

# Attachments

Ordinary Council Meeting

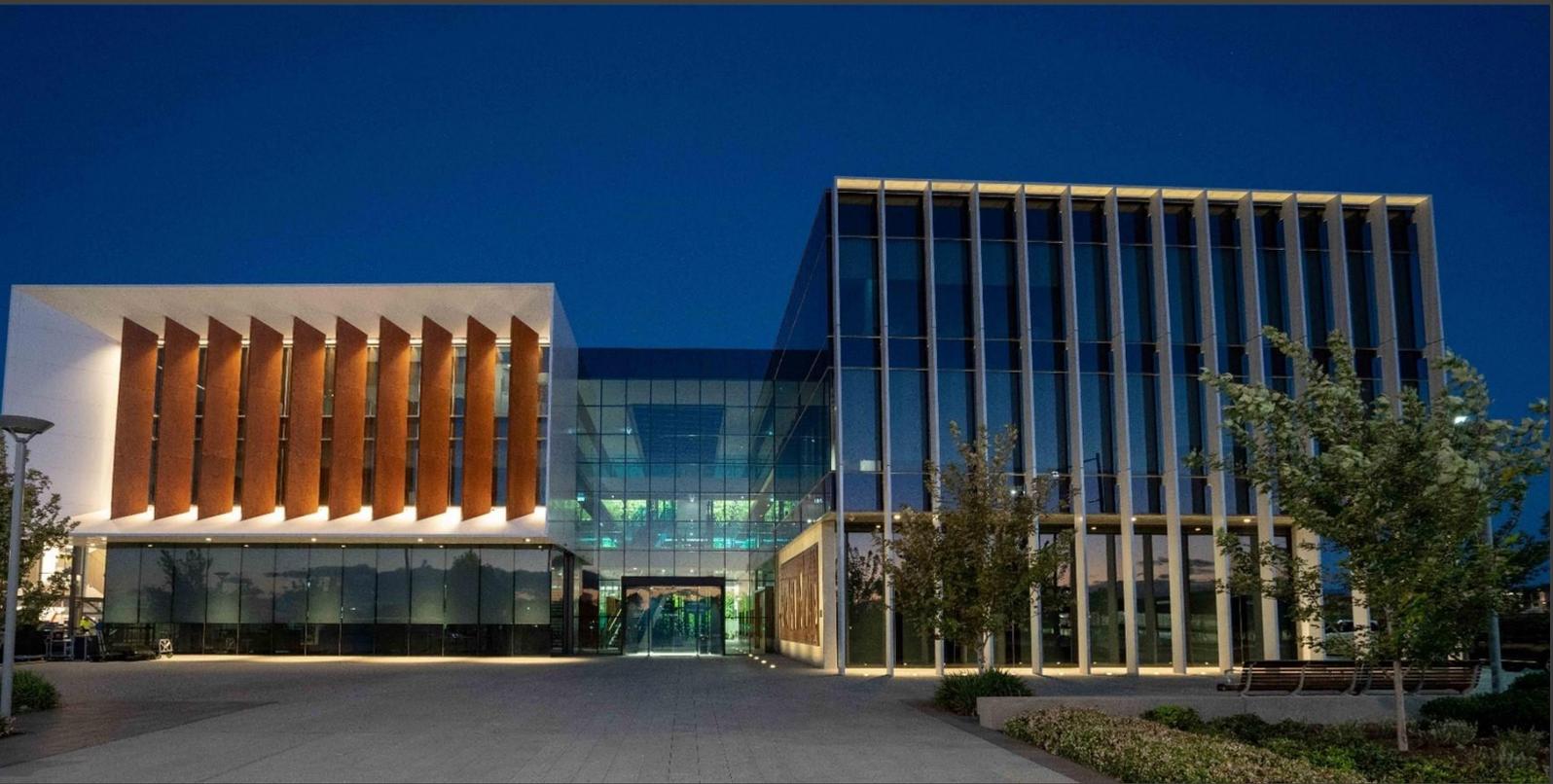
Camden Council

Administration Centre

70 Central Avenue

Oran Park

11 October 2022



camden  
council

## ATTACHMENTS

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**ORD01**

# LOCAL APPROVALS POLICY P3.0105.2

**Attachment 1**

## LOCAL APPROVALS POLICY

**DIVISION:** Planning and Environment  
**BRANCH:** Environment and Regulatory Services  
**CATEGORY:** 1

### INTRODUCTION

#### BACKGROUND

Under Chapter 7 Part 3 of the *Local Government Act 1993* (LG Act), Council may prepare and adopt a local approvals policy. The policy must consist of three parts:

**Part 1: Exemptions** – Part 1 is to specify the circumstances (if any) in a person would be exempt from the necessity to obtain a particular approval of Council.

**Part 2: Criteria** – Part 2 is to specify the criteria (if any) Council must take into consideration in determining whether to give or refuse an approval of a particular kind.

**Part 3: Other matters** – Part 3 is to specify other matters relating to approvals.

In some cases, consent may be required under the LG Act and the *Roads Act 1993* and/or *Environmental Planning and Assessment Act* (EP&A Act). Where a number of Acts apply, a single approval may be issued provided that each Act has been complied with.

#### PURPOSE

The purpose of this policy is to:

- To provide an integrated framework for dealing with applications for approval with clear guidelines
- To apply common and consistent requirements and procedures for the relevant types of approvals
- To ensure consistency and fairness in the manner that Council deals with applications
- To make Council's policies and requirements for approvals readily accessible and understandable to the community.

#### SCOPE

This policy applies to all land within the Camden Local Government Area and to all applicants for approval (also referred to as “you” in this policy).

Under section 68 of the LG Act, approval by Council is required for the activities outlined in Table 1.

## HOW TO USE THIS POLICY

### Legislative requirements for works and activities

This policy deals with the approval requirements for certain works and activities, which are regulated by the LG Act as described in Table 1.

Part 1 of the policy is used to determine if the work or activity you wish to carry out is exempt from requiring a LG Act approval. If you cannot meet the exemption criteria, then an approval will be required.

Part 2 of the policy outlines the criteria and lodgment requirements you will need to consider when lodging an application for approval.

Some works and activities may also require approval under other legislation the EP&A Act 1979 and the *Roads Act 1993*.

When determining whether approval is required, you should refer to all applicable legislation.

### Exemptions

#### LG Act

Legislative exemptions for certain works or activities are provided under the *Local Government (General) Regulation 2021* (LG Regulation) and the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* (LG (MCCM) Regulation). In addition to these exemptions, this policy also provides additional local exemptions for activities that would otherwise require consent under the LG Act.

Part 1 Table 2 lists both legislative and local exemptions, which are grouped together under each type of activity type.

#### EP&A Act

Certain activities or works may also require approval under the EP&A Act. There are numerous policies that provide exemptions from the need to obtain development consent under the EP&A Act, including

- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* provides exemptions for building works and other activities carried out on private land.
- *State Environmental Planning Policy (Transport and Infrastructure) 2021* provides exemptions for works undertaken by public authorities such as the construction of school rooms through to the installation of street furniture, playground equipment, etc.
- *State Environmental Planning Policy (Housing) 2021* provides exemptions for works associated with affordable rental housing, such as group homes.
- *Camden Local Environmental Plan 2010* provides exemptions for specified activities that can be carried out without development consent such as community and fundraising events; installation of solid fuel heaters etc.

If the works or activity you wish to carry out is not exempted, then you may require a Development Consent or a Complying Development Certificate. Refer to Council's website or contact Council staff to obtain further information or assistance.

It should be noted that while an activity or works may be exempt from requiring Council approval, the consent of the landowner (in the case of roads and community land – Council) is still required, prior to undertaking the activity or works.

### **Applications for approval**

If the activity or works you are proposing to carry out is not eligible for an exemption, you will need to lodge an application for approval under the LG Act.

Part 2 and Table 3 provides information on lodgement requirements and criteria that will need to be addressed as part of your application.

An approval may also be required under the *Roads Act 1993* or EP&A Act, and in some circumstances a single approval may be issued.

For example:

- Some events may require development consent under the EP&A Act and an activity approval under the LG Act.
- The placement of a skip bin requires approval under the LG Act and *Roads Act 1993*.

For further information, refer to Part 2 of the policy or contact Council for assistance.

**Table 1****Part A - Structures or places of entertainment**

1. Install a manufactured home, moveable dwelling or associated structure on land.

**Part B - Water supply, sewerage & stormwater drainage work**

1. Carry out water supply work
2. Draw water from a council water supply or a standpipe or sell water so drawn
3. Install, alter, disconnect or remove a meter connected to a service pipe
4. Carry out sewerage work
5. Carry out stormwater drainage work
6. Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer

**Part C - Management of waste**

1. For fee or reward, transport waste over or under a public place
2. Place waste in a public place
3. Place a waste storage container in a public place
4. Dispose of waste into a sewer of Council
5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
6. Operate a system of sewage management (within the meaning of s. 68A)

**Part D - Community land**

1. Engage in a trade or business
2. Direct or procure a theatrical, musical or other entertainment for the public
3. Construct a temporary enclosure for the purpose of entertainment
4. For fee or reward, play a musical instrument or sing
5. Set up, operate or use a loudspeaker or sound amplifying device
6. Deliver a public address or hold a religious service or public meeting

**Part E - Public roads**

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

**Part F - Other activities**

1. Operate a public car park
2. Operate a caravan park or camping ground
3. Operate a manufactured home estate
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance
5. Install or operate amusement devices
7. Use a standing vehicle or any article for the purpose of selling any article in a public place
10. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

(Note: Section 68 Parts F 6, 8 & 9 have been repealed)

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**DEFINITIONS**

**Activity** means a specific action, function or process.

**Amusement device** (as defined by the WHSR) means plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of the equipment, or part of the equipment, or when passengers or other users travel or move on, around or along the equipment, but does not include —

- (a) A miniature train and railway system owned and operated by a model railway society, club or association, or
- (b) A ride or device that is used as a form of transport and that is, in relation to its use for that purpose, regulated under another Act or an Act of the Commonwealth, or
- (c) A boat or flotation device —
  - (i) That is solely propelled by a person who is in or on the boat or device, and
  - (ii) That is not attached to any mechanical elements or equipment outside the boat or device, and that does not rely on any artificial flow of water to move, or
- (d) Any plant specifically designed for a sporting, professional stunt, theatrical or acrobatic purpose or activity, or
- (e) A coin-operated or token-operated device that—
  - (i) Is intended to be ridden, at the one time, by not more than 4 children who must be below the age of 10 years, and
  - (ii) Is usually located in a shopping centre or similar public location, and
  - (iii) Does not necessarily have an operator.

**Approval** means an approval under section 68 of the LG Act.

**AS/NZS** means a standard published by Standards Australia or co-published in conjunction with Standards New Zealand.

**Community Land** means land identified as community land by a local environmental plan or a resolution of Council for use by the general public: such as a public park.

**Council** means Camden Council.

**EP&A Act** means *Environmental Planning & Assessment Act 1979*.

**LG Act** means *Local Government Act 1993*.

**LG Regulation** means *Local Government (General) Regulation 2021*.

**LG (MCCM) Regulation** means *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

**Manufactured home** means a self-contained dwelling (that is, a dwelling that includes at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities), being a dwelling –

- (a) That comprises one or more major sections, and
- (b) That is not a motor vehicle, trailer or other registrable vehicle within the meaning of the *Road Transport Act 2013* and includes any associated structures that form part of the dwelling.

