report was commissioned in 2004 and will be replaced with an equally comprehensive update in late 2008. The report may be viewed at Councils Offices and on line at the following web address <http://www.environmentcommissioner.act.gov.au/soe/soe2004/Young/index.htm>

ACCESS AND EQUITY ACTIVITY SUMMARY

ACCESS AND EQUITY ACTIVITIES

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

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.

In 2005, the Social and Community Plan was re-done from first principles by the Committee, driven along by the Group Leader (Planning & Environment). It was a ground up approach from the raw Census data. Every element of data was drawn through to meaning full conclusions by workshopping. Every conclusion was then tested by further workshopping to delegates from relative sections of the Health and wider community.

The resultant Social and Community Plan (2005) has been received and is being implemented by the current Committee. A men's Health Night conducted in the last period at the Young Sports Stadium attracted 550 Men and at least 50 health professionals from the tri-Shire area. Other programs such as public facilities upgrades, Advocacy Roles in Clinical Health, Public Health and Community Health areas are forwarding the needs of the Shire. Youth Issues and a specific Youth Worker and Crime Prevention

projects are under sub Committee attention and progressing. Additionally, the Access Committee of Council holds an access audit of its CBD every 3 years and the most recent of these found some very interesting issues to be resolved by Committee and Staff.

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

- promote fairness in the distribution of resources, particularly for this 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.

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 Tree Change (T Change) dynamic. Empirically we know that the current data sets are incomplete and intend to be pro-active to report on, and act on the identified change. 2007 has seen the data sets, trending and information gathering from the most recent census and will enable us to quickly respond to our changing community with information that is accurate and defensible.

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, however meaningful work and outcomes are being experienced in our present work. The process of being aware, knowing why circumstances exist, planning change and seeing it in to effect are the challenges ahead of this Committee and they continue to be strived toward. In the 2008/9 Year it is envisaged that the next Social Plan will be written however rapidly developing Strategic Plan obligations from the NSW Department of Local Government may cause revision on this issue.

OPERATIONS & UTILITY SERVICES GROUP

A. OPERATIONS

The objective of the Operations Group is to provide a transport infrastructure system which allows safe vehicle and pedestrian movement within the Shire.

Council is responsible for maintaining three levels of road infrastructure.

1. State Roads - Olympic Highway

Council provides maintenance on the Olympic Highway under a contractual arrangement with the NSW Roads & Traffic Authority (RTA). Council and the RTA worked together in 2007/08 to provide:

- Routine maintenance services (e.g. pothole patching, guide post replacement) of \$275,000.
- Ordered works including on heavy patching, reseals and a major pavement rehabilitation at Avoca on the Olympic Highway north
- Completed table drain maintenance works
- Installed additional signage at Bendick Murrell bends as part of RTA Black Spot program

2. Regional Roads - Henry Lawson Way, Milvale Road and Murringo Road

Works on regional roads are funded by the RTA through grants. Council expended \$611,000 on routine maintenance and a further \$280,000 on widening 2km of the Henry Lawson Way at Santa Maria. Council continued a staged program of drainage improvement and shoulder widening on Murringo Road completing a section from Commons Road to Apps Lane. A major drainage culvert under Henry Lawson Way was replaced. Additional linemarking and signage on Henry Lawson Way from Young to Maimuru was installed as part of RTA's Black Spot program

3. Local Roads - all other road within Young Shire.

Urban roads - Kerb and gutter was constructed in Rosemary Lane from Clarke Street toward Short Street. Two rear lanes were kerb and guttered and bitumen sealed being Caple St Lane between Currawong and Berthong and Yass Street Lane between Berthong and Allanan. The unsealed shoulders of Cloete Street and Lynch Street were sealed. In the villages Ripon Street Koorawatha was bitumen sealed. Routine maintenance included heavy patching and resealing.

