



Young Shire Council



**ANNUAL REPORT
FOR THE PERIOD
01 / 07 / 2008 TO 30 / 06 / 2009**

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MAYORAL FORWARD

Young Shire's steady growth over the last few years has it now established as a regional centre servicing the 50,000-60,000 people that surround us.

The optimism that the community continues to show is very evident when the business activity is observed along with the sporting/music/arts of special interest groups. Keeping our Shire a vibrant progressive place to live is Council's objective.

Rural production accounts for 45% of our GDP, this is an impressive figure especially considering the last seven difficult seasons.

Young Shire Council has many challenges ahead of it, as does Local Government Australia wide, following the Global Financial Collapse of some months ago.

Young Shire Council is determined to press on with long overdue infrastructure works such as our swimming pool complex (Stage 1) and the Council office/Town Hall.

We appreciate the completion of the Zouch Street Bridge construction after many years of waiting. It will make such a huge difference with the ever increasing flow of traffic. February also saw the opening of the restored Railway Station which serves as our Visitors Information Centre.

I commend the 2008/2009 Annual Report to our community - a community that is displaying its ability to progress in so many different ways despite the hurdles thrown in our path.

Stuart Freudenstein
MAYOR

Councillors of Young Shire

Local Government elections for Councillors' are held each four (4) years. At the last general election held in September 2008 the following Councillors were elected. Elections will be held again in September 2012.

Cr. Stuart Freudenstein (Mayor)	43 Whiteman Ave, Young	Ph: (02) 6382 6553
Cr. John Drum (Deputy Mayor)	"Moonbucca", 1181 Moonbucca Rd, Young	Ph: (02) 6383 2368
Cr. John Walker	7 Donges Rd, Young	Ph: (02) 6382 1948
Cr. John McGregor	24 Back Creek Rd, Young	Ph: (02) 6382 1030
Cr. Sandy Freudenstein	165 Willawong St, Young	Ph: (02) 6382 2465
Cr. Fran Hewlett	2250 Kingsvale Rd, Young	Ph: (02) 6382 2114
Cr. Lenore Schiller	"Cooinda", 358 Wickham Ln, Young	Ph: (02) 6382 3527
Cr. Debbie Prest	2448 Kingsvale Rd, Young	Ph: (02) 6382 2115
Cr. John Laybutt	70 Redhill Rd, Young	Ph: (02) 6382 6666

The nine Councillors' vote annually at an election for the offices of Mayor and Deputy Mayor in the month of September. Councillor Stuart Freudenstein was elected Mayor and Councillor John Drum was elected Deputy Mayor.

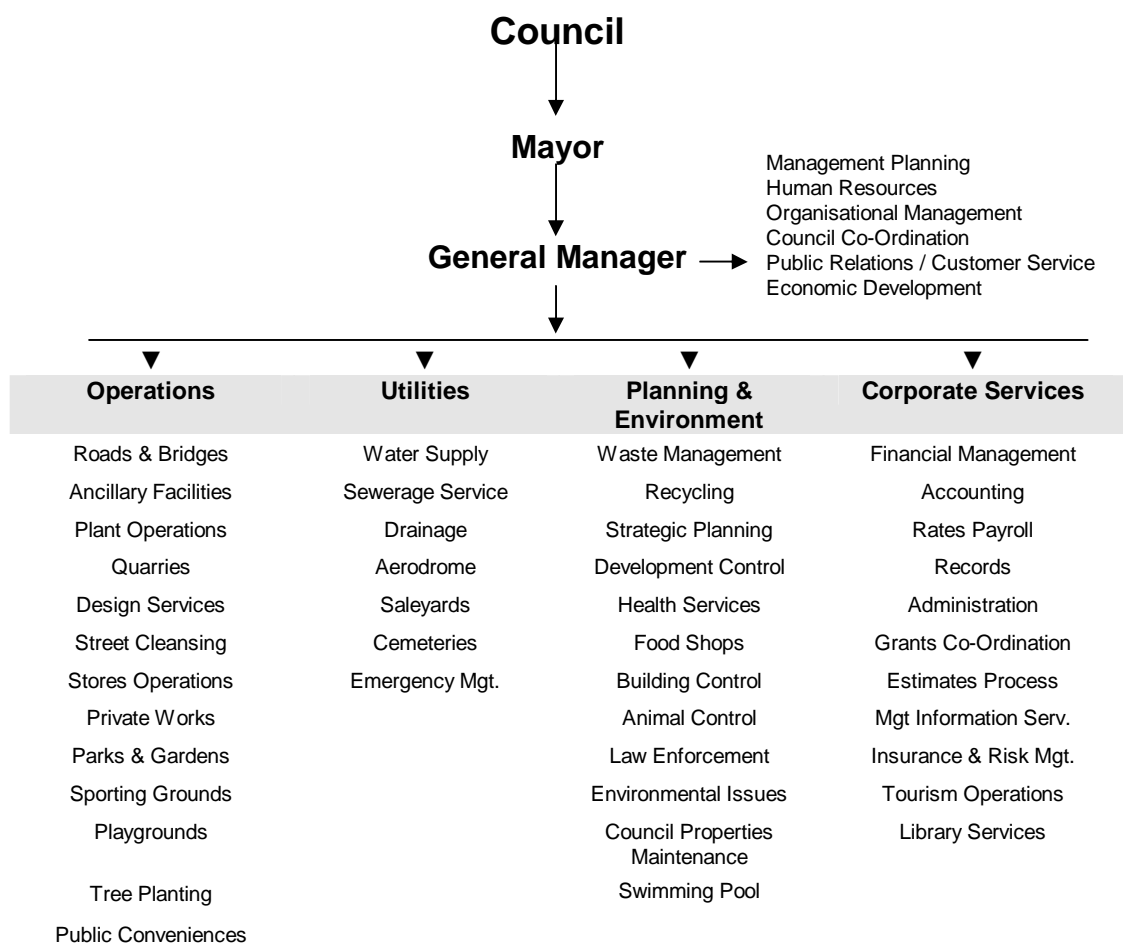


Clr. Stuart Freudenstein
Mayor



Clr. John Drum
Deputy Mayor

ORGANISATIONAL CHART



Mr Peter Vlatko
General Manager
Young Shire Council

CORPORATE SERVICES

Objective

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

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p>ADMINISTRATION</p> <p>To develop and maintain administrative systems which provide efficient support services to the Council and management.</p>	<p>Provide timely and accurate information to Council and the community pertaining to Council policy and decisions.</p>	<ul style="list-style-type: none"> • Reduction in complaints of not being informed • Timely production of reports • All Departments adequately supported 	<p>Improvement</p> <p>On Time</p> <p>Achieved</p>
<p>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>	<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"> • Community perception of Council's performance • All correspondence answered within eight days • Complaints responded to within timeframe stipulated in Complaints Management System 	<p>Satisfactory</p> <p>Approx 85% of target achieved</p> <p>Compliant. Council records management system in place</p>

