



Young Shire Council



**ANNUAL REPORT
FOR THE PERIOD
01/07/2010 TO 30/06/2011**

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MAYORAL FORWARD

The much anticipated harvest in November and December 2010 turned to heartache for most of our rural producers across the Shire. The record was broken on the 29th of November for the wettest November day, with 118.6 mm. Further downpours over following weeks compounded the losses for fruit and grain growers along with a largely depleted Cherry Festival programme.

Damage to Council's road network was extensive with infrastructure such as the Lachlan Street bridge suffering terminal damage. With the application for funds to repair the flood damage across the Shire being successful following the announcement of Young Shire being declared a Natural Disaster Area, much has been done. These funds are of course in addition to our normal budget allocations for road upgrades and maintenance and so these additional works will extend into 2011/2012.

We expect the new owners of the abattoirs to begin operations in around February 2012. While this will mean two years since the previous operation closed and we appreciate the pain that many in the community went through over that period, the benefit of this break has been that it has allowed the new owners the space to upgrade the works. Council is very confident that B E Campbell will manage this now very modern plant to a high standard and be very conscious of their community obligations.

Our new Economic Development Strategy which has been compiled from a study of our local economy, jointly funded by Council and the NSW Dept of Industry and Investment is about to have their recommendations acted on. A new Council Economic Development Committee will begin their duties later in 2011.

The Blayney to Demondrille rail line which has been suspended since September 2009 is an ongoing issue, which the five Shires along the track are working passionately towards a positive result. To have this line in operation, hauling freight that should be on rail for the many reasons that we would all be aware of would make a big difference to our lives. We have to keep up the push for its reopening. Another derelict, abandoned railway line in these times of increasing heavy vehicle traffic through our town, with the safety and environmental issues attached is a terrible prospect.

Our team at the Tourist Information Centre are delivering some impressive figures in their operations. The visitYoung.com.au campaign has really delivered with the Promotional Partnership proving a great success with bookings on line and the visitation figures on the website continuously trending upward. The addition shortly of the getitalldoneinyoung.com.au website will give more value for our businesses.

The addition of our Hilltops Cellar Door to the premises has proven another winner, with very impressive sales figures. For the thirteen wineries/vineyards that market their produce there it has been a real benefit particularly if they don't have a cellar door of their own but also to cater for those visitors who don't have the time to travel out of town to the wineries/vineyards.

Our television and radio marketing campaign continues, along with our involvement in many Expos, Caravan/Camping Shows, etc. These initiatives flow on from previous years and have long proven their worth.

The Lambing Flat Tribute Gardens will receive an injection of around \$130,000 worth of improvements later this year. This popular location for locals and visitors will require a steady flow of funds to keep the facilities and attractions up to a high standard.

Roads to Recovery funding is enabling Council to continue with the upgrading/sealing of a few more roads each year along with the RTA grants for our Regional road network. As mentioned earlier the Disaster/Flood Damage works has tended to dominate as access to properties

across the Shire for delivering or receiving produce, school bus routes and just general public safety has to be a priority.

With a new LEP (Town Plan) being in operation for some months, along with the just completed Community Strategic Plan and a soon to be completed Development Control Plan (DCP) we are well situated to take advantage of opportunities that will come along to create employment, keep our business activity progressing and at the same time striving to keep our quality of life at the forefront of our thinking.

Council is looking forward to the challenge of achieving as many as possible of the desired improvements and ambitions that we all share for our Shire.

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

Council

Mayor

General Manager

▼ Operations	▼ Utilities	▼ Planning & Environment	▼ Corporate Services
Roads & Bridges	Water Supply	Waste Management	Financial Management
Ancillary Facilities	Sewerage Service	Recycling	Accounting
Plant Operations	Drainage	Strategic Planning	Rates Payroll
Quarries	Aerodrome	Development Control	Records
Design Services	Saleyards	Health Services	Administration
Street Cleansing	Cemeteries	Food Shops	Grants Co-Ordination
Stores Operations	Emergency Mgt.	Building Control	Estimates Process
Private Works		Animal Control	Mgt Information Serv.
Parks & Gardens		Law Enforcement	Insurance & Risk Mgt.
Sporting Grounds		Environmental Issues	Tourism Operations
Playgrounds		Council Properties Maintenance	Library Services
Tree Planting		Swimming Pool	
Public Conveniences			



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>ADMINISTRATION</p> <p>To develop and maintain administrative systems which provide efficient support services to the Council and management.</p>	<p>Provide timely and accurate information to Council and the community pertaining to Council policy and decisions.</p>	<ol style="list-style-type: none"> 1. Reduction in complaints of not being informed 2. Timely production of reports 3. All Departments adequately supported 	<p>Achieved and ongoing</p>
<p>COUNCIL IMAGE</p> <p>To promote a professional positive image of Council with an emphasis on the importance of good public relations in all areas of operation and to strive to keep the public well informed on all relevant matters</p>	<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"> 1. Community perception of Council's performance 2. All correspondence answered within eight days 3. Complaints responded to within timeframe stipulated in Complaints Management System 	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

STRATEGY	STATEMENT OF MEANS	PERFORMANCE ASSESSMENT CRITERIA	OUTCOME
<p>HUMAN RESOURCES</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"> 1. Induction and Recruitment 2. Staff Training Policy 3. Salary Policy 4. Staff reviews conducted annually 	<ol style="list-style-type: none"> 1. Acceptance and understanding of salary system by staff 2. Hours spent on training 	<p>Achieved</p>
<p>ABORIGINAL CONSULTATIVE COMMITTEE</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"> 1. People of Aboriginal background understanding of Council's function 2. Community perception 	<p>Ongoing</p>
<p>MANAGEMENT</p> <p>Demonstrate sound management and forward financial planning.</p>	<p>Management plan, including budget, adopted in June each year.</p> <p>Management plan review undertaken on a quarterly basis. Maintenance of tight fiscal control</p> <p>Review Corporate Strategic Plan on a regular basis</p>	<ol style="list-style-type: none"> 1. Compliance with all statutory requirements of the Local Government Act. 2. Maintain a current ratio >2.00:1.00 (current assets exceed current liabilities) 	<p>Achieved</p> <p>1.94:1</p>
<p>LIBRARY SERVICE</p> <p>To provide a quality, efficient and effective library and information service.</p>	<p>Organise and make available print and electronic resources</p> <p>Provide access and services for people with special needs.</p>	<ol style="list-style-type: none"> 1. Increase the number of loans by 10% 2. Increase the number of users of public access computers for CD-ROM resources, Internet access and personal computing. 3. Quantity of new stock in areas of learning, 	<p>Ongoing</p> <p>Ongoing</p> <p>Achieved and ongoing</p>

