Bogan Shire Council



ANNUAL REPORT for 2008/2009

"Comfortable Country Living"



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WELCOME TO NYNGAN



ABOUT OUR SHIRE

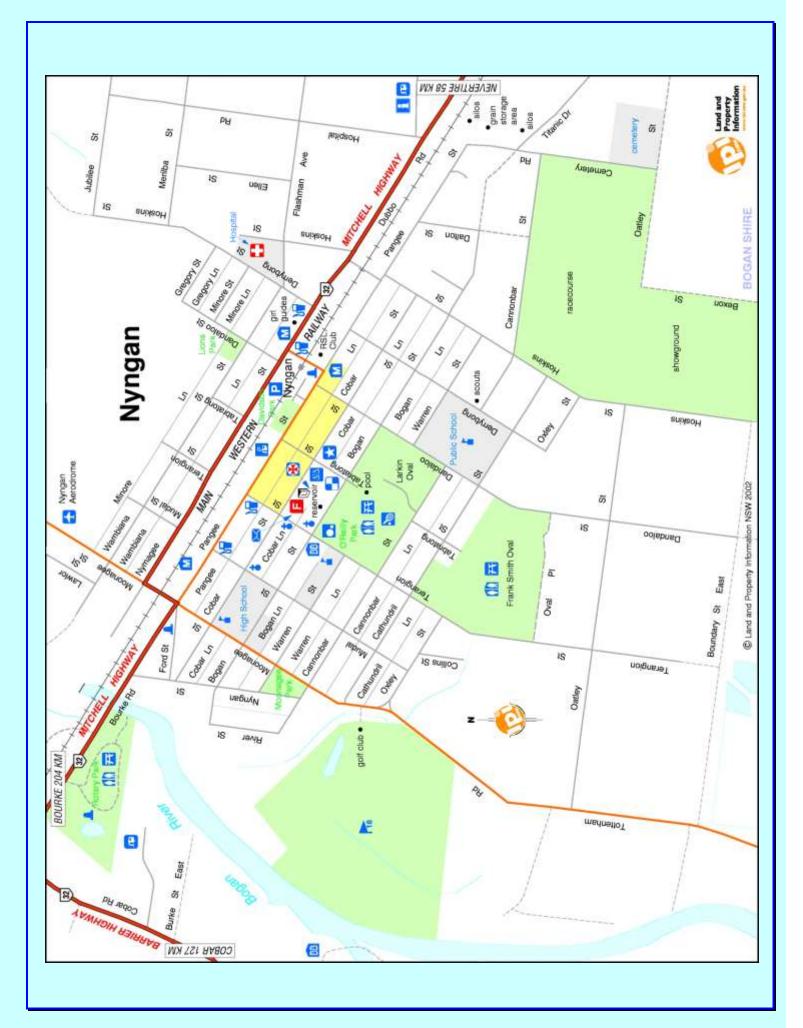
Bogan Shire, situated in Western New South Wales, has an area of 14,610 square kilometres, equivalent to about 1.8% of the State's land surface. The geographical centre of the State lies within the Shire boundaries. The Shire has an estimated population of 3012 (according to the 2007 ABS figures for population growth). Nyngan, the Shire's Administrative Centre, is located on the Bogan River at the junction of the Mitchell and Barrier Highways - an ideal rest point for the weary traveller.

There is an abundance of productive agricultural land for sheep and cattle production and large scale cropping enterprises. Nyngan's farmers are highly competitive on local and international markets and the large quantity of agricultural produce is conducive to the development of value adding industries and marketing ventures.

Nyngan offers warm hospitality and all the facilities of a modern rural township. Three Motels, two Caravan Parks and Hotels provide a choice of accommodation options. Three licensed Clubs cater for entertainment and relaxation. The town also boasts a selection of restaurants and take-away food outlets for dining. The Bogan Shire has a high school, four primary schools, a pre-school, a mobile pre-school, and a TAFE Campus. Nyngan's medical needs are catered for by the new Nyngan Health Service (Multi-purpose Health Centre which incorporates a nursing home complex) and a network of health professionals.

The recreational and sporting facilities in Nyngan are excellent and include facilities for bowls, golf, tennis, dancing, swimming, rugby union, rugby league, touch football, cricket, netball, fishing, boating, canoeing, water-skiing, soccer, little athletics and pony club. Whether you are looking for an outback experience or a place to escape the hectic pace of the city life, we hope that a visit to the Bogan Shire will show you what real **"Comfortable Country Living"** is all about.







