



# *Young Shire Council*



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**ANNUAL REPORT  
FOR THE PERIOD  
01 / 07 / 2009 TO 30 / 06 / 2010**

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## MAYORAL FORWARD

Reflecting upon what has been a busy year, it's great to see continuing optimism from the community with business activity on the increase.

The community has shown incredible resilience through the closure this year of two iconic businesses, Burrangong Meat Processors and J D's Jam Factory. The impact of these closures on staff and suppliers directly employed or contracted should not be underestimated. I hope the swift response of Government agencies and the Young community generally gave valuable support to those hardest hit. However, the community overall seemed to withstand the closures very well with our trademark "resilience" and we now look forward with great optimism to new owners for both who have plans to help Young expand and prosper.

To further "sure up" Young's future growth Council and the NSW Department of Industry and Investment have jointly funded a study of the local economy. Ultimately, this study will yield an Economic Development Strategy to guide the Shire forward for the next 10-15 years. We are very grateful to everyone who's given valuable input to develop this plan.

Tourism is an important element in continuing to maintain growth and a focus this year was to develop a Tourism Marketing Strategy. In shaping the strategy Council collaborated with the community and the retail sector. Objectives and key areas for performance in achieving various critical success factors were developed. The Feel Young, Visit Young campaign was born and the Young Tourist Website was given a 'youthful' makeover.

Council also received an injection of \$388,000 as part of the Federal Government Economic Stimulus Package. This injection of cash went towards:

- Covered parking in Clarke Street;
- Beautification works at Anderson Park;
- Town Banners; and
- Expansion of amenities at the Croquet Courts;

The end of the financial year has also seen the completion, or near completion, of some major projects and works including:

- Finalisation of Young's Local Environment Plan (LEP). This provides Council with confidence in moving forward in the consideration of development and expansion of commercial and urban areas;
- Completion of the Aquatic Centre upgrade; and
- Work on the new Council Chambers and Offices

There are always challenges ahead for Council, particularly with the pressures of increased cost shifting by Government's which sees the need for Council to become involved in a wider range of issues.

The other upcoming challenge is meeting the requirements of the Department of Local Government Integrated Planning and Reporting Framework.

Despite these many and varied future challenges for Council, Councillor's, the General Manager and Council staff continue to strive to provide for and respond to the needs of ratepayers to the best of our ability.

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.

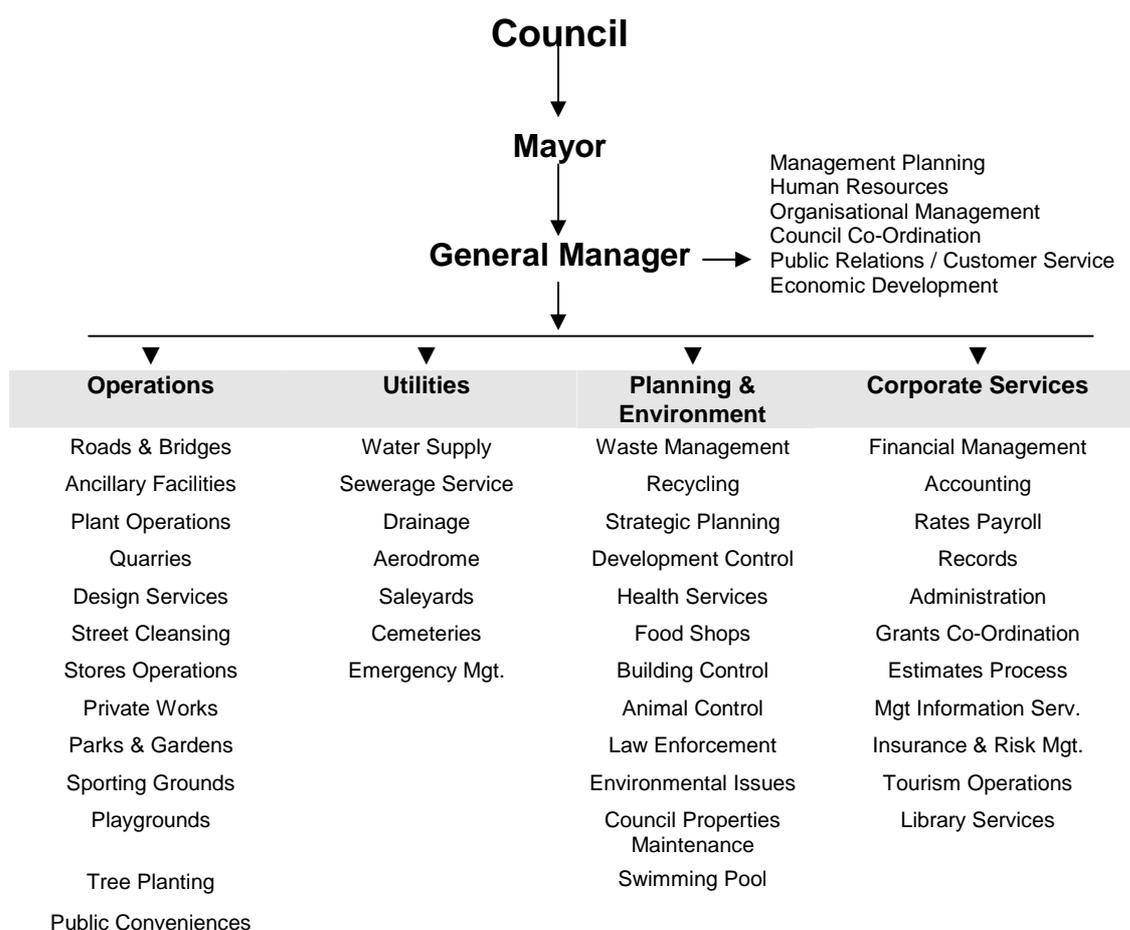


Clr. Stuart Freudenstein  
Mayor



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 and meet all associated statutory requirements.

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p><b>ADMINISTRATION</b></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>	<ol style="list-style-type: none"> <li>1. Reduction in complaints of not being informed</li> <li>2. Timely production of reports</li> <li>3. All Departments adequately supported</li> </ol>	<p>Achieved and ongoing</p>
<p><b>COUNCIL IMAGE</b></p> <p>To promote a professional positive image of Council with an emphasis on the importance of good public relations in all areas of operation and to strive to keep the public well informed on all relevant matters</p>	<p>Weekly column in newspaper</p> <p>Councillors and staff availability at community group meetings, functions, etc</p> <p>Open forum at Council meetings</p> <p>Complaints Management system</p> <p>Participation in community committees</p>	<ol style="list-style-type: none"> <li>1. Community perception of Council's performance</li> <li>2. All correspondence answered within eight days</li> <li>3. Complaints responded to within timeframe stipulated in Complaints Management System</li> </ol>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p><b>HUMAN RESOURCES</b></p> <p>Provide and ensure that Councils resources receive adequate motivation and opportunity for training and that the salary system is administered in a fair and equitable way.</p>	<p>Maintain Human Resource Officer</p> <p>Update human resources policies and procedures including:</p> <ol style="list-style-type: none"> <li>1. Induction and Recruitment</li> <li>2. Staff Training Policy</li> <li>3. Salary Policy</li> <li>4. Staff reviews conducted annually</li> </ol>	<ol style="list-style-type: none"> <li>1. Acceptance and understanding of salary system by staff</li> <li>2. Hours spent on training</li> </ol>	<p>Achieved</p>
<p><b>ABORIGINAL CONSULTATIVE COMMITTEE</b></p> <p>To foster a climate of understanding and co-operation between Aboriginal and non-Aboriginal residents</p>	<p>Meetings with Aboriginal leaders as required.</p>	<ol style="list-style-type: none"> <li>1. People of Aboriginal background understanding of Council's function</li> <li>2. Community perception</li> </ol>	<p>Ongoing</p>
<p><b>MANAGEMENT</b></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.</p> <p>Maintenance of tight fiscal control</p> <p>Review Corporate Strategic Plan on a regular basis</p>	<ol style="list-style-type: none"> <li>1. Compliance with all statutory requirements of the Local Government Act.</li> <li>2. Maintain a current ratio &gt;2.00:1.00 (current assets exceed current liabilities)</li> </ol>	<p>Achieved</p> <p>1.88:1</p>
<p><b>LIBRARY SERVICE</b></p> <p>To provide a quality, efficient and effective library and information service.</p>	<p>Organise and made available print and electronic resources</p> <p>Provide access and services for people with special needs.</p>	<ol style="list-style-type: none"> <li>1. Increase the number of loans by 10%</li> <li>2. Increase the number of users of public access computers for CD-ROM resources, Internet access and personal computing.</li> <li>3. Quantity of new stock in areas of learning,</li> </ol>	<p>Ongoing</p> <p>Ongoing</p> <p>Achieved and ongoing</p>

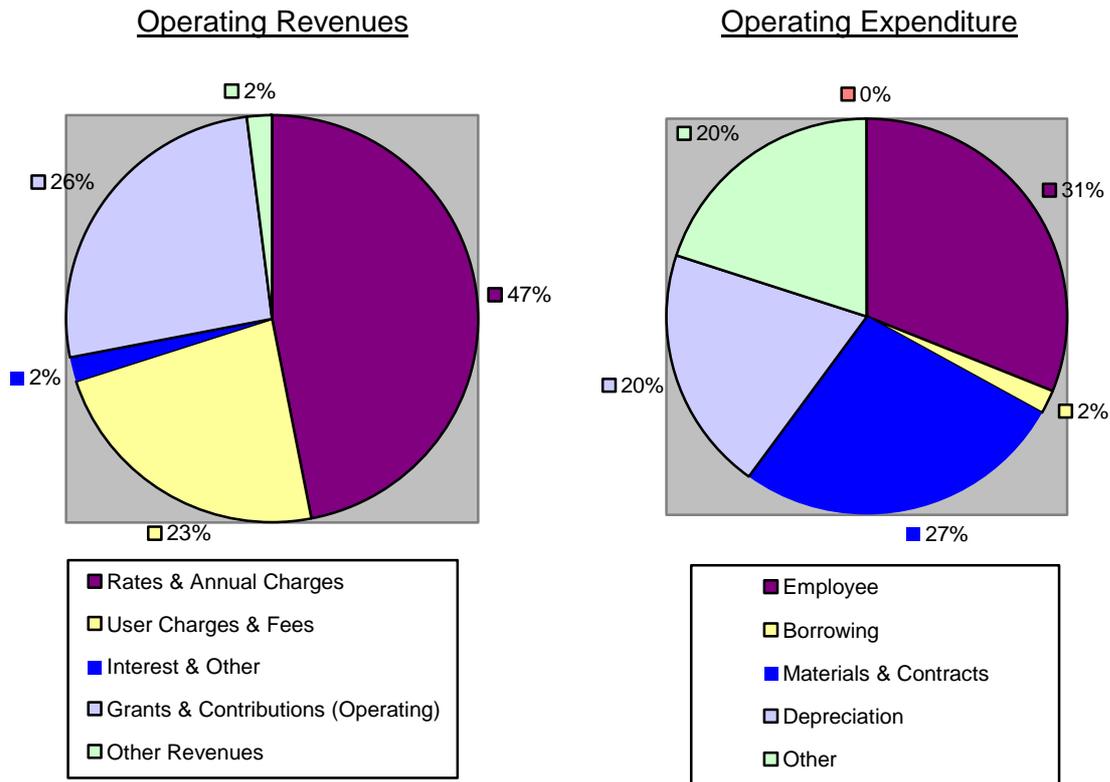
<p><b>YOUNG VISITOR INFORMATION CENTRE</b></p> <p>To promote and develop the tourism industry in Young stimulating the economic and social growth of the community.</p>	<p>Develop new and review existing visitor attractions to provide year-round experiences for visitors</p> <p>Implement marketing and promotional programs</p> <p>Gain support from local business operators interested in hosting visitors</p> <p>Determine promotional themes to be used to attract visitors</p> <p>Respond to visitors inquiries</p> <p>Co-ordinate National Cherry Festival</p> <p>Lambing Flat Festival</p> <p>Heritage Signage</p>	<p>audiovisual and genealogical services</p> <p>4. Increased special needs stock holdings</p> <p>Increased visitation, increased length of stay</p> <p>new attractions and events</p> <p>participation at relevant activities</p> <p>level of support</p> <p>Level of support</p> <p>Efficiency and effectiveness of response</p> <p>Successful Cherry Festival</p> <p>Growth and success of event</p> <p>Number of signs erected</p>	<p>Achieved and Ongoing</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Completed</p>
<p><b>RATING</b></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</p> <p>Issue rate and instalment notices on time</p> <p>Follow up outstanding rates on a regular basis</p>	<p>Level of complaints</p> <p>Issue of rate &amp; instalment notices on time % of rates outstanding &lt;6.00 %</p> <p>Compliance with legislation and Policy.</p>	<p>Ongoing</p> <p>Achieved</p> <p>Ongoing</p>
<p><b>INVESTMENTS</b></p> <p>Obtain maximum return on investments within Council's Risk appetite.</p>	<p>Ensure Investment policy is compliant with relevant legislation</p> <p>Maintain investment register.</p> <p>Obtain best rates through enquiry.</p> <p>Ensure all surplus cash invested</p>	<p>Ratio return to investments</p>	<p>Achieved and Ongoing</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 2009-2010 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 2009/2010, operating grants and contributions amounting to \$4.56 million were received by Council compared to \$4.93 million received in the previous year.