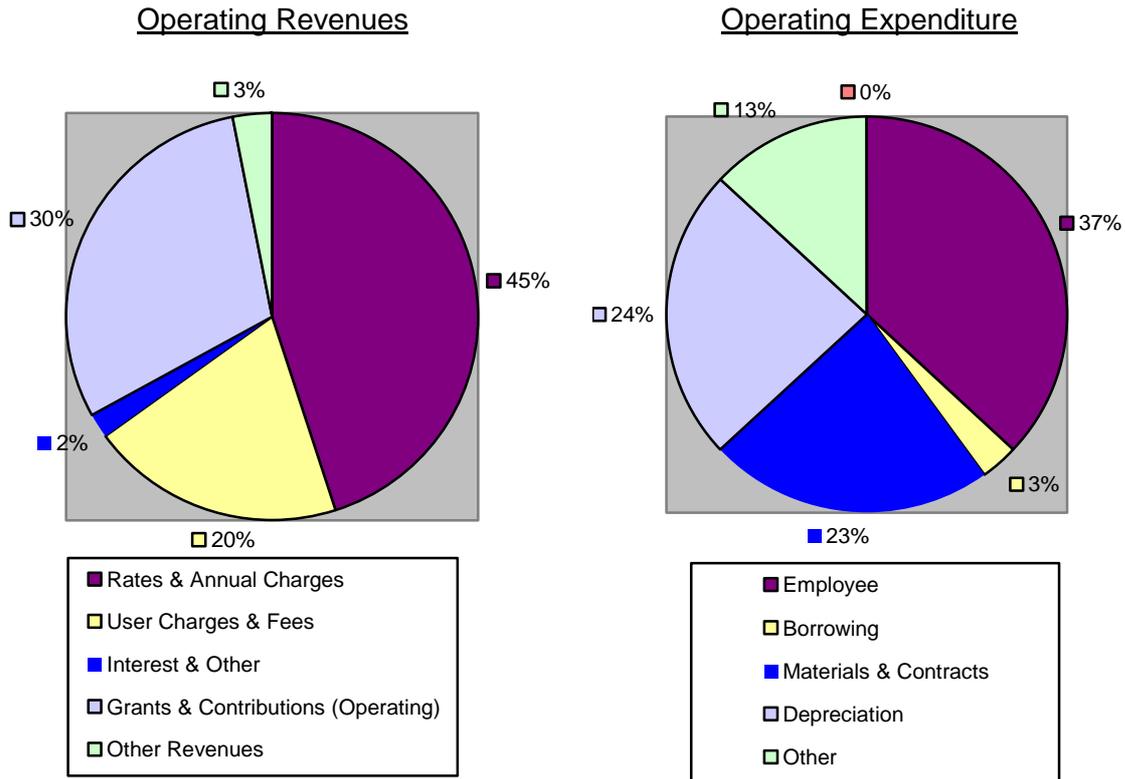
<p>YOUNG VISITOR INFORMATION CENTRE</p> <p>To promote and develop the tourism industry in Young stimulating the economic and social growth of the community.</p>	<p>Develop new and review existing visitor attractions to provide year-round experiences for visitors</p> <p>Implement marketing and promotional 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>RATING</p> <p>Provide and ensure Councils rates are levied in an equitable manner and that outstanding rates are kept at a low level.</p>	<p>Compliance with relevant legislation</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 & instalment notices on time % of rates outstanding <6.00 %</p> <p>Compliance with legislation and Policy.</p>	<p>Ongoing</p> <p>Achieved</p> <p>Ongoing</p>
<p>INVESTMENTS</p> <p>Obtain maximum return on investments within Council's Risk appetite.</p>	<p>Ensure Investment policy is compliant with relevant legislation</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 2010-2011 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 2010/2011, operating grants and contributions amounting to \$5.95 million were received by Council.

Total Capital grants and contributions for the year amounted to \$563,000.

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

Council did not have any new borrowings during 2010/2011

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 2010/2011 are set by Council as follows:-

Farmland	0.3663c	\$370.00 min
Rural Residential	0.6448c	\$370.00 min
Residential – Bendick Murrell	0.6448c	\$370.00 min
Residential – Bribbaree	0.6448c	\$370.00 min
Residential – Koorawatha	0.6448c	\$370.00 min
Residential – Monteagle	0.6448c	\$370.00 min
Residential – Murringo	0.6448c	\$370.00 min
Residential – Young	0.9672c	\$370.00 min
Business	0.7284c	\$370.00 min
Business – Bendick Murrell	1.2000	\$370.00 min
Business – Bribbaree	1.2000	\$370.00 min
Business – Koorawatha	1.2000	\$370.00 min
Business – Monteagle	1.2000	\$370.00 min
Business – Murringo	1.2000	\$370.00 min
Business – Young CBD	1.8600c	\$370.00 min
Business – Young Non-CBD	1.8050c	\$370.00 min
Mining	9.8794c	\$370.00 min

Water Availability Charges – Residential

Unconnected	\$155.00
Strata Units (not individually metered)	\$155.00
20mm meter	\$155.00
25mm meter	\$241.80
32mm meter	\$396.80
40mm meter	\$620.00
50mm meter	\$968.75

Water Availability Charges – Non-Residential

Unconnected	\$155.00
Strata Units (not individually metered)	\$155.00
20mm meter	\$155.00
25mm meter	\$241.80
32mm meter	\$396.80
40mm meter	\$620.00

50mm meter		\$968.75
80mm meter		\$2,480.00
100mm meter		\$3,875.00
Annual Sewerage Service Charge	- connected	\$550.00
	- unconnected	\$412.50
Annual Domestic Waste Management Charge	- occupied	\$208.94
	- vacant land	\$68.95
Recycling Charge – Residential		\$52.24

Payment of Rates by Instalments

Rates may be paid either as a lump sum or, by four quarterly instalments. If payment is made in a lump sum, this amount is payable on or before, 31 August. All Rate Instalment Payments are due and payable on or before, 31 August, 30 November, 28 February and 31 May.

Interest of 9.0 % p.a. accrues on rates and annual charges, which remain unpaid after the dates outlined above.

Pensioner Rate Rebates

Under State Government Legislation, some pensioners are eligible for mandatory concessions. The amounts of the concessions available on an annual basis are:

- * All ordinary rates and annual charges for domestic waste management services on land - up to a maximum of \$250.
- * 50% of Water Rates or annual charges - up to a maximum of \$87.50.
- * 50% of Sewerage Rates or annual charges - up to a maximum of \$87.50.

If you receive a pension or benefit, you may be eligible for a mandatory concession even though someone else may jointly own and occupy the property with you. You must occupy the dwelling (for which a concession is sought) as your sole or principal place of residence.

Persons who become, or cease to be eligible pensioners during the year, will receive a concession proportionate to the number of full quarters in which they are an eligible pensioner.

Ratepayers are requested to contact Council's Rates Officer immediately they become an eligible pensioner, as they may be entitled to a pro-rata rebate.

User Fees and Charges

Council continues to develop and implement its policy of "user-pays" to those areas of services which benefit specific sections of the community such as water supply, sewerage services, waste management, plant hire, private works, hire of halls and other facilities.

In addition, developers are required to contribute to improvements to community facilities such as road works, parking, kerbing and guttering, sewerage services, drainage and water supply where land is developed within Young, and where applicable in the rural areas, dependent upon the nature of the development.

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

Asset Class	Carrying Value	Cost to bring up to a Satisfactory Standard	Est. Annual Maintenance Expense	Program Maint. Work for Year
	\$000	\$000	\$000	\$000
Buildings	21,977	770	465	245
Public Roads	55,805	6,300	2,310	2,550
Water	14,937	730	284	284
Sewerage	8,486	20,020	227	277
Drainage Works	2,361	300	65	113
TOTAL	103,566	28,120	3,351	3,469

STATEMENT OF FINANCIAL PERFORMANCE

See Appendix A – Financial Statements for year ended 30/06/2011.

SOUTH-WEST REGIONAL LIBRARY SERVICE - YOUNG LIBRARY

The South West Regional Library Service provides residents of Young, Harden and Boorowa Shires access to a diverse range of information resources and services, offering patrons a selection of popular culture, recreational material and information across a broad range of media including books, magazines, hearing books, newspapers, CDs, DVDs, microfilm and internet databases. The Large Print collection was increased to include a larger range of genre and format purchased with funding provided by a Library Development Grant.

The Young Library is the central branch for the region with staff responsible for the selection, purchasing, processing and circulation of stock. Young Library recorded 50,200 visitors during 2010/2011 and members checked out over 62,000 items during the year. Late closing on Saturdays and extended hours during Daylight Saving months provided further opportunity for the community to access resources and services.

The library catalogue, online at www.swrls.nsw.gov.au, allowed members to manage their loans and interested visitors to search the collection, contact branches and access quality databases hosted by the State Library of NSW.

Regular exchanges and a weekly courier service between branches enabled all constituents in Young, Harden and Boorowa Shires to borrow from the region's collection, which numbers in excess of 40,000 items. Special requests not held in the collection were sourced via inter-library loan from throughout Australia.