FOREWORD BY MICHAEL BRADY, GENERAL MANAGER

The challenges and the opportunities they represent continue to set a busy work load for Bogan Shire Council.

Water supply security remains a high priority for Council. Investigations into a pipeline to replace the Albert Priest Channel continue with the aim to utilise an offer of \$12 million subsidy from the Commonwealth Government. Conservation of water remains an important objective.

Water conservation measures for consumers include a permanent ban on day time watering with fixed hoses & sprinklers.

The Lower Macquarie Water Utilities Alliance ["<u>LMWUA</u>"] has expanded to 8 councils with the addition of Bourke and Brewarrina. The Alliance is leading the way in responding to the State Government Water Inquiry and is progressing with implementing best practice. This includes current projects to develop regional plans for drought management, demand management and integrated water cycle management. Opportunities for resource sharing to reduce costs so far included collaboration on preparing annual performance returns and improving internal recording processes.

The facelift of the river foreshore in the Rotary Park area has continued with further work planned including more bollards to replace mismatched fences, more foot and cycle paths around the weir pool and more revegetation.

Unfortunately, kerbside pickup of recyclable waste has ceased with the change in Government practices. Council continues to seek ways to reintroduce this program.

Council continues to agitate for improvement to the highway between Nevertire and Nyngan.

Preparation of a sub-regional land-use strategy in partnership with Warren, Narromine, Coonamble and Gilgandra Councils continues. It will assist the comprehensive review of Bogan Shire's Local Environmental Plan which unfortunately, has been deferred by the State Government. Background work to improve mapping and other information continues.

A major organisational restructure has been approved and is being implemented, to refocus resources where most needed. The areas with improved resourcing include asset management, human resources & policy development and occupational health & safety.

Some other specific achievements in 2008/2009 included:

- Commencing the Multi Purpose Pavillion at the Showground, which will include heavy vehicle inspection facilities for the RTA to avoid the costs and inconvenience to the community of going elsewhere.
- Completion of a new office building that incorporates the new Council Chambers that is larger and more accessible to the public.

Road works have continued to deliver a reasonable road standard throughout the shire. This was despite some difficulties with rain late in the year. The bitumen seal was extended on Colane Road, leaving only one more segment to close the gap which is programmed in the 2009/2010 budget.

The Global Financial Crisis ["<u>GFC</u>"] impacted on the community with the mine winding back operations. The mine is expanding operations again and with rain giving crops a start, there is some cause for optimism. The GFC had little direct impact on Council, with a reduction in interest earnings. Bogan Shire Council was not exposed to "toxic" investments such as subprime loans, through exercising prudent financial management.

Council continues to work to place greater emphasis on strategic planning and improve a culture of customer service, engagement with the community, assisting community groups and economic development. This is enshrined in new integrated planning and reporting legislation. Council is active in various forums dealing with this.