Total Capital grants and contributions for the year amounted to \$1.21 million compared to \$1.45 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 2009/2010 Council borrowed \$3 million in order to assist in the funding of infrastructure projects. \$1.8 million for the Council Offices and \$1.2 million for the Town hall.

## **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 2009/2010 are set by Council as follows:-

Farmland	0.3700c	\$372.00 min
Rural Residential	0.5290c	\$372.00 min
Residential – Bendick Murrell	0.6169c	\$372.00 min
Residential – Bribbaree	0.6169c	\$372.00 min
Residential – Koorawatha	0.6169c	\$372.00 min
Residential – Monteagle	0.6169c	\$372.00 min
Residential – Murringo	0.6169c	\$372.00 min
Residential – Young	0.9777c	\$372.00 min
Business	0.7284c	\$372.00 min
Business – Bendick Murrell	0.9271c	\$372.00 min
Business – Bribbaree	0.9271c	\$372.00 min
Business – Koorawatha	0.9271c	\$372.00 min
Business – Monteagle	0.9271c	\$372.00 min
Business – Murringo	0.9271c	\$372.00 min
Business – Young CBD	1.8474c	\$372.00 min
Business – Young Non-CBD	1.6626c	\$372.00 min
Mining	9.4794c	\$372.00 min

### **Water Availability Charges – Residential**

Unconnected	\$157.00
Strata Units (not individually metered)	\$157.00
20mm meter	\$157.00
25mm meter	\$245.00
32mm meter	\$402.00
40mm meter	\$628.00
50mm meter	\$982.00
80mm meter	\$2,512.00
100mm meter	\$3,925.00

### **Water Availability Charges – Non-Residential**

Unconnected	\$157.00
Strata Units (not individually metered)	\$157.00
20mm meter	\$157.00
25mm meter	\$245.00
32mm meter	\$402.00
40mm meter	\$628.00

50mm meter		\$982.00
80mm meter		\$2,512.00
100mm meter		\$3,925.00
Annual Sewerage Service Charge	- connected	\$395.00
	- unconnected	\$320.00
Annual Domestic Waste Management Charge	- occupied	\$198.64
	- vacant land	\$66.21
Recycling Charge – Residential		\$49.66

### **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)**

<b>Asset Class</b>	<b>Carrying Value</b>	<b>Cost to bring up to a Satisfactory Standard</b>	<b>Est. Annual Maintenance Expense</b>	<b>Program Maint. Work for Year</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
Buildings	22,645	10,041	540	131
Public Roads	55,825	6,633	2,634	2,054
Water	14,733	1,268	79	140
Sewerage	8,076	19,712	229	208
Drainage Works	2,347	309	42	41
<b>TOTAL</b>	<b>103,626</b>	<b>37,963</b>	<b>3,524</b>	<b>2,574</b>

## **STATEMENT OF FINANCIAL PERFORMANCE**

See Appendix A – Financial Statements for year ended 30/06/2010.

## **SOUTH-WEST REGIONAL LIBRARY SERVICE - YOUNG LIBRARY**

The South West Regional Library Service provides residents of Young, Harden and Boorowa Shires access to a wide range of information resources. The Library Service offers patrons a selection of popular culture, recreational material and information in a collection of 42,800 items.

Regular exchanges and a weekly courier service between branches provide all constituents in the three shires the opportunity to borrow from the region's collection.

Resources are provided across a broad range of media including print, audio books, magazines, newspapers, CDs, DVDs, microfilm and the 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 393 new members and recorded 53,986 visitors during 2009/2010. Borrowers checked out 79,688 items during the year. Research in early newspapers and cemetery records continues to grow with interest in local and family history increasing each year.

Six 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 and during the year 6,124 bookings resulted in 5,391 hours use of library computers, and 1,689 hours of wireless use.

The Library caters for all ages and interests. A monthly Housebound Reader Service is offered to residents of Young Retirement Village and Mt St Joseph's Home and 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, with a comfortable area and reading material available for waiting passengers.

The fortnightly PALS story sessions attracted a regular audience of preschoolers and carers, and outreach programs involved Gumnut Grove and Young PCYC. The Summer Reading Club for primary school students was generously supported by local businesses awarding prizes to participants.

Residents and visitors are welcome to visit the Young Library in Lynch Street to fulfil all of their information and research needs. Photocopying and faxing services are also available. Development of partnerships with local organisations is encouraged, for all enquiries please telephone (02) 6382 1886, or email [swrl@young.nsw.gov.au](mailto:swrl@young.nsw.gov.au)

**YOUNG** Lynch Street (Opposite Fire Station)  
Mon-Fri 9.00 am – 5.00 pm  
Sat 9.30 am – 2 pm  
Telephone: (02) 6382 1886

**HARDEN** Trinity Centre, East Street  
Mon-Fri 10.30 am – 12.30pm  
1.30 pm – 5.00 pm  
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) 6380 2031

# 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 2009/2010, Young Visitor Information Centre serviced face to face inquiries from over 13,565 visitors, an increase of 88% YOY. Importantly, there was a recorded increase of 83% in the number of visitors staying overnight in the district. 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.

A significant improvement in visitor servicing was the delivery of the new [visityoung.com.au](http://visityoung.com.au) website launched in October 2009. This development has transformed the way in which the visitor information centre has been able to service its clients with online booking functionality providing another service that visitors are looking for. The amount of \$21,569 in accommodation revenue was delivered to local accommodation operators in the first eight months of operation, some four months ahead of target.

The relocation of the Visitor Centre from Short Street to the newly refurbished Young Railway Station has greatly increased attendances in the second half of 2009. Like-for-like comparisons with the same location in 2010 show strong increases of 44% YOY, framing the argument that the improved marketing techniques together with progress down the experience curve are delivering increased visitation.

The Centre is open seven 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**

The financial year 2009/2010 was a time of change and improvement for the Tourism section of Young Shire Council. Highlights of the year included:

- Development and adoption of a five year strategic plan for tourism.

- Relaunching of the Tourism Sub-Committee of Council.
- Creation and implementation of the Young Visitor and Tourism Partnership.
- Creation, launch and promotion of “Feel Young, Visit Young” branding.
- Alignment and integration of the Young Marketing Group with Young Visitor Information Centre.
- Participation in the delivery of the Sustainable Lifestyle Expo and Country Week events.
- Delivery of new website [visityoung.com.au](http://visityoung.com.au) with 28,095 unique visitors from October 2009 - June 2010.
- Secured grant of \$13,000 in funding from Capital Country to develop an image library.
- Secured grant of \$10,000 for the National Cherry Festival from Tourism NSW.
- Secured grant of \$42,500 for Marketing Activities from Tourism NSW.

Tourism staff have promoted the region as a visitor destination at consumer shows in many locations throughout NSW and Australia.

Throughout the year, Young Shire is also marketed through a variety of media including print, television and radio.

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 60<sup>th</sup> 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 Young Visitor Information Centre also secured a grant of \$10,000 from Tourism NSW on behalf of the National Cherry Festival in 2010. The funds are to assist with the marketing of the event and the connection with Tourism NSW will also result in additional exposure for the festival.

The Lambing Flat Festival was also upgraded significantly in 2010 with the assistance of increase in funding from Young Shire Council. The Festival celebrated the 150<sup>th</sup> anniversary of the discovery of gold in Young and was developed around the theme of “The gold, the bushrangers and the riots that shaped a nation”. The Festival also acted as a promotional event for the Gold Trail tourism initiative. Co-operation between Young Shire Council and Harden Shire was displayed when the Gold Trail Committee in Harden staged their own smaller yet complementary event the day after the Lambing Flat Festival.

The Young Visitor Information Centre also coordinated on behalf of Council the Young Town Hall Open Day and The Mayoral Ball Dinner in June 2010.



## ROLE

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
- Corporate & Community Strategic Planning (Integrated Planning & Reporting)

## AIM

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 Land Use Planning and then in 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 as required to administer and enforce the provisions of legislation where approvals, registrations and determinations are sought or where laws exist for human sanitation and preservation of good living conditions
- Educative role to ensure that the negative side of enforcement is not the only tool used to deal with its community.

## REGULATORY FUNCTIONS

### Annual Dog/Cat Registrations

For the year 2009/10 Council had 163 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 156 for 2008/09. Council will continue in 2010/2011 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.

The NSW Government is establishing a new Responsible Pet Ownership Education Program for 5 to 7 year olds for delivery in NSW schools from the start of term 1, 2011. As councils provide a key point of contact between the companion animals industry and the local community, Young Shire Councils Rangers will support this important new program and will work closely with both the NSW Government and Schools within our Area in its delivery.

A total of 422 companion animals were seized during the twelve (12) month period 2009/2010, 334 of these animals were transferred to the Council pound (265 dogs and 69 cats). One hundred and twenty eight (128) of these animals were released (122 dogs and 6 cats), while 171 (114 dogs and 57 cats) were euthanised. A total of 28 companion animals were sold or rehomed, 4 animals died and 3 were 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 micro chipping 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 and evidence is often unavailable.

Two (2) infringement notices were issued for littering and two (2) clean up notices under the Protection of the Environment Operations Act 1997 were served 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 ever present problem.

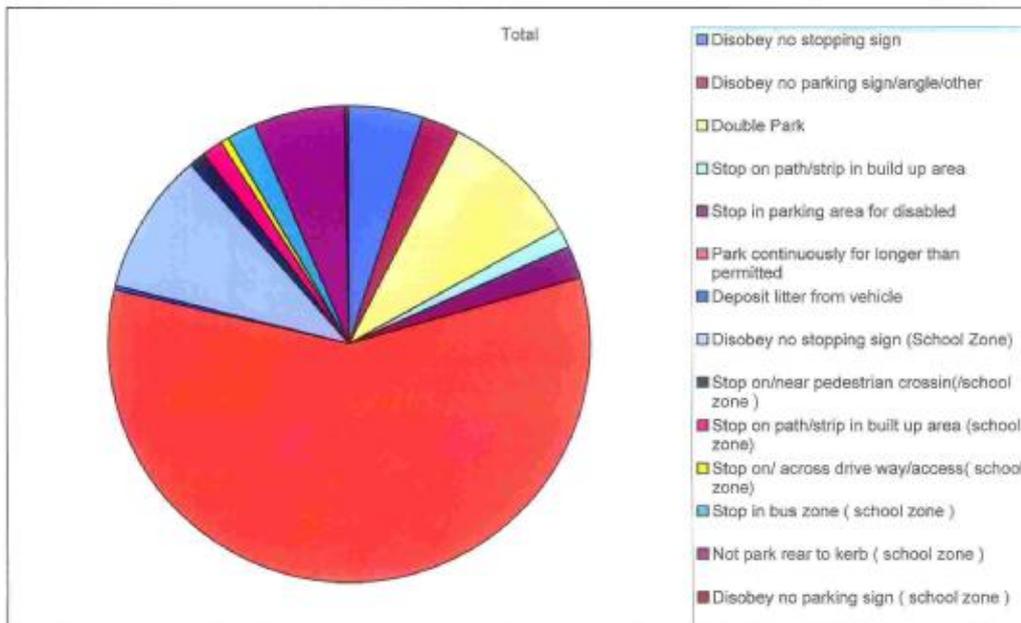
Gravel Laneways and stock routes close to the town have continued to attract illegal dumping however, Council has been monitoring these areas regularly. Areas that have come to Councils attention over the last 12 months for a larger than normal amount of illegal dumping include Blackguard Gully, McMahon's Road 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; Council will continue to monitor these tips more closely in the coming year.

### **Parking Patrols**

From September 2009 until July 2010, Council employed a contract parking officer for periods of one (1) to three (3) days over certain focus periods each month.

Along with the Young Shire Council Ranger a total of two hundred and seventy (270) infringement notices were issued, this was an increase of sixty (60) infringement notices on the 2008/2009 period. The graph below gives a break up of the types of infringements issued, with parking longer than permitted being the largest component of fines issued. Council Rangers will continue to address this in the 2010/2011 year.



As the Town of Young grows parking has become a premium issue both in the CBD and in the residential streets. Council's aim is the turning over of available spaces in order that more users of the CBD get more chances at parking. From this standpoint, success has been and is continuing to be achieved by education and enforcement. The continuation of the Parking Inspector on a regular basis to the town has created a greater awareness amongst motorists within the CBD. 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 2010/2011 year.