Outreach programs included monthly deliveries to Young Retirement Village and Mount St Joseph's Home providing reading and listening material for those residents unable to access the Library, and Young Mobile Playgroup collected a unit of picture books assembled regularly each term for the enjoyment of children in outlying villages. The PALS sessions were popular with children and carers participating in stories and craft activities each fortnight. National Simultaneous Storytime ventured to Gumnut Grove Daycare Centre, and the Summer Reading Club and Children's Book Week involved primary school children and generous local sponsors. Four book clubs were established to engage members in the study of a variety of authors and genres to extend their reading choices.

A further four computers were installed during the year, increasing the service to ten available for internet and word processing, additional to the wireless hotspot located in the library. 6,800 bookings were recorded for these facilities, which were in maximum use during the busy fruit-picking season. The introduction of a café ticketing system ensured a more efficient service for computer users.

Increased enquiries were evident for cemetery records, newspapers and state archives information on microfilm accessed by locals and visitors studying family history, planning reunions and publishing information on local organisations and events.

The contact telephone and a comfortable waiting area with access to reading material is situated within the library for clients utilising the community bus and was greatly appreciated, particularly in extreme weather conditions.

Library staff welcomes suggestions and encourage feedback from members and non-users. Photocopying, faxing and scanning services are available. For enquiries telephone (02) 6382 1886 or email swrls@young.nsw.gov.au

YOUNG Lynch Street (Opposite Fire Station)
Mon-Fri 9.00 am – 5.00 pm
Sat 9.30 am – 2.00 pm
Telephone: (02) 6382 1886

HARDEN Trinity Centre, East Street
Mon-Fri 10.30 am – 12.30 pm
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 9.00 am – 1.00 pm
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 2010/2011, the Young Visitor Information Centre serviced face to face inquiries from over 16,153 visitors, an increase of 16% YOY. There has also been a steady increase in the number of visitors staying overnight in the district, ensuring the viability of accommodation providers. 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 www.visityoung.com.au website launched in October 2009. This development transformed the way in which the visitor information centre had been able to service its clients with the inclusion of an online booking functionality providing another service that visitors are looking for. The website is another income stream for the centre, with recorded sales of \$41,457 during the 2010/2011 financial year.

A significant improvement located within the Visitor Centre is the Hilltops Regional Wine Cellar. The cellar door showcases 13 different wineries from around the Hilltops Region (Young, Boorowa, Harden) in one easy and convenient location to both visitor and locals. There has been an increase of locals visiting the centre to purchase wines and they bring guests to see the wide range of wines available in the area. Since its opening in September 2010 the cellar door has generated \$22,650 in sales in its first financial year. There has also been an increase of general souvenir sales at the visitor centre since the cellar doors opening.

The refurbished Young Railway Station still attracts visitors for the building alone. With easy parking for cars, coaches and caravans, it also offers easy access to the CBD and many people comment on how much nicer it is.

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.

Tourism Marketing and Development

The financial year 2010/2011 was a time of change and improvement for the Tourism section of Young Shire Council. Highlights of the year included:

- Opening of the Hilltops Regional Wine Cellar
- Creation, launch and promotion of www.getitalldoneinyoung.com.au.
- Participation in the delivery of Country Week.
- www.visityoung.com.au having 88,051 unique visitors from October 2009 - June 2011.
- Grants from Tourism NSW for the promotion of the National Cherry Festival and to create an image library for the Visitor Centre

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, Facebook and radio.

Council has continued to partner with the Campervan and Motorhome Club of Australia to become an RV Friendly town.

Event Management

Young Visitor Information Centre has again been instrumental in the co-ordination of the 62nd National Cherry Festival. The event continues to grow and attract thousands of people to the town and region during the 3 day event.

In the last few days leading up to the 2010 National Cherry Festival the Young Shire Council and National Cherry Festival Committee decided to scale down the event due to extreme rain forecast for the weekend. This was also due to the extreme weather conditions which included flooding in Young and the region the previous weeks before the 2010 festival and a forecast of 90% chance of 10-20mm for the Thursday 2nd, Friday 3rd and Saturday 4th December 2010.

Luckily many of the events planned for the 2010 festival could be transferred to the 2011 National Cherry Festival without much of a financial loss.

Council Tourism staff play an integral role in the day to day management of the event including the co-ordination of events, 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 2011 Lambing Flat Festival celebrates 150 years since the towns name was changed from Lambing Flat to Young as is advertised through both the Lambing Flat Festival and the National Cherry Festival. The LFF 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 and it was at the LFF that The Gold Trail brochure was launched. 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.



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

- Council received 183 companion animal registrations for 2010/2011 comprising of 7 breeders, 71 de-sexed animals, 63 non de-sexed animals, 38 pensioner registrations and 4 working dogs. Council has received a 13.1% increase in companion animal registration for the 2010/2011 period; this increase is a positive indication that the Council's education program on companion animal registration is effective.

- The 2010/2011 Companion Animals report, a total of 473 companion animals were seized during the period 2010/2012 of these animals 398 were transferred to the council pound (301 dogs, 97 cats). 233 of these animals were released (227 dogs and 6 cats) while 192 (101 dogs and 91 cats) were euthanized. A total of 29 companion animals were sold or re-homed. No animals were stolen from the pound nor have any died in the period from disease or other complications sometimes encountered.

The above figures represent a seizure increase of 11%, an impounding increase of 16% and an increased euthanise rate of 11%, over the 2009/2010 period.

The increase in the seizure of companion animals reinforces the requirement for Council to continue its education program on the requirement by owners to restrain their companion animals within the confines of their property, and under effective control outside of their property.

- There were 46 animal control related infringements issued in the period

Litter

Littering generally appears to have remained stable in the period. The incidents of illegal dumping have increased with prosecution of offenders becoming more difficult due to lack of evidence, Council is now using covert surveillance in various areas randomly around the Shire to obtain evidence for prosecution of offenders.

There were 4 infringements for littering issued for the period.

Parking Patrols

Parking patrols are in the main carried out by a contract parking officer.

There are two key areas of interest to Council when conducting parking patrols these areas are the CBD district of Young and the school zones, Council choose the CBD to patrol to provide a continuously changing and available parking situation, the school zones are patrolled as often as is possible to provide an environment that encourages persons embarking or disembarking children within the school zone to act in a responsible and safety conscientious manner.

Council issued 104 parking infringement notices for the 10/11 financial 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 2011/2012 year.

Council is endeavouring to persevere with an education campaign on the issue of parking, Council main goal is to educate not prosecute with the aim being to keep the traffic moving within the CBD to provide adequate business parking.

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drumMuster ©

The drumMuster programme has continued during the reporting period with an increase of 1,824 drums over the preceding period, giving a drum total for the 2010/2011 reporting period of 7,704 this represents an increase of 23.6% drums recycled for the period.

The increase in drum numbers is due in part to Council working proactively in this area and the general increase in farming activity.

Council continues to be a leader in the Region with it's all year round appointment based system for the receiving and recycling of drums, through Council contractual arrangements with its Victoria St Landfill Site Operator, the Council intends to increase the availability drum receiving staff.

Noise

Council has received a significant number of noise complaints with the greater percentage being barking dogs, followed then in number by off road motor cycle noise, gas scare guns for bird control in orchards, and in turn suburban noise complaints such as poultry noise and music. Industrial noise complaints have decreased in the period and those received were mostly viewed by the Planning & Development professional staff as a Development Application matter.

Council is expecting an increase in industrial/agricultural noise complaints from scare guns as we come on to summer, due to the climatic improvements leading to a much improved cherry, summer fruits and stone fruits harvest.

No noise infringements were issued but several nuisances' orders were issued for the prevention of noise. The number of noise complaints are in line with previous reporting periods.

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

Drinking Water Sampling Program

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.

Number of water samples required under the NSW Department of Health is 64 comprising of 52 Bacteriological samples and 12 Chemical samples from reticulated water supply sampling points. The required number of samples were supplied by Council, to the NSW Department of Health Laboratory in order to comply with the NHMRC guidelines. Council experienced some issues with the preferred courier service to get the samples overnight to Sydney. This led to some samples not arriving in the allocated analysis window.