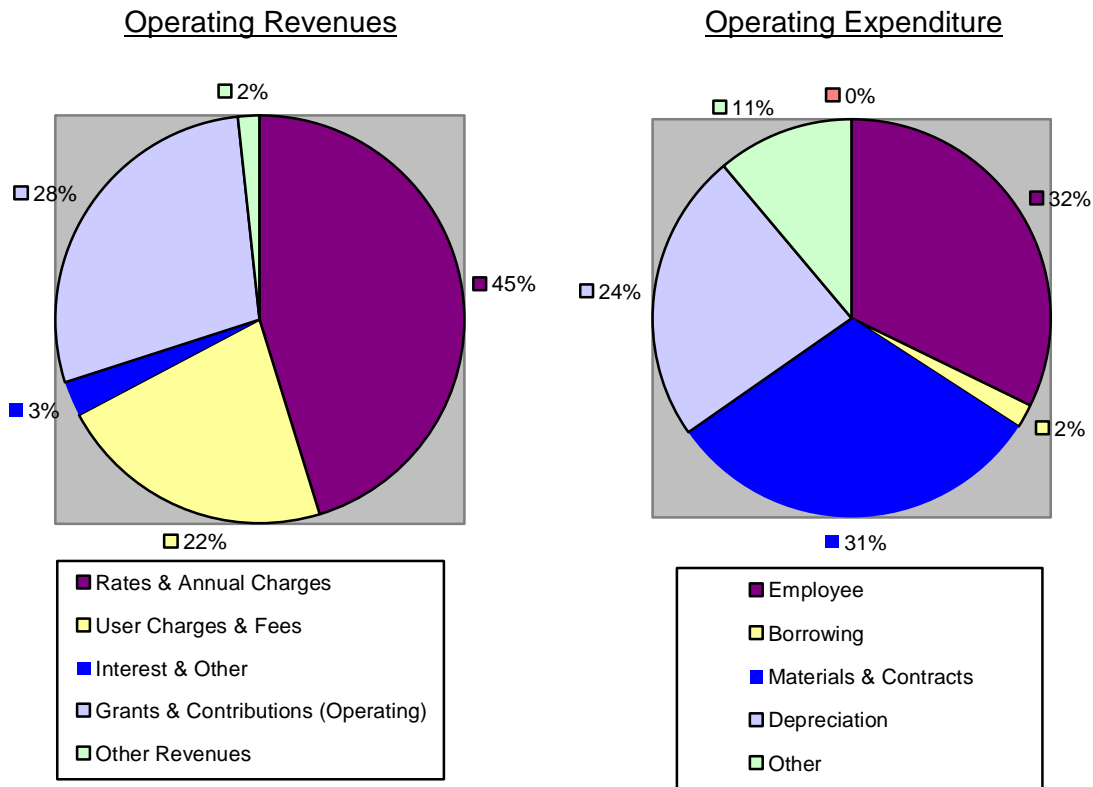
STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p>MANAGEMENT</p> <p>Demonstrate sound management and forward financial planning.</p>	<p>Management plan, including budget, adopted in June each year.</p> <p>Management plan review undertaken on a quarterly basis. Maintenance of tight fiscal control</p> <p>Review Corporate Strategic Plan on a regular basis</p>	<p>Compliance with all statutory requirements of the Local Government Act.</p> <p>Maintain a current ratio >2.00:1.00 (current assets exceed current liabilities)</p>	<p>Achieved</p> <p>Achieved</p> <p>Ongoing</p> <p>Ongoing</p>
<p>RATING</p> <p>Provide and ensure Councils rates are levied in an equitable manner and that outstanding rates are kept at a low level.</p>	<p>Compliance with relevant legislation Issue rate and instalment notices on time Follow up outstanding rates on a regular basis</p>	<p>Level of complaints Issue of rate & instalment notices on time % of rates outstanding <6.00 %</p>	<p>Acceptable</p> <p>Achieved</p> <p>7.09% Outstanding</p>
<p>INVESTMENTS</p> <p>Obtain maximum return on investments within Council's Risk appetite.</p>	<p>Ensure Investment policy is compliant with relevant legislation Maintain investment register. Obtain best rates through enquiry. Ensure all surplus cash invested</p>	<p>Compliance with legislation and Policy.</p> <p>Ratio return to investments</p>	<p>Achieved</p> <p>Policy review completed. Policy adopted by Council</p> <p>Reduction from previous years due to Global economic Crisis.</p>

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

The following pie charts illustrate the sources of Operating Revenues and Operating Expenditures as detailed in the 2008-2009 Annual Financial Statements.



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 2008/2009, operating grants and contributions amounting to \$4.93 million were received by Council compared to \$4.24 million received in the previous year.

Total Capital grants and contributions for the year amounted to \$1.45 million compared to \$1.29 million in the previous year.

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 2008/2009 Council did not take up any new borrowings.

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 2008/2009 are set by Council as follows:-

		<u>2008/2009</u>		<u>2007/2008</u>
Farmland	0.3700c	\$372.00 min	0.3745c	\$355.00 min
Rural Residential	0.5290c	\$372.00 min	0.6100c	\$355.00 min
Residential – Bendick Murrell	0.6169c	\$372.00 min	0.6894c	\$355.00 min
Residential – Bribbaree	0.6169c	\$372.00 min	0.6894c	\$355.00 min
Residential – Koorawatha	0.6169c	\$372.00 min	0.6894c	\$355.00 min
Residential – Monteagle	0.6169c	\$372.00 min	0.6894c	\$355.00 min
Residential – Murringo	0.6169c	\$372.00 min	0.6894c	\$355.00 min
Residential – Young	0.9777c	\$372.00 min	1.0989c	\$355.00 min
Business	0.7284c	\$372.00 min	0.9437c	\$355.00 min
Business – Bendick Murrell	0.9271c	\$372.00 min	1.4471c	\$355.00 min
Business – Bribbaree	0.9271c	\$372.00 min	1.4471c	\$355.00 min
Business – Koorawatha	0.9271c	\$372.00 min	1.4471c	\$355.00 min
Business – Monteagle	0.9271c	\$372.00 min	1.4471c	\$355.00 min
Business – Murringo	0.9271c	\$372.00 min	1.4471c	\$355.00 min
Business – Young CBD	1.8474c	\$372.00 min	2.9571c	\$355.00 min
Business – Young Non-CBD	1.6626c	\$372.00 min	2.0700c	\$355.00 min
Mining	9.4794c	\$372.00 min	8.8753c	\$355.00 min

		<u>2008/2009</u>	<u>2007/2008</u>
Water Availability Charges – Residential			
Unconnected		\$157.00	\$175.00
Strata Units (not individually metered)		\$157.00	\$175.00
20mm meter		\$157.00	\$175.00
25mm meter		\$245.00	\$273.00
32mm meter		\$402.00	\$448.00
40mm meter		\$628.00	\$700.00
50mm meter		\$982.00	\$1,094.00
80mm meter		\$2,512.00	\$2,800.00
100mm meter		\$3,925.00	\$4,375.00
Water Availability Charges – Non-Residential			
Unconnected		\$157.00	\$175.00
Strata Units (not individually metered)		\$157.00	\$175.00
20mm meter		\$157.00	\$175.00
25mm meter		\$245.00	\$273.00
32mm meter		\$402.00	\$448.00
40mm meter		\$628.00	\$700.00
50mm meter		\$982.00	\$1,094.00
80mm meter		\$2,512.00	\$2,800.00
100mm meter		\$3,925.00	\$4,375.00
Annual Sewerage Service Charge	- connected	\$395.00	\$360.00
	- unconnected	\$320.00	\$288.00
Annual Domestic Waste Management Charge	- occupied	\$198.64	\$182.49
	- vacant land	\$66.21	\$60.83
Recycling Charge – Residential		\$49.66	\$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 9.0 % 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.
- * 50% of Water Rates or annual charges - up to a maximum of \$87.50.
- * 50% of 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.

Report on condition of Public Works – S428(2)(d)(i)(ii)(iii)

Asset Class	Carrying Value	Cost to bring up to a Satisfactory Standard	Est. Annual Maintenance Expense	Program Maint. Work for Year
	\$000	\$000	\$000	\$000
Buildings	17,215	9,740	524	269
Public Roads	56,332	6,434	2,555	2,057
Water	14,563	1,230	77	72
Sewerage	8,274	19,120	223	221
Drainage Works	7,185	300	41	41
TOTAL	103,569	36,554	3,420	2,660

STATEMENT OF FINANCIAL PERFORMANCE

See Appendix A – Financial Statements for year ended 30/06/2009.

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 resources. The Library Service offers patrons a selection of popular culture, recreational material and information.

The resources are provided across a broad range of media including print, audio tapes, magazines, newspapers, CDs, DVDs, microfilm and internet.

The Young Library is the central branch for the region with staff responsible for the selection, purchasing, processing and circulation of stock. Young Library registered 424 new members and recorded 52,205 visitors during 2008/2009. Borrowers checked out 62,849 items during the year. Regular exchanges and a weekly courier service between branches provide all constituents in Young, Harden and Boorowa Shires the opportunity to borrow from the region's collection.

The Library caters for all ages and interests. A Housebound Reader Service is offered to elderly or infirm residents with resources delivered monthly to Young Retirement Village and Mt St Joseph's Home. Young Mobile Playgroup collects resources regularly each term for the use of children in outlying villages. 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.

Four (4) computers are available for public Internet and word processing, and the Library hosts a wireless hotspot for visitors. The Library service actively encourages all sections of the community to utilise the public Internet facilities on offer.

During the year 6,962 bookings resulted in 6,073 hours in use of these facilities.

Special highlights this year included various guest presenters for the fortnightly PALS story sessions, an information seminar during Law Week, partnerships with the Writers Group, Young CWA and local schools, and awards to borrowers for various special activities throughout the year. National Simultaneous Storytime promotes reading and literacy to children, a visit to a Daycare Centre involved children in this event. The Summer Reading Club was generously supported by local businesses and received a positive response from primary school students again this year with an increase in participation, a special film night and a visit by children's author Michael Panckridge.

Residents and visitors are welcome 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, or email swrl@young.nsw.gov.au

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 to Council)
Mon, Wed, Fri 3.00 pm – 5.00 pm
Sat 10.00am – 12.00 noon
Alternate Thursdays 9.00am – 1.00pm
Telephone (02) 6385 3303

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 2008/2009, Young Visitor Information Centre serviced face to face inquiries from over 28,000 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 relocation of the Visitor Centre from Short Street to the newly refurbished Young Railway Station has greatly increased attendances.