Rural roads - Using Federal Road to Recovery funds Council constructed Moonbucca Road and bitumen sealed (6km) and carried out shoulder widening on Tubbul Road. Council trialled the 'Kirpy' rock crusher to reduce gravel size on Waterview Road, Highbank Lane, Yannawah Lane, Boundary Road and Jerrybang Lane. The heavy patching program was carried out using a hire RTA pulvimixer and spreader and day labour (as opposed to contract stabilisation crew). Council's rural resealing program continued.

Other aspects of Council's transport infrastructure include:

- **Footpaths** - Council's footpath network was extended with works on the Burrangong Creek cycleway from Thornhill Street to Main Street, along Campbell Street to Wombat Street, Caple Street from TAFE to Ripon Street, Allanan Street to Cranfield Oval. Council constructed pram ramps at disabled spaces in Young. in Campbell Street, and Back Creek Road, Thornhill Street and Wombat Street.
- **Traffic facilities** - Council funds were used to improve parking arrangements at Young Public School. Disabled access was provided to Young RTA office.

- **Regulation** - Council has adopted 60° parking wherever possible in the Young CBD area and further linemarking was carried out.
- **Road materials** - Council continues to develop the Roxborough's gravel pit. Council has successfully manufactured a crushed road base meeting RTA specifications. Crushing was also carried out in other gravel pits.
- **Plant** - Council's 15-year Plant Replacement Program continues to be implemented.

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 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

B. UTILITY SERVICES

RESPONSIBILITIES

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

Major Events 2007/08

1. **Water Supply**
 - Water meter changeover program and updating of meter records.
 - Completion of the Elizabeth Street water main replacement (part 2).
 - Prompt attention to water main and water service pipe repairs.
 - Completion of Caple Street main replacement.
 - Completion of various private works.
2. **Sewerage Services**
 - Sewer rehabilitation program of various sewer mains.
 - Substantial compliance with EPA licence.
 - Prompt return to service after sewer blockages.
 - Detail design and documentation for the new sewerage treatment plant.
 - Concept report for municipal effluent reuse.
3. **Drainage**
 - Extended drains to the creek in association with the creek restoration work.
 - Ongoing inspections and maintenance as required for the retarding basins.
 - Continuation of piping of various open drains including railway drain.
 - System improvements to provide flood relief.
4. **Cemeteries**
 - Completion of the Cunich Street between the cemeteries.
 - All cemeteries maintained to a high standard.
 - Extension of the irrigation system to new areas.
5. **Aerodrome**
 - Facility maintained and operated to the requirements of *CASA*.
 - Training for reporting officer.
6. **Saleyards**
 - Ongoing liaison with lessees.
 - General improvements/maintenance in consultation with the leasee and as required.
7. **Street Addressing**
 - New numbers supplied and erected as required and records updated.
 - Numbering co-ordinated with land development.
 - Updating of Council data records as more data becomes available.
 - Ongoing naming and signing of roads.

8. **Emergency Management**

- Council chairs the local committee and provides the executive support.
- Quarterly meetings organised and well attended.
- Various documents being reviewed and updated.
- Liaison with other agencies to combat incidents (storm/fires)
- Participation in the sharing of mapping data.
- Participation in emergency risk management project.

9. **Engineering Advice**

- Provided prompt professional advice for development applications and the public.
- Ongoing review of the standard conditions.
- Assistance to developers and contractors in meeting the conditions.
- Supervision of subdivision construction.

Performance of some program areas compared with the 2007/08 Management Plan.

ACTION	OUTCOME
Construction of piped drains:	- Railway drain (Stage 2) completed; - SWD outlets to creek completed in conjunction with creek restoration
<i>Maintenance program for existing piped drains:</i>	- Detention basins inspected and maintained - Pipe drains maintained and litter traps cleaned out.
<i>Water Reticulation - Maintained in accordance with accepted standards:</i>	- Prompt repair of breaks and return to service. - Water supplied met the Australian Drinking Water Guidelines - Ongoing water meter replacement program - Annual air scouring and water main flushing program
<i>Implementation of water main replacements:</i>	- Elizabeth Street stage 2 main completed. - Caple Street main completed.
<i>Replace poorly performing sewers</i>	- Annual sewer rehabilitation program completed.
Comply with EPA Licence:	- Operational results had a 98% compliance.
<i>Extensions of sewer system:</i>	- Completed subject to developer agreements
<i>Sewerage treatment plant upgrade:</i>	- New treatment plant option selected and detailed design/documentation completed.
<i>Identification of and remedial work for illegal discharges to sewer:</i>	- Sewer inspection program ongoing. - Sewer rehabilitation program. - Trade waste management.
<i>Cemetery Management:</i>	- Prompt, accurate, friendly service in response to enquiries. - Grounds are maintained on a neat and tidy condition.