Young Shire Council will continue in the coming year to address the ongoing issue of parking in residential streets both on the footpaths and parking against the flow of traffic. Councils approach will be through a mixture of education then enforcement. Fines upwards of \$84 can be issued for illegal parking on footpaths and traffic Islands.

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 through the Council column (local newspaper) about parking areas. This will be a joint Operations Group and Planning and Environment Group initiative.

Construction within the CBD on shop frontages and renovations of existing shops continue to pose problems with parking for both those doing the work and the general public with a number of incidents noted throughout the year requiring Council's attention. Council will continue in the 2010/2011 year to address this with both education and enforcement. Council also notes that there have been a number of incidents where works are being conducted on Councils road reserve without the correct documentation and insurance. Council will continue to police this issue.

### **drumMuster ©**

The drumMuster programme has continued during the reporting period with 5880 drums recycled during 2009/10, this has resulted in a significant reduction of waste to landfill.

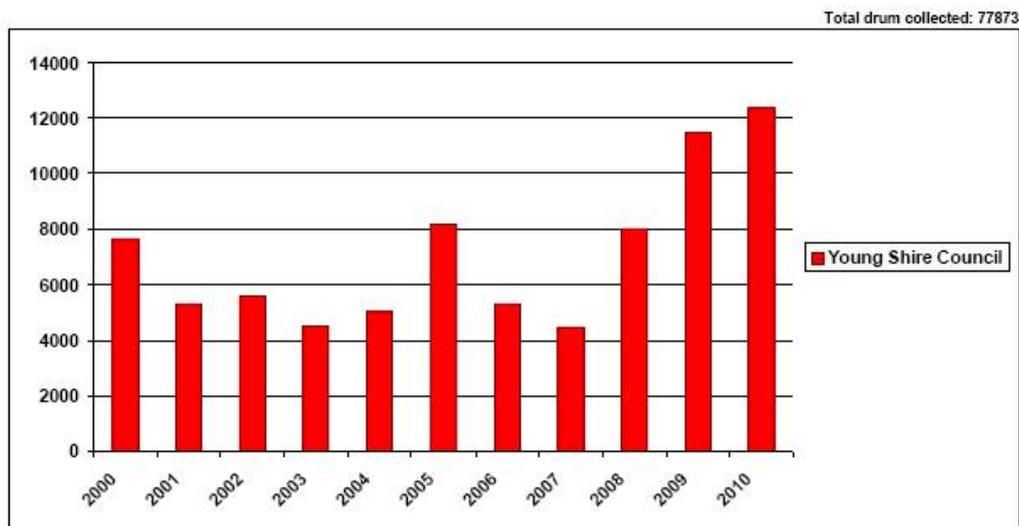
This number was a slight decrease on the previous year (6947 in 2008-09) for Young Township, but above the 2007-08 numbers of 4630. This may well be due to a statistical anomaly now that other compounds for collection exist within the Shire (see the Shire total

statistics in the graph below which are higher in total this year). This represents a positive outlook for drum muster. The drum muster recycling program has been advertised extensively through the local media. Council has also used the local Rural Merchandise stores and other farming/orchard businesses to get the message out. Villages such as Bribbaree now have there own DrumMuster compound and overall this has resulted in 12,382 drums being recycled in our region.

Council continues to be a leader in the Region with it's all year round appointment based system and was again given a high commendation from the National Drum Muster Field Officer. The National average for drum returns in regional shires is around 32.0% however Young Shire Council runs at an above average return of over 40%.

## DRUM COLLECTIONS BY COUNCILS

Young Shire Council



## Noise

Council has noted an increase in noise complaints for 2009 -2010. These where mostly related to companion animals, with barking dogs being the most complained about. Council still continues to receive complaints about amplified music being played at unreasonable times and domestic / commercial equipment noise. The above complaints are addressed through Acts such as the Companion Animal Act 1998 and the POEO (Protection of the Environment Operations Act 1997).

Council has also noted that an increase in the number of complaints of noise arising from the use of trail bikes on private property, particularly rural lifestyle blocks close to town. These tracks (some illegal) now range from small back yard operations to full race / practice tracks. These are seen by Council to be a growing source of complaints as we enter 2010-2011.

It is important also to educate the public that outside of normal trading hours, the NSW Police have similar qualifications for noise and are empowered to resolve conflict and nuisance noise matters.

## Private Swimming Pools

Council has a completed register of all Council approved swimming pools and Council Officers have implemented an ongoing inspection regime. This is leading to some new and old compliance matters coming to the fore, however Staff are endeavouring to get all private pools

to a level of compliance that would give comfort that construction of pools and fences would not be the cause of any misfortune this summer.

### **Environmental Matters**

Water analysis of the Shire's reticulated drinking water has been and is continuing 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 a localised 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 Director Utility Services comment and action.

The monitoring of the water table depth via the 29 piezometers has continued to show readings in the summer months of 2009 not consistent with the expected salinity levels of past years. This appears to be directly attributed to drought conditions; however since an increase in rainfall in the winter months of 2010 has led to a rise has resulted in the water tables. Sampling will be continued as a bank of readings is required in order that future generations may have meaningful trended data to analyse. Council also looks to replacing broken piezometers as funds become available.

Council's tree preservation order implementation program has shown success with a reduction in tree lopping/removal incidents. In addition, Tree Removal Applications are now forming part of everyday regulatory life. Both of these Council initiatives have produced a reduction in the indiscriminate vegetation loss being experienced within the Shire.

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



## HEALTH SERVICES

Council has continued to undertake its duties as a level B Operator (localized control of food premises and recalls but not manufacturing businesses) arising from its partnership with the NSW Food Authority for food regulation. Council attention in the food handling area has been hampered by other pressing work matters and has led to the minimum of one routine inspection and follow ups thereof, having been carried out in the reporting matter. This inspection however was a comprehensive premises audit and has led to much needed improvements in some areas.

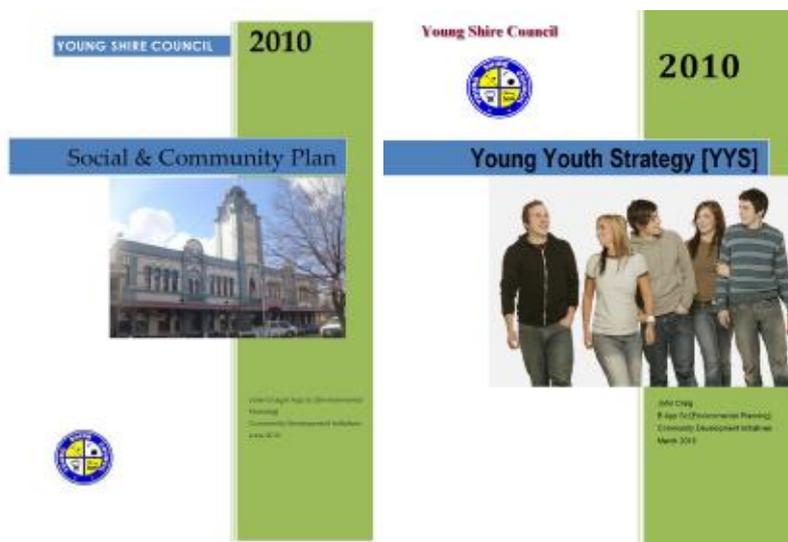
No infringements were issued during this year of the partnership under the much politicised NSWFA program of "Name and Shame". Council is applying a firm but fair hand in the area of food handling inspections and numerous directions to upgrade premises and handle food in accordance with standards and guidelines have been issued.

## SOCIAL & COMMUNITY HEALTH RELATED SERVICES

In the past year Council has made an increased commitment to community services and community and social activity involvement with the completion of social planning documents, including the 2010 Social & Community Plan and the 2010 Young Youth Strategy. This has been complemented by renewed servicing with allocation of staff hours to a Community Services role.

In collaboration with Community Development Initiatives (CDI), and following extensive community consultation, Council and the Planning & Environment Department, developed and completed the 2010 Social & Community Plan and the Young Youth Strategy. CDI were also engaged to complete a Community Portrait document which provides a compendium of statistical data drawn from the 2006 ABS census, to assist Council, agencies and community groups seeking to attract funding or to improve.

These Plans (and the strategies and actions proposed within them) will address identified social needs, social justice issues and the community's wellbeing, and aid in guiding the future of our community. The Healthy Shire Committee will be the overseer of the Social & Community Plan, and the Healthy Shire Youth Sub-Committee the primary overseer for the Young Youth Strategy. Council's Environmental Health & Community Services Officer will support and assist these committees in achieving the targets and strategies with these Plans, aiding by support, staffing and driving the issues, programs and projects from these areas.



# REFUSE COLLECTION AND DISPOSAL

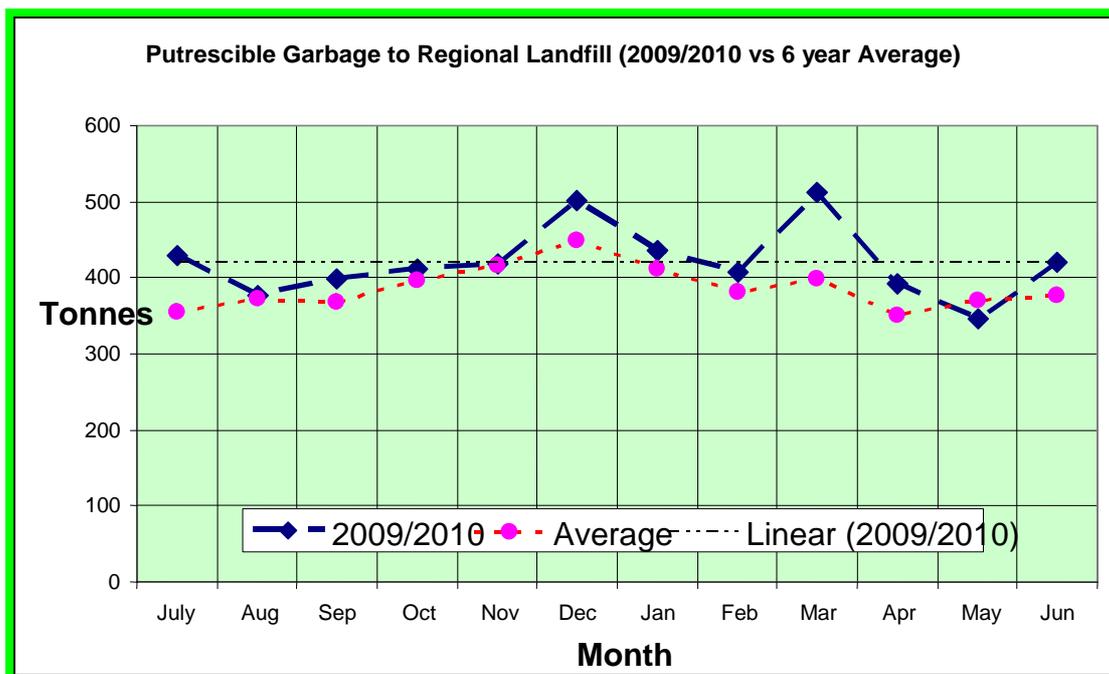
## YOUNG SHIRE LANDFILLS

### 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 Regional 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 six (6) years are as follows:

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	Average
July	254.80	338.94	356.86	361.62	388.40	429.40	354.91
Aug	285.04	380.46	383.28	448.90	361.24	376.88	372.63
Sep	340.98	371.18	339.98	347.76	404.66	398.86	367.23
Oct	363.68	354.08	359.66	430.40	461.88	412.76	397.080
Nov	392.36	411.32	425.90	402.32	439.96	417.97	414.97
Dec	414.56	404.76	392.00	484.06	498.50	501.90	449.30
Jan	355.36	404.50	385.66	453.14	428.68	436.76	410.68
Feb	329.98	404.50	359.70	392.78	395.62	407.43	370.41
Mar	380.88	336.92	366.46	365.40	427.68	513.40	408.32
Apr	312.08	319.80	343.72	359.48	380.16	392.74	351.33
May	342.32	392.90	378.08	342.70	415.20	346.84	369.67
Jun	323.28	351.80	380.90	382.98	401.10	421.48	381.84
	4094.8	4462.74	4472.20	4801.06	5068.41	5046.42	4648.37



Although only six years worth of data is recorded, last year did see an increase in garbage volumes of 43.34 tonnes or 7.88% over the yearly collection average and kerbside 240L, but

interestingly, recycling has shown a 3.5% decrease in a similar period. This is discussed further in the Recycling section of this report.

### **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 despite numerous fires by a known culprit that is being pursued for these offences. 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 at all, 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 (\* fire affected – estimate only)
- Milvale 215 cubic metres
- Tubbul 200 cubic metres
- Koorawatha 380 cubic metres (\* fire affected – estimate only)

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 not risen markedly from last reporting period but continues to be a problem.