**Moveable dwelling** means any tent, or any caravan or other van or other portable device (whether on wheels or not), used for human habitation, or a manufactured home, or any

conveyance, structure or thing of a class or description prescribed by the regulations for the purposes of this definition.

**NCC-BCA** means the National Construction Code/Building Code of Australia produced from time to time by the Australian Building Codes Board.

**Non-profit organisation** means an organisation that does not operate for the profit, personal gain or other benefit of particular people such as service clubs and some sporting and community organisations.

**Obstacle Limitation Surface (OLS)** – means the airspace around an airport that must be protected from obstacles.

**Outdoor Dining** means an outdoor place on Council controlled footpaths, the principal purpose of which is to provide food or beverage for public consumption in association with an adjacent approved food business.

**POEO** means *Protection of the Environment Operations Act 1997*.

**Public land** means any land (including a public reserve) vested in or under the control of Council, but does not include--

- (a) A public road, or
- (b) Land to which the Crown Land Management Act 2016 applies, or
- (c) A common, or
- (d) A regional park under the National Parks and Wildlife Act 1974.

**Relocatable home** means a manufactured home or other moveable dwelling, other than a tent, caravan, campervan or vehicle capable of being registered—

- (a) whether or not self-contained, and
- (b) that consists of at least 1 major section, including an associated structure forming part of the dwelling.

**Small Amusement Device** means an amusement device that is designed primarily for the use of children 12 years of age or younger, and may include a:

- (a) Merry-go-round
- (b) Jumping castle
- (c) Mini ferris wheel
- (d) Battery operated car
- (e) Miniature railway, and
- (f) Mini fire engine.

However, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.

**Temporary structure** means a booth, tent or other temporary enclosure (whether or not part of the booth, tent or enclosure is permanent), and also includes a mobile structure.

**WHSA** means *Work Health and Safety Act 2011*.

**WHSR** means *Work Health and Safety Regulation 2017*.

**Zone** means any reference to a zone in the Exempt Activity Table has the same meaning as the term used in the current Camden Local Environmental Plan 2010.

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**Local Approvals Policy  
Adopted by Council:**

**Next Review Date: dd/mm/yyyy  
EDMS #:**

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## Part 1. EXEMPTIONS

### 1.1 EXEMPTIONS TABLE

Table 2 in this part specifies those activities which may be undertaken without the need to obtain Council approval.

The exemptions are:

1. Legislative Exemptions – exemptions available under the Local Government Regulations; and
2. Local Exemptions – exemptions available under this policy, only in the specified circumstances.

The exemptions table does not however prevent a person applying for approval to carry out an exempted activity specified in this part. It is a condition of an exemption that the person carrying out an activity specified in this part must comply with:

1. The relevant exemption circumstances/requirements listed in the exemption table, and
2. The relevant performance standards prescribed in the **NCC-BCA** or relevant Australian Standard.

The exemption provisions do not apply to buildings or structures proposed to be erected over an existing easement or sewer main, or any approval required under any other legislation.

An exemption from obtaining an approval does not negate the need to obtain consent from the landowner before carrying out an activity. For community land and public roads, Council's consent as the landowner must be obtained (unless it is specifically stated that it is not required under that exemption eg placing domestic waste bins in accordance with Exemption C2).

Should any doubt exist as to whether a particular activity requires approval, please contact Council for assistance and prior to work commencing.

If subsequent activities are beyond the exemption criteria shown in Part 1 Table 2, then approval will be required for the further activity.

The exemptions in this policy do not apply to consents required under any other legislation, including the E&PA Act.

**Table 2 – Part A: Structures or places of public entertainment**

A1 - Installation of caravan, manufactured home or moveable dwelling on land	
The installation of a caravan, manufactured home or moveable dwelling on land is exempt from the need for approval provided that it complies with the following criteria.	
<b>Legislative Exemptions - LG (MCCM) Regulation</b>	
Activity	Criteria
Clause 9	<p>(1) A person may, without an approval—</p> <p>(a) install a manufactured home on land within a manufactured home estate if the home is —</p> <p>(i) designed, constructed and installed in accordance with Division 4, and</p> <p>(ii) not occupied by a person until a certificate of completion has been issued, or</p> <p>(b) install an associated structure on land within a manufactured home estate if the structure is designed, constructed and installed in accordance with Division 4.</p> <p>(2) The installation must be carried out by, or with the consent of, the holder of the approval.</p> <p>(3) This section does not apply —</p> <p>(a) if Council has given the holder of the approval written notice that the land is flood liable land — to the installation of a manufactured home on flood liable land, or</p> <p>(b) to the installation of a manufactured home or associated structure exceeding 1 storey.</p>
Clause 73A	<p><b>Caravan parks and camping grounds</b></p> <p>(1) The approval of Council is not required —</p> <p>(a) to install a moveable dwelling or associated structure on land used for the purposes of a caravan park or camping ground that is permitted without development consent under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 10, or</p> <p>(b) to operate the caravan park or camping ground.</p> <p>(2) To avoid doubt, Division 3 does not apply to development that is permitted without development consent under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 10.</p>

Clause 74	<p><b>Installation of moveable dwellings and associated structures in caravan parks and camping grounds</b></p> <p>(1) The approval of Council is not required for the installation of the following—</p> <p>(a) a relocatable home or associated structure on a dwelling site within a caravan park if it is designed, constructed and installed in accordance with Division 4,</p> <p>(b) a caravan, tent or annexe on a dwelling site within a caravan park if it is designed, constructed and installed in accordance with the Division 5,</p> <p>(c) a tent on a camp site within a camping ground,</p> <p>(d) a campervan—</p> <p>(i) on a dwelling site within a caravan park, or</p> <p>(ii) on a camp site within a camping ground,</p> <p>(e) a moveable dwelling or associated structure on a dwelling site within a caravan park or a camp site within a camping ground if—</p> <p>(i) the manager of the caravan park or camping ground is reasonably satisfied the installation is necessary to accommodate a displaced person, and</p> <p>(ii) the moveable dwelling or associated structure is designed, constructed and installed in accordance with Division 4 or 5.</p> <p>(2) The installation of the relocatable home, annexe, associated structure, caravan, campervan or tent must be carried out by, or with the consent of, the holder of the approval to operate the caravan park or camping ground.</p> <p>(3) This section does not apply to the installation of a relocatable home, rigid annexe or associated structure—</p> <p>(a) on flood liable land if Council has given written notice to the holder of the approval that the land is flood liable land, or</p> <p>(b) with more than 1 storey.</p>
Clause 77	<p><b>Installation of moveable dwellings on land other than land in caravan parks or camping grounds</b></p> <p>The approval of Council is not required for the installation of the following—</p> <p>(a) 2 caravans or tents if they are not occupied for —</p> <p>(i) more than 2 consecutive days, and</p> <p>(ii) more than 60 days in a 12 month period,</p> <p>(b) 1 caravan on land occupied by the owner of the caravan in connection with the owner's dwelling house if the caravan is —</p> <p>(i) used for habitation only by the owner or members of the owner's household, and</p> <p>(ii) maintained in a safe and healthy condition,</p> <p>(c) a caravan on pastoral or agricultural land if the caravan is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land, or</p> <p>(d) a moveable dwelling or associated structure on land to accommodate a person who has been displaced as a result of a natural disaster if the moveable dwelling or associated structure is—</p> <p>(i) maintained in a safe and healthy condition, and</p> <p>(ii) removed within —</p> <p>(A) 2 years after it is installed, or</p> <p>(B) if the relevant local approvals policy for the moveable dwelling or associated structure specifies a longer period — the longer period.</p>

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Clause 78	The approval of Council is not required for the installation of a caravan, campervan or tent on — (a) a Crown reserve, or (b) land reserved or dedicated under the <i>National Parks and Wildlife Act 1974</i> .
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**Table 2 - Part B: Water supply, sewerage and stormwater drainage works**

<b>B5 - Stormwater work (s.68 LG Act, Part B, Item5)</b>	
<b>Local Exemptions</b>	
<b>Activity</b>	<b>Criteria</b>
Stormwater Drainage	The prior approval of Council is not required where: (i) Drainage work is associated with an approval granted under the EP&A Act, and (ii) The drainage work does not interfere with any on-site sewage management system or related effluent application area, and (iii) The drainage work complies with AS/NZS 3500.3 - <i>Stormwater Drainage</i> , and (iv) Prior approval is obtained under the <i>Roads Act 1993</i> for any connection to a public road or within the road reserve.

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**Table 2 – Part C: Management of Waste**

<b>C1 – Transport Waste</b>	
<b>Legislative Exemptions - LG Regulation</b>	
Clause 48(a)	The transporting of waste over or under a public place for fee or reward can be carried out without the prior approval of Council if: <ul style="list-style-type: none"> <li>(i) The activity is licensed under the POEO Act, or</li> <li>(ii) The activity is being carried out in the Sydney metropolitan area as defined in Part 3 of Schedule 1 of the Act, or</li> <li>(iii) The waste is being transported through the area of Council and is not being collected or deposited in that area.</li> </ul>
<b>C2 – Place waste in a public place</b>	
<b>Legislative Exemptions - LG Regulation</b>	
Clause 48(b)	The placing of waste in a public place can be carried out without the prior approval of Council if it is done in accordance with arrangements instituted by Council. <i>(Note: Council's consent as landowner is not required for this activity)</i>
<b>C3 – Place waste storage container in a public place</b>	
<b>Local Exemptions</b>	
Charity Clothing Bins	Charity clothing bins must not be located on public land except at the following locations, which have existing Council-approved charity clothing bins. No further approvals will be granted. <ul style="list-style-type: none"> <li>• Larkin Place Car Park, Camden,</li> <li>• Mitchell Street Car Park, Camden,</li> <li>• John Street / Murray Street Car Park, Camden,</li> <li>• Flinders Avenue Car Park, Camden South,</li> <li>• Catherine Field Hall Car Park, Catherine Field, and</li> <li>• Nott Oval Car Park, Narellan.</li> </ul> Clothing bin operators are responsible to ensure the bins are regularly cleared, maintained and the surrounding area is maintained in a neat and tidy manner. Council reserves the right to remove or relocate any charity clothing bin that has been placed on public land.
<b>C5 - Install, construct or alter a waste treatment device</b>	
<b>Legislative Exemptions - LG Regulation</b>	
Clause 48(e)	The installation, construction or alteration of a waste treatment device can be carried out without the prior approval of Council if that installation, construction or alteration is done: <ul style="list-style-type: none"> <li>(i) under the authority of a license in force under the POEO Act,</li> <li>(ii) in a vessel used for navigation, or</li> <li>(iii) in a motor vehicle registered under the <i>Road Transport (Vehicle Registration) Act 1997</i> that is used primarily for road transport.</li> </ul>