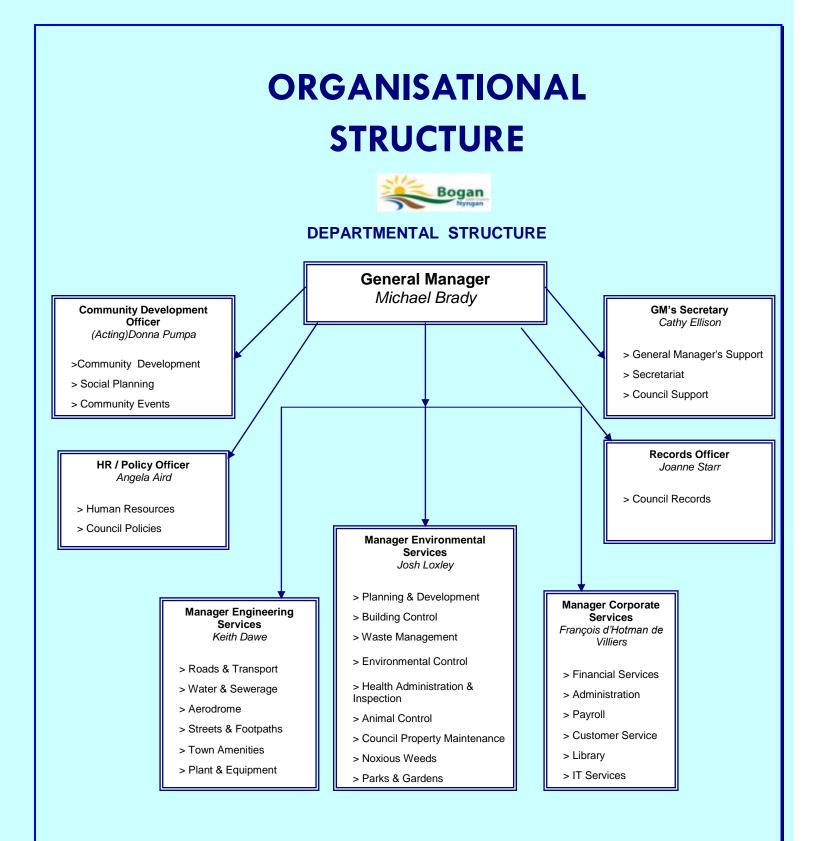
The auditors report in the 2008/2009 Financial Reports that Council remains in a sound financial position. This takes into account financial indicators such as the current and debt service ratios and available working capital – the latter adjusts Council's net current asset position to take into account funds set aside for future works and commitments and for liabilities that are funded in the next budget. Council's available working capital was \$1.45 million as at 30th June 2009.

There are still challenges ahead but again they present opportunities. Those facing local government generally include the skills shortage, funding for roads and other assets, improving efficiency in operations & governance and improving asset management systems. Challenges specific to Bogan Shire include the lingering effects of the drought on the agricultural economy and water security. Major development projects include replacing the Nyngan Pool, piping the Albert Priest Channel, developing infrastructure, housing & services to support and increase local participation in mining operations.

Regards,

Michael Brady





MISSION STATEMENT

OUR VISION

Comfortable Country Living

OUR MISSION

To provide a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and to encourage growth and economic development that is responsive to the needs of our community.

Keyword Definition – Comfortable;

Safe and secure (both physically and financially protected), affordable, enjoyable, and relaxed community environment.

DESIRED OUTCOMES

Safe and Secure

- Economic viability for the shire as a whole sustained business activity and continuing economic development
- Effective regulation and law enforcement
- Safe and trafficable road networks
- Full range of health services readily available
- Sanitation standards maintained
- Water quality assured
- Effective sewerage systems in place
- Flood Protection provided
- Protection and promotion of natural and man-made environments

Enjoyable

- Quality sporting and recreation facilities provided
- Cultural and social fabric of the community encouraged and supported
- Library service catering for the broader community
- The latest communication mediums are easily accessible
- High standard of service maintained through successful management of assets

Affordable

- Lower cost of living relative to regional and capital centres of population
- Competitive and diverse commercial enterprises
- Equitable distribution of rates, fees and charges
- Efficient and effective delivery of services

Relaxed

- The more laid-back qualities associated with "country" living are not lost
- Community and social fabric promoted and supported







Gountry Living





STATEMENT OF BUSINESS ETHICS

Bogan Shire Council is committed to the highest standards of honesty, fairness and integrity in all its business dealings.

Council operates according to an adopted Code of Conduct that sets out the standards of behaviour that Councillor's and staff are expected to abide by when dealing with customers, suppliers, members of the community and public and when interacting with work colleagues.

With increasing business interaction between Council and the private sector it is important that standards of ethical behaviour expected of councillors and staff are maintained by members of the private sector in their dealings with Council.

Compliance with the standards contained within the document will ensure the best level of service can be provided to the community.

Values

The way Bogan Shire Council makes decisions, takes action and conducts business is defined by the following values.

- Honesty and integrity
- Meeting community expectations
- Open transparent decision making
- Equity and fair dealings
- Mutual Respect
- Accountability for our actions

Business Principles

The core principles underpinning all the business dealings of Bogan Shire Council are:

Obtaining the Best Value for Money

This does not mean that the best value for money equates to the lowest price. Council will use a number of factors to determine best value for money. Included are cost, quality, reliability, whole life running cost and timelines.

Impartiality and Fairness

Council will be objective, even handed and reasonable through business dealings. Council's business dealings will be transparent and open to public scrutiny whenever possible, subject to confidentiality and privacy obligations.