This issue has now been resolved. Of the samples analysed all except one or two were favourable. Bacto results were within the required tolerances for the period 2010/2011. Chem results were within the required tolerances for the period 2010/2011. Exceptions that did occur were not of high risk and were quickly resolved by way of a lines flushing response.

There are 29 Piezometers installed in various locations around Young, there are 5 bores that are damaged and can not be measured. Those bores are numbered Y8, Y15, Y18, Y19, and Y20. The list of all bores and their locations is documented below.

Y1	Railway Reserve	Cnr Lovell & Stoneridge	Y16	Council Works Depot	Glensloy St
Y2	Golf Course	Jasprizza Ave (16th tee)	Y17	Carrington Park	Cnr Ripon and Caple St
Y3	Fraser Park	Jim Anderson Ave	Y18	Clifton St Park	Clifton St
Y4	Scout Hall	Blackett Ave	Y19	High School Ag Plot	Berthong St
Y5	Road Reserve	Orchard St nr Monteagle St	Y20	South Young Primary	Campbell St
Y6	Rotaract Park	Prospect St	Y21	Laneway (off Allanan St)	Between Wombat & Yass St
Y7	St Mary's School	Boothby St	Y22	Murringo St Traffic Island	Between Allanan & Demondrille St
Y8	North Young School	Off Nasmyth St (Oval)	Y23	Cranfield Oval Entrance	Cnr Allanan and Binalong St
Y9	Caravan Park	William Street	Y24	Gus Smith Oval Carpark	Trafalgar St
Y10	Traffic Island	Edwards St (Clarke & Main)	Y25	Alfred Oval (Greyhound Club)	Lachlan St
Y11	Footpath	Cnr Edward & Stoneridge St	Y26	Victoria Street Tip 1	Cnr Victoria and Briggs
Y12	Govt Office Building	Lovell St	Y27	Victoria Street Tip 2	Briggs St Reserve (opp Stadium)
Y13	Anglican Church	Cloete St	Y28	Victoria Street Tip 3	Victoria St Trav Stock Route
Y14	Clark Park	Dundas St	Y29	McMahon's Rd	Near Creek Crossing
Y15	Girl Guide Hall Carpark	Miro St			

Long term trending of piezometers is continuing with reporting to the Environmental Initiatives Committee. It is expected that in approximately 5 years time, sufficient data will be available for meaningful analysis taking into account recent drought conditions.

Pollution Incidents – Not Otherwise Reported

Pollution matters have been attended to as required and followed through in line with Council's Enforcement Policy. Generally, Council has not had any significant incidents that have been reported for the year.

HEALTH SERVICES

Food Services Register

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 of food premises on the register in the reporting period is 81.

No of premises inspections carried out during the period is 70.

Key target areas of inspections were hand washing facilities, correct hand washing by food handlers, cleanliness and appropriateness of premises and their fit-out, temperature control and cross contamination.

Whilst improvements are occurring, vigilance to the food premises and operators is a must to increase awareness and attendance on best practice per established laws and guidelines, is a must.

Public Health Register (Skin Penetration/Hair/Beauty)

No of premises on the public health register in the reporting period was 14.

No of premises inspected in the reporting period were 14.

All premises inspected under the public health legislation were found to be compliant during the period.

REFUSE COLLECTION AND DISPOSAL

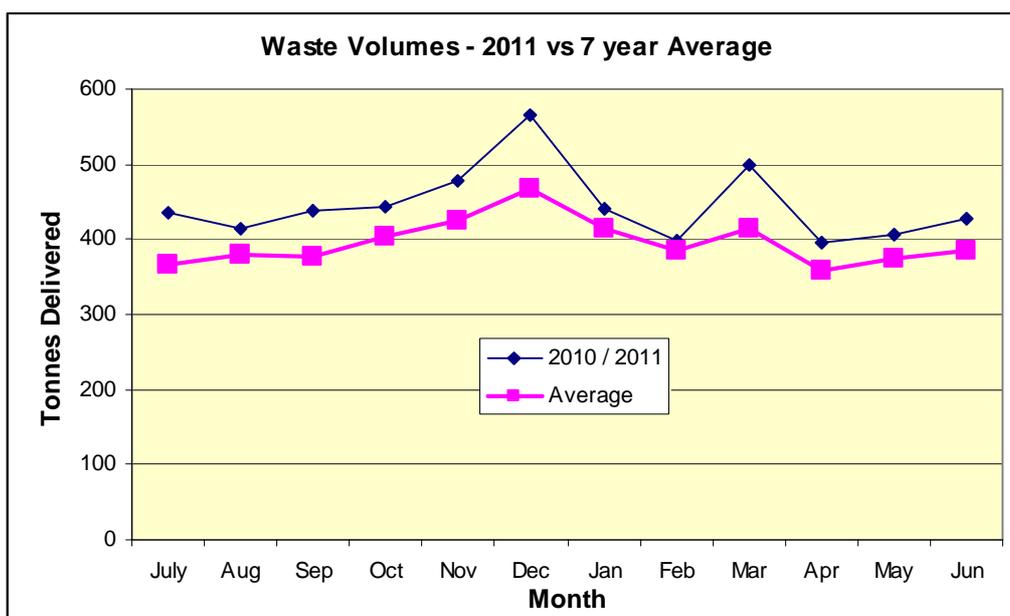
YOUNG SHIRE LANDFILLS

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 seven (7) years are as follows:

	2004 / 2005	2005 / 2006	2006 / 2007	2007 / 2008	2008 / 2009	2009 / 2010	2010 / 2011	Average
July	254.8	338.94	356.86	361.62	388.4	429.4	434.92	366.42
Aug	285.04	380.46	383.28	448.9	361.24	376.88	413.76	378.51
Sep	340.98	371.18	339.98	347.76	404.66	398.86	437.66	377.29
Oct	363.68	354.08	359.66	430.4	461.88	412.76	443.52	403.71
Nov	392.36	411.32	425.9	402.32	439.96	417.97	477.3	423.88
Dec	414.56	404.76	392	484.06	498.5	501.9	566.74	466.07
Jan	355.36	404.5	385.66	453.14	428.68	436.76	439.6	414.81
Feb	329.98	404.5	359.7	392.78	395.62	407.43	398.18	384.03
Mar	380.88	336.92	366.46	365.4	427.68	513.4	500	412.96
Apr	312.08	319.8	343.72	359.48	380.16	392.74	394.74	357.53
May	342.32	392.9	378.08	342.7	415.2	346.84	405.94	374.85
Jun	323.28	351.8	380.9	382.98	401.1	421.48	426.44	383.99
Ann Average	4094.8	4462.74	4472.2	4801.06	5068.41	5046.42	5338.8	4744.07



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.

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

- Bribbaree 82.38 cubic metres
- Bendick Murrell 224.6 cubic metres (* fire affected – estimate only)
- Milvale 68.92 cubic metres
- Tubbul 143.61 cubic metres
- Koorawatha 275.53 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 (SWRWMG 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.

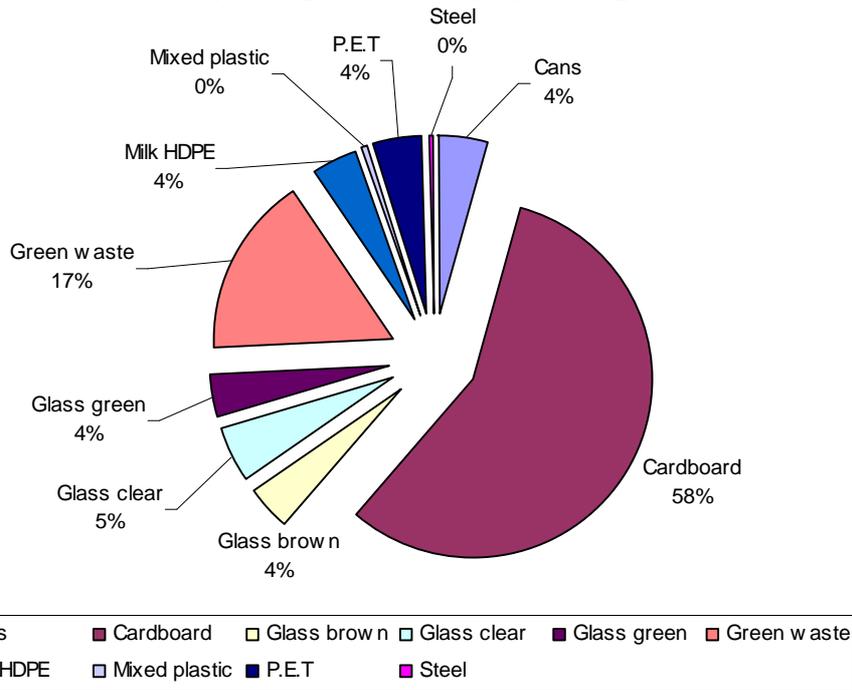
OTHER WASTE MANAGEMENT SERVICES

Recycling

The table below shows in tabular form the history of recycling (in tonnes) at the MRF since its inception in the shire of Young in 2003 as can be seen from the table the population of Young Shire are progressively increased their recycling activities over the period.