<i>To provide engineering expertise for developments:</i>	<ul style="list-style-type: none">- Advice and supervision are provided in a timely manner.- Assessment and approval of submitted construction plans in a timely and professional manner.- Supervision of site construction for land development.
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APPENDIX 1 - STATUTORY INFORMATION

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

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

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

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

Asset Classification	Current Renewal Costs		Written-Down Value		Annual Maintenance Levels		
	\$'000		\$'000		Desired Standard \$'000	Desired M & R \$'000	Current M & R \$'000
	2007	2008	2007	2008	2008	2008	2008
Stormwater Drainage							
Underground Drains, Pits	8,085	8,252	7,102	7,166	464	229	49
Public Roads							
Sealed Pavement	55,995	57,318	40,337	40,943	3,426	1,513	958
Unsealed Pavement	14,251	14,251	5,301	5,122	2,241	810	755
Bridges & Road Crossings	6,680	6,680	5,715	5,631	400	65	65
Paved Footpaths	1,330	1,449	1,143	1,233	210	101	60
Kerb & Gutters	3,269	3,269	2,619	2,619	101	30	20
Ancillary Services	1,069	1,082	499	477	57	36	4
Water Supplies System							
Mains, Pipes etc.	20,761	20,798	12,238	12,017	1,300	561	131
Pump Stations	145	145	84	79	5	3	4
Storage Reservoirs	2,453	2,453	1,723	1,698	126	38	26
Sewerage Services System							
Treatment Works	8,000	8,567	630	964	707	240	135
Pumping Stations	89	89	35	32	46	44	25
Mains, Man-Holes etc.	21,619	16,014	9,057	6,640	1,517	493	80
Public Buildings							
Town Hall /Admin Bldg.	929	7,796	204	1,559	421	40	14
Public Halls	749	4,088	467	1,108	221	33	62
Library	188	1,082	59	361	58	8	4
Tourist Centre/Art Gall	224	503	144	419	27	10	1

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	2006 / 2007	2007 / 2008
Debt Recovery	20,014.88	5,522.69
Planning & Development	6,313.50	1,968.00
Sundry Advice	4,420.39	4,629.33

Rate Recovery

Letter of Demand Issued	103
Statement of Liquidated Claims Issued	6
Served	5
Paid in Full	36
Agreements to pay judgement debt by instalments	25
Requiring further action	13

Section 428 (2) (f) Elected Members Expenses

The following expenses were incurred by provision of Councillors facilities.

	<u>2006 / 2007</u>	<u>2007 / 2008</u>
Mayoral Allowance	\$ 18,300.00	\$ 19,035.00
Councillors' Fees (Nine Councillors)	\$ 75,420.00	\$ 73,351.25
Councillors' Expenses - Travel, Meals & Telephone	\$ 11,509.99	\$ 9,838.80
Councillors' Training	\$ 674.68	\$ 0.00
Delegates Expenses	\$ 4,706.85	\$ 6,892.01
Election Expenses	<u>\$ 0.00</u>	<u>\$ 15.18</u>
	<u>\$ 110,611.52</u>	<u>\$109,132.24</u>

S428(2)(f)**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.

Section 428 (2) (g) L.G. Act & Cl. 217 (1) (b) General Reg. Senior Staff

During 2007/2008 Council employed one (1) staff member on a performance-based contract, who was during the 2007 / 2008 financial year Senior Staff within the definition of the Local Government Act 1993. The contract packages for the period 1st July 2007 to 30th June 2008, are:

General Manager	\$ 143,892.60
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It should be noted that the package quoted above is the Total Remuneration Package and accordingly is inclusive of salary, superannuation and provision of a motor vehicle.