Compliance with Legal and Statutory Obligations

Council at all times will adhere to all legal and statutory obligations.

What you can expect from Council and Staff

In order to maintain the highest standards of integrity and ethical conduct, Councillors and staff are required to comply with a Code of Conduct which includes:

- **1.** Be accountable for actions
- **2.** Act with fairness and equity
- 3. Exercise authority appropriately and transparently
- 4. Be responsible for their safety and that of others
- 5. Ensure awareness and compliance with Code of Conduct
- 6. Avoid actual and perceived conflicts of interest
- 7. Maintain confidentiality and privacy of information

8. Not engage in external employment that may create a conflict, affect work performance, use resources or information of Council, or bring discredit to Council

9. Report corruption, maladministration and wastage

What Bogan Shire Council expects from its providers

Council expects private sector providers of goods and services will observe the following principles when dealing with Council;

1. Act ethically, fairly and honestly in dealing with Council

2. Be economically, socially and environmentally responsible in the provision of goods and services

3. Respect the conditions set out in Council documents

4. Comply with Councils procurement and purchasing policy and procedures

5. Respect the obligation of Councillors and staff to comply with the Council Code of Conduct

- 6. Do not lobby Councillors or Staff
- 7. Provide accurate and reliable information and advice when requested
- 8. Declare actual or perceived conflicts when aware such exits
- 9. Do not divulge privileged or confidential information to unauthorised persons
- **10.** Do not engage in cohesive practises
- **11.** Do not offer Councillors or staff inducements or incentives designed to improperly influence the conduct of their duties

Compliance

Council requires all providers to comply with the "Statement of Business Ethics". The principles are consistent with those of other public sector agencies, and are based on guidelines from the NSW Independent Commission against Corruption.

Non compliance could result in:

- **1.** Termination of contracts
- **2.** Loss of future opportunity
- 3. Investigation for corruption
- 4. Criminal Prosecution

CONTACTS

Visit us:

Council Chambers are located at: 81 Cobar Street, Nyngan NSW 2825 **Office Hours:** 8.00am – 4.30pm

Contact us:

Telephone: (02) 6835 9000Fax: (02) 6835 9011Email: admin@boganshire.comWebpage: bogan.local-e.nsw.gov.au



Write to us:

If you wish to write to Council on any matter, the letter should be addressed to: The General Manager Bogan Shire Council PO Box 221 NYNGAN, NSW, 2825



Meet with Staff:

Council staff are available during office hours to answer enquiries. It is good practice, although not essential, to make a prior appointment to see staff. This will ensure the staff member you require is available at the time.

Attend Council meetings:

There are 12 Ordinary Council meetings each year, one per month. Council meetings are held on the fourth Thursday of each month, except the December meeting which is held on the third Thursday of the month. All meetings start at 9.30am. Meetings are held at the Council Chambers on Cobar Street, Nyngan. Council meetings are attended by all Councillors and Management Staff of the Council.

All meetings of Council are open for the public to attend, with the exception of closed meeting items. You may address Council in the Public Forum regarding a matter for consideration by Council in the meeting Business Paper. Notification to address the Council must be given 7 days before the day of the meeting. A Special Council Meeting may be called in between Ordinary Council Meetings if a matter of urgency arises that cannot wait until the next ordinary meeting. At least 24 hours notice must be given to call a Special Meeting. Bogan Shire Council comprises of nine Councillors, with the general election held every four years, usually in September. The next election is scheduled for September 2012.

After Hours Service / Other Council Contacts

Works Depot: Swimming Pool: Ranger: Fire Control Officer

6835 9060 6832 1329 0428 607 407 0419 692 909 Engineering Department:683Bogan Bush Mobile:683Museum:683Public Library:683





S 428 (2) A FINANCIAL STATEMENTS

Refer to Annexure One (Financial Statements together with Special Schedule 7)

S 428 (2) A cl132 AMOUNT OF RATES AND CHARGES WRITTEN OFF DURING THE YEAR

The following amounts of Rates and Charges were written off during the period 01.07.2008 to 30.06.2009: -

		\$
General Rates	Pensioners	46,862
9 0 0 0 0 0 0	Postponed/Other	2,189
Water Rates	Pensioners	17,194
Sewerage Rates	Pensioners	14,853
0 6 6 6	Postponed/Other	5,200
Interest Charges	Postponed/Other	2,168
Total Rates and Ch	88,466	

It should be noted that Council receives a subsidy payment from the Department of Local Government for 55% of the Pensioner write-offs for the year. In 2008/09 this subsidy amounted to \$43,398.