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

During the year 2008/2009, Young Shire Council tourism staff have promoted the region as a visitor destination at consumer shows in many locations throughout NSW and Australia. The theme of varietal & experiential promotion has become a major element of Councils marketing push.

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 continued to partner 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 un-powered 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 59th 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 enjoys a significant sponsorship base comprising local business, individuals, Local Government and multi-national business. It is truly a culturally significant event which provides a broad range of activities that engages to community, visitors and media.

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 and diverse 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.

PLANNING & ENVIRONMENT

This Directorate'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 (Development Control)
- 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 2008/09 Council had 156 new Companion Animals registered on the Lifetime Register administered by the Department of Local Government as a state wide system. This was an increase on last year's amount of 117 for 2007/08. Council will continue in 2009/2010 with its education program, making the residents of Young aware of their responsibilities under the Companion Animal Act to permanently identify and register both dogs and cats. This will be done through the use of the media and the local vets.

A total of 432 animals were impounded during the twelve (12) month period 2008/2009, 334 of these animals were transferred to the council pound (275 dogs and 59 cats). 138 of these animals were released (133 dogs & 5 cats), while 174 (135 dogs and 39 cats) were euthanized. A total of 19 companion animals were sold and re-homed, 2 animals died and 1 was stolen from council's facility.

A total of 39 Infringement Notices were issued for non-compliance with the Companion Animals Act. These fines ranged from registration and microchipping offences through to dogs attacking and rushing.

Litter

Council's Ranger carried out regular litter patrols both within the Young Township and the rural villages. Illegal dumping is still a regular problem which cannot always be followed-up with enforcement as proof of evidence is often unavailable.

One (1) infringement notice was issued for littering and two (2) clean up notices under the Protection of the Environment Operations Act 1997 were issued by the Ranger. Regular patrols and monitoring of problem areas have been successful as a means of deterrent. Residents have also been reminded that household rubbish is not to be deposited in litter-bins in the streets and Parks around the town, yet this is still an everpresent problem.

Gravel Laneways and stock routes close to the town have continued to attract illegal dumping however, Council has been monitoring these areas regularly and working in conjunction with the RLPB rangers. Areas that have come to Councils attention over the last 12 months for a larger than normal amount of illegal dumping include Blackguard Gully and Stars Bridge on the Kingsvale Road. Other areas appear to have had a decrease in the amount of rubbish dumped. Dumping of rubbish outside of Rural Tips, along fence lines and not in the bins provided is also of concern to Council, who will monitor these tips more closely in the coming year.

Parking Patrols

The Parking Officer Exchange Program with Temora Shire Council has been on hold since August 2008 as a result of the now previous Temora Ranger terminating his employment.

From October 2008 until March 2009 Council employed a casual parking officer for block periods of three (3) days over certain focus periods. Along with the Young Shire Council Ranger a total of two hundred and ten (210) infringement notices were issued, this was an increase of one hundred and forty (140) infringement notices on the 2007/2008 period.

As the Town of Young grows parking has become a premium issue both in the CBD and in the residential streets and needs constant attention to enable an opportunity for all when seeking to park. 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 by education and enforcement. The introduction of the Parking Inspector on a regular basis to the town 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. Young Shire Council will continue to use contracted Parking Officers for the 2009/2010 year, and until the parking exchange program with Temora Council is recommenced.

Young Shire Council also in the coming year plans to address the issue of parking in residential streets both on the footpaths and against the flow of traffic. The approach for this will be education first, followed by enforcement. 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 (local newspaper) about parking areas. This will be a joint Operations Group and Planning and Environment Group initiative.

drumMuster ©

The *drumMuster* programme has continued in operation with 6947 drums recycled during 2008/09, resulting in a significant reduction of waste to landfill. This number was an increase on the previous year (4630 in 2007-08). This represents a positive outlook for drum muster.

The drum muster recycling program has been advertised extensively through the local media and Council has also used the local Rural Merchandise stores and other farming/orchard businesses to get the message out.

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 in recent years, given a high commendation in writing from the National Drum Muster 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

Council officers carry out random inspections to insure compliance with pools. These inspections have been undertaken when any other opportunity to visit the property arises with a swimming pool. It also has occurred with the building auditing program that is being currently carried out.

Environmental Matters

Water analysis of the Shire's reticulated drinking water has been continued in accordance with the NSW Department of Health Drinking Water Monitoring Program.

In the report year, only one (1) comprehensive chemical sample 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. 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 analyze.

Council's 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.

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

HEALTH SERVICES

Council began 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 is progressing well and is on track. Council did undertake in its Management Plan to have a minimum of two (2) routine inspections in its start up year under the State Partnership, however the complexity of renewing Council attention in the food handling area along with other pressing work matters has led to a minimum of one routine inspection and follow ups thereof.

No infringements were issued during the exposure year of the partnership under the much politicised "Name and Shame" program as this Council is trying itself to ease back into a regulatory partnership with its own food handler businesses. Council is applying a firm but fair

hand in this area and numerous directions to upgrade premises and handle food in accordance with standards and guidelines have been issued.

REFUSE COLLECTION AND DISPOSAL

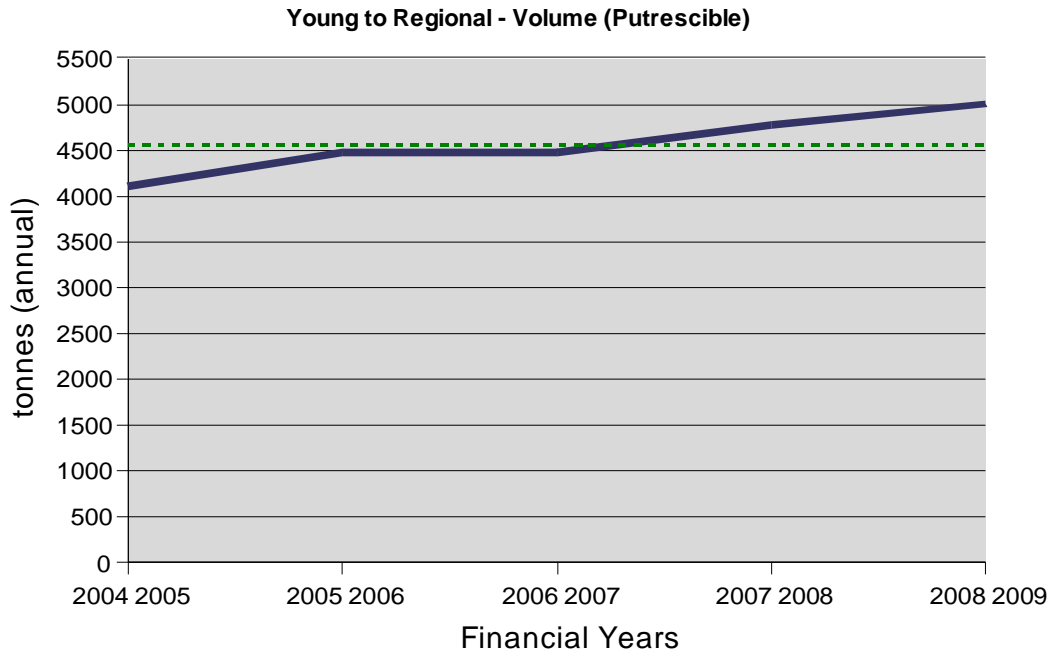
YOUNG SHIRE LANDFILLS

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 is 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 five (5) years are as follows:

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	Average
July	254.80	338.94	356.86	361.62	388.40	340.124
Aug	285.04	380.46	383.28	448.90	361.24	371.784
Sep	340.98	371.18	339.98	347.76	404.66	360.912
Oct	363.68	354.08	359.66	430.40	461.88	393.940
Nov	392.36	411.32	425.90	402.32	439.96	414.372
Dec	414.56	404.76	392.00	484.06	498.50	438.776
Jan	355.36	404.50	385.66	453.14	428.68	405.468
Feb	329.98	404.50	359.70	392.78	395.62	376.516
Mar	380.88	336.92	366.46	365.40	427.68	375.468
Apr	312.08	319.80	343.72	359.48	380.16	343.048
May	342.32	392.90	378.08	342.70	415.20	374.240
Jun	323.28	351.80	380.90	382.98	401.10	368.012
	4095.32	4471.16	4472.20	4771.54	5003.08	4562.66



Although only five years worth of data is recorded, last year did see an increase in garbage volumes of 440 tonnes or 8.88% over the yearly collection average and kerbside 240L recycling has shown a 9.4% increase in a similar period.

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 past 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 site with rapidly diminishing pit space. This reporting year, the trench excavated 2006/2007 is now 80% full. Being on a Shire boundary, it is known that untoward practices 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.