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C6 - Operate a system of sewage management	
Legislative Exemptions - LG Regulation	
Clause 47	<p>Temporary exemption for purchaser of land:</p> <p>(i) Despite the other provisions of this Regulation, a person who purchases (or otherwise acquires) land on which any sewage management facilities are installed or constructed may operate a system of sewage management without the approval required under section 68 of the Act for the period of 3 months after the date on which the land is transferred or otherwise conveyed to the person (whether or not an approval is in force, as at that date, in relation to the operation of a system of sewage management on that land).</p> <p>(ii) Further, if the person duly applies, within the period of 2 months after the date on which the land is transferred or otherwise conveyed to the person, for approval to operate the system of sewage management concerned, the person may continue to operate that system of sewage management without approval until the application is finally</p>
Clause 48(f)	<p>So much of the operation of a system of sewage management can be carried out without the prior approval of Council as is limited to an action carried out:</p> <p>(i) under the authority of a license in force under the POEO Act, or</p> <p>(ii) in a vessel used for navigation, or</p> <p>(iii) in a motor vehicle that is registered within the meaning of the Road Transport Act 2013 and is used primarily for road transport.</p>

Table 2 – Part D: Community Land

D1 – Engage in a trade or business	
Local Exemptions	
Activity	Criteria
Street stalls (excluding sale of food)	<p>The prior approval of Council is not required for street stalls which meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The street stall must be pre-booked with Camden Council. A maximum of 12 bookings per calendar year will apply to any one organisation. <i>NB Completing a street stall booking satisfies landowner (Council) consent requirement for the activity.</i></li> <li>• Only community groups that utilise funds raised from street stalls for community or charitable purposes be allowed to conduct a street stall. (A not for profit certificate may be required upon booking).</li> <li>• The applicant must indemnify Council against all claims of public liability and shall maintain a public liability insurance policy, with a minimum insured value of \$10,000,000. (copy of policy must be provided with the booking).</li> <li>• Any goods or structures used in conjunction with the display or sale of goods must stay within the designated area. The front entrance of any shop or walkway is to remain unobstructed at all times.</li> <li>• A clear distance of at least two metres in width is to be maintained between any goods displayed and the kerb line at all times so as not to interfere with pedestrian traffic.</li> <li>• No structure used for the display of goods shall be fixed to the footpath and all structures/goods displayed on the footpath must be removed upon close of trading. Footpaths and surrounding areas are to be kept clean and tidy at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate identification of the organisation operating the stall shall be displayed on the street stall for the public to view. This may be the name or logo of the organisation.</li> <li>• The street stall must be in one of the following approved locations: <ul style="list-style-type: none"> <li>(i) Outside Blooms Pharmacy – 148 Argyle Street, Camden,</li> <li>(ii) Outside National Bank Corner -125-127 Argyle Street, Camden.</li> </ul> </li> </ul>
Other stalls/ temporary trading (excluding sale of food)	The prior approval of Council is not required for temporary stalls, displays or trading which are associated with an event approved by Council or that are exempt or complying development under an environmental planning instrument, and are conducted in accordance with this policy (excluding the sale of food).

### D2 - Direct or procure a theatrical, musical or other entertainment for the public

Local Exemptions	
Activity	Criteria
Community and fundraising events on community land	<p>Prior approval of Council is not required for community and fundraising events that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Must be exempt or complying development under an environmental planning instrument.</li> <li>• The party undertaking the activity must submit to Council a cover letter outlining the details of the activity and a current public liability insurance policy, with a minimum insured value of \$20,000,000 that covers the activities involved and the context in which they will be undertaken.</li> </ul> <p>Note: This includes any stall, display or temporary trading which is associated with or part of the event, excluding the sale of food which requires the prior approval of Council.</p>

### D3 - Construct a temporary enclosure for the purpose of entertainment

Local Exemptions	
Activity	Criteria
Temporary enclosures for entertainment	<ul style="list-style-type: none"> <li>• Prior approval of Council is not required for a temporary enclosure for entertainment purposes which has a development consent, that forms part of an event that has a development consent or that is exempt or complying development under an environmental planning instrument, and</li> <li>• The prior consent of the landowner is obtained prior to erecting the structure.</li> </ul>

D4 - For fee or reward, play a musical instrument or sing	
Local Exemptions	
Activity	Criteria
Busking (inc street theatre and pavement art)	<p>Prior approval of Council is not required for busking, street theatre or pavement art activities which meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Busking activities must comply with Camden Council's Busking Policy and Procedure.</li> <li>• Busking activities are only permitted at approved designated locations and with a busking permit issued by Council.</li> <li>• The activity must not obstruct or hinder pedestrians or vehicles nor create any nuisance.</li> <li>• No offensive noise as defined under POEO.</li> <li>• Pavement art is permitted on land where Camden Council is the landowner.</li> <li>• Material used for pavement art is to be removable by water, be non-toxic and is not to leave any residue or create a water pollution incident, as defined by POEO.</li> <li>• The surface for any pavement art is to be a non-porous material, such as bitumen or concrete.</li> <li>• Any proposed material to be used in carrying out pavement art (whether wet or dry) must not be slippery or cause a public hazard, nuisance or offence.</li> <li>• Performers/artists are not to solicit funds or undertake the act of asking, seeking or requesting money or goods from members of the public.</li> </ul>
D5 - Use of a loudspeaker or amplifying device on community land	
Legislative Exemptions - LG Regulation	
Clause 49	A loudspeaker or sound amplifying device may be set up, operated or used on community land without the prior approval of Council if the use is associated with a current development consent, the associated event is exempt or complying development under an environmental planning instrument, or existing use rights have been established for either the land use or activity. Note: POEO regulatory and compliance provisions must be observed.
Local Exemptions	
Activity	Criteria
Loudspeakers or Amplifying Devices	A public address, religious service or public meeting may occur without the prior approval of Council if the use is associated with a current development consent, the associated event is exempt or complying development under an environmental planning instrument, or existing use rights have been established for either the land use or activity. Note: POEO regulatory and compliance provisions must be observed.
D6 - Deliver a public address or hold a religious service or public meeting	
Local Exemptions	
Activity	Criteria
A public address, religious service or public meeting	A public address, religious service or public meeting may occur without the prior approval of Council if the use is associated with current development consent, or existing use rights for either land use or activity. Note: POEO regulatory and compliance provisions must be observed.

**Table 2 – Part E: Public Roads**

<b>E2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road</b>	
<b>Local Exemptions</b>	
<b>Activity</b>	<b>Criteria</b>
Variable message boards/signage	Variable message board/signage is only permitted for traffic management purposes and in conjunction with a traffic management plan or event approved by Council, emergency (such as flood or fire), or as otherwise required by a State or Local Authority.
Public art	Prior approval of Council under this policy is not required for public art that complies with the following criteria; <ul style="list-style-type: none"> <li>• complies with Council's Public Art Policy and Procedure, and</li> <li>• is exempt or complying development under an environmental planning instrument, or</li> <li>• has otherwise been approved by Council ( i.e. DA or CLEP2010 CL5.10).</li> </ul>
Signage	Prior approval of Council is not required for signage that complies with the following criteria: <ul style="list-style-type: none"> <li>• is exempt or complying development under an environmental planning instrument</li> <li>• Complies with Exempt Development criteria under Camden LEP 2010, or</li> <li>• has prior development consent of Council.</li> </ul>

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**Table 2 – Part F: Other Activities**

<b>F1 - Operate a public car park.</b>	
<b>Legislative Exemptions - LG Regulation</b>	
Clause 66	A public car park may be operated without the prior approval of Council if approval for its erection or operation has already been given by Council in connection with another approval or development consent and the car park complies with any applicable conditions of that approval or development consent.
<b>F4 – Install a domestic oil or solid fuel heating appliance, other than a portable appliance</b>	
<b>Legislative Exemptions - LG Regulation</b>	
Clause 70	A domestic oil or solid fuel heating appliance (other than a portable appliance) may be installed without the prior approval of Council if details of the appliance are included in plans and specifications for the relevant building approved under Part 6 of the EP&A Act.
<b>Local Exemptions</b>	
<b>Activity</b>	<b>Criteria</b>

As per F4	<p>Prior approval of Council is not required for oil or solid fuel heating appliances which comply with the following criteria:</p> <ul style="list-style-type: none"> <li>• May only be installed in a single detached dwelling that is not a heritage item or located in a heritage conservation area</li> <li>• Must be installed by a person licensed by NSW Fair Trading to install domestic solid fuel heaters</li> <li>• Must have a particulate emission factor of 0.8 gram per kilogram or less as determined by AS/NZS 4013:2014, Domestic solid fuel burning appliances— Method for determination of flue gas emission</li> <li>• Must have an efficiency rating of 60% or greater as determined by AS/NZS 4013:2014, Domestic solid fuel burning appliances — Method for determination of flue gas emission</li> <li>• Must have a conformance plate or certificate of compliance that details the information required in Section 10 – Marking of AS/NZS 4013:2014, Domestic solid fuel burning appliances — Method for determination of flue gas emission</li> <li>• Must be installed in accordance with the NCC-BCA - Part 3.10.7</li> <li>• Must be installed in accordance with AS/NZS 2918:2018, Domestic solid fuel burning appliances—Installation</li> <li>• The top of the flue must be at least 1m above any structure that is within a 15m radius.</li> </ul>
<b>F5 – Install or operate amusement devices</b>	
<b>Legislative Exemptions - LG Regulation</b>	
Clause 71	Amusement devices not required to be registered under the WHSR may be installed or operated without the prior approval of Council.
Clause 75	<p>A small Amusement Device may be installed or operated without the prior approval of Council if:</p> <ul style="list-style-type: none"> <li>• The ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason, and</li> <li>• The device is registered under the WHSR, and</li> <li>• The device is erected and is to be operated in accordance with all conditions relating to its erection or operation set out in the current certificate of registration issued for the device under that Regulation, and</li> <li>• There exists for the device a current log book within the meaning of that Regulation, and</li> <li>• In the case of a device that is to be or is installed in a building, fire egress is not obstructed, and</li> <li>• There is in force a contract of insurance or indemnity for the device that complies with Clause 74 (see below).</li> </ul>

Clause 74	It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.
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**F10 - Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations**

Legislative Exemptions - LG Regulation	
Activity	Criteria
Clause 75A(2)	<p>Domestic greywater diversion may be carried out without the prior approval of the Council if:</p> <ul style="list-style-type: none"> <li>(a) it is carried out in accordance with the Plumbing Code of Australia, and</li> <li>(b) a sewage management facility is not installed on the premises concerned, and</li> <li>(c) the following performance standards are achieved-- <ul style="list-style-type: none"> <li>(i) the prevention of the spread of disease by micro-organisms,</li> <li>(ii) the prevention of the spread of foul odours,</li> <li>(iii) the prevention of contamination of water,</li> <li>(iv) the prevention of degradation of soil and vegetation,</li> <li>(v) the discouragement of insects and vermin,</li> <li>(vi) ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,</li> <li>(vii) the minimisation of any adverse impacts on the amenity of the premises concerned and surrounding lands.</li> </ul> </li> </ul>

## Part 2. CRITERIA

Part 2 of this Policy focuses on the considerations and criteria applied by Council in determining whether to give or refuse an approval of a particular kind of activity under section 68 of the *LG Act* or where required under sections 125, 138 or 139A of the *Roads Act 1993*.

In order to achieve the objectives of this Policy, in terms of creating an environment which provides for activities which do not adversely impact on the amenity of residents and visitors, the following requirements outlined in section 89 of the *LG Act* will be taken into consideration in the assessment of all applications.

In determining an application, Council must:

- Not approve the application if the activity or the carrying out of the activity for which approval is sought would not comply with the requirements of any relevant regulation, and
- Take into consideration any relevant criteria in a policy adopted by Council, and
- Take into consideration the principles of ecologically sustainable development.