S 428 (2) B OBJECTIVES AND PERFORMANCE

Refer to Annexure Two (Objectives and Performance)

S 428 (2) C STATE OF ENVIRONMENT REPORT

Refer to Annexure Three (State of Environment Report)

S 428 (2) D CONDITION OF PUBLIC WORKS

Refer to Annexure One (Special Schedule 7 of the Financial Reports)

S 428 (2) E LEGAL PROCEEDINGS

Council had no reportable legal proceedings.

S 428 (2) F ELECTED MEMBERS

Elected Member Expenses

The Mayoral Allowance for the year was set by Council at \$12,260 with \$2,452 (20%) of this paid to the Deputy Mayor as remuneration for services carried out on behalf of Council in the Mayor's absence. Councillors' annual remuneration was set at \$6,870 and was paid in twelve (12) monthly payments.

Councillors' travelling expenses, when using their own vehicle to attend Council functions and meetings, are reimbursed at the rates prescribed under the Car Allowance provisions of the Notional Agreement Preserving the Local Government State Award, with reimbursement of actual costs of incidentals subject to production of adequate documentation to substantiate claims. The Mayor is provided with a motor vehicle (costs of \$2,463 are included under travelling expenses) and an office (costs are included under office costs). Lunch and morning tea is provided for Councillors on meeting days.

The following costs have been incurred by Council during the 2008/2009 financial year relating to the provision of councillor facilities and the payment of councillor expenses.

\$
6,423
5,194
4,477
2,835
2,485
1,454
22,868

Details of overseas visits by councillors, council staff or other persons representing council

No overseas visits took place during the 2008/2009 financial year.

S 428 (2) G SENIOR STAFF

Employment of Senior Staff

During the year Council employed one senior staff member under contract, the General Manager. Total remuneration, including salaries, superannuation, motor vehicle and rental assistance was: -

General Manager

Total	133,250
Total value non-cash benefits	12,397
Total amount payable by Council (salary sacrifice & superannuation)	33,399
Total Salary	87,454
	\$

S 428 (2) H MAJOR CONTRACTS AWARDED

During the 2008/2009 financial year there where nil contracts awarded for amounts greater than \$150,000.

S 428 (2)(i1) BUSH FIRE HAZARD REDUCTION PROGRAM

The Bogan Shire Bush Fire Services comprises 14 Rural Brigades, 3 Village Brigades and one Headquarters/Support Brigade.

Under Council's Bushfire Risk Management Plan, hazard reduction has been essentially applied through the implementation of fuel management zones around villages and the slashing of road verges throughout the rural road network.

The Babinda fire trail is maintained as required in preparation for fire seasons.

The Nyngan waste disposal depot has a fire break around its perimeter and the Headquarters brigade has undertaken hazard reduction around this area to reduce fuel.

The villages of Hermidale, Girilambone and Coolabah have fire breaks re-graded as part of an ongoing maintenance cycle conducted in the villages.

All land holders within Bogan Shire are encouraged to have a fire break around crops and assets.

S 428 (2) J PROGRAMS FOR PEOPLE WITH DIVERSE CULTURAL & LINGUISTIC BACKGROUNDS

Bogan Shire does not have any significantly distinct ethnic groups within the community however the Shire Library does provide access to facilities for non-English speaking people.

S 428 (2) R DETAILS OF ACTIVITIES TO DEVELOP AND PROMOTE SERVICES AND PROGRAMS THAT PROVIDE FOR THE NEEDS OF CHILDREN

Council continues its sponsorship as licensee of the Bogan Bush Mobile service which looks after children from 0 to school age in a caring environment. The service acts as a mobile preschool for rural and isolated children and their families. Sessions are held at the following venues; Nyngan, Tottenham, Duck Creek, Nevertire, Girilambone, Collie, Marthaguy, Hermidale, Trangie, Marra, Quambone and Warren.







Council has a policy of continuing to upgrade parks and playground equipment for the children and visitors to the shire and is progressively installing modern playground equipment in all its parks.

The Nyngan Library also caters for young children with a special children's section and programs.