Monteagle Transfer Station has an ongoing problem with garbage accumulation despite Council's best efforts, using cleanup contractors on a regular basis, garbage is continually

placed on the ground around the bins when empty bins exist in the row. This is disproportionate to the Villages size and expected usage. Being the closest village to the major Town of Young it is considered that it may be suffering from this proximity due to the charged disposal of rubbish in Young Township.

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. The tip is currently at approximately 73% capacity

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 540 cubic metres
- Milvale 215 cubic metres
- Tubbul 200 cubic metres
- Koorawatha 380 cubic metres

Monteagle and Murringo waste is collected and transferred weekly to the Victoria Street Transfer Station and subsequent disposal to the Regional Waste partnership (SWRWGM see above). 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

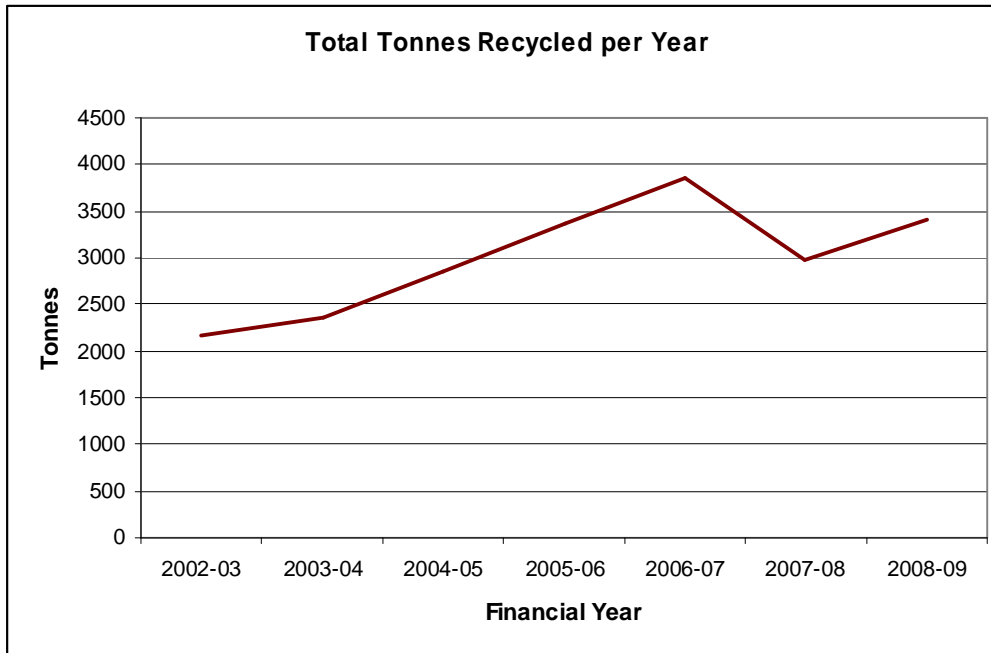
Recycling

Council continues to work with its contractor Elouera Recycling in developing the recycling service. Council will in the coming year provide continuing education on what should be placed in the recycle bin. The recycling centre is receiving, via the kerb side recycle bins, a considerable amount of garbage that should not be in the recycle bin examples are used baby nappies, plastic shopping bags containing fecal and other undesirable matter, engine parts, animal fleeces and intestines.

The contamination rate of the collected recycled material has risen markedly in the last twelve months.

Over the last seven years of recycling in the Young Shire records show that the average yearly amount recycled excluding green waste is 2,318 tonnes per annum. The figures for the year 2008/2009 show an increase in recycling over the past yearly average of 4%

Materials Recycled	Tonnes						
	02 03	03 04	04 05	05 06	06 07	07 08	08 09
Cardboard	1321.4	1415.4	1200	1141	1410	1203	1179
White Glass	210	184	60	96	90	104	132
Green Glass	40	56	33	32	46	56	80
Brown Glass	216	192	80	112	108	122	158
PET Plastic	28	32	21	112	38	29	34
HDPE Plas (milk)	44	37	13	64	22	16	20
HDPE Plas (mixed)	11	26	15	9	22	22	27
Aluminium (cans)	17	4	7	68	14	9	10
Steel Cans	11	12	8	76	19	12	16
MRF Sub Total	1898.4	1958.4	1437	1710	1769	1573	1656
Bulk scrap & Blk Iron	277	394	379	994	828	600	750
Sub Totals	2175.4	2352.4	1816	2704	2597	2173	2406
Green Waste Shred	0	0	1037	661	1250	800	1000
Totals	2175.4	2352.4	2853	3365	3847	2973	3406



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

Council will police the contents of the recycle bins more rigorously in the coming year and residents who continually place the wrong materials in the recycle bins will receive an infringement notices.

TOWN PLANNING & BUILDING

STATUTORY PLANNING

Developments

Council received 316 development applications during this past financial year, with an estimated value of \$ 23.5 million, which is a slight downturn in numbers and a decrease in value, on last year. However, the number of applications and values are consistent with the years preceding last financial year.

Applications for commercial and industrial developments, small and large, were slightly down on the past years, although this is seen as a reflection of the global financial crisis, rather than a lack of confidence in Young itself.

Applications for new dwelling houses remained strong, and resulted in a significant increase in numbers and small increase in value. 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, all which are consistent with past years.

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 experienced the greatest downturn in terms of the type of applications received by Council. As indicated earlier, this is less to do with confidence of investing in Young, and more to do with the overall investor confidence across the world. The major business project approved in this period was the \$ 3,000,000 upgrade to the Young Shire Council Administration Building and Town Hall complex. This project, which was long overdue, is well commenced, and will be completed early in 2010.

The other major developments approved in this period include:

- § the upgrade to Woolworths supermarket, which involved a substantial makeover to the existing store façade and signage;
- § a staged upgrade to the Commercial Hotel.

Residential Developments

Young continues to experience positive growth in terms of residential development. The number of new house numbers reached a four year high, but there was slight decrease in the number of unit development, which again is a reflection of investor confidence. Residential alterations and additions remained strong.

Statistical Break-up

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

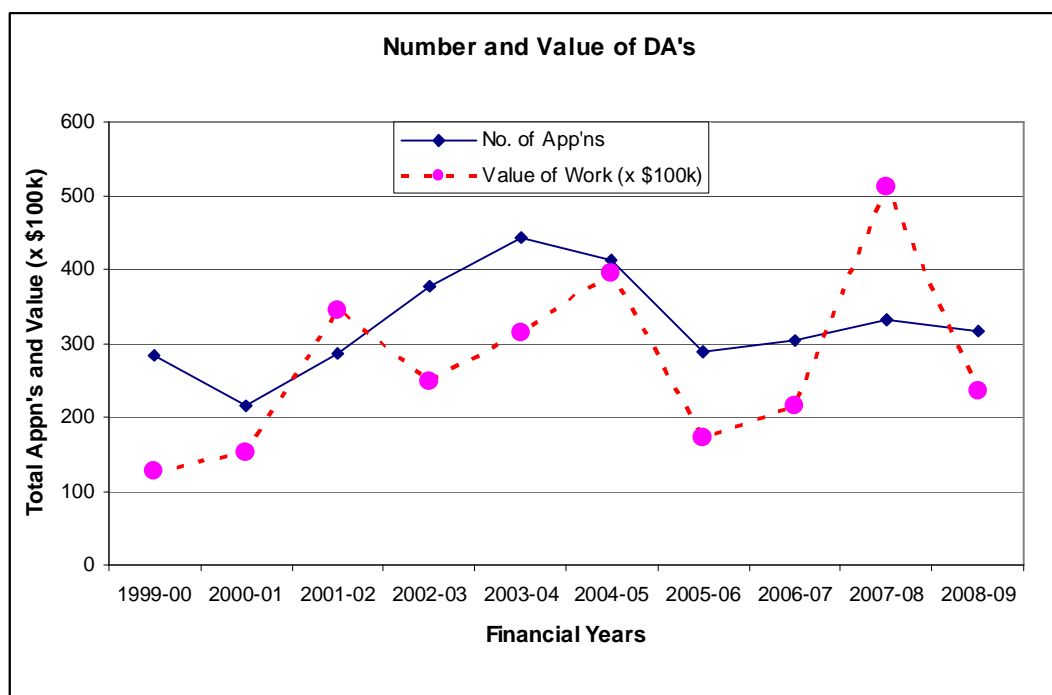
Number of Applications

	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004
New houses	68	57	55	42	82	121
Adds/Alts to houses	49	51	28	49	24	44
Residential outbuildings	63	65	63	45	74	48
Rural outbuildings	13	14	19	21	43	42
Commercial/Industrial	51	74	64	68	49	57
Swimming pools	17	18	21	26	29	23
Flats/Units	6	11	4	3	13	18
	(5 units)	(182 units)	(13 units)	(7 units)	(39 units)	(55 units)
Public Buildings	6	3	6	4	3	1
Subdivisions	43	38	39	31	53	62
Total no. applications	316	331	303	289	413	444