If no requirements are prescribed and no criteria are adopted, Council in determining an application is to:

- Take into consideration all matters relevant to the application, and
- Seek to give effect to the applicant's objectives to the extent to which they are compatible with the public interest.

In considering the public interest, the matters Council is to consider include:

- Protection of the environment, and
- Protection of public health, safety and convenience, and
- Any items of cultural and heritage significance which might be affected.

The LG Regulation and the LG (MCCM) Regulation also prescribe a number of matters that must be considered by Council when dealing with an application.

Legislative considerations and criteria have been paraphrased within this part. Reference should be made to relevant regulations for specific details.

Local considerations and criteria have also been referenced in this part and Table 3 for the corresponding activities.

**Table 3 – Part A: Structures or places of public entertainment**

<b>A1 - Installation of caravan, manufactured home or moveable dwelling on land</b>	
Council will consider the following criteria when assessing an application to the installation of a caravan, manufactured home or moveable dwelling on land.	
<b>Legislative Criteria - LG (MCCM) Regulation</b>	
	<p>Council will evaluate applications for:</p> <ul style="list-style-type: none"> <li>• manufactured homes and associated structures;</li> <li>• relocatable homes and associated structures; and</li> <li>• caravans, tents and annexes,</li> </ul> <p>in accordance with the relevant provisions outlined in the LG (MCCM) Regulation.</p> <p>In the case of a caravan that is situated on flood-labile land, the wheels, axles and draw bar of the caravan must not be removed, but must be maintained in proper working order.</p>

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**Table 3 - Part B: Water supply, sewerage and stormwater drainage works**

<b>B5 - Storm water work (s.68 of the LG Act, Part B, Item 5)</b>	
<b>Legislative Criteria - LG Regulation</b>	
Clause 15	<p>In determining an application for an approval, Council must have regard to the following considerations:</p> <ol style="list-style-type: none"> <li>the protection and promotion of public health;</li> <li>the protection of the environment;</li> <li>the safety of its employees;</li> <li>the safeguarding of its assets; and</li> <li>any other matter that it considers to be relevant in the circumstances.</li> </ol> <p>Division 3 Subdivision 2 and Part 2 of Schedule 1 of the LG Regulation specifies mandatory standards and conditions for storm water drainage work.</p>

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**Table 3 - Part C: Management of Waste**

<b>C2 – Place waste in a public place</b>	
<b>Legislative Criteria - LG Regulation</b>	
Clause 27	<p>In determining an application for approval to place on a road a building waste storage container, Council is to take into consideration any requirements or guidelines relating to the location, size and visibility of building waste storage containers that are notified to Council from time to time by Transport for NSW.</p>

Local Criteria	
Skip/Waste Bins	<p>Prior to placing a skip bin on Council land, such as nature strips, and road related areas, you must obtain a Road Occupancy Permit from Council. Obtaining this permit satisfies the approval requirements of the LG Act and the <i>Roads Act 1993</i>.</p> <p>In determining an application for approval for an event the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Skip bins will only be permitted on the road or public land, where there is no option for the bin to be stored on private land.</li> <li>• Skip bins cannot be placed on the road where motor vehicles are prohibited from parking or stopping as set out in the Road Rules 2014.</li> <li>• No skip bin may be stored, placed or otherwise permitted to stand on any footpath/roadway that does not allow for minimum required pedestrian access or vehicle access as determined by Council.</li> <li>• No skip bin is permitted in locations that obstruct vehicular traffic entering or leaving premises.</li> <li>• Skip bins must be covered to prevent displacement of waste materials.</li> <li>• Skip bins are not permitted in locations that interfere with the sight lines of, or visibility to, drivers/vehicles, cyclists or pedestrians entering or leaving premises.</li> <li>• No skip bins will be permitted in locations, which may create risk or injury to persons.</li> <li>• No skip bins will be permitted in locations which obstruct access to utility services or other devices which may require 24-hour servicing.</li> </ul>
Clothing /Collection Bins	Charity clothing bins will not be approved on public land. The placement of a Charity collection bin on private land must comply with the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i> or have the prior development consent from Council.
<b>C5 - Install, construct or alter a waste treatment device</b>	
Legislative Criteria - LG Regulation	
Clause 29	In determining an application for approval to install, construct or alter a sewage management facility, the Council must take into consideration the matters listed in Clause 29 of the LG Regulation.
Local Criteria	
Installations	In determining an application for an approval to install, construct or alter a waste treatment device, applications will be assessed in accordance with Council's On-Site Sewage Management Policy. Please refer to the Policy for more information about matters Council will consider when determining applications.

<b>C6 - Operate a system of sewage management</b>	
<b>Legislative Criteria - LG Regulation</b>	
Clauses 33, 34, 43 and 44	In determining an application for an approval to operate a system of sewage management the Council will consider the matters in Clause 33, 34 and 44 of the LG Regulation, and any matter specified in guidelines or directions issued by the Secretary in relation to the environment and health protection matters referred to in section 29(2).  Note: These matters are also considered on applications for the installation of a greywater treatment device. Devices must however be accredited by NSW Health.
<b>Local Criteria</b>	
Operation of on-site sewage management systems	In determining an application for an approval to operate a system of sewage management, applications will be assessed in accordance with Council's On-Site Sewage Management Policy.

**Table 3 - Part D: Community Land**

<b>Local Criteria</b>	
<b>D2 - Direct or procure a theatrical, musical or other entertainment for the public</b>	
Events with entertainment	In determining an application for approval for an event the following criteria will be considered: <ul style="list-style-type: none"> <li>• Council's Special Events Lodgement Checklist is to be completed and provided for all applications for Events.</li> <li>• Vehicles will not be permitted in parks / reserves unless prior arrangement and approval has been obtained.</li> <li>• The applicant shall maintain a public liability insurance policy with a minimum insured value of \$20,000,000.</li> <li>• Circuses must not involve performances using exotic animals.</li> <li>• Adequate sanitary facilities must be provided in a convenient location to the venue and appropriate to cater for the patron numbers attending the event, which may include the provision of portable toilets and hand basins. As a guide refer to the planning manual "Safe and Healthy Crowded Places Handbook" (AIDR, 2018)</li> <li>• At least one accessible unisex sanitary compartment must be provided.</li> <li>• Adequate waste and recycling facilities must be provided in a convenient location to the venue and appropriate to cater for the patron numbers attending the event.</li> <li>• Approval for mobile food vending vehicles and temporary food stalls is required in accordance with Council's Temporary Food Stall and Mobile Food Vehicle Policy. Refer to Part F7 of this table.</li> </ul>

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### D3 - Construct a temporary enclosure for the purpose of entertainment

Temporary enclosures for the purpose of entertainment

In determining an application for approval, the following criteria will be considered:

- Marquees and seating structures must be structurally adequate and incorporate adequate provision for the safety of persons in the event of fire. The fire protection and structural capacity of the structure will be appropriate to the proposed use of the structure.
- Note: Engineering specifications/certificates may be required for the structure and seating structures.
- For guidance in the design, construction and use of temporary structures when planning for an event, please refer to “ABCB Temporary Structures Standard 2015”.
- A temporary structure that is used as an entertainment venue, must comply with Part B1 and NSW Part H102 of the National Construction Code - Volume One of the Building Code of Australia in accordance with Cl 98 of the *Environmental Planning and Assessment Regulation 2000*.
- The ground or other surface on which the structure is to be erected will be sufficiently firm and level to sustain the structure while in use.
- A stage or platform must resist loads determined in accordance with the following Australian and New Zealand Standards AS/NZS 1170.0:2002, AS/NZS 1170.1:2002 AS/NZS 1170.2:2011.
- Applications for Temporary Structures must include the following information:
  - a) a site plan of the land
  - b) documentation that specifies the live and dead loads the temporary structure is designed to meet
  - c) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure
  - d) in the case of a temporary structure proposed to be used as an entertainment venue — a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used)
  - e) documentation describing any accredited building product or system sought to be relied on for the purposes of section 4.15 (4) of the Act
  - f) copies of any compliance certificates to be relied on
  - g) a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.

**Note:** Development consent may also be required prior to the use of the land or erection of any structure. State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 permits certain temporary uses and structures without the need to obtain development consent.

### D5 - Set up, operate or use a loudspeaker or sound amplifying device

Loudspeakers, amplified announcements etc.	<p>In determining an application for approval for loudspeakers &amp; amplified announcements, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>Loudspeakers and amplified announcements with only be permitted for major events such as fairs / festivals or sports events that have the approval of the Council (unless exempted under this policy).</li> <li>Must not create a nuisance or cause offensive noise, as defined under POEO.</li> <li>Hours of operation may be imposed.</li> </ul>
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**Table 3 - Part E: Public Roads**

Legislative Criteria - LG Regulation	
Clause 50	In determining an application for an approval under Part E of the Table to s. 68 of the Act, Council must take into account the provisions of the <i>Roads Act 1993</i> and any relevant standards and policies of public authorities applying to the use of the road.
Local Criteria	
E1 - Swing, project or hoist goods across or over any part of a public road or footway	
Local Criteria	
Tower & fixed cranes	<p>In determining an application for approval, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>Tower cranes must be certified by a Chartered Structural Engineer once erected and prior to operation.</li> <li>Approvals will be issued by Council in accordance with section 68 of the LG Act (an activity under category E (2) of the table to that section) and section 115 of the <i>Roads Act 1993</i>.</li> <li>No part of the crane structure is to be erected on public land.</li> <li>Tower cranes shall not compromise the existing street activities, through maintaining adequate clearances.</li> <li>The layout, including boom and slewing radius of the tower crane, shall be incorporated into the Pedestrian and Traffic Management.</li> <li>The OLS for Camden/Western Sydney airport must be considered and approval may be required from the relevant Commonwealth body.</li> <li>Council's infrastructure and assets must not be interfered with or damaged during the construction or operating of structure &amp; hoardings.</li> <li>Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.</li> <li>Property is surrounded by adequate protection against the risk of falling objects, and constructions of hoardings may be required.</li> <li>AS2550-2001 compliance is required.</li> </ul> <p>NB: Tower cranes (including the overhang, hoisting or slew) located or moving wholly within the confines of private property, are not obligated to obtain an approval from Council however construction sites must comply with relevant parts of this policy, Safe Work, Code of Practice 1995 for Overhead Protective Structures and the Work Health and Safety Act 2011 to ensure public safety and access is maintained.</p>