Report on the Council's performance in relation to access and equity activities to meet residents' needs outlined in Council's management plan.

Bogan Shire Council is committed to developing at least one Social/Community Plan every five years to assist Council to identify community issues and work in collaboration with local services to provide or advocate for appropriate and accessible services and facilities which are of benefit to the whole community.

Council is currently in the process of redeveloping its existing Social/Community Plan which was adopted in 2005. A copy of this Plan can be obtained from the Council's main offices. The plan includes action plans for each of the 7 mandatory target groups of women, children/youth, older people, Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse backgrounds.

S 428 (2) R CL 217(1)(d)(i) ACCESS AND EQUITY ACTIVITIES

During the past year Council continued to work towards its vision of "Comfortable Country Living" and the access and equity goals within our Management Plan and Community Social Plan.

Council's performance in relation to access and equity activities to meet residents' needs have been reported in Annexure Two.

S 428 (2) K SUMMARY OF RESOLUTIONS MADE UNDER SECTION 67 CONCERNING WORK CARRIED OUT ON PRIVATE LAND

Council did not subsidise any private works undertaken during the year.

S 428 (2) L TOTAL CONTRIBUTED OR OTHERWISE GRANTED UNDER SECTION 356



\$

The total amount contributed or otherwise granted under Section 356 for the 2008/2009 financial year was \$30,297. The details of this amount are as follows:

Donation of Funding / Services to Sporting & Non-Profit bodies	14,731
Donations to Non-Profit Organisations	9,544
Australia Day Celebrations	3,281
Student Scholarships	1,800
Donation of Rates for Non-Profit Organisations	941
TOTAL	30,297

S 428 (2) M HUMAN RESOURCES ACTIVITIES

During the reporting period a review of Council's salary structure was considered and discussed by the Management Executive and the Staff Consultative Committee. The review will investigate ongoing compliance with the salary system rules and whether there is scope for improvement. Council will facilitate this process with the allocation of resources.

An organisational restructure was finalised during the year. Two positions were made redundant and one new position was created, namely the Asset Engineer.

Various training activities were undertaken, focusing on the continued development of technical and professional expertise and skills, by promoting the participation of staff in training courses and conferences offered by the NSW Local Government Industry Training Committee, TAFE, professional associations and in-house training. Council's staff training expenditure for the year totalled \$123,188.

Council continues its commitment to staff development.

S 428 (2) N ACTIVITIES TO IMPLEMENT EEO MANAGEMENT PLAN

The EEO Policy and Management Plan are due for review and update. The review has been further delayed with recent staff changes but is expected to be completed within the next financial year.

The EEO Policy and Management Plan are included in employee inductions.



S 428 (2) O EXTERNAL BODIES EXERCISING COUNCIL FUNCTIONS

The external bodies that were delegated functions by Council during the year are as follows;

<u>Committee</u>	<i>Function</i>
Nyngan Museum Management	Care and control of Museum
Mid-State Shearing Shed Museum	Care and control of Museum
Bogan Bush Mobile	Provision of Mobile Pre-School services to out-lying rural areas
Hermidale Sports Ground	Care and control of grounds and the organisation of activities
Collerreina Hall	Care and control of grounds and the organisation of activities
Nyngan Rugby Union Clubhouse	Care and control of Clubhouse
Coolabah School of Arts	Care and control of grounds and the organisation of activities
Bogan Shire Community Arts	Organisation of community arts
Nyngan Youth Council Community	Organisation of youth activities

No external bodies exercised council functions during the 2008/2009 period.





S 428 (2) P CONTROLLING INTEREST IN COMPANIES

Council held no controlling interest in any company during the 2008/2009 period.

S 428 (2) Q PARTNERSHIPS, COOPERATIVES AND JOINT VENTURES

Bogan Shire is incorporated within the North Western Library Association with the shires of Coonamble, Gilgandra and Warren. Council's financial interest in this association is reported in Note 19 to the General Purpose Financial Reports.

Council is also a member of the OROC group of councils fostering development, industry and tourism within the region.

S 428 (2) R CATEGORY 1 BUSINESS ACTIVITIES

Council had no Category 1 business activities throughout the 2008/2009 financial year.

<u>Statement as to whether competitive neutrality pricing requirements have or have not</u> been applied to each category 1 business activity

Not applicable as there were no Category 1 business activities.