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Cans			16	19	17	15.66	30.74	96.64
Cardboard	1230.93	1152.58	687	730	1248	1265	1271.58	1247.19
<i>Commerical/Industrial Sourced (splits not shown)</i>	<i>1361.08</i>	<i>1216.88</i>	<i>1448.96</i>	<i>1134</i>	<i>1393</i>	<i>1096.98</i>	<i>2184.44</i>	<i>2256.1</i>
Glass brown	8.25	44.61	58	59	32.64	32.22	63.82	91.3
Glass clear	16.34	32.74	42	50	31.92	28.8	55.3	106.49
Glass green	2.18	15.28	21	26	24.52	20.86	41.54	88.5
Green waste	521.21	297.19	315	319	293	387	399.29	361.5
Milk HDPE	1.08	15	21	24.5	17.12	26	38.14	90.99
Mixed plastic			2	5	4.3	4.8	3.46	8.94
P.E.T			18	19	23.44	35	37.86	96.88
Recycling	681.59	580.52	629		800.04	1014.59	1241.36	1218
Steel	325.95	209.33	164.76	828	600	750	600	827
Sub Total	2787.53	2347.25	1973.76	2079.5	3091.98	3579.93	3783.09	4233.43

2010-2011 Recycling Break Up (Young Town MRF)



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.

TOWN PLANNING & BUILDING

STATUTORY PLANNING

Developments

Council **received** 348 development applications during this past financial year, with an estimated value of \$ 14.5 million, which sees consistent DA numbers compared to previous years, but a reduction in the overall value of applications.

Whilst there was a slight decrease in the number of new dwellings, modifications to homes increased dramatically, as did residential outbuildings and ancillary works, such as pools, pergolas, outdoor living areas, garages and carports.

Commercial and industrial application numbers continued to be consistent with previous years, but with a greater emphasis in the rural areas, with such developments as poultry farms, and slightly less reliance on urban developments.

Subdivisions

The actual number of subdivisions applications lodged with Council has fallen compared with the past 12 months, which saw a spike in applications, predominantly due to the impending new LEP (gazetted in August 2010)

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. This has now settled back to application numbers that are consistent with previous years.

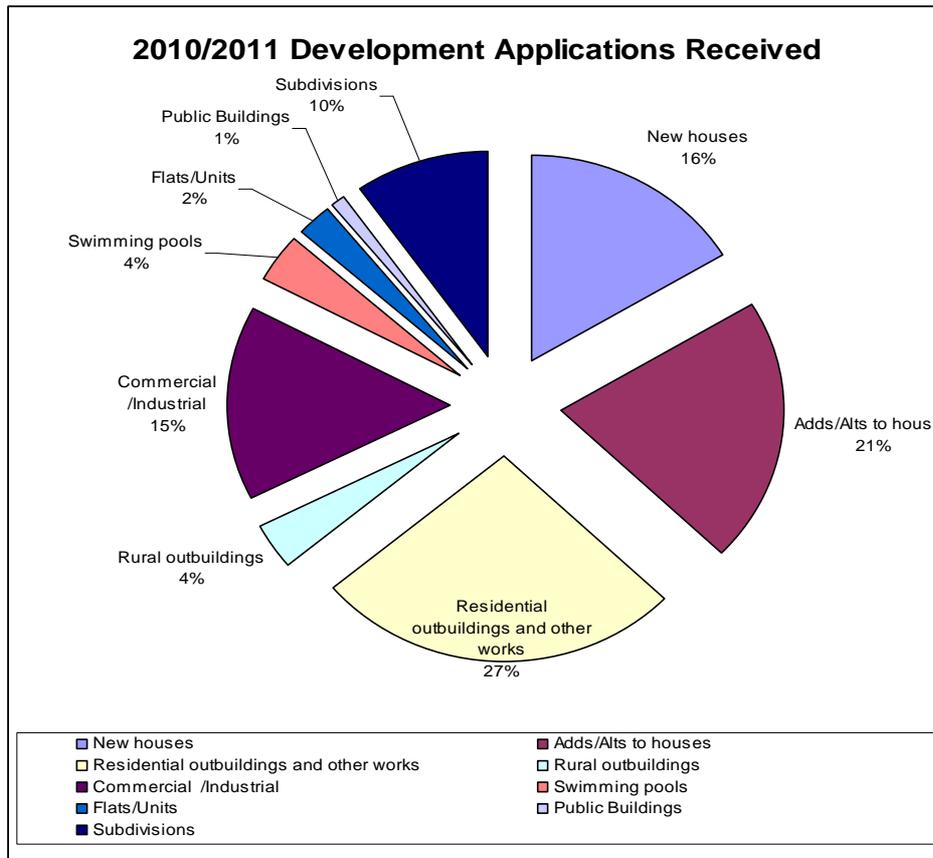
Statistical Break-up

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

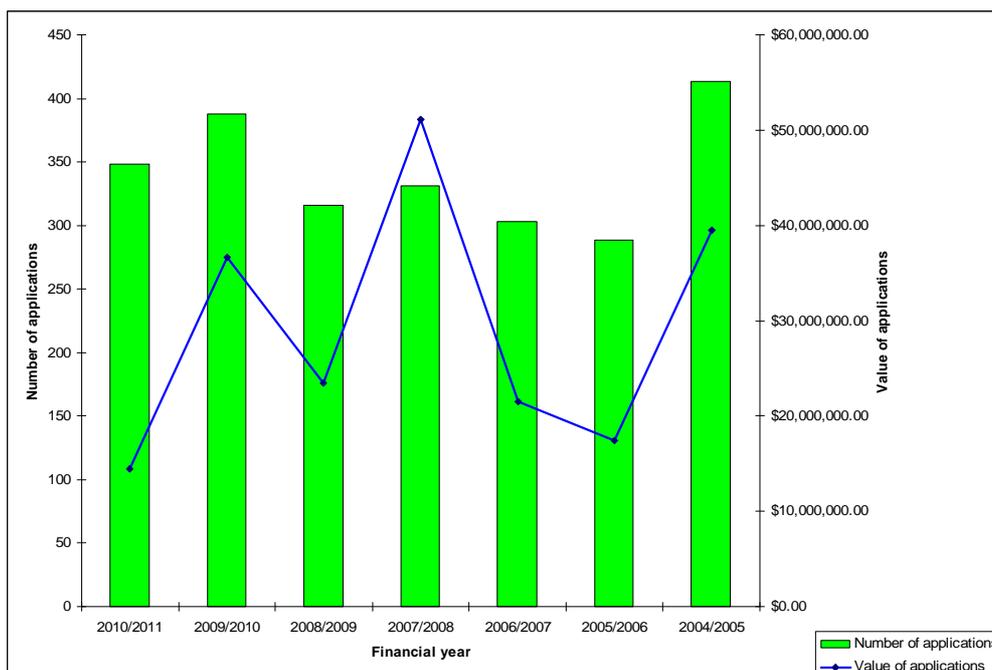
Number of Applications

	2010/ 2011	2009/ 2010	2008/ 2009	2007/ 2008	2006/ 2007	2005/ 2006	2004/ 2005
New houses	57	71	68	57	55	42	82
Adds/Alts to houses	73	46	49	51	28	49	24
Residential outbuildings and other works	92	54	63	65	63	45	74
Rural outbuildings	13	13	13	14	19	21	43
Commercial /Industrial	53	46	51	74	64	68	49
Swimming pools	14	19	17	18	21	26	29
Flats/Units	8	13	6	11	4	3	13
	(27 units)	(40 units)	(5 units)	(182 units)	(13 units)	(7 units)	(39 units)
Public Buildings	4	8	6	3	6	4	3