Section 428 (2) (h) Contracts over \$150,000 for the year ending 30 June 2008.

• South-West Fuel Centre Pty. Ltd.	\$ 482,712.35
• Rosmech Sales & Service Pty. Ltd.	\$ 270,109.00
• J.R. & E.G. Richards Pty. Ltd.	\$ 174,885.98
• Hitachi Construction Machinery Pty. Ltd.	\$ 189,000.00
• Downer EDI Works Infrastructure	\$ 889,533.00

Section 428 (2) (i1) Report on the Bush Fire Hazard Reduction Activities from 1 July 2007 to 30 June 2008 Fire Season

- Report by Superintendent Trevor Reeves

The reporting period for fire activity within the Young Shire is between 1st April 2007 and 31st March 2008.

Young Shire is a member of the South West Slopes Zone (SWSZ), which also incorporates the Shires of Boorowa, Cootamundra and Harden.

PERMITS

Boorowa	19 permits for 1,805 ha
Cootamundra	76 permits for 7,653 ha
Harden	40 permits for 2,530 ha
Young	145 permits for 8,615 ha
Total	280 permits for 20,603 ha

DEVELOPMENT APPLICATIONS

Boorowa	1
Cootamundra	1
Harden	9
Young	10
Total	21 Development Applications referred to Harden Fire Control Centre

BUSH FIRE HAZARD REDUCTION - AREA

Boorowa	265.8 ha
Cootamundra	0.0 ha
Harden	0.0 ha
Young	1160.0 ha
Total	1425.8 ha Hazard Reduction

BUSH FIRE HAZARD COMPLAINTS - INSPECTIONS

Boorowa	8
Cootamundra	69
Harden	63
Young	186
Total	326 Hazard Complaints received

COMMUNITY EDUCATION ACTIVITIES

Boorowa	5
Cootamundra	1
Harden	5
Young	19
Total	30 Community Education Activities completed

Section 428 (2) (j) Multicultural Services

Young is a diverse community with an historically rich ethnic profile. The 2006 Census indicates 671 persons, 5.60 % of the Shire population, are from overseas. The Census also indicates 179 people within the Shire, speak a language at home, other than English.

The Aboriginal & Torres Strait Islander population is 307 persons, 2.60 % 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 2007 National Cherry Festival enjoyed a strong and highly visible community involvement in both spectator and participant numbers.

Young Shire enjoys a warm and reciprocal Sister City relationship with Lanzhou City in the People's Republic of China and Golden Colorado (USA)

Section 428 (2) (k)

Council made no resolutions to carry out subsidised Private Works. All Private Works were carried out in accordance with the 2007/2008 Schedule of Fess & charges as published in the 2007/2008 mangement Plan.

Section 428 (2) (l) Donations under Section 356

The total amount contributed under Section 356 (Financial Contributions) of the Local Government Act 1993 in 2007/2008 was \$ 72,157.33.

Section 428 (2) (m) Human Resources Activities 2007/2008

Within the core activities for Human Resources there have been achievements of outcomes in the areas of recruitment and selection of staff, workplace reform, policy review, salary administration, workers compensation as well as training and development.

Staff Training & Development

The annual training plan is developed by taking into consideration position-related requirements, including the acquisition and development of skills; legislative requirements; advancement in information and technology; professional development and the organisation's priorities as set out in the Management Plan each year. A larger proportion of the training budget is spent on safety-related training.

Training undertaken during the year include induction of new employees, senior first aid, traffic control, excavator, back hoe, front end loader and skid steer operation, manual handling. Legislative; Bullying and Harassment training. Regulatory; Planning Building and Environmental Development Controls, Law Enforcement.

In addition, several staff received financial assistance and special leave to support approved further tertiary education through accredited training providers such as TAFE and Community Colleges to assist in their professional development.