Materials Recycled	Years & Tonnes recorded					
	Includes visual estimation			All figures by weight		
	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010
Cardboard	1200	1141	1410	1203	1179	1271.58
White Glass	60	96	90	104	132	55.3
Green Glass	33	32	46	56	80	41.54
Brown Glass	80	112	108	122	158	63.82
PET Plastic	21	112	38	29	34	37.86
HDPE Plas (milk)	13	64	22	16	20	38.14
HDPE Plas (mixed)	15	9	22	22	27	3.46
Aluminium (cans)	7	68	14	9	10	30.74
Steel Cans	8	76	19	12	16	21.58
<b>MRF Sub Total</b>	<b>1437</b>	<b>1710</b>	<b>1769</b>	<b>1573</b>	<b>1656</b>	<b>1564</b>
Bulk scrap & Blk Iron	379	994	828	600	750	600
<b>Sub Totals</b>	<b>1816</b>	<b>2704</b>	<b>2597</b>	<b>2173</b>	<b>2406</b>	<b>2164</b>
Green Waste Shred	1037	661	1250	800	1000	399
<b>Totals **</b>	<b>2853</b>	<b>3365</b>	<b>3847</b>	<b>2973</b>	<b>3406</b>	<b>2563</b>

Due to weights of green waste and black iron differing each year, the true indicator of performance is the MRF sub total.

Over the last seven years of recycling in the Young Shire records show that the average yearly amount recycled excluding green waste is 2,941 tonnes per annum. The figures for the year 2009/2010 show a decrease in recycling over the average of the prior 6 years of only 3.5%.

This decrease is a concern to Council and is partially due contaminated recyclables arriving at the MRF. Contaminated recyclable materials are disposed of to the general waste stream, as they are unusable. This occurs when the wrong materials i.e. non recyclables are placed in the recycle bins on some occasions the contamination has been so great that entire collections have been required to be sent to landfill because separation of the recyclables within the load could have resulted in them being a health hazard to the staff employed to segregate the recyclables.

A quick perusal of this years figures as opposed to the couple previous reveals an obvious drop in cardboard of 100 tonnes (tainted issues referred to above) and also in the brown glass area.

Council will continue to advance the cause of recycling within this Shire. This will be done through education and awareness campaigns. Council will also move to 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. As well, random bin audits may be contemplated so that qualitative data on how the consumers think is also obtained.

Council also continues to be an active participant in the Regional collective learning body SERRROC (South East Resource Recovery Region of Councils) whereby much shared knowledge is networked for collective improvement in recycling. Through this body, Council has sought money or been a pilot Council for e-Waste streaming collections (electronic waste), ChemCollect (hazardous chemical collection) and is now developing an approach for Sustaining our Towns, a program aimed at empowering our community on recycling and resource recovery.



South East Resource Recovery  
**SERRROC**  
Regional Organisation of Councils

Home About Us News & Events Programs & Projects Resources Contact

### Welcome

The **South East Resource Recovery Regional Organisation of Councils (SERRROC)** is a voluntary association of 12 local government bodies located in the South East of New South Wales. The group aims to achieve the development and implementation of regional solutions to resource recovery including regional education initiatives.

The member councils are:

- Bega Valley Shire Council
- Bombala Shire Council
- Boorowa Shire Council
- Cooma-Monaro Shire Council
- Eurobodalla Shire Council
- Goulburn Mulwaree
- Harden Shire Council
- Palerang Council
- Queanbeyan City Council
- Snowy River Shire Council
- Upper Lachlan Shire Council
- Yass Valley Council
- Young Shire Council

### Highlights

**What's On**

- Love Food Hate Waste forum - Bega Wednesday Oct 20
- SERRROC Insights Vol 2 No 8

**Events**

- Household Chemical collection 2010
- Schools & Waste Management -Tuesday 8th Decemebr

SERRROC Website  
[www.serrroc.nsw.gov.au](http://www.serrroc.nsw.gov.au)

# TOWN PLANNING & BUILDING

## STATUTORY PLANNING

### Developments

Council received 388 development applications during this past financial year, with an estimated value of \$ 47.269 million, which is a marked increase from the previous year in terms of applications and also value of applications. 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, bounced back from the previous year's conservative figure, and also public infrastructure, though few in number were up in value. The latter is reasonably believed to be as a result of stimulus funding from the federal level.

Applications for new dwelling houses remained strong, and resulted in a continued strength in numbers for the housing market and as may be anticipated with the cost of building products, a slight 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, and consistently a strong sector of the market.

### Subdivisions

The actual number of subdivisions applications lodged with Council has risen compared 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.

Another factor underlying the rise in subdivision application numbers as well as their rural / rural residential flavour was the impending new LEP. The market is always keen to realise existing unclaimed opportunities when impending rule changes are foreshadowed. Young is no different and due to the exhibited LEP signalling a change in minimum lot size on the fringe of developed Young township (4 ha potentially rising to 24 ha), this stimulated a larger than expected application flow.

**YOUNG SHIRE COUNCIL  
PLANNING & ENVIRONMENT  
TOOL BOX NOTES**

Issue 10 June 2010

**Welcome ...**

Welcome to Council's business members. Don't forget to read the following notes, for these will aid you in your business.

**Sedimentation & erosion controls**

Council is reminding builders in some day use the appropriate sedimentation and erosion control measures on building sites.

Please to prevent the likelihood of erosion, that soil erosion control will be in place in letter form, and the Protection of the Environment Operations Act 2007, note allows Council to issue fines and require works if the potential risk for an incident is high.

No make sure that prior to earthworks commencing on site, all measures to control erosion and the transportation of sediment off site are put into place. Soil tracing and log holes are readily available and reasonably priced.

Fines of up to \$ 4200 are available to Council on permits under the POEO Act when the clean up decision. **DON'T GET LAUGHED**

**INSIDE THIS ISSUE**

1. Welcome / Subdivisions & Estate Council/Town Hall Update
2. Photo Processing / Pest Inspection/ Fire Risk Identification Guide
3. Occupying Development Extraneous
4. Energy LEP Update/ Engineering Issues

**Town Hall Update**

The town hall will see the building surrounding the Town Hall is in its way down, resulting the new substantially heritage sympathetic, unless the the inside of the building. Permission is required to be in the future, there will be a public open air, where you can view the building to view and assist the building, conditions of which the staff will view, to make that impact on work is continued.

All suggestions for better ideas, please contact us on 4380 4330 (ext. 4380 1399) or email@youngshire.nsw.gov.au

Council's Toolbox Notes Circular to Tradesmen

## Statistical Break-up

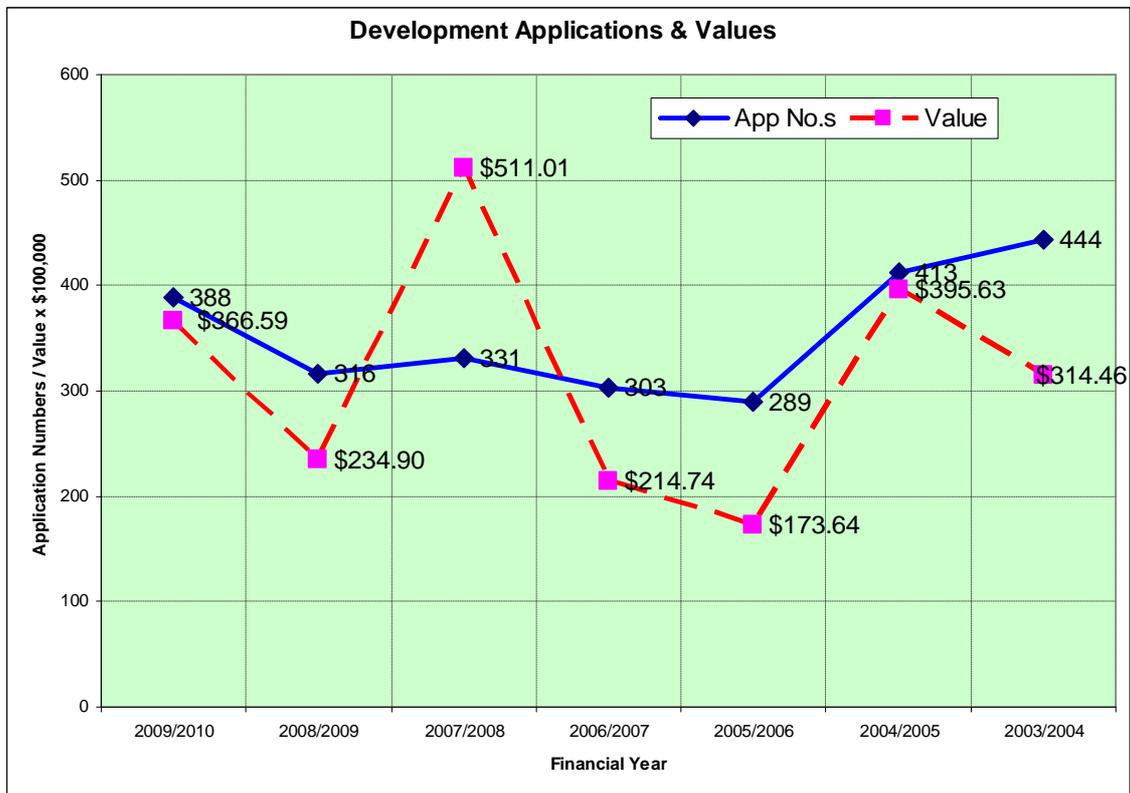
The following two (2) tables represent the number and value of development applications received, compared to previous years

### Number of Applications

	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005
<b>New houses</b>	71	68	57	55	42	82
<b>Adds/Alts to houses</b>	46	49	51	28	49	24
<b>Outbuildings and other works</b>	54	63	65	63	45	74
<b>Rural outbuildings</b>	13	13	14	19	21	43
<b>Commercial /Industrial</b>	46	51	74	64	68	49
<b>Swimming pools</b>	19	17	18	21	26	29
<b>Flats/Units</b>	13	6	11	4	3	13
	(40 units)	(5 units)	(182 units)	(13 units)	(7 units)	(39 units)
<b>Public Buildings</b>	8	6	3	6	4	3
<b>Subdivisions</b>	60	43	38	39	31	53
<b>Total no. app'ns</b>	<b>388</b>	<b>316</b>	<b>331</b>	<b>303</b>	<b>289</b>	<b>413</b>

### Value of Applications

	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005
New houses	\$ 15,744,445.00	\$14,782,282	\$11,710,605	\$10,788,901	\$7,584,315	\$15,495,309
Adds/Alts to houses	\$ 984,676.30	\$1,095,415	\$1,417,109	\$1,292,650	\$2,104,651	\$1,471,741
Outbuildings and other works	\$ 573,518.00	\$502,734	\$536,713	\$657,098	\$360,261	\$598,009
Rural outbuildings	\$ 405,566.00	\$ 248, 160	\$151,400	\$364,100	\$321,863	\$709,718
Commercial /Industrial	\$ 6,611,716.00	\$2,843,600	\$17,855,020	\$6,162,282	\$4,817,155	\$13,198,648
Swimming pools	\$ 453,215.00	\$355,468	\$208,530	\$404,913	\$699,368	\$531,863
Flats/Units	\$ 5,029,000.00	\$473,500	\$18,291,750	\$1,530,000	\$944,000	\$4,667,225
Public Buildings	\$ 6,857,300.00	\$3,189,923	\$930,000	\$274,000	\$ 532, 630	\$2,890,000
<b>Total value app'ns</b>	<b>\$ 36,659,436</b>	<b>\$23,490,082</b>	<b>\$51,101,127</b>	<b>\$21,474,112</b>	<b>\$17,364,243</b>	<b>\$39,562,513</b>



### 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](http://www.planning.nsw.gov.au). As well, Staff report these prior to lodgement and when the NSW return is published, to Council. A comparison of this year with the past four (4) years has been provided as follows, and shows sustained improvements in processing times over previous years. Council continues to be in the top 15 of the 152 NSW Council's for applications processed per low level of staff performing DA assessment.

	<b>2009/2010</b>	<b>2008/2009</b>	<b>2007/2008</b>	<b>2006/2007</b>	<b>2005/2006</b>
	(days)	(days)	(days)	(days)	(days)
<b>Gross average time</b>	39.5	45.5	37	67.2	88
<b>Gross median time</b>	22	25	34	46	65
<b>Net average time (less number of days - additional info req'd from Applicant)</b>	30.6	23.7	32.2	34.6	35
<b>Net median time (less number of days - additional info req'd from Applicant)</b>	19	18	27	32	34
<b>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</b>	276	251	273	261	340
<b>Number of Complying Developments</b>	48	34	26	36	21
<b>Number of section 96 modifications</b>	49	34	31	9	Included in DAs above
<b>Total number of DA's, CD's &amp; s96's</b>	373	319	330	306	361
<b>Value of applications</b>	\$39,053,691	\$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 Council Staff to expect that this is probably the optimum level the Planning and Environment Department can achieve.