Subdivisions	34	60	43	38	39	31	53
Total no. app'ns	348	388	316	331	303	289	413



Value of Applications



	2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005
New houses	\$12,667,127	\$ 15,744,445	\$14,782,282	\$11,710,605	\$10,788,901	\$7,584,315	\$15,495,309
Adds/Alts to houses	\$1,216,163	\$984,676	\$1,095,415	\$1,417,109	\$1,292,650	\$2,104,651	\$1,471,741
Residential outbuildings and other works	\$1,074,587	\$573,518	\$502,734	\$536,713	\$657,098	\$360,261	\$598,009
Rural outbuildings	\$190,252	\$405,566	\$ 248, 160	\$151,400	\$364,100	\$321,863	\$709,718
Commercial /Industrial	\$7,971,715	\$6,611,716	\$2,843,600	\$17,855,020	\$6,162,282	\$4,817,155	\$13,198,648
Swimming pools	\$214,350	\$453,215	\$355,468	\$208,530	\$404,913	\$699,368	\$531,863
Flats/Units	\$3,404,340	\$5,029,000	\$473,500	\$18,291,750	\$1,530,000	\$944,000	\$4,667,225
Public Buildings	\$341,090	\$6,857,300	\$3,189,923	\$930,000	\$274,000	\$ 532, 630	\$2,890,000
Total value app'ns	\$14,412,630	\$36,659,436	\$23,490,082	\$51,101,127	\$21,474,112	\$17,364,243	\$39,562,513

BUILDING

Despite trying economic times in the wider global economy, it appears that housing and commercial markets in Young have held strong and are at or above the average of prior years, yet dipping somewhat from last years strong rebound.

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 Cadet 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 and past consent compliance, along with commercial / industrial buildings essential fire services (contained within the premises) as Fire Safety Certificates. This latter element alone has not been a priority for Council over the last 20 years and may be a shock as to the annual compliance obligations for Building owners and occupiers, however the gravity of the exit signs, emergency lighting, portable fire extinguishers, fire hose reels and the like is gravely important. It is one of the compliance inspectors most crucial jobs to ensure that measures put in place in a building are functional if and when a dreaded event may occur.

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. Again, in excess of 1,200 inspections were carried out, averaging ¾ hour per inspection including travelling time and the inspection itself.

Processing Times

Since 2005, 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. 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 few years has been provided as follows, and shows sustained improvements in processing times over previous years. Council continues to be in the top echelon of the 152 NSW Council's for applications processed per low level of staff performing DA assessment.

Table of return figures is attached next page.

It is pleasing to see Council's key performance figures (gross median, net median and net average) have improved 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.

In addition, the following ancillary figures are also provided for comparative purposes, and details certificates issued by Council during the reporting periods:

	2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006
Construction certificates	212	185	159	175	168	213
Occupation certificates	249	413	116	150	119	139
Subdivision certificates	19	15	16	17	20	35
Strata subdivision certificates	1	0	1	1	3	1

	2010/2011 (days)	2009/2010 (days)	2008/2009 (days)	2007/2008 (days)
Gross average time	50.5	39.5	45.5	37
Gross median time	20	22	25	34
Net average time (less number of days it took for additional information to be submitted by Applicant)	35	30.6	23.7	32.2
Net median time (less number of days it took for additional information to be submitted by Applicant)	15	19	18	27
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	277	276	251	273
Number of Complying Developments	16	48	34	26
Number of section 96 modifications	71	49	34	31
Total number of DA's, CD's & s96's	364	373	319	330
Value of applications	\$ 29,572,761	\$ 39,053,691	\$ 26,447,093	\$ 51,645,700

STRATEGIC LANDUSE PLANNING

Young Local Environmental Plan 2010 (Young LEP 2010) was implemented and declared by the Minister on 2 August 2011. This change in dominant Landuse planning instrument for the Shire marks a strategic step forward and now plans for the controlled and measured growth of the Town and Shire after a valuable public, staff and Government Agency feedback process.

Young LEP 2010 was at the time of declaration, 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.

Work commenced on amendments to the LEP almost directly as several matters required more study and more work to finalise the whole of the process. These included;

- Planning Proposal 1 - Industrial zone expansion and Heavy Vehicle Route Analysis
- Planning Proposal 2 - Further work on peri urban RU4 zones and lot sizes
- Planning Proposal 3 - Young Abattoir Deferred Matter zoning
- Planning Proposal 4 - Drafting error resolution on 2 lot exempt subdivision development
- Planning Proposal 5 - Sundry Amendments from an accuracy & errors perspective

At the time of writing PP's 3 and 4 have been completed (including study, gateway determination, exhibition and re-reporting to the Panel) through the NSW LEP Panel with PP 4 having been declared and operational, whilst PP3 is awaiting Ministerial announcement.

PP's 2 and 5 are awaiting Gateway Determination for exhibition and PP 1 has been split into the two distinct projects with the Industrial zones report being prepared for gateway and the heavy vehicle route under further deliberation by Council as research on the matter is just concluding.

As well, Council commenced work on preparing a comprehensive Development Control Plan as a policy support to the LEP. The DCP is now in effect and the process of managing policy change and educating our community is proving interesting but meaningful as we give effect to some of the big picture strategies called for by the elected representatives to shape Young Shire's continued growth.

The Strategies for Section 94 (Development Contributions) are being developed and it is Council's intention to manage a process for developing an effective section 94(1) Infrastructure Contributions Plan and a Section 94(1A) Development Levy for Community related services. These will aid to collect funds and ensure that appropriate expenditure occurs relative to the actual growth of the Shire.

Young Shire Council has been engaged by Boorowa Council to undertake their new LEP processes from exhibition through to implementation. This is being done through the specialist skills of the YSC Strategic Planner and the Director, at cost to Boorowa Council. This is an excellent opportunity for YSC to utilize its recently honed skills on delivery in the Strategic Planning sphere by assisting our neighbours who do not have the speciality staff in this regard.

PROPERTY TRANSFERS - Zoning Certificate Requests

A total of 574 applications were received for section 149 zoning certificates, on par with 572 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.

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 3 days also.

Actual land transfers, or sale of property during this period totalled 1,715, and is a considerable rise on previous years. The previous year's sales was 1,446. This consecutive annual rise (09/10 & 10/11) can again 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.

OTHER PLANNING SERVICES – Development Control Planning

Young Shire met with Boorowa and Harden Council's during the reporting period and discovered that each had a common need for some more support having regards to a specialist Planner for Development commentary on approval and compliance of development applications. A staffing opportunity presented, a proposal on use was agreed upon and the engagement of an officer occurred under agreement of the Council's.

This Planner works 40% of their time and is engaged, managed and retained by Young Shire. They are then let out to offer services under direction from Young Shire to Boorowa Council (40%) and Harden (20%). A costs model for disbursements and engagement exists behind the agreement as well. At the time of writing, this agreement is working successfully.

STRATEGIC SERVICES – INTEGRATED PLANNING & REPORTING

On the 30th June 2011 Council adopted a suite of Integrated Planning & Reporting documents which included the Community Strategic Plan, the Resourcing Strategy and Council's Delivery and Operational Plans 2011-2013. These plans replace Council's Management Plan, Social Plan and Annual Reporting requirements and were developed following extensive community and agency engagement and consultation.