Value of Applications

	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004
New houses	\$ 14,782,282	\$ 11,710,605	\$ 10,788,901	\$ 7,584,315	\$ 15,495,309	\$ 19,724,053
Adds/Alts to houses	\$ 1,095,415	\$ 1,417,109	\$ 1,292,650	\$ 2,104,651	\$ 1,471,741	\$ 1,718,875
Residential outbuildings	\$ 502,734	\$ 536,713	\$ 657,098	\$ 360,261	\$ 598,009	\$ 357,887
Rural outbuildings	\$ 248,160	\$ 151,400	\$ 364,100	\$ 321,863	\$ 709,718	\$ 483,440
Commercial/Industrial	\$ 2,843,600	\$ 17,855,020	\$ 6,162,282	\$ 4,817,155	\$ 13,198,648	\$ 2,839,986
Swimming pools	\$ 355,468	\$ 208,530	\$ 404,913	\$ 699,368	\$ 531,863	\$ 355,450
Flats/Units	\$ 473,500	\$18,291,750	\$1,530,000	\$944,000	\$4,667,225	\$5,959,109
Public Buildings	\$ 3,189,923	\$930,000	\$274,000	\$ 532,630	\$2,890,000	\$7,500

Total value of applications	\$23,490,082	\$51,101,127	\$21,474,112	\$17,364,243	\$39,562,513	\$31,446,300
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Processing Times

For the past four (4) 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 required to be included in the return includes the type of application (development application, complying development, section 96 modification), the application number, the property address, the latitude and longitude of the property, 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 submissions were received and if so how many, 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 three (3) years has been provided as follows, and shows significant improvements in processing times:

	2008/2009 (days)	2007/2008 (days)	2006/2007 (days)	2005/2006 (days)
Gross average time	45.5	37	67.2	88
Gross median time	25	34	46	65
Net average time (less number of days it took for additional information to be submitted by Applicant)	23.7	32.2	34.6	35
Net median time (less number of days it took for additional information to be submitted by Applicant)	18	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	251	273	261	340
Number of Complying Developments	34	26	36	21
Number of section 96 modifications	34	31	9	Included in DAs above
Total number of DA's, CD's & s96's	319	330	306	361
Value of applications	\$ 26,447,093	\$ 51,645,774	\$ 18,200,000	\$ 10, 723, 980

It is pleasing to see Council's key performance figures (gross median, net median and net average) improving over time. Gross average experienced a slight change in the wrong direction, mostly due to a couple of applications having long "stop the clocks", where applicants failed to supply timely information when requested. Whilst key figures referred to are showing continued improvement, present staffing levels and application levels would lead me to expect that this is probably the optimum level the Planning and Environment Department can achieve.

BUILDING

Whilst the plateau in total Development Application figures over the past several years a decrease has occurred as due to marked value of projects going on in the Shire.

Council's two (2) Building inspectors (1 primary Inspector and the Director inspecting and approving as required) being extremely busy carrying compliance inspections on all development applications. The current year the department has undertaken an auditing program from previous years of building approvals along with commercial / industrial buildings essential fire services contained within the premises as Fire Safety Certificates. With the additional work loads undertaken a significant greater number of inspections have been carried out in excess of 1100 inspections were carried out, averaging $\frac{3}{4}$ per inspection including travelling time and the inspection itself.

The changing regulatory reform environment evolution continues from the State Government with new Exempt and Complying SEPPS for housing and outbuildings and now to be introduced next month commercial and industrial Exempt & Complying SEPP. Also along with changes to be introduced for more stringent BASIX for housing and for commercial/ industrial premises and changes to the Building Code of Australia.

The other matter that remains on the NSW Dept of Planning agenda is to regulate Council Building Surveyor's via a new accreditation scheme, this has been currently placed on hold.

STRATEGIC PLANNING

Growth and change in Young Shire has dictated the need for the current two planning instruments to be replaced by modern and relevant instruments. The local need has been complicated by various changes to the NSW Planning System.

In March 2006, the Standard Instrument (Local Environmental Plans) Order 2006 was gazetted. The Standard Instrument dictates zones, clauses and definitions that Councils must include in their Local Environmental Plans. The Department of Planning gave Young Shire a timeframe and other requirements for the implementation of their new Local Environmental Plan in accordance with the Standard Instrument Order. Young Shire Council was given a

three (3) year timeframe and was required to complete a number of land use planning studies and a local environmental study prior to preparation of the Young Local Environmental Plan.

The land use planning studies were completed by the middle of 2008 and they informed the local environmental study to guide development within Young Shire over the next 20 years and form the foundation of the Young LEP.

Workshops with Councillors, completion of the local environmental study and draft LEP, and notification of public authorities were completed during 2008. The local environmental study (titled Young Shire Strategic Landuse Study Towards 2030) and the draft Young LEP 2009 were forwarded in November 2008 to the Department of Planning.

At August 2009 Council is waiting the decision of the Department of Planning regarding the issue of the section 65 certificate under the Environmental Planning and Assessment Act to enable public exhibition to occur.

PROPERTY TRANSFERS - Zoning Certificate Requests

A total of 449 applications were received for section 149 zoning certificates, a slight increase from the previous year. This represents a strong indicator of property sales and strength in the residential and commercial property markets within the Town and Shire, despite the global financial crisis.

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 3 days.

Actual land transfers, or sale of property during this period totalled 506, and is consistent with past years.

GOALS, TARGETS & OUTCOMES

MAJOR PROPOSED CHANGES/ACTIVITIES

- § Constant and continual review of Council's current waste management practices;
- § Waste management in Village Landfills were reviewed quarterly.
- § Murringo and Monteagle and Village Landfill site had regular contractor clean up which commenced in February 2008
- § 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 with the long term view of extending the landfill site life span for as long as possible.
- § 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 inspection in partnership with the NSW Food Authority as a B Grade Food Inspection Regulator
- § 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.

- § 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 issued free of charge Food Safety calendars and the abridged version of the Food Safety Standards, to assist local food shop operators.
- § Staff have undertaken a premises registration audit and updated records and files accordingly. Commencement of Level B Partnership with the NSW Food Authority

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 (including Rural Villages) and for the help and safety of residents and visitors alike.

- § The Enforcement Officer has continued to patrol the CBD and other areas in Young, with assistance from outside Parking Officers. This resulted in two hundred and ten (210) parking infringements being written. This program will continue into 2009/2010.
- § Inspections of swimming pools were carried out, aimed at ensuring that all swimming pools meet the minimum standards in terms of safety;
- § One (1) penalty notices were issued for littering offences. Two for offences under the POEO Act.

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.

§ 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

Target: Complete the preparation of the Young LEP 2009 to gazettal by the Minister for Planning;

Outcome: Preparation of the draft Young LEP 2009 was been completed and passed to the Department of Planning in November 2008. Gazettal of a draft plan rests with the Department of Planning and the Minister, and not a local council.

Target: Complete the preparation of the Structure Plan and Strategies

Outcome: The Structure Plan and strategies were completed in October 2008.

Target: Update Council's Zoning Maps in electronic form so that they reflect modern electronic mapping;

Outcome: Electronic mapping was completed in October 2008 as part of completion of the draft plan;

Target: Commence work on the Development Control Plan to complement the new LEP when developed;

Outcome: Work has commenced on the preparation of the development Control Plan and the planning policy content will be finalised when the Department of Planning finalise the draft Young LEP 2009, the documents are complementary;

Target: Commence work on the S94 Plans to complement the new LEP when developed;

Outcome: Work has commenced on preparation of the S94 Plans and other plans related to development contributions.

Target: Provide professional support and assistance to the organisation on all strategic planning work completed, undertaken or proposed;

Outcome: Professional support for all strategic planning work in the organisation has been provided on an as needed basis.

Target: Assist the Group Leader (Planning and Environment) in the preparation of the 2008 Social and Community Plan for Young Shire.

Outcome: The Strategic Planner has had no involvement to date due to the complexity of the LEP process.

11. Service Area: Waste Management

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

- 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 5,003 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 year's 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 and 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 and reviewed.***
- Review Council's procedures for registration, impounding, issuing infringement notices and follow-up procedures. ***Enforcement Policy brought in and reviewed already.***
- 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

New Toilet Block at 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 design sympathetic to Heritage and upgraded access and facilities, this building was built by the successful tenderer, local building firm Mellross Homes Pty Ltd and completed in the reporting year, started in the prior year.