Recruitment & Selection

Ongoing recruitment of quality staff occurred in accordance with Council's policies and procedures with in the approved organisational structure. This involved undertaking the process of advertising, short listing, interviewing a selection for 9 vacancies as well as recruitment of casual labouring and administrative staff throughout the year.

Other activities included continued to work in cooperation with the Capital Region LCP continuing the school program "Job for a Day". Developed in 2006/2007 in this program local secondary school students applied for 5 positions within Council which ran for one day a week for one month. The program has proven to be very successful with the students and was a valuable means to outline the functions and roles within Council to the local schools.

Additionally Council has provided the traditional work experience opportunities for both TAFE and Secondary School Student.

A highlight for Council's this year has been the coordination and participation in the first local Careers Expo. The Expo provided Council with the opportunity to show case the diverse range of occupations found within Local Government and outline education process for entry into Council. The success of the day was demonstrated through the positive interest responses indicated in the completed surveys initiated on the day

Council continued its support for the Rural Doctor Placement Scheme within the Australian National University by assisting with the interview and selection process for medical school admissions in both September and March.

Salary System

Council's enhancement based salary system was adjusted in accordance with increases granted by the Fair Pay Commission and under the Notional Agreement Preserving the Local Government (State) Award. Appointments of new employee and salary progression remained in accordance with the salary system with staff assessments being carried out at least annually as required.

Staff was assessed against the key performance indicators applicable to the accountabilities and responsibilities of their individual positions along with skills utilised during the process of the workday that do not relate directly to the incumbents role. The assessment process allowed the opportunity for both supervisors and staff to discuss specific needs and identify skills & knowledge and training needs for individual development plans.

Position descriptions, competencies and performance criteria were reviewed as necessary. Further ongoing revision will continue in the forthcoming year.

Industrial Relations and Workplace Reform

Regular meetings between staff and management , as well as a number of on-site visits by the local USU organiser, provided opportunities for the workplace issues to be discussed and any potential issues to be resolved. No time was lost to industrial disputes.

Council's Consultative Committee provided a forum for consultation between Council and its employees on issues related to the workplace. During the 2007/2008 the committee undertook the review and delivery of several policies to employees. Ten meetings were held throughout the year.

A minor organisational restructure has been identified for 2008/2009 and the committee are looking forward to the consultation and participation processes that will be undertaken.

Workers Compensation and Occupational Health & Safety

Council continued to participate in the Local Governments self- insurance workers compensation scheme, StateCover Mutual.

Once again in 2007/2008 the continued communication in relation to incident notification and ensuring supervisors and employees awareness of the responsibilities and processes required to monitor and manage a claim have in seen a significant reduction in length of time lost and overall costs of claims.

Regular Occupational Health and Safety Committee meetings have ensured workplace inspections, identification of risks, development and implementation of safe work methods and safety management systems are regularly reviewed.

Workers Compensation performance

The benchmark for measurement of workers compensation performance is "average rate" i.e. Council's average rate is 2.81 %this means \$2.81 out of every \$100 wages paid goes to its workers compensation premium.

	Average Rate (premium /wages%)
Council	2.81%
StateCover average	4.09%
Dept Local Govt Group	4.17%

OHS performance

The benchmark for measurement of OHS performance is completion of the StateCover OHS Self evaluation Audit. Results are measured as percentage compliance where100% compliance indicates all policies and procedures are in place and fully implemented, monitored and reviewed. The table below shows Council's performance as compared to the StateCover average and to the average for Councils DLG Group.

	OHS Evaluation Score
Council	93%
StateCover average	76%
Dept Local Govt Group	77%

Section 428(2) (n) EQUAL EMPLOYMENT OPPORTUNITY

Representation of EEO groups within council as at 30 June 2008

Age Distribution	Men	Women	Aboriginal/ Torres Strait Islander	
16 -25	5	1		1
26-35	10	6	Full Time Indoor	28
36-45	27	6	Full Time Outdoor	63
46-55	24	8	Part time	5
56 and over	14	3	Casual Indoor	6
TOTAL	80	24	Casual Outdoor	2
			TOTAL	104

EEO POLICY STATEMENT

Equal Employment Opportunity (EEO) Management Plan

In accordance with Section 345 of the Local Government Act (NSW) 1993, Council is obligated to develop, implement and maintain an Equal Employment Opportunity Management Plan.