Mobile cranes	<p>In determining an application for approval for an event, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• The approval of undertaking activities within the road reserve such as hoisting and pumping concrete is regulated through the Local Government Act 1993 and the Road Act 1993 including associated Regulations. The approval for such activities shall be made via application for a Road Occupancy Permit.</li> <li>• AS2550-2001 compliance is required.</li> <li>• A permit is required to wholly or partially occupy a footpath or road for works for the following:             <ol style="list-style-type: none"> <li>a) to place, leave a machine standing or use a crane including any overhanging or encroachment of a crane's jib or stabilising legs, travel tower, boom, hydraulic arm, lift, tackles, hoisting devices or other machine or any building works.</li> <li>b) to place or store any construction materials or tools, machinery, plant or equipment, site sheds, delivery of materials and the running of concrete delivery pipelines, chutes etc.</li> </ol> </li> </ul>
<b>E2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road</b>	
Hoardings	<p>In determining an application for approval, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Hoardings shall be designed in accordance with AS4687-2007, ABCB Standard Temporary Structures, and Safe Work NSW Code of Practice – Overhead Protective Structures.</li> <li>• The type of hoarding required to be erected will be depicted by the locality, being either within a low risk or high risk zone, and nature of the proposed construction work.</li> <li>• Council's infrastructure and assets must not be interfered with or damaged during the construction or operating of structure &amp; hoardings.</li> <li>• Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.</li> <li>• Pedestrian access and adequate vertical and horizontal clearances must be demonstrated by site specific plans and sections.</li> <li>• Hoardings must also be certified by a Chartered Structural Engineer once erected and prior to operation of any overhead activity.</li> </ul>
Outdoor dining	<p>In determining an application for approval, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Applications for outdoor dining will be assessed in accordance with Council's Outdoor Dining Policy.</li> <li>• Outdoor dining activities must not be contrary to any Development Consent for the premises and may trigger the requirement to modify or seek a new Development Consent for the premises.</li> </ul>
Signs and banners	<p>In determining an application for approval for a sign or banner, applications will be assessed in accordance with Council's Signs and Banners Policy.</p> <p>Note: Only community and non-profit organisations may apply to Council for the display of a banner to advertise a local community event.</p>

**Table 3 - Part F: Other activities**

<b>F1 - Operate public car park</b>	
<b>Legislative Criteria - LG Regulation</b>	
Clause 53	<p>In determining an application for approval to operate a public car park, Council is to take the following matters into consideration:</p> <ul style="list-style-type: none"> <li>• Transport for NSW views about the application,</li> <li>• the effect of the car park on the movement of vehicular traffic and pedestrian traffic,</li> <li>• whether the number of vehicles proposed to be accommodated is appropriate having regard to the size of the car park and the need to provide off-street parking facilities within the car park for the temporary accommodation of vehicles,</li> <li>• whether the means of ingress and egress and means of movement provided or to be provided within the car park are satisfactory,</li> <li>• whether there will be adequate provision for pedestrian safety and access for people with disabilities,</li> <li>• whether the internal design of parking facilities and system of traffic management are satisfactory,</li> <li>• whether, in the case of a car park that is a building, adequate ventilation is provided or to be provided,</li> <li>• the WHSA, and the regulations made under that Act, as regards the safety of persons who will be employed at the proposed car park or of persons who will go there,</li> <li>• whether there will be adequate provision for the management of storm water and the minimisation of storm water pollution.</li> </ul>
<b>F2 – Operate a caravan park or camping ground</b>	
<b>Legislative Criteria - LG (MCCM) Regulation</b>	
Clause 71	<p>In determining an application for approval to operate Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings, Council is to take the following matters into consideration:</p> <ul style="list-style-type: none"> <li>• Council must not grant an approval to operate a caravan park or camping ground unless it is satisfied that it will be designed, constructed, maintained and operated: <ul style="list-style-type: none"> <li>a) in accordance with the relevant requirements of Subdivisions 1–8 of Division 3, or</li> <li>b) in the case of a primitive camping ground, in accordance with the relevant requirements of Subdivision 9 of Division 3.</li> </ul> </li> <li>• In deciding whether or not the approval for a caravan park or camping ground should allow the installation of a relocatable home, rigid annexe or associated structure on flood liable land, Council must have regard to the principles contained in the Floodplain Development Manual.</li> </ul> <p>Note: Any approval granted by Council must specify those matters outlined in Clause 72, and include conditions as outlined in Clause 73.</p>
<b>F3 – Operate a manufactured home estate</b>	

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Clauses 6, 7 & 8	<p>Council must consider the following factors for consideration before approval is granted.</p> <p>6 Factors for consideration before approval is granted</p> <ul style="list-style-type: none"> <li>• Council must not grant an approval unless satisfied the manufactured home estate will be designed, constructed, maintained and operated in accordance with Division 3.</li> <li>• Before approving the operation of a manufactured home estate on flood liable land, Council must consider the principles in the Floodplain Development Manual.</li> </ul> <p>7 Matters to be specified in approval</p> <ul style="list-style-type: none"> <li>• An approval must specify, by reference to a plan, the number, size and location of the dwelling sites allowed by the approval.</li> </ul> <p>8 Conditions of approval</p> <ul style="list-style-type: none"> <li>• An approval is subject to the condition that the manufactured home estate is designed, constructed, maintained and operated in accordance with Division 3.</li> </ul> <p>Note: Council may also impose conditions on the grant of an approval under the LG Act, section 94.</p>
<b>F4 - Install a domestic oil or solid fuel heating appliance, other than a portable appliance.</b>	
<b>Legislative Criteria - LG Regulation</b>	
Clause 67	Council must not grant an application for an approval to install a domestic oil or solid fuel heating appliance (other than a portable appliance) unless it is satisfied that the activity as proposed to be carried out will comply with any applicable standards established by the LG Regulation or by or under the LG Act.
<b>F5 – Install or operate amusement devices</b>	
<b>Legislative Criteria - LG Regulation</b>	
Clause 72	<p>Council must not grant an application for an approval to install or operate an amusement device unless it is satisfied—</p> <ol style="list-style-type: none"> <li>(a) that the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason, and</li> <li>(b) that the device is registered under the WHSR, and</li> <li>(c) that the device is to be or has been erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration issued for the device under that Regulation, and</li> <li>(d) that there exists for the device a current log book as referred to in that Regulation, Chapter 5, Part 5.2, Division 4, Subdivision 2, and</li> <li>(e) that there is in force a contract of insurance or indemnity for the device that complies with section 74.</li> </ol>

<p>Clause 74</p>	<p>It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability</p>
<p><b>F7 – Use a standing vehicle or any article for the purpose of selling any article in a public place</b></p>	
<p><b>Local Criteria</b></p>	
<p>Mobile food vending vehicles and temporary food stalls</p>	<p>In determining an application for approval for mobile food vending vehicles and temporary food stalls, applications will be assessed in accordance with Council’s Temporary Food Stall and Mobile Food Vehicle Policy.</p>

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## Part 3. OTHER MATTERS

### 3.1 Lodgement and assessment of an application

Most applications or bookings have a specific form and/ or guide designed to assist in the lodgement of the application. Depending on the type of work or activity, fees may apply and where these are required they must be paid at the time of lodgement.

An application may be rejected within seven days of receipt if it is not clear as to the approval sought or the application is not easily legible. Fees, if applicable, are refunded.

In assessing the more complex applications, additional information may be needed. Where this is the case, Council will contact the applicant within 21 days of receipt of an application.

Some works/activities may require approval under the LG Act and the *Roads Act 1993* or EP&A Act. Where possible, one application will be required and one approval issued.

Applications can be amended by the applicant prior to determination provided that the variation is minor.

### 3.2 Standard conditions

The LG Regulation prescribes standard conditions for activity approvals involving public entertainment, sewage and stormwater drainage.

The standard conditions prescribed by the LG Regulation have not been reproduced within this document. Copies of the regulations are freely available at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

NB: Specific localised conditions will also be imposed as required.

### 3.3 Refund of fees

In certain circumstances, where an application under this policy is not fully processed by Council, an applicant may be eligible for the refund of fees. Refund requests must be made by the applicant in writing.

### 3.4 When does an approval or exemption lapse?

An approval under section 68 of the LG Act lapses five years after the date from which the approval operates, unless:

1. The approval states otherwise, or
2. The activity has been physically substantially commenced within the meaning of the applicable Act.

### 3.5 Extensions

An extension of an approval may be granted if:

1. A request is received by Council in writing prior to the date on which the approval would have lapsed, and
2. Council determines that the approval should be extended.

### 3.6 Exemptions

Any exemption under this policy, or applicable regulations, has no effect unless all the specified conditions of the exemption are met. Any breach of the conditions means that the exemption

provisions no longer apply to the activity or activities involved.

Exemption provisions within this policy cease to have effect once the policy lapses.

### 3.7 Revoking an Approval

An approval may be revoked or modified for failure to comply with a requirement made under the Act relating to the subject of the approval or for any failure to comply with a condition of the approval.

### 3.8 Determination

Once determined, a notice will be issued advising whether the application has been approved with conditions or refused.

The period of approval will vary depending on the type of activity or work undertaken. If works have not commenced or where the activity is not held during the nominated time, then the approval may lapse.

In such cases, and depending on the circumstances, an applicant can seek to lodge a new application or alternatively request to modify/extend an existing application prior to lapsing of that approval.

A determination can be reviewed under s. 100 of the LG Act. A request to review must justify the reasons for review and be made in writing within 28 days of Council's determination. Fees may apply and the determination of a review is final.

### 3.9 Enforcement action

An approval may be revoked or modified in any of the following circumstances:

- a) If the approval was obtained by fraud, misrepresentation or concealment of facts,
- b) For any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused Council not to have granted the approval (or not to have granted it in the same terms),
- c) For any failure to comply with a requirement made by or under LG Act relating to the subject of the approval,
- d) For any failure to comply with a condition of the approval.

### 3.10 Notes

- Reference should be made to Council's Compliance and Enforcement Policy for details on enforcement processes and actions.
- Approvals/consents may be required for certain other activities under the provision of separate legislation, particularly in regard to the erection of other buildings which is controlled by the provisions of the EP&A Act.
- Any applications involving the preparation of food, and/or the operation of a temporary food premises must comply with the *Food Act 2003* and its regulations.

\* \* \*

**RELEVANT LEGISLATIVE INSTRUMENTS:**

*Environmental Planning and Assessment Act 1979*  
*Food Act 2003*  
*Local Government (General) Regulations 202105*  
*Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 202105*  
*Local Government Act 1993*  
*Occupation Health and Safety Regulation (2001)*  
*Protection of the Environment Operations Act 1997*  
*Road Rules 2014*  
*Road Transport (General) Regulation 2013*  
*Road Transport Act 2013*  
*Roads Act 1993*  
*State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*  
*Work Health and Safety Act 2011*  
*Work Health and Safety Regulation 2017*

**RELATED POLICIES, PLANS AND PROCEDURES:**

Camden Local Environmental Plan (LEP)2010  
 State Environmental Planning Policy (Sydney Region Growth Centres) 2006  
 State Environmental Planning Policy (Exempt and Complying Development Codes) 2008  
 Camden Development Control Plan 2019  
 Signs and Banners Policy  
 Temporary Food Stall and Mobile Food Vehicle Policy  
 Public Art Policy and Procedure  
 Outdoor Dining Policy  
 Special Events Management Policy  
 Busking Policy and Procedure  
 On-Site Sewage Management Policy  
 Plans of Management for Community Land  
 Customer and Corporate Strategy

**RESPONSIBLE DIRECTOR:****APPROVAL:**

Council

**RELATED POLICIES, PLANS AND PROCEDURES:****HISTORY:**

Version	Approved by	Changes made	Date	EDMS Number
1	Council	New	Approved by Council	20/183795

Local Approvals Policy  
 Adopted by Council:

Next Review Date: dd/mm/yyyy  
 EDMS #:

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			14/04/2020 – effective 13/06/2020	
2	Council	Various amendments	Insert date	Insert EDMS number

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Attachment 1

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Attachment 2



# LOCAL APPROVALS POLICY

P3.0105.24

## LOCAL APPROVALS POLICY

**DIVISION:** Planning and Environment

**BRANCH:** Environment and Regulatory Services

**CATEGORY:** 1

ORD01

### INTRODUCTION

#### BACKGROUND

Under Chapter 7 Part 3 of the *Local Government Act 1993* (LG Act), Council may prepare and adopt a local approvals policy. The policy must consist of three parts:

**Part 1: Exemptions** – Part 1 is to specify the circumstances (if any) in ~~which (if the policy were to be adopted)~~ a person would be exempt from the necessity to obtain a particular approval of ~~the council~~ Council.