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 at other times (offering natural surveillance which the previous toilet block did not) and offers a safer 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.

ACCESS & 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 Youth of the Shire continue to present rising issues along with the growing Town and Shire. Absenteeism, a rise in juvenile offences and a spike in the cases being referred to Juvenile Justice for case management has resulted in the specific formation of a Youth sub Committee of the Healthy Shire Council Committee. This Committee is driving programs based assistance in partnership between Police, Council and State agencies. In addition, a Youth Strategic Plan and focussed actions has been scoped, researched, workshopped and is soon to be let to a specialist for formation. This Plan will allow directed attention to the issues, enable funding opportunities to be realised and benchmark where we are and what the Community expects for resolution.

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.

2008/2009 SUPPLEMENTARY STATE OF THE ENVIRONMENT REPORT

Background

Council is part of an innovative regional group preparing a Regional report with each member Council also featuring their comprehensive report to make up this document. A sophisticated, interactive website hosted by the ACT Commissioner for the Environment (primary research agency and reporting body for the Regional Group) of the Regional SoE Report was brought online in 2009.

The website provides enhanced "user friendliness" and advanced graphical data presentation. The Report features extensive use of satellite imagery and mapping that will result in the most detailed and accurate SoE report to date. The next comprehensive report is due in November 2012 however recent changes to the NSW Local Government Act, 1993 for Interactive Planning and Reporting is indicating changes may occur by the end of 2009.

The website to access the present and previous report is:

<http://www.envcomm.act.gov.au/soe/rsoe2008/young/index.shtml>

General

The late launch of the 2008 Report (with due concession by the NSW Department of Local Government) has meant that it has not been feasible to prepare an Interim Report from this data as staff have only had the results recently, thereby not allowing time to view the benchmark and make statements on improvement or loss since.

Council is always striving (through Management Plan, practise, procedure and Policy) to better its response and to provide a background level of governance and leadership, such that continual improvement occurs in this Shire.

Staff are only too pleased to discuss Council's performance and constructive criticism thereof, such that it may make change for the better through the appropriate forum.

A. 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 2008-2009 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 2008/2009 financial year included the following.

Burrangong Creek - Walkway

Campbell to Thornhill Street

- Tree planting was carried out along both sides of the creek.
- Ongoing negotiations with the NSW Department of Water and Energy regarding construction of a weir.

Keith Cullen Oval to Lachlan Street

- Construction of a walkway from the Keith Cullen Oval to Lachlan Street.

Lambing Flat Chinese Tribute Gardens

- Removed Chinese Pagoda due to dry rot in timber supports. This structure to be reconstructed in steel in 2009/10.
- Commenced upgrade of toilet block to provide disabled facilities

Carrington Park

- The Lions Club of Young donated a shade sail structure which was installed over the Liberty Swing.

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.

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 perimeter fencing.

Alfred Oval

- Completed the painting and rendering of the Grandstand and Kiosk.

Cranfield Oval

- Completed the Allanan Street gate entrance including new signage

Jack Bond Croquet Courts

- Constructed new amenities block.

Cullen Oval

- Constructed new access road and carpark stage 1.

Young Tennis Club

- Commenced works to drain and bitumen seal the carpark area.

PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN

In Young Shire Council's 2008/2009 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 Provision of assistance from Corporate Services for financial and accounting needs	Systems and operating procedures documented Staff trained in new techniques Reporting system, time taken to respond to incidents Completion of annual maintenance and capital works program Sufficient funds available for maintenance and capital works	On-going On-going Achieved and On-going Achieved On-going
Parks and Gardens	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 2010	To be completed by 30 June 2010
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 Councils risk management.	Maintenance completed within nominated time of risk assessment rating.	Monitored and on-going
Asset Management	Recording of details of the infrastructure and components	Maintenance improvements documented at completion of works as required	On-going

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 2010	To be completed by 30 June 2010
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 Council's 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

B. 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 improved drainage at Lions Lookout at Bashams Lane
- Completed table drain maintenance works
- Installed additional advance signage and road name signage at all intersection locations

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

Works on regional roads are funded by the RTA through grants. Council expended \$783,000 on routine maintenance and a further \$297,000 on widening 1.5km of the Henry Lawson Way at 'Moorilla' approaching Bulla Creek. Council continued a staged program of drainage improvement and shoulder widening on Murringo Road completing a section from Apps Lane to Wambanumba Drive. A program of improving edge drop off was carried out on Milvale Road and on Murringo Road.

3. Local Roads – All other roads within Young Shire

Urban Roads

Two rear lanes were kerb and guttered and bitumen sealed being Wombat St Lane between Demondrille and Allanan and also between Allanan and Berthong. The unsealed shoulders of Lynch Street were sealed. Routine maintenance included heavy patching and resealing. Kerb and gutter was constructed at the newly completed Zouch Street road over rail bridge with new footpaths and pedestrian islands to match.

Rural Roads

Using Federal Road to Recovery funds Council constructed and bitumen sealed sections of Telegraph and Commons Roads. A section of Wirrup Road was reconstructed to improve road safety and reduce ongoing maintenance costs. Council used the 'Kirpy' rock crusher to reduce gravel size on Belowra Road. 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 Keith Cullen Oval to Lachlan Street, along William Street from North Young School to Hill Street and along McLerie Street from North Young School to Whiteman Avenue. Council constructed pram ramps at various locations to improve pedestrian access and mobility (funded by the NSW RTA Pedestrian Access and Mobility Program).

Traffic facilities

Council funds were used to provide traffic control for the detour route while the Zouch Street road over rail bridge was reconstructed.

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.

4. Other Works

Council's Operations group completed the site works required to relocate the Tourist Office to the refurbished railway station. Kerb and gutter and pavement was constructed and the big cherries were refurbished and relocated to the new site. New gardens and irrigation were established to beautify the area.

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

C. UTILITY SERVICES

RESPONSIBILITIES

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

Major Events 2008/09

1. **Water Supply**
 - § Continuation of Water meter changeover program and updating of meter records.
 - § Prompt attention to water main and water service pipe repairs.
 - § Completion of water mains replacements / extensions in McMahons Road and Tumbleton Street.
 - § Completion of various private works.
 - § Annual cleaning and flushing of water system.
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.
 - § Review of Environmental Factors for the new plant.
 - § Assessment and Management of the tradewaste approvals.
3. **Drainage**
 - § Completed replacement of major drain at the ABC Centre.
 - § Completed drain construction for Nasmyth Street.
 - § Ongoing inspections and maintenance as required for the retarding basins.
 - § Continuation of piping of various open drains including railway drain.
 - § System improvements to manage high flow events.
4. **Cemeteries**
 - § Construction of new beam in lawn cemetery.
 - § Grounds improvements and seating.
 - § All cemeteries maintained to a high standard.
 - § Extension of the irrigation system to new areas.
 - § Purchase of land for new cemetery.
5. **Aerodrome**
 - § Facility maintained and operated to comply with regulatory requirements.
 - § Placement / improvement of lighting system.
6. **Saleyards**
 - § Ongoing liaison with lessees.
 - § General improvements/maintenance in consultation with the lessee as required.

7. **Street Addressing**

- § New numbers supplied and erected as required and records updated.
- § Numbering co-ordinated with land development.
- § Ongoing naming and signing of roads.

8. **Emergency Management**

- § Provide executive support to the local emergency management committee.
- § 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.
- § Participation in various training and exercises.

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 2008/09 Management Plan.

ACTION	OUTCOME
Construction of piped drains:	<ul style="list-style-type: none"> - Replaced the SWD through the ABC - Constructed the SWD north of Nasmyth Street - Constructed the SWD (Edwards to Nasmyth St)
<i>Maintenance program for existing piped drains:</i>	<ul style="list-style-type: none"> - Retention basins inspected and maintained - SWD pits/inlets maintained - Pipe drains maintained and litter traps cleaned out.
<i>Water Reticulation – Maintained in accordance with accepted standards:</i>	<ul style="list-style-type: none"> - Prompt repair of breaks and return to service. - Water supplied met the Australian Drinking Water Guidelines - Ongoing water meter replacement program - Annual water main flushing program
<i>Implementation of water main replacements:</i>	<ul style="list-style-type: none"> - Water main extension in Tumbleton St - Replaced water main in McMahons Rd.
<i>Replace poorly performing sewers</i>	<ul style="list-style-type: none"> - Annual sewer rehabilitation program completed.
Comply with EPA Licence:	<ul style="list-style-type: none"> - 98% compliance with Licence.
<i>Extensions of sewer system:</i>	<ul style="list-style-type: none"> - Completed subject to developer agreements
<i>Sewerage treatment plant upgrade:</i>	<ul style="list-style-type: none"> - New treatment plant option selected and detailed - Detail design documented - REF for plant completed.
<i>Identification of and remedial work for illegal discharges to sewer:</i>	<ul style="list-style-type: none"> - Sewer inspection program ongoing. - Sewer rehabilitation program. - Trade waste management
<i>Cemetery Management:</i>	<ul style="list-style-type: none"> - Prompt, accurate, friendly service in response to enquiries. - Grounds are maintained on a neat and tidy condition. - General site improvements
<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.