During 2007/2008 review of Council's EEO Management Plan was commenced. The review assessed current strategies to ensure that the EEO Management Plan was still relevant and effective. As part of the review, information and sample EEO Management Plans were obtained from other Centroc Councils. A draft EEO Management Plan will be completed with new objectives and action plans developed for submission to the Consultative Committee for 2008/2009 for review and action is formally planned for adoption in April / May. This plan will be due for review in 2012.

Other specific EEO activities undertaken during 2007/2008

The Anti-Discrimination Board conducted training on Harassment & Bullying

Publicising of policies to all areas within Council, through memos, news letters, team meetings, tool box meetings and the Consultative Committee members.

Involvement of Human Resources in all selection interviews for positions within Council to ensure the processes and standard of questioning are suitable and in accordance with the merit principle.

Promote an accessible and effective grievance policy & procedure

Increase awareness of new employees through induction training and mentor program.

Include EEO Management Plan as an integral component of the Shire Management Plan

All elected members of Council and all staff have the responsibility in ensuring EEO becomes a reality in both formulation of policy and in the workplace.

Council's EEO Co-ordinator and the Consultative Committee will have the responsibility of discussing and implementing EEO related issues.

HARRASMENT AND GRIEVANCE PROCEEDURES

Objective: To implement effective and equitable grievance and harassment policy and procedures. These will prevent and or eliminate discrimination and harassment of employees.

Target Groups: All employees

Specific Action: 1) Develop and issue a Grievance Policy to all employees
2) Develop and conduct education programs for all employees on all aspects legislation under the Anti Discrimination Act

Target Date: Ongoing

Responsibility EEO Coordinator
Consultative Committee

Evaluation:

- 1) Produce and table statistical report on grievances/harassment on a quarterly basis to the Consultative Committee.
- 2) Develop monitoring forms for use by all identified grievance handlers/ supervisors, which maintain statistics on types of grievances.
- 3) Monitor the extent of grievance related harassment
- 4) Report on outcomes in EEO Annual Report

GRIEVANCE POLICY

A grievance may be referred to as:

"A real or imaginary wrong causing resentment and regarded as grounds for complaint, feeling of resent or injustice at having been unfairly treated".

Employee Right

Employees have the right to receive confidential and sympathetic support in the event of suspected harassment and discrimination.

Procedure

An employee suspecting harassment, discrimination or other unfair treatment should proceed as follows:

1) Arrange a confidential meeting with the Supervisor, Group Leader or General Manager. (The employee at their discretion may enlist the support of a fellow worker or Union delegate when attending the meeting).

2) The Supervisor, Group Leader or General Manager should determine the extent and severity of the grievance and confirm with the employee the appropriate corrective action necessary.

3) Where the grievance may require disciplinary action, the appropriate Group Leader will confer with all parties involved before implementing disciplinary measures.

Responsibility

The responsibility for resolving staff grievance matters rests with management. All staff with supervisory duties are required to take part in grievance resolution. Supervisory staffs are expected to resolve grievances, wherever possible, at the level where the problem has occurred.

The General Manager is ultimately responsible for resolution of grievances.

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 2007/2008.

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. 132 Rates and Charges Reg.

Rates and Charges Written-Off

During the 2007/2008 financial year, no rates and charges written-off in accordance with Section 719 of the Local Government Act 1993.

Cl. 217 (1) (a) General Reg. Overseas Visits Funded by Council

During 2007/2008 no overseas visits were funded by Council.

Cl. 217 (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

Cl. 217 (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 one "Category 1" businesses.
- Council has undertaken an analysis of its operations and identified that there is one Category 1 business within its sphere of operation. It is noted that Council's Water Supply operation has an annual turnover in the order of \$2.49M.
- 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 2007/2008 financial year.