**Part 2: Criteria** – Part 2 is to specify the criteria (if any) ~~which (if the policy were to be adopted) the Council~~ must take into consideration in determining whether to give or refuse an approval of a particular kind.

**Part 3: Other matters** – Part 3 is to specify other matters relating to approvals.

In some cases, consent may be required under the LG Act and the *Roads Act 1993* and/or *Environmental Planning and Assessment Act* (EP&A Act). Where a number of Acts apply, a single approval may be issued provided that each Act has been complied with.

#### PURPOSE

The purpose of this policy is to:

- To provide an integrated framework for dealing with applications for approval with clear guidelines.
- To apply common and consistent requirements and procedures for the relevant types of approvals.
- To ensure consistency and fairness in the manner that Council deals with applications.
- To make Council's policies and requirements for approvals readily accessible and understandable to the community.

#### SCOPE

This policy applies to all land within the Camden Local Government Area and to all applicants for approval (also referred to as "you" in this policy).

Under section 68 of the LG Act, approval by Council is required for the activities outlined in Table 1.

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## HOW TO USE THIS POLICY

### Legislative requirements for works and activities

This policy deals with the approval requirements for certain works and activities, which are regulated by the LG Act as described in Table 1.

Part 1 of the policy is used to determine if the work or activity you wish to carry out is exempt from requiring a LG Act approval. If you cannot meet the exemption criteria, then an approval will be required.

Part 2 of the policy outlines the criteria and lodgment requirements you will need to consider when lodging an application for approval.

Some works and activities may also require approval under other legislation the EP&A Act 1979 and the *Roads Act 1993*.

When determining whether approval is required, you should refer to all applicable legislation.

### Exemptions

#### Local Government Act 1993

Legislative exemptions for certain works or activities are provided under the *Local Government (General) Regulation 20052021 (LG Regulation)* and the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 (LG (MCCM) Regulation)*. In addition to these exemptions, this policy also provides additional local exemptions for activities that would otherwise require consent under the LG Act.

Part 1 Table 2 lists both legislative and local exemptions, which are grouped together under each type of activity type.

#### Environmental Planning and Assessment Act 1979

Certain activities or works may also require approval under the EP&A Act. There are numerous policies that provide exemptions from the need to obtain development consent under the EP&A Act, including

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 provides exemptions for building works and other activities carried out on private land.
- State Environmental Planning Policy (Transport and Infrastructure) 2021 provides exemptions for works undertaken by public authorities such as the construction of school rooms through to the installation of street furniture, playground equipment, etc.
- State Environmental Planning Policy (Housing) 2021 provides exemptions for works associated with affordable rental housing, such as group homes.
- ~~State Environmental Planning Policy (Infrastructure) 2007~~ provides exemptions for works undertaken by public authorities such as the construction of school rooms through to the installation of street furniture, playground equipment, etc.
- ~~State Environmental Planning Policy (Affordable Rental Housing) 2009~~ provides exemptions for works associated with affordable rental housing, such as group homes.

- *Camden Local Environmental Plan 2010* provides exemptions for specified activities that can be carried out without development consent such as community and fundraising events; installation of solid fuel heaters etc.

If the works or activity you wish to carry out is not exempted, then you may require a Development Consent or a Complying Development Certificate. Refer to Council's website or contact Council staff to obtain further information or assistance.

It should be noted that while an activity or works may be exempt from requiring Council approval, the consent of the landowner (in the case of roads and community land – Council) is still required, prior to undertaking the activity or works.

### Applications for approval

If the activity or works you are proposing to carry out is not eligible for an exemption, you will need to lodge an application for approval under the LG Act.

Part 2 and Table 3 provides information on lodgement requirements and criteria ~~which that~~ will need to be addressed as part of your application.

An approval may also be required under the *Roads Act 1993* or EP&A Act, and in some circumstances a single approval may be issued.

For example:

- ~~Some~~ some events may require development consent under the EP&A Act and an activity approval under the LG Act.
- The placement of a skip bin requires approval under the LG Act and *Roads Act 1993*.

For further information, refer to Part 2 of the policy or contact Council for assistance.

Table 1

**Part A - Structures or places of entertainment**

1. Install a manufactured home, moveable dwelling or associated structure on land.

**Part B - Water supply, sewerage & stormwater drainage work**

1. Carry out water supply work
2. Draw water from a council water supply or a standpipe or sell water so drawn
3. Install, alter, disconnect or remove a meter connected to a service pipe
4. Carry out sewerage work
5. Carry out stormwater drainage work
6. Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer.

**Part C - Management of waste**

1. For fee or reward, transport waste over or under a public place
2. Place waste in a public place
3. Place a waste storage container in a public place
4. Dispose of waste into a sewer of ~~the council~~ Council
5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
6. Operate a system of sewage management (within the meaning of s. 68A).

**Part D - Community land**

1. Engage in a trade or business
2. Direct or procure a theatrical, musical or other entertainment for the public
3. Construct a temporary enclosure for the purpose of entertainment
4. For fee or reward, play a musical instrument or sing
5. Set up, operate or use a loudspeaker or sound amplifying device
6. Deliver a public address or hold a religious service or public meeting.

**Part E - Public roads**

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.

**Part F - Other activities**

1. Operate a public car park
2. Operate a caravan park or camping ground
3. Operate a manufactured home estate
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance
5. Install or operate amusement devices
7. Use a standing vehicle or any article for the purpose of selling any article in a public place
10. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations.

(~~NB~~Note: Section 68 Parts F 6, 8 & 9 have been repealed)

## DEFINITIONS

**Activity** means a specific action, function or process.

**Amusement device** (as defined by the WHSR) means plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of the equipment, or part of the equipment, or when passengers or other users travel or move on, around or along the equipment, but does not include —

(a) ~~Aa~~ miniature train and railway system owned and operated by a model railway society, club or association, or

(b) ~~Aa~~ ride or device that is used as a form of transport and that is, in relation to its use for that purpose, regulated under another Act or an Act of the Commonwealth, or

(c) ~~Aa~~ boat or flotation device —

(i) ~~T~~that is solely propelled by a person who is in or on the boat or device, and

(ii) ~~T~~that is not attached to any mechanical elements or equipment outside the boat or device, and that does not rely on any artificial flow of water to move, or

(d) ~~Aa~~ny plant specifically designed for a sporting, professional stunt, theatrical or acrobatic purpose or activity, or

(e) ~~Aa~~ coin-operated or token-operated device that—

(i) ~~is~~ intended to be ridden, at the one time, by not more than 4 children who must be below the age of 10 years, and

(ii) ~~is~~ usually located in a shopping centre or similar public location, and

(iii) ~~-D~~oes not necessarily have an operator. ~~Amusement Device means a device that is high risk plant within the meaning of clause 6 of Schedule 1 to the Work Health and Safety Act 2011 and includes any other device that is declared by the regulations to be an amusement device for the purposes of this Act.~~

**Approval** means an approval under section 68 of the LG Act.

**AS/NZS** means a standard published by Standards Australia or co-published in conjunction with Standards New Zealand.

**Community Land** means land identified as community land by a local environmental plan or a resolution of Council for use by the general public: such as a public park.

**Council** means Camden Council.

**EP&A Act** means *Environmental Planning & Assessment Act 1979*.

~~**Large Amusement Device** means an amusement device that is designed primarily for the use of adolescents and older.~~

**LG Act** means *Local Government Act 1993*.

**LG Regulation** means *Local Government (General) Regulation 2021*.

**LG (MCCM) Regulation** means *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

**Manufactured home** means a self-contained dwelling (that is, a dwelling that includes at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities), being a dwelling—

- (a) ~~T~~hat comprises one or more major sections, and
- (b) ~~T~~hat is not a motor vehicle, trailer or other registrable vehicle within the meaning of the *Road Transport Act 2013* and includes any associated structures that form part of the dwelling.

**Moveable dwelling** means ~~\_~~any tent, or any caravan or other van or other portable device (whether on wheels or not), used for human habitation, or a manufactured home, or ~~\_~~any conveyance, structure or thing of a class or description prescribed by the regulations for the purposes of this definition.

**NCC--BCA** means the National Construction Code/Building Code of Australia produced from time to time by the Australian Building Codes Board.

**Non-profit ~~o~~rganisation** means an organisation that does not operate for the profit, personal gain or other benefit of particular people such as service clubs and some sporting and community organisations.

**Obstacle Limitation Surface (OLS)** – means the airspace around an airport that must be protected from obstacles.

**Outdoor Dining** means an outdoor place on Council controlled footpaths, the principal purpose of which is to provide food or beverage for public consumption in association with an adjacent approved food business.

**POEO** means *Protection of the Environment Operations Act 1997*.

**Public land** means any land (including a public reserve) vested in or under the control of ~~the council~~Council, but does not include--

- (a) ~~A~~a public road, or
- (b) ~~L~~and to which the Crown Land Management Act 2016 applies, or
- (c) ~~A~~a common, or
- (d) ~~A~~a regional park under the National Parks and Wildlife Act 1974.

~~**Relocatable home** means a manufactured home or other moveable dwelling, other than a tent, caravan, campervan or vehicle capable of being registered—~~

- ~~(a) whether or not self-contained, and~~
- ~~(b) that consists of at least 1 major section, including an associated structure forming part of the dwelling.~~

~~**Relocatable home** means a manufactured home, or any other moveable dwelling (whether or not self-contained) that comprises one or more major sections, including any associated structure that forms part of the dwelling, but does not include a tent, caravan or campervan or any moveable dwelling that is a vehicle of a kind that is capable of being registered within the meaning of the *Road Transport Act 2013*.~~

~~**RMS** means *Roads and Maritime Services NSW*.~~

**Small Amusement Device** means an amusement device that is designed primarily for the use of children 12 years of age or younger, and may include a:

- ~~(1a)~~ Merry-go-round

- (2b) Jumping castle
- (3c) Mini ferris wheel
- (4d) Battery operated car
- (5e) Miniature railway, and
- (6f) Mini fire engine.

However, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.

~~SEPP 2008 means State Environmental Planning Policy (Exempt and Complying Development Codes) 2008~~

**Temporary structure** means a booth, tent or other temporary enclosure (whether or not part of the booth, tent or enclosure is permanent), and also includes a mobile structure.

**WHSA** means *Work Health and Safety Act 2011*.

**WHSR** means *Work Health and Safety Regulation 2017*.

**Zone** means any reference to a zone in the Exempt Activity Table has the same meaning as the term used in the current Camden Local Environmental Plan 2010.

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## Part 1. EXEMPTIONS

### 1.1 EXEMPTIONS TABLE

Table 2 in this part specifies those activities which may be undertaken without the need to obtain Council approval.

The exemptions are:

1. Legislative Exemptions – exemptions available under the Local Government Regulations; and
2. Local Exemptions – exemptions available under this policy, only in the specified circumstances.