## **BUILDING**

Despite trying economic times in the wider global economy, it appears that housing and commercial markets in Young have rebounded strongly to be on a par with prior years.

Council's two (2) Building inspectors (1 primary Inspector and the Director inspecting and approving as required) have been extremely busy carrying out compliance inspections on all development applications, with the Trainee Building Surveyor rapidly developing skills to assist also.

The current year has seen the department continue the 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-load being undertaken in past years works compliance auditing, as well, a greater number of standard DA compliance inspections have been carried out due to regulatory mandatory inspections. In excess of 1,200 inspections were carried out, averaging ¾ hour per inspection including travelling time and the inspection itself.

The regulatory reform revolution continues from the State Government with new and continually refined Exempt and Complying State Environmental Planning Policies (SEPP's) for housing and outbuildings and recently introduced commercial and industrial Exempt & Complying provisions within the SEPP. This legislative reform continues in other areas also with changes being introduced for more stringent BASIX for housing and for commercial/industrial premises and changes to the Building Code of Australia for Part J Energy Efficiency in commercial/industrial buildings.

The other matter that is imminent on the NSW Dept of Planning agenda (via an independent Statutory Body known as the Building Professionals Board) is to regulate Council Building Surveyor's via a new accreditation scheme, this has been revived and has now meant Council's two senior Building Surveyors (Director as well as the Building Development Officer) and also the Trainee did make application before the completion of the financial year, for accreditation.

## **STRATEGIC PLANNING**

Young Local Environmental Plan 2010 (Young LEP 2010) has been gazetted and is currently being implemented. This is a major achievement for the Group for several reasons. Before the Young LEP 2010 could be finalized it was necessary to complete a local environmental study (titled Young Shire Strategic Landuse Study Towards 2030) and six planning studies. These studies provide an important strategic basis for future land use planning for Young Shire. They provide opportunity for whatever future growth opportunities arise.

Young LEP 2010 is one of only a handful of LEPs that have been completed using the Standard Template Instrument and holds a somewhat rare achievement for a rural and regional council in New South Wales.

Three landuse issues relating to the LEP remain unresolved. These issues are currently with the Department of Planning as planning proposals. They relate to the Industrial Lands, zone RU4 Lands around Young town and Murringo village and the two pockets of land being the Young Abattoir Lands & Causmag processing lands. The issues will go to public exhibition and other processing when Departmental procedures and appropriate study works permit.

Strategic planning work has commenced on the Young Development Control Plan and the Young Development Contributions Plan and these draft documents will go to Councillors and the Community when they reach a satisfactory level of policy development. These documents will have their own level of policy complexity and it will be necessary for Council Staff to conduct a series of Councillor and public workshops to explain the direction and ensure that the future direction complements the Yong LEP 20-10 and provides the basis for future growth opportunities for Young Shire. Such growth should occur with retention of the rural and country character that has played an important part in Young Shire growth to the present time

## **PROPERTY TRANSFERS - Zoning Certificate Requests**

A total of 572 applications were received for section 149 zoning certificates, a considerable 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 approximately 3 days and the median value being only 2 days.

Actual land transfers, or sale of property during this period totalled 1,446, and is a considerable rise on previous years. The previous year was reported as 506 which in fact may be rateable assessments, whereas actual allotments amounted to 890 actual transfers in that year. This figure can be directly attributable to an increased number of sales but also to the bringing online of quite a number of new properties/assessments from subdivisions and the like, in this period.



A frame being erected on a new dwelling

## **STRATEGIC LANDUSE PLANNING**

Council did deliver the new Local Environmental Plan to the NSW Minister for Planning's Department for final assent, prior to the end of the reporting period. This has been the culmination of 7 years work, the last 5 being dedicated, staffed and resourced years which at times was not easy going. It is important to thank those staff that dedicated themselves to this task but also the perseverance of this sitting Council as well as the previous one and also the wider community that participated in the process.

The next wave of challenges has already started with a comprehensive Development Control Plan to service the LEP as well as a Contributions Plan and policy review. These tasks have started in earnest.

## **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.*

*Continued support and working with Village Committees.*

- Victoria Street Transfer Station and Regional Waste Committee 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 continued to be 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 – all premises had full audit and documentation undertaken*
- review of Council’s development control policies, section 94 (EPAA) and Section 64 (LGWSDR) contribution plans, work to start post LEP on re-drafting;  
*LEP at final stage after a huge year in final drafting, exhibition and changes as a result.*
- Continue to develop and use the Fire Services/Essential Services database for all Class 2 to 9 buildings that have these requirements under the Building Code of Australia.  
*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.*
- Undertake the Stage 1 works of the Marina Street Aquatic Centre upgrade. Plan, propose and engage the community on overall concept design. Project Manage (clients representative) during the construction phase.  
*Works completed to within 1% of budget, to time expectations and delivered to community.*
- Complete the final design phase, tender selection and engagement of Builder to carry out the Young Town Hall re-development. Project Manage (clients representative) during the construction phase.  
*Project 99% complete at end of final year. Scheduled community walkthrough and Mayoral Ball is for July 2010, with occupation shortly thereafter.*

- Complete the LEP through to delivery of section 69 report to Council and the NSW Department of Planning, post exhibition, re-consideration, mapping amendments and process complete.

*At completion of financial year, LEP was delivered to NSW DoP in final format. Last minute discussions with Parliamentary Counsel, Legal Branch and Regional Office were ongoing, yet Minister's approval was now due as it has had Governor's assent at the completion of the financial year. Post Parliamentary break the LEP was gazetted on 2 August 2010 being one of the first 8 LEP's through in NSW.*

- Complete and deliver Youth Strategy and Social & Community Plan after extensive community consultation.

*Both Plans delivered prior to end of financial year and responsible Committee's beginning to work with new plans and data sets.*

## **SERVICE AREA FUNCTIONS**

### **1. Service Area: Animal Control**

To provide an efficient and effective service in terms of the control and management of animals and parking 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 1,200 compliance inspections were carried out by Staff during the year, in all manner of construction stages.
- The existence within the building industry of non compliance with standard policy related issues has continued to be addressed 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 80% 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 388 development applications (including modifications), and processed 359 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;
- § Continuing to develop and implement the Fire Safety/Essential Services register for Class 2 to 9 buildings and annual compliance with same, has been ongoing.

### 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.
- § Compilation and preparation of State of the Environment information and reports.
- § Ongoing compliance with the potable water sampling and monitoring program.

### 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 inspection audit (comprehensive site visits) 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 (270) parking infringements being written. This program will continued with the intent of the program being about harvesting parking spaces through compliance with signage.
- § Inspections of swimming pools were carried out, aimed at ensuring that all swimming pools meet the minimum standards in terms of safety;
- § Two (2) penalty notices were issued for littering offences. Two notices were sent for offences under the POEO Act, requiring owner/occupant action.

**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.

- public buildings are inspected on an as-needed basis.
- 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. Glossy household calendar with information for a fridge magnet was sent out to residents.
- § Kerbside collection is continuing
- § Kerbside household clean up day and green waste days are being continued at 1 each per annum
- § Commercial recycling markets are being encouraged through work with the commercial collectors

**10. Service Area: Strategic Planning**

- Target: Complete the preparation of the Young LEP 2009 to gazettal by the Minister for Planning;  
Outcome: The Young LEP 2010 has been made by the Minister and gazetted.
- Target: Update Council's Zoning Maps in electronic form so that they reflect modern electronic mapping;  
Outcome: Electronic mapping has been completed and forms part of the Young LEP 2010 that has been gazetted.
- 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 2010, 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. Work will now be carried out in earnest as these documents are intended to complement the recently finished LEP.
- 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 Director (Planning and Environment) in the preparation of the 2008 Social and Community Plan for Young Shire.  
Outcome: The Strategic Planner has had no involvement 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. Design work to be commenced for strategic consideration for venue.
- Amount of waste transferred to the Ecofil Facility for the year was 5,056 tonnes
- Compliance with EPA licence conditions has been successful for all Licensed and non Licensed facilities.
- Major Waste Strategy for Shire to be commenced including review of all waste matters, venues, processes and systems in order to re-assess this Shire's efforts towards best practise.

## 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. ***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.
- § 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. ***completed***
- Develop an operating & maintenance programme for all Council buildings. ***Commenced and on-going.***

**NON-PROGRAMME AREA: OTHER ACTIVITIES**

**INFRASTRUCTURE CONSTRUCTION**

**Young Aquatic Centre**

Council brought about the design and community consultation which resulted in the obtaining of development consent, letting of contracts and construction of the revamped Aquatic Centre Stage 1. This stage involved a new plant room, balance tank, backwash, re-lining of the main pool, separation of the minor pools for potential cross-contamination reasons, new pool deck and concourses, and a new grandstand and also a new BBQ facility. The project was approximately \$2.2 million in total.

During the reporting period the construction was commenced, overseen and finalised by this Department. The Pool was delivered for the 2009/2010 Swimming Season. The Management and Operations Manual was then seriously re-designed and evaluated to meet the new Pool's operating ability and to improve Council's Risk rating with the Insurer's audit team. At the conclusion of the reporting period this manual was nearing completion ready for re-letting of tenders for operation of the facility.



**November 2009 Opening Day**



**June 2006 ~ Problems being explored**

### **Young Town Hall**

During the reporting period, the letting of a contract and construction phase of the \$7.2 million Young Town Hall upgrade, additions and alterations was commenced with this Department project managing the contract for Council. This was a labour intensive process as Council had elected to take on a considerable amount of the design detailed specifying as the project went on, through its in house project management staff and also a building committee of Council.

Numerous site complications occurred with the historic building, including discovery of soft ground from former wells, power and energy choices, poor façade condition from wrong paint choices years ago and discovery of issues as years of building layers got peeled back. As stated, the process was labour intensive and required detailed input at every turn.

Whilst delivery of the project was expected in February/March, the project was finally delivered in June/July for a public open day attended by some 3,000 ratepayers, residents and interested persons. This was followed by a Mayoral Ball commemorating the project. Council staff moved in to the building in mid July 2010.

Credits also extend to the Designer – Stephen at Facility Design Group Architects, and to the Builders – Meridian Construction Services and their allied and employed tradespeople.



The Town Hall ~ Pre 2009



Photographs after completion ~ July 2010

## **ACCESS & EQUITY ACTIVITY SUMMARY**

### **Access and Equity Activities**

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.

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, with Council making a substantial commitment to access and equity in the past year with the finalisation and adoption of 2010 Social & Community Plan and the 2010 Young Youth Strategy. These plans will assist Council to evaluate the needs of the community and provide and advocate for appropriate and accessible services and facilities for the benefit of the community. These Plans will be primarily overseen by Council's Healthy Shire Committee.

Small milestones are being made along with a broader community awareness focus appearing. The Access Committee continue to meet once a month and have planned to undertake another Access Walk and audit in the next year to inform Council of elderly and infirm, a mothers room and facilities have been provided in the newly renovated Council building, and supplementary work in assisting main stream Health disciplines is ongoing.

Council will also consider access and equity, and social justice issues in the development of the Young Shire Community Strategic Plan, which is due to be prepared in the 2010/2011 year and adopted by Council by June 2011. This work is to assist our community through the process defined as Integrated Planning & Reporting under the Local Government Act 1993.

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## **2009/2010 SUPPLEMENTARY STATE OF THE ENVIRONMENT REPORT**

*Local Government Act 1992 – Section 428(2)(c).*

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Young Shire Council is in partnership with seventeen NSW Councils and the ACT in the Australian Capital Region group, which produce a Regional State of the Environment Report. The SoE identifies and looks at changes, impacts and trends in environmental indicators such as Land, Air, Water, Noise, Waste, Biodiversity and Heritage.

The Regional SoE is available at;

<http://www.environmentcommissioner.act.gov.au/soe/rsoe2009/young/>

### **Land**

Land use - In the past several years Council has been working hard with the community and stakeholders to develop a new Local Environmental Plan to guide land use and development in the Shire for the next ten years. The Young LEP 2010 was gazetted on 2<sup>nd</sup> August.

The challenge just recently embarked upon is the fleshing out of how, why and what is required in the manner of controls for a Development Control Plan that will fulfil the expectations laid out in the LEP in an ecologically sustainable manner.

Land Contamination – Two sites in Young (one a former and still current petroleum site, and the other a battery deconstruction site) were declared as significantly contaminated land in the last 12 months. Primarily the Department of Environment, Climate Change and Water (EPA) is working towards remediation.

### **Air**

Although there is no routine air quality monitoring in the area, the outdoor air quality was generally considered to be acceptable. Dust storms associated with recent dry conditions, and smoke from stubble, crop burns and bushfire occasionally impacted on outdoor air quality. The Cootamundra-Wallendbeen bushfire (8-9 December 2009) which burnt 7000 hectares in neighbouring Shires contributed to smoke and poor air quality at that time.