Council began engagement in October 2010 after adopting a Community Engagement Strategy to ensure that the development of the Plans followed principles of Social Justice, and that everyone had the opportunity to have their say, participate and be involved with the decision making process. This resulted in a series of targeted and general community workshops which were facilitated by Council staff and Wagga Wagga firm, Community Development Initiatives, and written submissions received from community and stakeholders.

The Engagement Strategy also acknowledged and built on existing knowledge from previous consultation sessions through the development of the following plans;

- The Young Local Environmental Plan 2010
- The 2010 Social & Community Plan
- The 2010 Young Youth Strategy (YYS)
- The Economic Development Strategy
- The Regional State of the Environment

This new Integrated Planning & Reporting system recognises that communities do not exist in isolation but are part of a wider natural, social, economic and political environment that influences any future direction. It also recognises the Plans developed by Council are also connected and draws Council's various plans together, helping to understand how they interact to assist Council and the Community plan holistically for the Shire

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 continue 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 environmental 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

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.

2010/2011 SUPPLEMENTARY STATE OF THE ENVIRONMENT REPORT

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

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 – Following the gazettal of the Young Local Environmental Plan 2010 on 2nd August, Council has been working to develop a Development Control Plan that will fulfil the expectations laid out in the Young LEP 2010 in an ecologically sustainable manner. The DCP was adopted by Council on the 24th August 2011 and came into force on the 5th September.

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. Wet conditions throughout summer mitigated the usual impacts of dust on outdoor air quality, however smoke from stubble and crop burns did occasionally impact.

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.

Total Water use (Goldenfields)	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
ML	1502	1410	1611	1351	1439	1310	953.5

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 18th 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

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 a Ray Christison, from High Ground Consulting as Local Heritage Advisor for the Shire. 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 for assistance in the 2010-2011 year.

Summary

Land	The Young LEP 2010 which was gazetted on 2 nd 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 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 sustained considerable damage to its transport infrastructure due to a declared natural disaster event in late November and early December 2010. In two separate storm events of short duration the Young Shire area recorded approximately 200mm of rainfall.

Damage was severe and included:

- The scouring away of the Lachlan Street culvert structure in Young
- The loss of a timber bridge on Waihemo Road
- Damage to guardrail and abutments on the Burrangong Creek Bridge Maimuru Soldier Settlers Road
- Extensive damage to road culvert structures on Bribbaree Road, Bendick Murrell Road, Scenic Road, Koorawatha Greenethorpe Road, Old Forbes Road, Jerrards Crossing Road, Lirambenda Road
- Extensive damage to the gravel road network
- Extensive damage to the Burrangong Creek area through town

The repair of the damage is ongoing.

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 2010/11 to provide:

- Routine maintenance services (e.g. pothole patching, guide post replacement) of \$326,000.
- Ordered works including heavy patching and incident responses
- Flood damage pavement repairs of over \$300,000 after the December declared natural disaster event

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

Works on regional roads are funded by the RTA through grants. Council expended \$605,106 on routine maintenance, \$51,000 on traffic works and a further \$376,000 on widening 1.5km of the Henry Lawson Way at Bulla Creek. A program of heavy patching was carried out on Milvale Road and on Murringo Road.

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

Urban roads – Council's capital works programs were severely disrupted by the road repairs required after the December declared natural disaster event. The following capital programs were deferred:

- a. rear lanes kerb and gutter and bitumen sealing
- b. pavement rehabilitation works on heavy vehicle routes through Young

Routine maintenance included heavy patching and resealing. A further shade sail was constructed over the Rosemary lane carpark area to encourage parking in this area; funded by the Federal Government's Regional and Local Infrastructure grants.

Rural roads – Council reconstructed the section of Pitstone Road approaching Chinamans Dam. Kingsvale Road was widened from Pitstone Road to the Shire boundary at Starrs Bridge. Guardrail was constructed on Commons Road. Council’s pavement heavy patching program was deferred due to flood damage repairs. 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** – the shared pathway along Burrangong Creek was extended with works from the swimming pool under the Wombat Street bridge to Main Street including a section of elevated walkway and a section of retained pathway along the creek. 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** – various smaller scale works were completed to regulate traffic as required by resolution of Council’s Traffic Committee.
- **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.

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 during the 2010/2011 financial year included the following.

Burrangong Creek - Walkway

- Ongoing 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, Clarke Street.
- Reconstruction of a section of walkway from the Keith Cullen Oval to Lachlan Street severely damaged in the December flood event.

Lambing Flat Chinese Tribute Gardens

- Forward planning for upgrade funded by the Federal Government Regional and Local Infrastructure Grants.

Carrington Park

- Completed a park upgrade including a new playground area, shade sail and landscaping

Bribbaree and Bendick Murrell Playgrounds

- Constructed shade sails to increase amenity of these play areas

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. Capital works completed include:

Keith Cullen Oval

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

Gus Smith Oval

- Completed the installation of a high capacity pump to improve the irrigation system.

PERFORMANCE OF PROGRAMME AREAS AGAINST MANAGEMENT PLAN

In Young Shire Council's 2010/2011 Management Plan, the following program areas were identified, with established objectives, intended actions, time frames and targets. This section serves to identify the outcomes of the various actions.

Major Function: Parks and Gardens

Function Objective:

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

ACTIVITY	ACTION	PERFORMANCE	STATUS
Management Services	Provide management services and technical advice to efficiently and effectively manage Council's infrastructure	Systems and operating procedures documented	On-going
		Staff trained in new techniques	On-going
		Reporting system, time taken to respond to incidents	Achieved and On-going
		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.	Achieved and on-going
		Fortnightly maintenance of neighbourhood parks	Fortnightly and on-going
		Fortnightly maintenance of village parks	Fortnightly and on-going
Footpath and roadside maintenance	Undertake mowing of Council's footpaths and town roadside approaches	Weekly mowing of footpaths 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 2011
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 2011
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 2010/2011

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

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

Matter	Status	2010 / 2011
Debt Recovery	Ongoing	56,000
Planning & Development	Advice	8,000
Sundry Advice	Advice	19,000

Rate Recovery

Letter of Demand Issued	284
Withdrawn	24
Statement of Liquidated Claims Issued	1
Served	1
Paid in Full	186
Agreements to pay judgement debt by instalments	1
Pending further action	5

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

The following expenses were incurred by provision of Councillors facilities.

	<u>2010 / 2011</u>
Mayoral Allowance	\$ 22,979.00
Councillors' Fees (Nine Councillors)	\$ 86,130.00
Councillors' Expenses:	
• Travel, accommodation, meals	\$ 10,207.91
• Telephone	\$ 1,207.63
Total Councillors' Expenses:	\$ 11,478.54
Councillors' Training	\$ 945.20
Conferences and Seminars	\$ 5,527.59
Election Expenses	\$ 0.00
	<u>\$127,060.30</u>

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 2010/2011 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 2010 to 30 June 2011 to the value of \$234,000.

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

- | | |
|---|------------|
| • Fulton Hogan – Bitumen resealing | \$ 776,231 |
| • Hitachi – Provision of Grader | \$ 344,944 |
| • JR Richards – provision of waste collection service | \$ 190,025 |
| • Elouera – provision of recycling service | \$ 144,032 |

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 \$110,000 for the zone. During the year the following permits, development applications and hazard reduction was undertaken with the Young Shire Council area.

Permits – 69 permits issued.
Development Applications - 0

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 2010/2011 Schedule of Fees & charges as published in the 2010/2011 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 2010/2011 was \$87,000.

Section 428 (2) (m): Human Resources Activities 2010/2011

Strategies are progressively being implemented in response to the Human Resources Workforce Management Strategy and Equal Employment Opportunity (EEO) Management Plan ensuring a wide range of human resource services are provided to Council's management and staff.

Human Resources

Council's Human Resource provides and coordinates 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.

HR Process Review

During 2010-2011, a Workforce Management Strategy was developed in align with and supporting Young Shire Council's other key planning documents to ensure we have an effective workforce strategy that provided council with the best people to ensure the delivery of effective and efficient services to the community while being recognised as an employer of choice.