The exemptions table does not however prevent a person applying for approval to carry out an exempted activity specified in this part. It is a condition of an exemption that the person carrying out an activity specified in this part must comply with:

1. The relevant exemption circumstances/requirements listed in the exemption table, and
2. The relevant performance standards prescribed in the **NCC-BCA** or relevant Australian Standard.

The exemption provisions do not apply to buildings or structures proposed to be erected over an existing easement or sewer main, or any approval required under any other legislation.

An exemption from obtaining an approval does not negate the need to obtain consent from the landowner before carrying out an activity. For community land and public roads, Council's consent as the landowner must be obtained (unless it is specifically stated that it is not required under that exemption- [i.e. eg](#) placing domestic waste bins in accordance with Exemption C2).

Should any doubt exist as to whether a particular activity requires approval, please contact Council for assistance and prior to work commencing.

If subsequent activities are beyond the exemption criteria shown in Part 1 Table 2, then approval will be required for the further activity. ~~Refer to Part of the policy.~~

The exemptions in this policy do not apply to consents required under any other legislation, including the [Environmental Planning and Assessment Act 1979 E&PA Act](#).

**Table 2 – Part A: Structures or places of public entertainment**

A1 - Installation of caravan, manufactured home or moveable dwelling on land	
The installation of a caravan, manufactured home or moveable dwelling on land is exempt from the need for approval provided that it complies with the following criteria.	
<b>Legislative Exemptions - <a href="#">LG (MCCM) Regulation</a> <del>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005</del> <a href="#">2021</a></b>	
Activity	Criteria
Clause 9	<p>(1) <u>A person may, without an approval—</u></p> <p style="padding-left: 20px;">(a) <u>install a manufactured home on land within a manufactured home estate if the home is —</u></p> <p style="padding-left: 40px;">(i) <u>designed, constructed and installed in accordance with Division 4, and</u></p> <p style="padding-left: 40px;">(ii) <u>not occupied by a person until a certificate of completion has been issued, or</u></p> <p style="padding-left: 20px;">(b) <u>install an associated structure on land within a manufactured home estate if the structure is designed, constructed and installed in accordance with Division 4.</u></p> <p>(2) <u>The installation must be carried out by, or with the consent of, the holder of the approval.</u></p> <p>(3) <u>This section does not apply —</u></p> <p style="padding-left: 20px;">(a) <u>if Council has given the holder of the approval written notice that the land is flood liable land — to the installation of a manufactured home on flood liable land, or</u></p> <p style="padding-left: 20px;">(b) <u>to the installation of a manufactured home or associated structure exceeding 1 storey. The prior approval of the council is not required for:</u></p>
<a href="#">Clause 73A</a>	<p><b><u>Caravan parks and camping grounds</u></b></p> <p>(1) <u>The approval of Council is not required —</u></p> <p style="padding-left: 20px;">(a) <u>to install a moveable dwelling or associated structure on land used for the purposes of a caravan park or camping ground that is permitted without development consent under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 10, or</u></p> <p style="padding-left: 20px;">(b) <u>to operate the caravan park or camping ground.</u></p> <p>(2) <u>To avoid doubt, Division 3 does not apply to development that is permitted without development consent under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 10.</u></p>

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<p>Clause 74</p>	<p><b><u>Installation of moveable dwellings and associated structures in caravan parks and camping grounds</u></b></p> <p><del>(1) The approval of Council is not required for the installation of the following—</del></p> <p><del>(a) a relocatable home or associated structure on a dwelling site within a caravan park if it is designed, constructed and installed in accordance with Division 4,</del></p> <p><del>(b) a caravan, tent or annexe on a dwelling site within a caravan park if it is designed, constructed and installed in accordance with the Division 5,</del></p> <p><del>(c) a tent on a camp site within a camping ground,</del></p> <p><del>(d) a campervan—</del> <del>on a dwelling site within a caravan park, or</del></p> <p><del>(i) (ii) -on a camp site within a camping ground,</del></p> <p><del>(e) a moveable dwelling or associated structure on a dwelling site within a caravan park or a camp site within a camping ground if—</del></p> <p><del>(i) the manager of the caravan park or camping ground is reasonably satisfied the installation is necessary to accommodate a displaced person, and</del></p> <p><del>(ii) the moveable dwelling or associated structure is designed, constructed and installed in accordance with Division 4 or 5.</del></p> <p><del>-(2) The installation of the relocatable home, annexe, associated structure, caravan, campervan or tent must be carried out by, or with the consent of, the holder of the approval to operate the caravan park or camping ground.</del></p> <p><del>(3) -This section does not apply to the installation of a relocatable home, rigid annexe or associated structure—</del></p> <p><del>(a) on flood liable land if Council has given written notice to the holder of the approval that the land is flood liable land, or</del></p> <p><del>(b) with more than 1 storey. (1) —The prior approval of the council is not required for the installation of a relocatable home or associated structure on a dwelling</del></p>
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	<p><del>-(5) —An exemption provided for by this clause applies in respect of the installation of a relocatable home, annexe, associated structure, caravan, campervan or tent only if such installation is carried out by or with the consent of the holder of the approval to operate the caravan park or camping ground concerned.</del></p> <p><del>(6) —An exemption provided for by this clause does not apply to the installation of a relocatable home, rigid annexe or associated structure on flood liable land if the council has notified in writing the holder of the approval to operate the caravan park or camping ground concerned, before that installation, that the land is flood liable land.</del></p> <p><del>(7) —An exemption provided for by this clause does not apply to the installation of a relocatable home, rigid annexe or associated structure of more than one storey in height on any land within a caravan park or camping ground.</del></p>
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Clause 77	<p><b><u>Installation of moveable dwellings on land other than land in caravan parks or camping grounds</u></b></p> <p>The approval of Council is not required for the installation of the following—</p> <p>(a) <u>2 caravans or tents if they are not occupied for —</u></p> <ul style="list-style-type: none"> <li>(i) <u>more than 2 consecutive days, and</u></li> <li>(ii) <u>more than 60 days in a 12 month period.</u></li> </ul> <p>(b) <u>1 caravan on land occupied by the owner of the caravan in connection with the owner’s dwelling house if the caravan is —</u></p> <ul style="list-style-type: none"> <li>(i) <u>used for habitation only by the owner or members of the owner’s household, and</u></li> <li>(ii) <u>maintained in a safe and healthy condition.</u></li> </ul> <p>(c) <u>a caravan on pastoral or agricultural land if the caravan is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land, or</u></p> <p>(d) <u>a moveable dwelling or associated structure on land to accommodate a person who has been displaced as a result of a natural disaster if the moveable dwelling or associated structure is—</u></p> <ul style="list-style-type: none"> <li>(i) <u>maintained in a safe and healthy condition, and</u></li> <li>(ii) <u>removed within —</u> <ul style="list-style-type: none"> <li>(A) <u>2 years after it is installed, or</u></li> <li>(B) <u>–if the relevant local approvals policy for the moveable dwelling or associated structure specifies a longer period — the longer period.</u><del>The prior approval of the council is not required for:</del></li> </ul> </li> </ul>
Clause 78	<p><del>The prior approval of the council is not required for the installation of a caravan, campervan or tent on Crown reserves or on land that is reserved or dedicated under the <i>Forestry Act 1916</i>.</del>The approval of Council is not required for the installation of a caravan, campervan or tent on —</p> <ul style="list-style-type: none"> <li>(a) <u>a Crown reserve, or</u></li> <li>(b) <u>land reserved or dedicated under the <i>National Parks and Wildlife Act 1974</i>.</u></li> </ul>

**Table 2 - Part B: Water supply, sewerage and stormwater drainage works**

B5 - Stormwater work (s.68 LG Act, Part B, Item5)	
Local Exemptions	
Activity	Criteria
Stormwater Drainage	<p>The prior approval of <del>the council</del>Council is not required where:</p> <ul style="list-style-type: none"> <li>(i) Drainage work is associated with an approval granted under the <u>EP&amp;A -Environment Planning &amp; Assessment Act 1979</u>, and;</li> <li>(ii) The drainage work does not interfere with any on-site sewage management system or related effluent application area, and;</li> <li>(iii) The drainage work complies with AS/NZS 3500.3 - <i>Stormwater Drainage</i>, and;</li> <li>(iv) Prior approval is obtained under the <i>Roads Act 1993</i> for any connection to a public road or within the road reserve.</li> </ul>

Table 2 – Part C: Management of Waste

C1 – Transport Waste	
<b>Legislative Exemptions - <del>Local Government (General) Regulation 202105</del></b>	
Clause 48(a)	<p>The transporting of waste over or under a public place for fee or reward can be carried out without the prior approval of Council if:</p> <ul style="list-style-type: none"> <li>(i) The activity is licensed under the <del>POEO Protection of the Environment Operations Act 1997</del>, or</li> <li>(ii) The activity is being carried out in the Sydney metropolitan area as defined in Part 3 of Schedule 1 of the Act, or</li> <li>(iii) The waste is being transported through the area of <del>the</del> Council and is not being collected or deposited in that area.</li> </ul>
C2 – Place waste in a public place	
<b>Legislative Exemptions - <del>Local Government (General) Regulation 202105</del></b>	
Clause 48(b)	The placing of waste in a public place can be carried out without the prior approval of Council if it is done in accordance with arrangements instituted by <del>Council</del> . ( <del>AB-Note: Council's consent as landowner is not required for this activity</del> )
C3 – Place waste storage container in a public place	
<b>Local Exemptions</b>	
Charity Clothing Bins	<p>Charity <del>c</del>lothing bins must not be located on <del>p</del>ublic land except at the following locations, which have existing Council-approved <del>c</del>harity <del>c</del>lothing <del>b</del>ins. No further approvals will be granted.</p> <ul style="list-style-type: none"> <li>• Larkin Place Car Park, Camden.</li> <li>• Mitchell Street Car Park, Camden.</li> <li>• John Street / Murray Street Car Park, Camden.</li> <li>• Flinders Avenue Car Park, Camden South.</li> <li>• Catherine Field Hall Car Park, Catherine Field, and</li> <li>• Nott Oval Car Park, Narellan.</li> </ul> <p>Clothing <del>b</del>in operators are responsible to ensure the bins are regularly cleared, maintained and the surrounding area is maintained in a neat and tidy manner. Council reserves the right to remove or relocate any charity clothing bin that has been placed on public land.</p>
C5 - Install, construct or alter a waste treatment device	
<b>Legislative Exemptions - <del>LG Regulation</del></b>	
Clause 48(e)	<p>The installation, construction or alteration of a waste treatment device can be carried out without the prior approval of Council if that installation, construction or alteration is done:</p> <ul style="list-style-type: none"> <li>(i) <del>u</del>nder the authority of a license in force under the <del>POEO Protection of the Environment Operations Act, 1997</del>.</li> <li>(ii) <del>i</del>n a vessel used for navigation, <del>or</del></li> <li>(iii) <del>i</del>n a motor vehicle registered under the <i>Road Transport (Vehicle Registration) Act 1997</i> that is used primarily for road transport.</li> </ul>