Establishment of a complaints handling mechanism for Competitive neutrality complaints.

Not applicable because there are no Category 1 business activities.

S 428 CL 217 (1) (d) (iii) LIST OF CATEGORY 2 BUSINESS ACTIVITIES

Water supply and sewer activities are the only Category 2 businesses activities of the Bogan Shire Council.

Summary of progress of Council in implementing principles of competitive neutrality

Refer to Annexure One (Financial Statements) Special Purpose Financial Reports Note 1.

<u>Comparison of actual stormwater management services with projected stormwater</u> <u>management services as proposed in management plan.</u>

Council did not levy an annual charge for Stormwater Management Services during 2008/2009.

CL 217 (1) (F) ACTIVITIES RELATING TO ENFORCING AND ENSURING COMPLIANCE WITH THE COMPANION ANIMALS ACT AND REGULATION

Lodgement of Pound Data returns with the department.

2008/2009 Seizure Activity.

During the year Council seized 55 companion animals of which all were euthanized.

Lodgement of pound data was sent to the Department of Local Government.



Lodgement of Data relating to Dog attacks with the department

Council did not receive any reports of dog attacks during the reporting period.

Amount of funding spent relating to Companion animal management and activities

Council expended a net \$71,927 on activities relating to the management and control of companion animals during the 2008/2009 financial year. A further detailed break up of the income and expenditure for the management and control of companion animals in the Bogan Shire is listed below;

Income	\$
Registration Fees	2,169
Other Fees	454
Total Income	2,623
Expenditure	
Impounding & Controlling Expenses	38,545
Administration	25,380
Overheads	9,000
Training & other expenses	1,625
Total Expenses	74,550

TOTAL COST OF COMPANION ANIMAL OPERATIONS 71,927

Companion animal community education programs carried out.

Council undertook a limited education program via the use of local media resources such as the council column in the local paper to distribute information to the general public; information was also made available at both Council offices and the Public Library.

Strategies Council has in place to promote and assist the de-sexing of dogs and cats

Council has significantly reduced the cost of life long registration for both de-sexed dogs and cats, with the fee being equivalent to 23% of the normal registration fee to encourage residents to have their companion animals de-sexed.

This fee is reduced even further for pensioners in the Bogan Shire to help make the de-sexing of animals an affordable and attractive option for all sectors in the community.





<u>Strategies in place to comply with the requirement under section 64 (Companion</u> <u>Animals Act) to seek alternatives to euthanasia for unclaimed animals</u>

Before destroying a seized or surrendered animal it is the duty of the Council to consider whether there is an alternative action to that of destroying the animal and (if practicable) to adopt any such alternative. Information regarding any impounded animal is available at the main offices of Council for members of the public to access when required.

Off Leash areas provided in the council area

Council provides one 'Off Leash' area which is the area north of the Work's Depot between the levee bank and the Bogan River to the south eastern corner –

Lot 3, DP 746465, (opposite the property "Yelete").



S 68 INFORMATION INCLUDED ON FREEDOM OF INFORMATION ACTIVITY

Council has received the following applications under the Freedom of Information Act 1989.

	2008/09	2007/08	2006/07
Numbers:	Nil	Nil	Nil

There has been no significant impact of the Freedom of Information requirements on Council's activities, policies or procedures.

S 33 COMPLYING WITH THE REQUIREMENTS OF THE PPIP ACT

Council, at its meeting held on 22nd June 2000, resolved to adopt the model Privacy Management Plan as developed by the Department of Local Government. The privacy management plan was reviewed by Council in the 2005/06 financial year.

Existing Council staff at the time received training in the requirements of the PPIP Act. New council employees receive Privacy and Personal Information training as part of their induction process and information about their obligations and responsibilities in relation to the PPIP Act is included in their induction booklet.

S 93G COMPLIANCE WITH AND EFFECT OF PLANNING AGREEMENTS IN FORCE DURING THE YEAR

Council has not entered into any planning agreements.





Annexure One

Financial Statements "Comfortable Country Living"





Annexure Two

Objectives & Performance

"Comfortable Country Living"





State of the Environment Report "Comfortable Country Living"





Annexure Four

Community Social Plan "Comfortable Country Living"





Appendix 1

Census Data "Comfortable Country Living"



Thank you for taking the time out to read our 2008/2009 Annual Report.



"Comfortable Country Living"