Eight facilities in the Young area now report on air emissions to the National Pollutant Inventory. All facilities are classified as low emitters of all reported substances, relative to other facilities in Australia. The change to breaking of the drought has been seen as an empirically assessed improvement to air quality.

## **Biodiversity**

Areas of Biodiversity Sensitivity, Ground Water Sensitivity and Riparian Corridors have all been identified in the Young Local Environmental Plan 2010. The Plan now identifies these areas throughout the Shire and further areas have been protected through land use planning and regulations as with a clearer delineation of areas zoned E1 National Parks and Nature Reserves, and E3 Environmental Management.

Rehabilitation of Burrangong Creek in the CBD area has continued with plantings of primarily endemic species and the conversion of these areas to shared passive recreation walkways and trails for the community to enjoy.

## **Water**

**Drinking Water** continues to be supplied by Goldenfields Water County Council. The supply is sourced from the Murrumbidgee River and treated at Jugiong. Water analysis of the Shire's reticulated drinking water has been and is continuing in accordance with the NSW Department of Health Drinking Water Monitoring Program.

**Water Use in Young Shire - Water Restrictions** – Council has kept in place Level 1 water restrictions, which were introduced in October 2009. The total water consumption is as follows;

<b>Total Water use (Goldenfields)</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>
ML	1502	1410	1611	1351	1439	1310

Note: It is believed that the decrease in water use in 2009/2010 was mainly due to the closure of Burrangong Meat Processing Plant.

**Monitoring** of Groundwater has continued to show readings in the summer months of 2009 not consistent with the expected salinity levels. This appears to be directly attributed to drought conditions, however water tables have recently risen due to winter rainfall. As advised previously, long term data collection and allowance for seasonal (drought) fluctuations will ultimately produce a valuable data set.

**Waste Water** – Effluent Reuse Scheme – A scheme for the town of Young is in design to maximise reuse is proposed to be implemented by December 2011, with treated water to be used on Council's green spaces, parks, cemeteries and recreation areas.

Under a current agreement 84 ML of treated waste water was used for irrigation at the Young Golf Club, out of 449ML total.

## **Waste**

Data from the past year has shown that total waste collected and transferred to the Jugiong Landfill was comparable to the 2008-2009 year, with a slight reduction in actual tonnage.

The trend towards a reduction of recycling collected in the Shire has continued, with what could be seen as a substantial reduction from 2008-2009 figures. Council feels that continued issues with contamination of kerbside recyclable bins with non-recyclable and organic material has impacted on these figures. Council will continue to advance recycling and resource recovery through education and awareness campaigns, including random policing and monitoring of kerbside recycling bins.

**Green Waste and Household Clean Up Collections** – Council has continued to undertake annual Green Waste Collection, and Household Clean Up Collections with the town area. A kerbside Green Waste Collection was undertaken in April 2010, with another collection scheduled for early November. The Household Clean Up Collection commenced on the 18<sup>th</sup> January 2010 with collections continuing throughout the week, and was well received by the community. The next annual Household Clean Up will be held in early 2011.

SERRROC Partnership - As a member of SERRROC (South East Resource Recovery Regional Organisation of Councils) Council participated in a successful E-waste Collection from October 2009 to January 2010, with over 14 tonnes of e-waste collected and transferred to a Canberra E-Waste Recycling Depot. Council is investigating options for future e-waste and resource recovery programs for the future.

Council is also participating with SERRROC in the Sustaining Our Towns Project. This Project will be run over three years and aims help reduce the ecological footprint of individuals, homes, businesses and communities in the thirteen member Council areas. Initial assessments of interested businesses and home assessments in the community will commence in October and November 2010.

### **Noise**

Complaints in relation to barking dogs continue to comprise the largest number of the complaints received by Council, with some problems also noted seasonally with bird scare guns. These were resolved through enforcement and educative processes.

### **Heritage**

Recently, 109 Heritage Items and 24 Heritage Conservation areas were identified and listed in the Young LEP 2010. This has been a substantial increase on properties previously listed (17 in the previous LEP).

In June 2010 Council appointed Mr Ray Christison, from High Ground Consulting as Local Heritage Advisor for the Shire, with the blessing of the NSW Department of Planning ~ Heritage Branch. The Advisory service is available one day per month to the general community, businesses and Council to receive first hand heritage advice on proposed restoration, additions and/or alterations to heritage places.

Council also plans to commence the Local Heritage Fund, which will enable residents and businesses to apply for dollar for dollar assistance from Council for proposed works on heritage places. The program will commence with \$15,000 available on a \$ for \$ basis, for assistance in the 2010-2011 year.

### **Summary**

Land	The Young LEP 2010 which was gazetted on 2 <sup>nd</sup> August will guide land use and development in the Shire for the next ten years. Work is continuing on the development of a Development Control Plan to ensure ecologically sustainable development in the Shire.
Air	Although there is no routine air quality monitoring in the area, the outdoor air quality was generally considered to be acceptable, with the change to breaking drought conditions seen to positively impact on air quality in Young Shire.
Biodiversity	Although there were no significant changes in biodiversity recorded during the 2009-10 period, Council has identified areas of sensitivity in the new LEP and has continued to rehabilitate and replant the Burrangong Creek in the CBD area.
Water	Young Shire has continued to be affected by drought conditions, with Level 1 Water restrictions remaining in place. Council continues to provide consistently high quality drinking water and is planning in increase use of treated waste water for irrigation purposes through the Reuse Scheme.
Waste	Council will continue to promote recycling through education and awareness campaigns, as well as structured programs, to decrease waste to landfill, and increase the amount of recyclables recovered from the waste stream.

- Noise            Barking dogs continue to comprise the largest number of the complaints received by Council, with complaints resolved through enforcement and educative processes.
- Heritage        Council has made a commitment to preserving and supporting heritage in the Shire, with an increased number of heritage items and areas identified in the LEP, the establishment of a Heritage Advisory Service and Local Heritage Fund.

## A. OPERATIONS

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

Council is responsible for maintaining three levels of road infrastructure.

### 1. State Roads – Olympic Highway

Council provides maintenance on the Olympic Highway under a contractual arrangement with the NSW Roads & Traffic Authority (RTA). Council and the RTA worked together in 2009/10 to provide:

- Routine maintenance services (e.g. pothole patching, guide post replacement) of \$275,000.
- Ordered works including heavy patching, reseals, improved drainage at Bendick Murrel and shoulder widening at Koorawatha
- Completed table drain maintenance works

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

Works on regional roads are funded by the RTA through grants. Council expended \$747,426 on routine maintenance, \$42,648 on traffic works and a further \$297,000 on widening 1.5km of the Henry Lawson Way at 'Bloomfields' north of Bulla Creek. Council continued a staged program of drainage improvement and shoulder widening on Murringo Road completing a section from Wambanumba Drive to Halls Lane. A program of improving edge drop off was carried out on Milvale Road and on Murringo Road. Guardrail was replaced at Milkman's Creek after a truck accident.

### 3. Local Roads – all other road within Young Shire.

**Urban roads** – Two rear lanes were kerb and guttered and bitumen sealed being Binalong Street lane (between Allanan & Demondrille Streets) and Murringo Street Lane (between Allanan & Demondrille Streets). The road pavement in Hill Street was reconstructed from the Olympic Highway to Orchard Street. Routine maintenance included heavy patching and resealing. The parking area in Clarke Street at Burrangong Creek had a shade sail structure installed to provide shade for all day parking.

**Rural roads** – Council reconstructed and bitumen sealed Willawong Street. Kellys Road had pavement constructed and was bitumen sealed. Council's pavement heavy patching program on Scenic Road, Chillingworks Road and Bribbaree Road was carried out using a hire RTA pulvimixer and spreader and day labour (as opposed to contract stabilisation crew). Council carried out road widening on Bribbaree Road at Bribbaree to allow for the installation of boom gates at the rail crossing. Council's rural resealing program continued. Erosion control works were carried out on Memagong Lane funded by the Lachlan Catchment Management Authority.

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 Patterson Avenue from Sawpit Gully to Lachlan Street, along Boorowa Street from Junction Street to Calabash Street, along Park Street from Boorowa Street to Whiteman Avenue, along William

Street from Main Street to Fontenoy Street, along Allanan Street from Bruce Street to Caple Street, and along Gordon Street from Yass Street to Wombat Street. 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** – Under the RTA’s Safety Around Schools program kerb blisters were constructed on Campbell Street at Young High School.
- **Road materials** – Gravel crushing was carried out at various gravel pits.
- **Plant** – Council’s 15-year Plant Replacement Program continues to be implemented.

**PROGRAMME AREA: TRANSPORT INFRASTRUCTURE**

**Objective:** To provide maintain and develop a safe transport infrastructure that meets the needs of road users within the cost structure.

Action	Outcome
Continue development of priority road ranking system for all roads within the Shire.	On-going Traffic data collected and updated
Update footpath condition rating system for footpaths within the Shire by regular safety inspections as per Council Policy.	On-going Regular inspections carried out in accordance with Council Policy and as complaints received.
Undertake bridge condition assessment for timber bridges within the Shire.	Ongoing
To reseal all local urban roads on a fixed cycle, dependent on funds and existing condition.	On-going Program recommended
To reseal all local rural roads on fixed cycle, dependent on funds and existing condition.	On-going Completed to funds voted
Management of Shire-wide traffic facilities.	On-going Signs and markings complied in accordance with vote
Implementation of a construction program for Regional and Local roads.	Utilise REPAIR funding to continue of Reconstruction of MR 239 ( Grenfell Road )
Review of Council’s vehicle, plant and equipment replacement program.	On-going All plant on rolling program replaced
Rationalisation of Council’s plant fleet, thus increasing Council’s operational efficiency in service delivery.	On-going Regular reviews ensured that plant operated to meet design efficiencies
To provide input/advice for the assessment of engineering requirements for roads and associated facilities in new subdivisions.	On-going Assessments completed as required
Rehabilitate Council’s Local Road Network Utilising Roads to Recovery funding	On-going
Extend Council’s footpath and kerb and gutter network to complement Council’s urban development and town expansion	On-going

## **B. 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.

Most of eastern Australia was in the grip of a severe and prolonged drought, and Council has once again faced reduced rainfall and higher water restrictions from Goldenfields Water County Council during the 2009/2010 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**

- Installed a water wheel donated from Lhang Zhou as a feature in the pond section off the garden.
- Completed upgrade of toilet block to provide disabled facilities

#### **Anderson Park**

- Completed a park upgrade including new BBQs and shelter, new seating, improved gardens, pathways, lighting and a new playground area

#### **Council supported Planet Ark's National Tree Day**

- Tree planting was carried out along Burrangong Creek with trees donated from the CWA and Girl Guides.

#### **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.

#### **Festivals and Events**

- Council provides extensive support to the Cherry Festival in the form of traffic control and road closures. Assistance is also provided to the Lambing Flat festival. Council provided

traffic control to the Cherish Live concert and supported events such as Australia Day and Anzac Day.

## **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.

### **Keith Cullen Oval**

- Constructed new access road, carpark and fencing stage 2. Funded cricket nets assisted by the cricket associations

### **Young Tennis Club**

- Completed works to drain and bitumen seal the carpark area

### **Hall Brothers Oval**

- Installed new lights on existing poles to improve the use of this facility for training. It is planned to replace the poles to allow for a higher standard of lighting.

### **Gus Smith Oval**

- Installed a high capacity pump to improve the irrigation system.

## **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.

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

Parks and Gardens	Maintenance of Council's parks, 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	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	On-going Achieved and on-going Monitoring On-going Achieved
	Provision of assistance from Corporate Services for financial and accounting needs	Sufficient funds available for maintenance and capital works	On-going
Sporting Facilities Sports grounds	Undertake maintenance as required for mowing of turf playing surface	General condition of nominated areas Number of complaints received Time taken to prepare grounds for sporting activities	Achieved and on-going Monitored on a weekly basis Monitored
	Marking of sporting fields to accommodate the various activities	Markings required for sporting activities completed prior to events being staged	Achieved and on-going
	Maintenance of buildings	Buildings maintained in a clean and orderly condition.	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 Councils risk management Priority of repairs as per assessment of risk.	Maintenance completed within nominated time of risk assessment rating.	Improvement needed, on-going
Asset Management	Recording of details of the infrastructure and components	Maintenance improvements documented at completion of works as required	On-going

# UTILITY SERVICES GROUP

## 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
- § Engineering Supervision for subdivision works.

## Major Events 2009/2010

### 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.
- § Completion of various private works.
- § Annual cleaning and flushing of water reticulation system.
- § Water quality testing.
- § Operations and maintenance 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.
- § Assessment and Management of the tradewaste approvals.
- § Operations and maintenance of sewer system.