Policies & 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 included:

- Code of Conduct,
- Disciplinary Policy,
- Non –Compliance Notification procedure,
- Selection,
- OH&S Policy,
- Secondary Employment and
- Flexible Working Arrangements.

Recruitment and Selection

During the Workforce Management Strategy process Council connected with employees by means of information surveys. These surveys indicated staff satisfaction increasing from 63% in 2009/10 to 72% in 2010/11 . Further more a review of the recruitment and selection process

was undertaken with the results reflecting Council's has a relatively stable workforce with a significantly reduced turn over rate of 4.2% with the FTE remaining constant. Council advertised for 11 replacement, upgraded and funded positions occurred during the 2010/11 financial year. This included the appointment of a Cadet Building Surveyor Development Control Officer to be utilised by both Harden & Boorowa Councils and an Environmental Health Community Services Officer.

All vacancies were filled on merit and in accordance with Council's policy. Traineeships play an integral part of our organisational structure with 4 existing employee traineeships being completed in Cert 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 2010/11 the work experience program placed students in a variety of areas across Council's services.

Once again in 2010/11, Council assisted with the coordination and hosted 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 requests from local secondary schools for work placement positions and the early nominations from stall holders for the 2011/12 event.

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 allowing department and individual training plans to 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 & Safety training and ongoing New Staff Induction, other training included Water Management, Confined Spaces, Disposal of Sharps, Code of Conduct, Building Regulations, Drug & Alcohol Policy, Supervisor Training and Fleet Management to name a few. Training was also run in-house on various policy & procedure topics Council Safety Handbook, Industrial Deafness, Exit & Entry from Plant and Manual Handling.

A major program will be developed for 2011 with the introduction of the new Work Health & Safety implementation.

Industrial Relations and Workplace Reform

Council continues to have a good industrial relations record with employees, relevant unions and associations. Employees elected a new representative for 2010/11. 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 2010/11.

Occupational Health and Safety

Throughout 2010/ 2011 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. Sun safety screening of 55 employees identified as those most at risk provided with skin screening checks. This program was run with the assistance of StateCover and was seen as a positive impact on employee health with a large number of employees being referred for further medical assessment.

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,
- Code of Conduct training
- Ongoing work place inspections
- Implementation of the pre work risk assessment books
- Drug & Alcohol Staff Surveys and information
- Promotion of Councils Employee Assistance Provider program (EAP)
- Ongoing updating of Council's electronic OH&S safety module

Council has an active OHS Consultation Committee, which meets monthly to discuss safety matters affecting Council employees. The committee will continue throughout 2011/12 to assist with the harmonisation of the new WH&S legislation including the introduction of Health & Safety representatives to the committee.

During 2010/11 there were no prosecutions under the Occupational Health and Safety Act 2000 relating to Council.

ANNUAL REPORT SECTION 428(2) (n)

428(2)(n) 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 recognises that Equal Employment Opportunity (EEO) is a key component of sound management. Workplace discrimination has no place at Young Shire Council. We are committed to ensuring EEO principles underpin Council's operations and reinforce our Core Values.

How diverse is Council's workforce? Generally the gender of fulltime and part time staff is dominated by male employees with approximately 75 % male and 25 % female.

- Outdoor staff 100% male and 0% female
- Indoor staff 37%male and 63% female

Our EEO strategies ensure that all employees and potential employees are treated equally and fairly with regard to recruitment, learning and development, performance management, equal access to information about Council's policies, procedures and practices, supervision and management of staff and conditions of employment.

To assist with attraction and retention strategies Young Shire Council has now introduced a Flexible Hours Policy making our Council a family friendly workforce with ability to negotiate flexible working hour arrangements. It is hoped this initiative will assist to attract and retain the employment of more females, parents or carers wishing to participate or return to the workforce on a part time basis whilst accommodation their role as primary carer and adding gender balance to our workplace.

Whilst there were no new strategies adopted by Council in relation to its EEO Management Plan the policies and strategies that are adopted over previous years remain in place and are reviewed to ensure currency. Strategies put into operation that support Council's commitment to Equal Employment Opportunity Management Plan have been:

Strategy 1 – Equal Employment Opportunity

Objective: To build understanding of, and conformance to, EEO principles within the organisation.

Strategy 2 – Communication

Objective: To ensure delegates of Council act in accordance with their EEO responsibilities.

Strategy 3 – Consultation

Objective: To encourage the active participation of all employees, supervisors and managers in decision making about EEO initiatives.

Strategy 4 – Employment Related Policies and Practices

Objective: To ensure employment related policies and practices conform to EEO principles.

Strategy 5 – Workplace Harassment Prevention

Objective: To promote a work environment that is safe and comfortable for all employees.

Strategy 6 – EEO Management Plan

Objective: To revise and amend the EEO Management Plan to meet the requirement of the Local Government Act.

Council takes a proactive approach to ensure equal employment opportunities for everyone and aim to redress the impact of discrimination by continuing to promote and 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).

The Human Resources section continues to gather data and feedback from all employees throughout the year to enable statistical reporting for the monitoring of Council's recruitment, promotion and training activities in order to minimise the possibility of discriminatory practices arising.

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 2010/2011.

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 2010/2011 financial year, the following debts, rates and charges were written-off in accordance with Section 719 of the Local Government Act 1993.

Debtors:	\$ 69,000
Rates:	\$ 14,000
Water and Sewer:	\$ 951

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

During 2010/2011 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 gross operating turnover in excess of \$2 million. Council has undertaken an analysis of its operations and recognised that there are generally two Category 1 businesses within its sphere of operation.

1. Councils Water Supply undertakings produced a turnover of \$2,686,000 in 2009/2010 however, for the 2010/2011 period it's turnover was under \$2mil.
2. Councils Sewerage Services this year had a gross operating turnover of \$2,065,000.

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

Council has no category 2 business activities.

§ Competitive Neutrality complaints that are submitted to Young Shire Council will be initially treated the same as all other inwards correspondence received by Council. Upon receipt in Council's Administration Offices all correspondence is recorded on Council's Electronic Records Management System, classified and allocated a unique reference. The document is scanned and then referred to a the Public Officer for investigation and report.

Council's general complaints handling procedures are known to the public by general awareness of Council's policies through placement of such policies on Councils website and through advertising on Council's weekly page within the local newspaper.

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

Council Meetings

There were eleven (11) Ordinary Council during the period 1 July 2010 to 30 June 2011. Councillors' attendance at these meetings were as follows:

Councillors'	01/07/2010 to 30/06/2011
Cr. Stuart Freudenstein	10
Cr. John Drum	11
Cr. Sandy Freudenstein	11
Cr. Fran Hewlett	11
Cr. John Laybutt	8
Cr. John McGregor	11
Cr. Debbie Prest	10
Cr. Lenore Schiller	9
Cr. John Walker	11

In addition, Council operates numerous Committees and Sub-Committees to deal with specific matters and is actively involved through Councillor representation on various local and regional interest groups and committees. For further information regarding Council and Committee Meetings, please contact Council (02) 6380 1200.

All Council and Committee Meetings are open to the public and copies of the Agendas and Committee Minutes are available at Council's Administration Offices, at the Young Public Library and on Councils web-site.

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

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

During the year 2010/2011 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

Young Shire Council has no Freedom of Information activity outstanding from last financial year.

Section 125 - CI (13): Government Information (Public Access) Act 2009 and Regulation

On 1 July 2010 new right to information legislation came into effect, replacing the former freedom of information law.

The new law:

- creates new rights to information that are designed to meet community expectations of more open and transparent government
- encourages government agencies to proactively release government information.

The Government Information (Public Access) Act (GIPAA) is complimented by the Privacy and Personal Information Protection Act 1998 (PPIPA), which establishes a right to amend personal information in records held by Councils and other Government Agencies.

Young Shire Council publishes a range of information under the Government Information (Public Access) Act 2009 on its website.

Council received no formal applications under GIPAA for the period of 1 July 2010 to 30 June 2011.

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 01/07/2010 to 30/06/2011.