STATUTORY INFORMATION

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

Section 428 (2) (d): Refer to Appendix 1

Section 428 (2) (e): Legal Proceedings

Matter	2008 / 2009	2007 / 2008
Debt Recovery	48,260.75	5,522.69
Planning & Development	4,711.00	1,968.00
Sundry Advice	6,954.56	4,629.33

Rate Recovery

Letter of Demand Issued	205
Statement of Liquidated Claims Issued	22
Served	22
Paid in Full	112
Agreements to pay judgement debt by instalments	13
Pending further action	68

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

The following expenses were incurred by provision of Councillors facilities.

	<u>2008 / 2009</u>	<u>2007 / 2008</u>
Mayoral Allowance	\$ 19,790.04	\$ 19,035.00
Councillors' Fees (Nine Councillors)	\$ 79,275.00	\$ 73,351.25
Councillors' Expenses – Travel, Meals & Telephone	\$ 6,678.96	\$ 9,838.80
Councillors' Training	\$ 1,272.73	\$ 0.00
Delegates Expenses	\$ 4,086.18	\$ 6,892.01
Election Expenses	\$ 61,600.00	\$ 15.18
	<u>\$172,702.91</u>	<u>\$109,132.24</u>

Section 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 and 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 2008/2009 Council employed one (1) staff member on a performance-based contract, who was during the 2008/2009 financial year Senior Staff within the definition of the Local Government Act 1993. The contract packages for the period 1st July 2008 to 30th June 2009 are:

General Manager	\$ 165,000.00
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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 2009

• Swimplex - Swimming Pool Refurbishment	\$2,200,000.00
• Meridian Constructions - Town Hall Additions and Refurbishment	\$4,100,000.00
• Keogh Plant Hire - Sewer Main Replacement	\$ 317,662.40
• Patches Asphalt - Bitumen Sealing	\$ 834,912.53
• JR & EG Richards - Waste Collection	\$ 178,044.80

Section 428 (2) (i1): Report on the Bush Fire Hazard Reduction Activities from 1 July 2008 to 30 June 2009 Fire Season

Report by Superintendent Trevor Reeves.

The reporting period for fire activity within the Young Shire is between 1 July 2008 and 30 June 2009.

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

Permits

Boorowa	28 permits for	885 ha
Cootamundra	63 permits for	4,969 ha
Harden	33 permits for	2,263 ha
Young	90 permits for	4,775 ha
Total	214 permits for	12,892 ha

Development Applications

Boorowa	0
Cootamundra	0
Harden	1
Young	1
Total	2 Development Applications referred to Harden Fire Control Centre

Bush Fire Hazard Reduction - Area

Boorowa	0 ha
Cootamundra	20 ha
Harden	0 ha
Young	0 ha
Total	20 ha Hazard Reduction

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): Private Works

Council made no resolutions to carry out subsidised Private Works. All Private Works were carried out in accordance with the 2009/2009 Schedule of Fess & charges as published in the 2008/2009 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 2008/2009 was \$58,373.78.

Section 428 (2) (m): Human Resources Activities 2008/2009

A statement of the human resources activities (such as training programs) undertaken by Council during the year.

Human Resources

Council's Human Resource provides a wide range of human resource services to Council's management and staff including:

- Payroll processing
- Recruitment and selection of staff
- Administrative activities associated with Council's performance appraisal process
- Training of staff
- Management of workers' compensation claims
- Rehabilitation of employees injured in the workplace
- Employee welfare
- Co-ordinating the provision of an Employee Assistance Program
- Promotion of Occupational Health and Safety
- Industrial relations advice and advocacy
- Regular liaison with unions and other employee representatives to achieve local resolution of most industrial issues.
- Job evaluation to determine appropriate salaries for positions
- Market research to maintain competitiveness in attracting and retaining staff
- Promotion of Equal Employment Opportunity principles and obligations.

Human Resources Process Review

During 2008-2009, human resources worked closely with Council's management in reviewing Council's organization structure.

Following an initial review of the indoor organisational structure in November 2008 a comprehensive overall organisational review was undertaken in 2009.

The aim of the restructure was to better align the organisational structure, changing a number of reporting lines and adding several positions including traineeships to improve quality of service providers and identify productivity improvements while ensuring fiscal responsibility .

Policies and Procedures

We continue to develop and update human resource policies to achieve the organisations objectives and make Young Shire Council an employer of choice.

Policies and procedures that have been developed or are currently under review include; EEO, Recruitment and Selection of Staff, Rehabilitation Programme , Induction and Orientation Procedure, Staff Uniforms and Recognition of Employees Service to Council. Concurrently a number of other draft policies are going through the consultation process such Occupational Health and Safety.

Recruitment and Selection

Whilst Council's workforce is relatively stable the completion of advertising, interviewing and selection for 15 replacement, upgraded and funded positions occurred during the 2008/09 financial year. This included the appointment of a Local Government Trainee.

All vacancies were filled on merit and in accordance with Council's policy. This level of recruitment is consistent with the recruitment from the previous year.

Traineeships will play an integral part of our organisational structure, with three more traineeships being included in the 2009/ 2010 budget. This will offer employment opportunities for young local people and for Council to continue its commitment to providing development opportunities for the community. These roles also assist Council to develop our staff and address skills shortages in critical areas.

Work Experience Placements

Council maintains its commitment to providing opportunities to students to undertake work experience. These placements provide the students an opportunity to gain a valuable career insight. In 2008/09 the work experience program placed students in a variety of areas across Council's services.

Once again in 2008/09, Council assisted with the coordination and participated in the local Careers Expo. This year realised the expansion of the Expo with over 800 students in attendance and in excess of 50 exhibitors providing career information and resources. The success of the day was demonstrated through the positive interest and subsequent enquiries from the local secondary schools for work placement positions.

Learning and Development

Council is committed to the learning and development needs of its employees. It is recognised that increasing the efficiency and productivity of Local Government requires ongoing commitment to education, training and skill maintenance, development and enhancement. The majority of were selected for some form of training during 2008/09 including internal and external courses relating to legislative compliance, corporate programs personal and professional development. Expenditure totalled \$135852.32 which covered course fees, materials, travel, accommodation, meals and wages.

During 2008/09 Council's main training programs undertaken were:

- Induction Training
- Close Approach to Powerlines
- Committee Training (Consultative and OHS)
- Confined Spaces
- Sprayed Sealing Design & Field Procedures
- Rates Training
- Bridge Inspection & Assessment
- Record Management
- Preventing Bullying and Harassment
- Plant Operations
- Traffic Control

Industrial Relations and Workplace Reform

Council continues to have a good industrial relations record with employees, relevant unions and associations. 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. Council had no time lost to industrial disputes and no industrial relations issues were lodged with the Industrial Relations Commission during 2008/09.

A productive year for Council's Consultative Committee in consultation and participation with management and staff in the review of Council's organisational structure , undertaking position reviews and restructures and undertaking the review and delivery of several policies to employees.

Occupational Health and Safety

Council maintained a high level of Occupational Health and Safety activity during 2008/09. During 2008/09 Council experienced 28 work related incidents or near misses with 13 injuries being processed as claims.

HR, along with assistance from many other areas of Council again underwent the StateCover OH&S self evaluation and audit with the results of 92% again reflecting Council's

management commitment to ensure the continual improvement and development of safety in the workplace.

Continual improvement activities have been undertaken including:

- An update of staff immunisations,
- OH&S Induction for all new staff
- Healthy breakfast program,
- Ongoing work place inspections
- Commencement of implementation of the Centroc Safety Handbook to all staff.
- Implementation of Job Sheet Analysis
- Fire Warden training
- Ongoing updating of Council's electronic OH&S safety module

Council has an active OHS Consultation Committee, which meets monthly to discuss safety matters affecting Council employees.

During 2008/09 there were no prosecutions under the Occupational Health and Safety Act 2000 relating to Council.

Section 428 (2) (n): Equal Employment Opportunity

A statement of the activities undertaken by the council during that year to implement its equal employment opportunity management plan;

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 (EEO) Management Plan.

Council's current EEO Management Plan was due for review by July 2009.

Specific EEO activities undertaken during this period include:

Reviewing prior to renewal of Council's contract for an Employee Assistance Program

Council's Employee Assistance Program (EAP) is a confidential counselling service independent of Young Shire Council, to assist staff who may be experiencing personal difficulties.