### 3. **Drainage**

- § Ongoing inspections and maintenance as required for the retarding basins and piped systems.
- § Continuation of piping of various open drains.
- § System improvements to manage high flow events.
- § Completion of private works and extensions.

### 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.
- § Participation in Voluntary Conservation Agreement for Monteagle and Koorawatha cemeteries.

### 5. **Aerodrome**

- § Facility maintained and operated to comply with regulatory requirements.
- § Inspection regime in accordance with Operations Manual.

### 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.
- § Review and update various documents.
- § Liaison with other agencies to combat incidents.
- § Participation in the sharing of mapping data.
- § Completion of emergency risk management project.
- § Participation in various training and exercises.

9. **Engineering Advice**

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

Performance of some program areas compared with the 2009/10 Management Plan.

ACTION	OUTCOME
<b>Storm Water Drainage System</b>	
Construction of piped drains:	<ul style="list-style-type: none"> <li>- Constructed the SWD (Wombat St)</li> <li>- Constructed drains as private works.</li> </ul>
Maintenance program for existing piped drains:	<ul style="list-style-type: none"> <li>- Retention basins inspected and maintained</li> <li>- SWD pits/inlets maintained</li> <li>- Pipe drains and litter traps maintained</li> </ul>
<b>Water System</b>	
Water Reticulation – Operated and Maintained in accordance with accepted standards:	<ul style="list-style-type: none"> <li>- Prompt repair of breaks and return to service.</li> <li>- Water supplied met the Australian Drinking Water Guidelines</li> <li>- Ongoing water meter replacement program</li> <li>- Annual water main flushing program</li> <li>- Carried out chlorine dosing and testing.</li> </ul>
Implementation of water main and meter replacements:	<ul style="list-style-type: none"> <li>- Meter replacements completed</li> <li>- Replacements and extensions as per private works.</li> </ul>
Replace poorly performing sewers	<ul style="list-style-type: none"> <li>- Annual sewer rehabilitation program deferred to 2010/11.</li> </ul>
<b>Sewerage System</b>	
Comply with EPA Licence:	<ul style="list-style-type: none"> <li>- 98% compliance with Licence.</li> </ul>
Extensions of sewer system:	<ul style="list-style-type: none"> <li>- Completed subject to developer agreements</li> </ul>
Sewerage treatment plant upgrade:	<ul style="list-style-type: none"> <li>- New treatment plant option selected, deferred for consideration of different system.</li> <li>- Reuse scheme adopted and grant funds obtained.</li> </ul>
Identification of and remedial work for illegal discharges to sewer:	<ul style="list-style-type: none"> <li>- Sewer inspection program ongoing.</li> <li>- Sewer rehabilitation program.</li> <li>- Trade waste management</li> </ul>
<b>Cemeteries</b>	
Cemetery Management:	<ul style="list-style-type: none"> <li>- Prompt, accurate, friendly service in response to enquiries.</li> <li>- Grounds are maintained on a neat and tidy condition.</li> <li>- General site improvements</li> </ul>

**Development work**

To provide engineering expertise for developments:

- 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) (e): Legal Proceedings**

<b>Matter</b>	<b>Status</b>	<b>2009 / 2010</b>	<b>2008 / 2009</b>
Debt Recovery	Ongoing	48,432.25	48,260.75
Planning & Development	Advice	9,924.00	4,711.00
Sundry Advice	Advice	6,128.16	6,954.56

### **Rate Recovery**

Letter of Demand Issued	104
Withdrawn	17
Statement of Liquidated Claims Issued	21
Served	1
Paid in Full	59
Agreements to pay judgement debt by instalments	6
Pending further action	0

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

The following expenses were incurred by provision of Councillors facilities.

	<u>2009 / 2010</u>	<u>2008 / 2009</u>
Mayoral Allowance	\$ 21,632.00	\$ 19,790.04
Councillors' Fees ( Nine Councillors )	\$ 83,610.00	\$ 79,275.00
Councillors' Expenses:		\$ 6,678.96
• Travel, accommodation, meals	\$ 9,381.29	
• Telephone	\$ 775.70	
Total Councillors' Expenses:	<b>\$ 10,156.99</b>	
Councillors' Training	\$ 5,250.00	\$ 1,272.73
Conferences and Seminars	\$ 7,594.43	\$ 4,086.18
Election Expenses	\$ 0.00	\$ 61,600.00
	<b><u>\$128,243.42</u></b>	<b><u>\$172,702.91</u></b>

### **Section S428 (2) (f): Policy**

#### **COUNCILLORS – EXPENSES AND PROVISION OF FACILITIES**

##### **PURPOSE**

To ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties. It ensures that these are provided in an accountable and transparent manner.

## **OBJECTIVES**

1. To ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors.
2. To provide adequate facilities for use by the Councillors, Mayor and Deputy Mayor to enable them to discharge the functions of civic office.
3. To provide clear details of benefits available to Councillors.

## **LEGISLATIVE PROVISIONS**

This policy is made under Section 248-254A of the Local Government Act 1993 (NSW) and Clause 403 of the Local Government (General) Regulation 2005.

## **OTHER GOVERNMENT POLICY PROVISIONS**

Other policy documents to be considered include relevant Circulars to Councils, the Model Code of Conduct for Local Councils in NSW and the Independent Commission Against Corruption publication "No Excuse for Misuse".

## **PAYMENT OF FEES**

### **Mayoral Fee**

Council will determine annually the fee paid to the Mayor in accordance with Section 249 of the Local Government Act 1993 (NSW). This fee, while is in addition to the Councillors fee, will be paid to the Mayor monthly in arrears.

### **Deputy Mayor Fee**

Council may determine that a fee to be paid to the Deputy Mayor in accordance with Section 249 (5) of the Local Government Act 1993 (NSW). Such fee shall be deducted from the Mayoral fee, and is in addition to the Councillors fee. This fee will be paid to the Deputy Mayor monthly in arrears.

### **Councillors Fee**

Council will determine annually the fee to be paid to Councillors in accordance with Section 248 of the Local Government Act 1993 (NSW). This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act in accordance with the determination of the Local Government Remuneration Tribunal.

## **PAYMENT OF EXPENSES**

Attendance at Seminars and Conferences:

Council will meet the costs associated with the Councillors attending conferences/seminars/meetings that are the business functions of Council, namely:

The attendance at Council/Committee/Community meetings where the Councillor is a Council representative or delegate or has been authorised to attend by the Council or the Mayor.

Attendance at conferences, seminars, workshops or inspections where authorisation has been given by the Council or under the authority of the Mayor or delegated authority of the General Manager.

Attendance at meetings, seminars, conferences, functions by the Mayor where the Mayor deems it necessary and/or appropriate that Council be represented within NSW and ACT. Otherwise Council approval must be obtained.

Attendance at specific onsite meetings at the request of community members.

## **General Provisions**

With the exception of a private vehicle per kilometre allowance, reimbursement of Councillors will only be made on the basis of actual expenses incurred in performing the duties of a Councillor, a delegate or representing Council (as requested by the Mayor or authorised by the General Manager) as authorised by Council. Such expenses do not include those incurred as a result of anything other than Council business.

A per kilometre allowance for the use of a Councillors private vehicle shall be paid to each Councillor when attending a function authorised by this policy, subject to this being the most effective mode of transport available.

All claims for reimbursement must be made on the prescribed form and must be sufficiently detailed and/or accompanied by appropriate documentary evidence if available.

Approved travel shall be in the most efficient and effective manner having regard to the requirements of individual Councillors.

## **Sustenance**

Where it is likely that a Councillor will incur expenses, as a result of attending to business outside the Shire, as approved, a sustenance allowance of \$150.00 per night will be drawn in advance. Any expenses paid from this allowance shall be fully substantiated with receipts and the unexpended balance of the allowance repaid to Council.

Where a Councillor incurs sustenance expenses that arise from attending to business, as approved, but does not involve an overnight stay and/or absence from the Shire, reimbursement of actual costs incurred will be paid provided adequate substantiation of expenditure is provided.

## **Accommodation**

For all approved conferences, seminars, etc Council shall pay the cost of accommodation, meals and non alcoholic beverages for all necessary overnight stays, provided the accommodation is approved by the General Manager and subject to the submission of appropriate accounts and/or receipts. Where possible Council staff shall make all arrangements and bookings for accommodation.

## **Spouse and Partner Expenses**

Council will meet the reasonable costs of Councillors spouses and partners or an accompanying person for the following:

- a) Attendance at official Council functions within the Young Shire area. Such functions would be those that a Councillors spouse, partner or accompanying person could be reasonably expected to attend.
- b) Attendance at the Local Government and Shires Association annual conference and/or functions as approved by Council. Cost to be limited to registration and the official conference dinner. Travel expenses and any other costs would be the personal responsibility of the individual Councillors.

## **Insurance**

Council shall take out appropriate insurance cover which shall extend to actions taken against Councillors in relation to the exercise of their duties as Councillors and the carrying out of any function in their capacity as a member of Council. Council shall provide personal accident

insurance and professional indemnity cover for Councillors whilst carrying out Council functions.

### **Legal Assistance**

Council will indemnify or reimburse the reasonable legal expenses of a:

- Councillor defending an action arising out of the performance, in good faith of a function under the Local Government Act, or
- Councillor for proceedings before the Local Government Pecuniary Interest & Disciplinary Tribunal, or an investigative body, provided the subject of proceedings arising from the performance on good faith of a function under the Act and the Tribunal or investigative body makes a finding favourable to the Councillor.

### **Carer and Other Related Expenses**

Council will reimburse reasonable costs of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their Council business obligations.

Council agrees to provide or to reimburse other related expenses associated with the special requirements of Councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities.

### **PROVISION OF FACILITIES**

Council will provide the Mayor, Deputy Mayor and other Councillors with secretarial support, typing and postage of correspondence in relation to discharging the function of a Council.

Council will, if requested, provide the Mayor with a computer, e-mail and mobile phone/car kit, facsimile and pay accounts and line rental. Where this is a change in the position, the former Mayor will be given the option of purchasing the equipment, at a price determined by the GM, or transferring it to the new Mayor within two (2) weeks of the change.

The Council will provide the Mayor with a credit card for use in discharging the functions of civic office or in attending to business approved by Council.

The Council will provide meals on evenings of Council meetings and official dinners, light refreshments at Committee and working party meetings.

Councillors Room facilities will be provided subject to availability.

Councillors will be provided with business cards and name badges.

### **OTHER MATTERS**

#### **Return of Facilities and Equipment by Councillors**

Councillors are required to return any equipment or other facilities to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

#### **Status of Policy**

The Councillors Expenses and Provision of Facilities Policy has been reviewed in accordance with the requirements of the Local Government Act 1993 (NSW). Amendments to the Policy include:

Deletion of the Old Policy in total to be replaced with new policy in accordance with the Department of Local Government Revised Guidelines.

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

During 2009/2010 Council employed one (1) staff member on a performance-based contract, who is defined as a Senior Staff member within the definition of the Local Government Act 1993. The contract package was for the senior position of General Manager for the period of 1 July 2009 to 30 June 2010 to the value of \$221,125.00.

It should be noted that the package quoted above is the Total Remuneration Package and accordingly is inclusive of salary, superannuation, provision of a motor vehicle and a loan.

**Section 428 (2) (h): Contracts over \$150,000 for the year ending 30 June 2010**

- |   |             |
|---|-------------|
| • Bald Hill Quarries Pty Ltd – provision of road base and aggregate | \$ 288,909  |
| • Patches Asphalt – supply for bitumen sealing                      | \$ 834,136  |
| • JR Richards – provision of waste collection service               | \$ 164,538  |
| • Elouera – provision of recycling service                          | \$ 150,739  |
| • Swimplex – contract for upgrade of swimming Pool                  | \$2,052,584 |
| • Meridian – Council Offices building contract                      | \$6,628,465 |

**Section 428 (2) (i1): Report on the Bush Fire Hazard Reduction Activities**

Young Shire is a member of the South West Slopes Zone (SWSZ), which also incorporates the Shires of Boorowa, Cootamundra and Harden. For the period of 1 July 2009 to 30 June 2010 the SWSZ was able to secure \$175,000 for the zone. During the year the following permits, development applications and hazard reduction was undertaken with the Young Shire Council area.

Permits – 37 permits issued.  
Development Applications - 5  
Bush Fire Hazard Reduction – 19.87ha.

**Section 428 (2) (j): Multicultural Services**

Young is a diverse community with an historically rich ethnic profile. The 2006 Census indicates, 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 2.60 % of the Shire population.

Each year Council stages the National Cherry Festival, which is a multicultural event celebrating the founding and establishment of the Young and surrounding cherry orchards by immigrants. The events of the 2009 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 2009/2010 Schedule of Fess & charges as published in the 2009/2010 Management 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 2009/2010 was \$45,669.77.