Cl. 217 (1) (e) General Reg. Council Meetings

There were eleven (11) Ordinary Council Meetings and two (2) Special Council Meetings convened during the period 1st July 2007 to 30th June 2008. Councillors' attendance at these meetings were as follows:

Councillors'	01/07/2007 to 30/06/2008
Cr. Gerry Bailey	12
Cr. John Drum	13
Cr. Sandy Freudenstein	13
Cr. Stuart Freudenstein	12
Cr. Fran Hewlett	13
Cr. Anthony King	9
Cr. John McGregor	11
Cr. Michael Veitch	4
Cr. John Walker	13

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 Council (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.

Council provides an Open Forum prior to the commencement of Business at its normal monthly meeting.

Section 68 - Cl(10) Freedom of Information

Detailed below is Young Shire Council's Freedom of Information Statutory return for the period 1 July 2007 to 30 June 2008.

NIL RETURNS

		2007	2008
Are all figures in Section A "Nil"?	Yes / No	No	No
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		
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	No
For "Nil" Returns please completed the following contact details and return only pages 1 and 2 of this questionnaire.			
Contact details for queries relating to this Return:			
Name:	Mr Greg Armstrong		
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 2007	Other 2007	Total 2007	Personal 2008	Other 2008	Total 2008
A1	New (including transferred in)	2	-	-	4	-	4
A	Brought forward	1	-	-	1	-	1
2							
A	Total to be processed	3	-	-	5	-	5
3							
A	Completed	3	-	-	5	-	5
4							
A	Transferred out	-	-	-	-	-	-
5							
A	Withdrawn	-	-	-	-	-	-
6							
A	Total Processed	-	-	-	5	-	5
7							
A	Unfinished (carried forward)	-	-	-	-	-	-
8							

SECTION B

What happened to completed requests?

	Result of FOI Request	Personal 2007	Other 2007	Personal 2008	Other 2008
B1	Granted in full	3	-	4	-
B2	Granted in part	-	-	1	-
B3	Refused	-	-	-	-
B4	Deferred	-	-	-	-
B5*	Completed	3	-	5	-

*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.

	2007	2008	
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 2007	Other 2007	Issued 2008	Total 2008
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 2007	Total 2008
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 2007	Total 2008	
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 2007	Other 2007	Personal 2008	Other 2008
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)	-	-	1	-
G7	Section 24 (2) - deemed refused, over 21 days	-	-	-	-
G8	Section 31 (4) (released to Medical Practitioner)	-	-	-	-
G9	Totals	Nil	Nil	1	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 2007	FOI Fees Received 2007	Assessed Costs 2008	FOI Fees Received 2008
H1	All completed requests	-	75	-	135

SECTION I

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

	Type of Discount Allowed	Personal 2007	Other 2007	Personal 2008	Other 2008
I1	Public interest	-	-	-	-
I2	Financial hardship - Pensioner/Child	1	-	1	-
I3	Financial hardship - Non-profit organisation	-	-	-	-
I4	Totals	1	Nil	1	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 2007	Other 2007	Personal 2008	Other 2008
J1	0 - 21 days	-	-	1	-
J2	22 - 35 days	1	-	-	-
J3	Over 35 days	2	-	4	-
J4	Totals	3	Nil	5	Nil

SECTION K

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

	Processing Hours	Personal 2007	Other 2007	Personal 2008	Other 2008
K1	0 - 10 hours	3	-	1	-
K2	11 - 20 hours	-	-	-	-
K3	21 - 40 hours	-	-	-	-
K4	Over 40 hours	-	-	-	-
K5	Totals	3	Nil	1	Nil

SECTION L

Reviews and Appeals - number finalised during the period.

		2007	2008
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	
		2007 Upheld*	2007 Varied*	2007 Upheld*	2007 Varied*	2008 Upheld*	2008 Varied*	2008 Upheld*	2008 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 - Section 33(3)

Council adopted a 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.

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

Young Shire Council has not received any external requests for review for the period 01/07/2007 to 30/06/2008.