Council has reviewed and renewed its contract with Insight Services for a further 12 months. The contract will be reviewed again in June 2010.

EEO Training

- The Local Government & Shires Association conducted training on Harassment & Bullying Awareness to employee during 2008.

Detailed below are the EEO strategies processed during 2008/09:

Objective 1: Communication and Awareness Raising

Action	Outcome
Ensure that management and all employees understand EEO principles and their responsibilities in relation to them and the EEO Management Plan and its implementation.	All employees within Council undertook EEO related training in Feb 2008. This training was conducted by the Local Government and Shires Association.

Objective 2: Consultation

Action	Outcome
Ensure EEO developments are widely publicised and invite comment from employees and relevant unions as required.	EEO Developments are discussed on an ongoing basis through Consultative Committee and Supervisor meetings.

Objective 3: Recruitment Promotion and Transfer

Action	Outcome
Ensure there is adherence to recruitment and selection policies at all times.	Recruitment and Selection Policies are monitored on a regular basis to ensure that all staff involved in the Recruitment and Selection process adheres to Council's procedures and practices. Data is collated by human resources for all recruited positions and reviewed regularly by the General Manager.
Review appointment, promotion and transfer policies to ensure they conform with EEO principles.	All appointments, promotions and transfers are processed taking into account EEO and diversity principles.
Provide a training program for supervisors on recruitment and selection techniques.	Training sessions conducted as required.

Objective 4: Training and Development

Action	Outcome
Review training and development policies and practices to ensure they conform to EEO principles.	Bullying and Harassment training for all Managers, Supervisors and employees to be scheduled for 2010. A induction handbook and Centroc Safety Handbook is provided to all new staff which provides them with information about Council and in particular a summary of Human Resource policies and procedures, including No Smoking, Drug and Alcohol Free Workplace and Harassment and Workplace Bullying.

Objective 5: Harassment and Grievance Procedures

Action	Outcome
Promote and implement an accessible and effective grievance policy and procedure.	Council's has a formal grievance policy and procedure that aligns with our obligations under the Local Government (State) Award 2007.
Prevent discrimination and harassment of employees.	Council aims to prevent discrimination and harassment by ensuring that all staff are made aware of their EEO obligations and responsibilities through awareness training via staff induction and supervisor training. Council's Human Resources Officer provides regular advice to Supervisors on grievance handling procedures and should a grievance arise, staff are fully supported and assisted throughout the process. Exit interviews are offered to all staff leaving the Council. Interviews are monitored to determine if discrimination/harassment has contributed to employee resignations.

Objective 6: Implementation and Evaluation

Action	Outcome
Ensure successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources.	Staff are reminded on a regular basis of their responsibilities in regards to EEO. EEO responsibilities are also included in employee position descriptions.
Revise and amend the EEO Management Plan.	The EEO Management Plan was reviewed and fully re-written in 2008-09 and new objectives and strategies developed. The Plan was adopted by Senior Management in August 2009.
Ensure Council's Personnel Records System complies with EEO principles.	Council's Personnel Records System is constantly reviewed, to ensure that confidentiality is maintained and that EEO principles are upheld.
Collect appropriate statistical data to allow ongoing monitoring of Council's personnel profile.	EEO statistical data is collated by HR for all recruited positions and reviewed regularly by Council's General Manager. Exit interviews data is collated and reviewed to determine if EEO issues contributed to employee resignations.

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 2008/2009.

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 2008/2009 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 2008/2009 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 in excess of 150 child care places thereby subsidising these

services by a donation equivalent to rates charges. In addition, there is one (1) privately operated centre.

Cl. 217 (1) (d) General Reg: Statement regarding Category 1 and Category 2 Business Activities and Competitive Neutrality

Category 1 Business Activities Cl 217(d)(ii)

Category 1 Businesses have an annual turnover in excess of \$2 million.

Council has undertaken an analysis of its operations and recognised that there is one Category 1 business within its sphere of operation. Councils Water Supply undertakings produced a turnover of \$2,424,000.00 in the year 2008/2009

Category 2 Business Activities Cl. 217(d)(iii)

Council has recognised that its Sewer Operations is classified as Category 2 in accordance with the definition contained in the competitive neutrality principles.

Accordingly, the following statements are provided:

§ 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, classified and allocated a unique reference. The document is scanned and then referred to a 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 through placement of such policies on Councils website and through advertising on Council's weekly page within the local newspaper.

§ No competitive neutrality complaints were received by Council during the 2008/2009 financial year.

Council Meetings

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

Councillors'	01/07/2008 to 30/06/2009
Cr. . Stuart Freudenstein	11
Cr. John Drum	11
Cr. Sandy Freudenstein	11
Cr Fran Hewlett	12
Cr. John Laybutt	8
Cr. John McGregor	11
Cr. Debbie Prest	9
Cr. Lenore Schiller	9
Cr. John Walker	10
Cr Gerry Bailey (Retired Sept 2008)	2
Cr Anthony King (Retired Sept 2008)	2
Cr Michael Veitch (Retired November 2007)	0

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) 6380 1200.

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, at the Young Public Library and on Councils web-site.

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

Cl. 217 (1) (e) General Reg: Stormwater Management Services

During the year 2008/2009 council expended approximately \$54,400 on Urban Stormwater Maintenance. Such funds are provided as part of Councils Operational Budget and are identified as such in its Management plan.

Council also constructed a piped drain from main Street East to Clarke Street to replace the open drain which had been subject to flooding. The cost of these works was \$64,860.

Replacement of the piped drain from Boorowa Street south to Burrangong Creek was undertaken to at a cost of \$105,850. These works were completed subsequent to risk assessment and were considered a prudent risk mitigation action.

Environmental Planning & Assessment Act 1979 – S93G(5)

Young Shire Council did not have any planning agreements under Section 93G(5) of the Environmental Planning & Assessment Act 1979 in force during 2008/2009.

Section 68 - CI (10): Freedom of Information

Detailed below is Young Shire Council's Freedom of Information Statutory return for the period 1 July 2008 to 30 June 2009.

NIL RETURNS

		2009	2008
Are all figures in Section A "Nil"?	Yes / No	No	No
Is the figure for Section C "Nil"?	Yes	Yes	Yes
/ No		Yes	Yes
Are all figures in Section E "Nil"?	Yes / No	Yes	Yes
Is the figure for Section F "Nil"?	Yes / No	Yes	Yes
Are all figures in Section L "Nil"?	Yes / No		
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) 6380 1200		

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 2009	Other 2009	Total 2009	Personal 2008	Other 2008	Total 2008
A1	New (including transferred in)	2	-	-	4	-	4
A2	Brought forward	0	-	-	1	-	1
A3	Total to be processed	2	-	-	5	-	5
A4	Completed	2	-	-	5	-	5
A5	Transferred out	-	-	-	-	-	-
A6	Withdrawn	-	-	-	-	-	-
A7	Total Processed	-	-	-	5	-	5
A8	Unfinished (carried forward)	-	-	-	-	-	-

Section B - What happened to completed requests?

	Result of FOI Request	Personal 2009	Other 2009	Personal 2008	Other 2008
B1	Granted in full	2	-	4	-
B2	Granted in part	-	-	1	-
B3	Refused	-	-	-	-
B4	Deferred	-	-	-	-
B5*	Completed	2	-	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.

		2009	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 2009	Other 2009	Issued 2008	Total 2008
D1	Number of requests requiring formal consultation	Nil	Nil	Nil	Nil

Section E - Amendment of personal records

Number of requests for amendments processed during the period.

	Result of Amendment Request	Total 2009	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 2009	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 2009	Other 2009	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 2009	FOI Fees Received 2009	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 2009	Other 2009	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 2009	Other 2009	Personal 2008	Other 2008
J1	0 - 21 days	-	-	1	-
J2	22 - 35 days	2	-	-	-
J3	Over 35 days	-	-	4	-
J4	Totals	2	Nil	5	Nil

Section K - Processing time

Number of completed requests (A4) by hours taken to process.

	Processing Hours	Personal 2009	Other 2009	Personal 2008	Other 2008
K1	0 - 10 hours	1	-	1	-
K2	11 - 20 hours	1	-	-	-
K3	21 - 40 hours	-	-	-	-
K4	Over 40 hours	-	-	-	-
K5	Totals	2	Nil	1	Nil

Section L - Reviews and Appeals

Number finalised during the period.

		2009	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	
		2009 Upheld*	2009 Varied*	2009 Upheld*	2009 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.

Section 33 (3): Privacy & Personal Information Protection Act

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 and general property enquiries) and Staff Enquiries.

Young Shire Council has not received any external requests for review for the period 01/07/2008 to 30/06/2009.