### **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 Resources provides and co-ordinates advice and practical support on Human Relation Services to all employees 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
- Co-ordinating the provision of an Employee Assistance Program
- Promotion of Occupational Health and Safety
- Industrial relations advice and advocacy
- Job evaluation to determine appropriate salaries for positions
- Promotion of Equal Employment Opportunity principles and obligations.

#### **Human Resources Process Review**

During 2009/2010, human resources worked closely with Council's management in reviewing Council's Policies and providing staff information sessions on the changes. The Policy register is also now available on Council's Internet Site and is available for perusal by all staff.

A further initiative during 2009/2010 has been the implementation of the Performance Evaluation System (PES). It is proposed all staff appraisals will be conducted utilising the PES System in 2010/2011.

#### **Policies and Procedures**

We continue to develop and update human resource policies to achieve the Organisation's objectives and make Young Shire Council an employer of choice. Policies and procedures that have been reviewed during this period include; EEO, Recruitment and Selection of Staff, Rehabilitation Programme, Induction and Orientation Procedure, Staff Uniforms and Recognition of Employees Service to Council.

#### **Recruitment and Selection**

A review of the recruitment and selection process was undertaken during the year and whilst Council's workforce is relatively stable the completion of advertising, interviewing and selection for 15 replacement, upgraded and funded positions occurred during the 2009/2010 financial year. This included the appointment of one Administration Trainee and two Engineering/Cadetships.

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 play an integral part of our organisational structure with four existing employee traineeships being undertaken in Certificate III Civil Construction.

Council is committed to developing the careers of staff and demonstrates this commitment through advertising all permanent positions internally, with many positions also open to the external candidate market to ensure a competitive recruitment process.

### **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 2009/2010 the work experience program placed students in a variety of areas across Council's services.

Once again in 2009/2010, Council assisted with the coordination and participated in the local Careers Expo. This year realised the expansion of the Expo with over 600 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. All training requirements gathered through the annual assessment system is entered into Council's training plan so section training can be produced for each directorate on an annual basis.

The Annual Training Plan is developed to reflect current and future skill requirements of employees. In addition to statutory Occupational health and Safety training and ongoing New Staff Induction. Other training included Records Management, Code of Conduct, Building Regulations, Work Place Investigation and Consultative Committee training. Training was also run in-house on various topics such as Disciplinary and Code of Conduct Policies and Council's Record System

### **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 2009/2010.

### **Occupational Health and Safety**

Throughout 2009/2010 Young Shire Council has continued its focus on OH&S compliance with legislation and its goal to promote and ensure a safe working environment for all employees, contractors, volunteers and visitors. During the period risk assessment documentation

continued to be improved and included the development of job specific Job Safety Analysis for assessing site hazards at construction worksites as well as improving existing Induction processes.

Occupational Health and Safety training undertaken during the period included new employee OH&S Inductions, Traffic Control, Powerlines Safety, First Aid, Chem Cert, Chainsaw, Small Mine Safety, Confined Spaces and Working at Heights.

A major ongoing initiative of Council commenced to promote and support the well being of all employees. Fitness assessments and healthy lifestyle information has been provided to staff on an a regular basis and several activities such as walking groups, exercise activities and medical assessments have been readily received by employees.

#### Injury Statistics:

During the period there was a total of 26 work related incidents which resulted in 12 injuries being processed as claims and of these six resulted in time lost to the Council. Of the reported injuries 35% were sprains and strains, 19% trips slips and falls, 19% lacerations and the remainder being made up of various other injury types.

Council again participated in the StateCover OH&S self evaluation and audit maintaining current levels of compliance and implementation reflecting Council's management commitment to ensure the continual improvement and development of safety in the workplace.

Continual improvement activities have been undertaken including:

- OH&S Induction for all new staff
- Well Being Program
- Ongoing work place inspections
- Induction of the CENTROC Safety Handbook to all staff
- Implementation of Job Sheet Analysis
- Ongoing updating of Council's electronic OH&S safety module

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

During 2009/2010 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.

Young Shire Council is wholly committed to the principals of Equal Employment Opportunity and has adopted a policy that outlines responsibility and commitment to eliminate discrimination, harassment and bullying from the workplace.

Specific EEO activities undertaken during this period include:

### **Renewal of Council's contract for an Employee Assistance Program**

Council continued to provide access to free, confidential professional counselling service for staff and their family members during the year through the provision of the Employee Assistance Program (EAP). During the period 01/07/2009 to 30/06/2010 the service was utilised by three employees and their families.

Council has reviewed and renewed its contract with Insight Services for a further 12 months. The contract will be reviewed again in June 2011.

### **EEO Training**

- Contact Officer Training was undertaken provided by the Anti-Discrimination Board.
- Policies reviewed, adopted by Council and delivered to employees through in house training.

Detailed below are the EEO strategies processed during 2009/2010.

### **Objective 1: Communication and Awareness Raising**

<b>Action</b>	<b>Outcome</b>
Ensure that management and all employees understand EEO principles and their responsibilities in relation to them and the EEO Management Plan and its implementation.	Following review of policies all employees within Council undertook in house EEO/Code of Conduct related training in 2010.

### **Objective 2: Consultation**

<b>Action</b>	<b>Outcome</b>
Ensure EEO developments are widely publicised and invite comment from employees and relevant unions as required.	EEO Policy reviewed with support of the Consultative Committee and adopted by Council in July 2010 Council meeting.

### **Objective 3: Recruitment Promotion and Transfer**

<b>Action</b>	<b>Outcome</b>
Ensure there is adherence to recruitment and selection policies at all times.	Recruitment and Selection Policies reviewed and adopted by Council 2010. Procedures developed to include documentation for requests of position, selection committee and approval of selection. All processes to be authorised by the General Manager.

Part time employment	Flexible Working Arrangements Policy adopted by Council to address needs of employees.
Career Paths	Career development catered for particularly in Finance, Engineering and Planning Environment & Strategic Services.

#### Objective 4: Training and Development

Action	Outcome
Review training and development policies and practices to ensure they conform to EEO principles.	Staff Education & Training Assistance Policy reviewed. Training plan reviewed and updated. Training provided where appropriate within budgetary constraints. Completion of Centroc Training & Development Handbook, circulation provided to all Centroc member Councils.

#### 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.  Contact Officer training undertaken 2010.  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.	EEO responsibilities are documented as key performance issues in employee position descriptions. Review of employee commitment and understanding of EEO in addressed in annual performance reviews.
Revise and amend the EEO Management Plan.	The EEO Management Plan was reviewed and adopted by Council July 2010 meeting.
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.
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**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 2009/2010.

**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 2009/2010 financial year, the following debts, rates and charges were written-off in accordance with Section 719 of the Local Government Act 1993.

Debtors:	\$ 7,236.75
Rates:	\$40,666.49
Water and Sewer:	\$10,406.08

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

During 2009/2010 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. Council's 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 Council's website and through advertising on Council's weekly page within the local newspaper.

§ No competitive neutrality complaints were received by Council during the 2009/2010 financial year.

**Council Meetings**

There were eleven (11) Ordinary Council during the period 1 July 2009 to 30 June 2010. Councillors' attendance at these meetings were as follows:

<b>Councillors'</b>	<b>01/07/2009 to 30/06/2010</b>
Cr. Stuart Freudenstein	10
Cr. John Drum	10
Cr. Sandy Freudenstein	11
Cr. Fran Hewlett	11
Cr. John Laybutt	10
Cr. John McGregor	11
Cr. Debbie Prest	11
Cr. Lenore Schiller	11
Cr. John Walker	10

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 Council's 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 2009/2010 council expended approximately \$95,000 on Urban Stormwater Maintenance. Such funds are provided as part of Councils Operational Budget and are identified as such in its Management plan.

## **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 2009/2010.

## **Section 68 - CI (10): Freedom of Information**

Detailed below is Young Shire Council's Freedom of Information Statutory return for the period 1 July 2009 to 30 June 2010.

### **NIL RETURNS**

		<b>2010</b>	<b>2009</b>
Are all figures in <b>Section A</b> "Nil"?	Yes / No	No	No
Is the figure for <b>Section C</b> "Nil"?	Yes / No	Yes	Yes
Are all figures in <b>Section E</b> "Nil"?	Yes / No	Yes	Yes
Is the figure for <b>Section F</b> "Nil"?	Yes / No	Yes	Yes
Are all figures in <b>Section L</b> "Nil"?	Yes / No	Yes	Yes
If you answer "Yes" for these five questions this is a Nil return.			
Is this a " <b>Nil</b> " Return?	Yes / No	No	No
For " <b>Nil</b> " 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:	<b>Mr Greg Armstrong</b>		
Telephone Number:	<b>(02) 6380 1200</b>		

## **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.

	<b>FOI Requests</b>	<b>Personal 2010</b>	<b>Other 2010</b>	<b>Total 2010</b>	<b>Personal 2009</b>	<b>Other 2009</b>	<b>Total 2009</b>
A1	New (including transferred in)	1	-	1	2	-	2
A2	Brought forward	1	-	1	0	-	0
A3	Total to be processed	2	-	2	2	-	2
A4	Completed	2	-	2	2	-	2
A5	Transferred out	-	-	-	-	-	-
A6	Withdrawn	2	-	2	-	-	-
A7	Total Processed	0	-	0	2	-	2
A8	Unfinished (carried forward)	-	-	-	-	-	-

## Section B - What happened to completed requests?

	Result of FOI Request	Personal 2010	Other 2010	Personal 2009	Other 2009
B1	Granted in full	2	-	2	-
B2	Granted in part	-	-	-	-
B3	Refused	-	-	-	-
B4	Deferred	-	-	-	-
B5*	Completed	2	-	2	-

\*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.

		2010	2009
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 2010	Other 2010	Issued 2009	Total 2009
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 2010	Total 2009
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 2010	Total 2009
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.

	<b>Basis of disallowing or restricting access</b>	<b>Personal 2010</b>	<b>Other 2010</b>	<b>Personal 2009</b>	<b>Other 2009</b>
G1	Section 19 (application incomplete, wrongly directed)	-	-	-	-
G2	Section 22 (deposit not paid)	-	-	-	-
G3	Section 25(1) (a1) (diversion of resources)	-	-	-	-
G4	Section 25(1) (a) (exempt)	-	-	-	-
G5	Section 25(1) (b), (c), (d) (otherwise available)	-	-	-	-
G6	Section 28 (1) (b) (documents not held)	-	-	-	-
G7	Section 24 (2) - deemed refused, over 21 days	-	-	-	-
G8	Section 31 (4) (released to Medical Practitioner)	-	-	-	-
G9	Totals	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

### Section H - Costs and fees of requests processed during the period

(i.e. those included in lines A4, A5 and A6)

This does not include costs and fees for unfinished requests (i.e. those requests include in line A8).

		<b>Assessed Costs 2010</b>	<b>FOI Fees Received 2010</b>	<b>Assessed Costs 2009</b>	<b>FOI Fees Received 2009</b>
H1	All completed requests	-	60	-	75

### Section I - Discount allowed

Number of FOI requests processed during the period where discounts were allowed.

	<b>Type of Discount Allowed</b>	<b>Personal 2010</b>	<b>Other 2010</b>	<b>Personal 2009</b>	<b>Other 2009</b>
I1	Public interest	-	-	-	-
I2	Financial hardship - Pensioner/Child	-	-	1	-
I3	Financial hardship - Non-profit organisation	-	-	-	-
I4	Totals	<b>Nil</b>	<b>Nil</b>	<b>1</b>	<b>Nil</b>
I5	Significant correction of personal records	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

\*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 2010	Other 2010	Personal 2009	Other 2009
J1	0 - 21 days	1	-	-	-
J2	22 - 35 days	-	-	2	-
J3	Over 35 days	-	-	-	-
J4	Totals	1	Nil	2	Nil

### Section K - Processing time

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

	Processing Hours	Personal 2010	Other 2010	Personal 2009	Other 2009
K1	0 - 10 hours	1	-	1	-
K2	11 - 20 hours	-	-	1	-
K3	21 - 40 hours	1	-	-	-
K4	Over 40 hours	-	-	-	-
K5	Totals	2	Nil	2	Nil

### Section L - Reviews and Appeals

Number finalised during the period.

		2010	2009
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	
		2010 Upheld*	2010 Varied*	2010 Upheld*	2010 Varied*	2009 Upheld*	2009 Varied*	2009 Upheld*	2009 Varied*
L4	Access refused	-	-	-	-	-	-	-	-
L5	Deferred	-	-	-	-	-	-	-	-
L6	Exempt matter	-	-	-	-	-	-	-	-
L7	Unreasonable charges	-	-	-	-	-	-	-	-
L8	Charge unreasonably incurred	-	-	-	-	-	-	-	-
L9	Amendment refused	-	-	-	-	-	-	-	-
L10	Totals	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 01/07/2009 to 30/06/2010.

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