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C6 - Operate a system of sewage management	
Legislative Exemptions - <a href="#">Local Government (General) Regulation 202105</a>	
Clause 47	<p>Temporary exemption for purchaser of land:</p> <p>(i) Despite the other provisions of this Regulation, a person who purchases (or otherwise acquires) land on which any sewage management facilities are installed or constructed may operate a system of sewage management without the approval required under section 68 of the Act for the period of 3 months after the date on which the land is transferred or otherwise conveyed to the person (whether or not an approval is in force, as at that date, in relation to the operation of a system of sewage management on that land).</p> <p>(ii) Further, if the person duly applies, within the period of 2 months after the date on which the land is transferred or otherwise conveyed to the person, for approval to operate the system of sewage management concerned, the person may continue to operate that system of sewage management without approval until the application is finally</p>
Clause 48(f)	<p>So much of the operation of a system of sewage management can be carried out without the prior approval of Council as is limited to an action carried out:</p> <p>(i) under the authority of a license in force under the <a href="#">Protection of the Environment Operations Act 1997</a> POEO Act, or</p> <p>(ii) in a vessel used for navigation, or</p> <p>(iii) in a motor vehicle that is registered within the meaning of the Road Transport Act 2013 and is used primarily for road transport.</p>

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Table 2 – Part D: Community Land

D1 – Engage in a trade or business	
Local Exemptions	
Activity	Criteria
Street stalls (excluding sale of food)	<p>The prior approval of <a href="#">Council</a> is not required for street stalls which meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The street stall must be pre-booked with Camden Council. A maximum of 12 bookings per calendar year will apply to any one organisation. <i>NB Completing a street stall booking satisfies landowner (Council) consent requirement for the activity.</i></li> <li>• Only community groups that utilise funds raised from street stalls for community or charitable purposes be allowed to conduct a street stall. (A not for profit certificate may be required upon booking).</li> <li>• The applicant must indemnify Council against all claims of public liability and shall maintain a public liability insurance policy, with a minimum insured value of \$10,000,000. (copy of policy must be provided with the booking).</li> <li>• Any goods or structures used in conjunction with the display or sale of goods must stay within the designated area. The front entrance of any shop or walkway is to remain unobstructed at all times.</li> <li>• A clear distance of at least two metres in width is to be maintained between any goods displayed and the kerb line at all times so as not to interfere with pedestrian traffic.</li> <li>• No structure used for the display of goods shall be fixed to the footpath and all structures/goods displayed on the footpath must be removed upon close of trading. Footpaths and surrounding areas are to be kept clean and tidy at all times.</li> </ul>

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	<ul style="list-style-type: none"> <li>Appropriate identification of the organisation operating the stall shall be displayed on the street stall for the public to view. This may be the name or logo of the organisation.</li> <li>The street stall must be in one of the following approved locations:                     <ul style="list-style-type: none"> <li>(i) Outside Blooms Pharmacy – 148 Argyle Street, Camden.</li> <li>(ii) Outside National Bank Corner -125-127 Argyle Street, Camden.</li> </ul> </li> </ul>
Other stalls/ temporary trading (excluding sale of food)	<p><del>The prior approval of Council is not required for temporary stalls or trading which meet the following criteria:</del></p> <ul style="list-style-type: none"> <li><del>Stalls, displays &amp; temporary trading which are associated with, or part of an event approved by Council or conducted in accordance with this policy with (excluding the sale of food).</del></li> </ul>
<b>D2 - Direct or procure a theatrical, musical or other entertainment for the public</b>	
<b>Local Exemptions</b>	
<b>Activity</b>	<b>Criteria</b>
Community and fundraising events on community land	<p><del>Prior approval of Council is not required for community and fundraising events that meet the following criteria:</del></p> <ul style="list-style-type: none"> <li><del>Must be exempt or complying development under an environmental planning instrument.</del></li> <li><del>The party undertaking the activity must submit to Council a cover letter outlining the details of the activity and a current public liability insurance policy, with a minimum insured value of \$20,000,000 that covers the activities involved and the context in which they will be undertaken.</del></li> </ul> <p><del>Note: This includes any stall, display or temporary trading which is associated with or part of the event, excluding the sale of food which requires the prior approval of Council. Prior approval of Council is not required for community and fundraising events that meet the following criteria:</del></p> <ul style="list-style-type: none"> <li><del>Must take place with Council's prior written consent as the landowner;</del></li> <li><del>on a public road, or</del></li> <li><del>on public land owned by, or under the control of, the Council.</del></li> <li><del>Must not take place on more than one period, of not more than two consecutive days, in a calendar year.</del></li> <li><del>Must not start before 7am, unless the event is, or relates to, a dawn service on Anzac Day.</del></li> <li><del>Must finish no later than 10pm.</del></li> <li><del>If located on bushfire-prone land:</del> <ul style="list-style-type: none"> <li><del>a bushfire emergency management and evacuation plan must be prepared for the event that complies with the NSW Rural Fire Service Guidelines and addresses the need for appropriate bushfire protection measures; and</del></li> <li><del>a copy of the bushfire emergency management and evacuation plan mentioned in paragraph (a) must be given to the local fire services and the Council.</del></li> </ul> </li> <li><del>Must not be held on a day with an extreme or catastrophic bushfire danger rating in the local area.</del></li> <li><del>Must not involve camping on the road or land.</del></li> <li><del>Must allow and maintain access and egress for pedestrians and emergency vehicles.</del></li> <li><del>Must not include the erection of a permanent structure on the road or land.</del></li> <li><del>Must not involve the clearing or disturbance of vegetation on the road or land.</del></li> </ul>

	<p><del>The party undertaking the activity must submit to Council a cover letter outlining the details of the activity and a current public liability insurance policy, with a minimum insured value of \$20,000,000 that covers the activities involved and the context in which they will be undertaken.</del></p> <p><del>NB This includes any stall, display or temporary trading which is associated with or part of the event, excluding the sale of food which requires the prior approval of Council.</del></p>
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D3 - Construct a temporary enclosure for the purpose of entertainment	
Local Exemptions	
Activity	Criteria
Temporary <del>e</del> Enclosures for <del>e</del> Entertainment	<ul style="list-style-type: none"> <li><del>Prior approval of Council is not required for a temporary enclosure for entertainment purposes which has a development consent, that forms part of an event that has a development consent or that is exempt or complying development under an environmental planning instrument.</del> <u>Prior approval of Council is not required for a temporary enclosure for entertainment purposes which has a development consent or forms part of an event that has a development consent,</u></li> </ul>
D4 - For fee or reward, play a musical instrument or sing	
Local Exemptions	
Activity	Criteria

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Busking <del>/(inc street theatre and pavement art)</del>	<p>Prior approval of Council is not required for busking, street theatre or pavement art activities which meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Busking activities must comply with Camden Council's Busking Policy <del>&amp; and</del> Procedure.</li> <li>• Busking activities are only permitted at approved designated locations and with a busking permit issued by Council.</li> <li>• The activity must not obstruct or hinder pedestrians or vehicles nor create any nuisance.</li> <li>• No offensive noise as defined under POEO.</li> <li>• Pavement art is permitted on land where Camden Council is the landowner.</li> <li>• Material used for pavement art is to be removable by water, be non-toxic and is not to leave any residue or create a water pollution incident, as defined by POEO.</li> <li>• The surface for any pavement art is to be a non-porous material, such as bitumen or concrete.</li> <li>• Any proposed material to be used in carrying out pavement art (whether wet or dry) must not be slippery or cause a public hazard, nuisance or offence.</li> <li>• Performers/artists are not to solicit funds or undertake the act of asking, seeking or requesting money or goods from members of the public.</li> </ul>
<b>D5 - Use of a loudspeaker or amplifying device on community land</b>	
<b>Legislative Exemptions - <del>Local Government (General) Regulation 202105</del></b>	
Clause 49	<del>A loudspeaker or sound amplifying device may be set up, operated or used on community land without the prior approval of Council if the use is associated with a current development consent, the associated event is exempt or complying development under an environmental planning instrument, or existing use rights have been established for either the land use or activity. NB-ote: Protection of Environment Operations Act 1997POEO regulatory and compliance provisions must be observed.A loudspeaker or sound amplifying device may be set up, operated or used on community</del>
<b>Local Exemptions</b>	
<b>Activity</b>	<b>Criteria</b>
Loudspeakers or Amplifying Devices	<del>A public address, religious service or public meeting may occur without the prior approval of Council if the use is associated with a current development consent, the associated event is exempt or complying development under an environmental planning instrument, or existing use rights have been established for either the land use or activity. NBote: Protection of Environment Operations Act 1997POEO regulatory and compliance provisions must be observed.A loudspeaker or sound amplifying device may be set up,</del>
<b>D6 - Deliver a public address or hold a religious service or public meeting</b>	
<b>Local Exemptions</b>	
<b>Activity</b>	<b>Criteria</b>
A public address, <del>r</del> Religious service or public meeting	A public address, <del>r</del> Religious service or public meeting may occur without the prior approval of Council if the use is associated with current development consent, or existing use rights for either land use or activity. <del>NB-Note: Protection of Environment Operations Act 1997POEO</del> regulatory and compliance provisions must be observed.

**Table 2 – Part E: Public Roads**

E2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road	
Local Exemptions	
Activity	Criteria
Variable message boards/signage	Variable message board/signage is only permitted for traffic management purposes and in conjunction with a traffic management plan or event approved by Council, emergency (such as flood or fire), or as otherwise required by a State or Local Authority.
<u>Public art</u>	<p><u>Prior approval of Council under this policy is not required for public art that complies with the following criteria:</u></p> <ul style="list-style-type: none"> <li><u>Complies with Council's Public Art Policy and Procedure, and;</u></li> <li><u>is exempt or complying development under an environmental planning instrument,</u> <u>or</u> <u>OR</u></li> <li><u>has otherwise been approved by Council ( i.e. DA or CLEP2010 CL5.10).</u></li> </ul>
<u>Signage</u>	<p><u>Prior approval of Council is not required for signage that complies with the following criteria:</u></p> <ul style="list-style-type: none"> <li><u>is exempt or complying development under an environmental planning instrument</u> <u>Complies with Exempt Development criteria under Camden LEP 2010, OR;or</u></li> <li><u>Has prior Development Consent of Council.</u></li> </ul>

Table 2 – Part F: Other Activities

F1 - Operate a public car park.	
Legislative Exemptions - <del>Local Government (General) Regulation-202105</del>	
Clause 66	<del>A public car park may be operated without the prior approval of Council if approval for its erection or operation has already been given by Council in connection with another approval or development consent and the car park complies with any applicable conditions of that approval or development consent</del> <del>A public car park may be operated without the prior approval of the council if approval for its erection or operation has</del>
F4 – Install a domestic oil or solid fuel heating appliance, other than a portable appliance	
Legislative Exemptions - <del>Local Government (General) Regulation-202105</del>	
Clause 70	A domestic oil or solid fuel heating appliance (other than a portable appliance) may be installed without the prior approval of <u>Council</u> if details of the appliance are included in plans and specifications for the relevant building approved under Part <u>64A</u> of the <u>Environmental Planning and Assessment Act 1979</u> <u>EP&amp;A Act.</u>
Local Exemptions	
Activity	Criteria

As per F4	<p>Prior approval of Council is not required for oil or solid fuel heating appliances which comply with the following criteria:</p> <ul style="list-style-type: none"> <li>• May only be installed in a single detached dwelling that is not a heritage item or located in a heritage conservation area.</li> <li>• <del>Must be installed by a person licensed by NSW Fair Trading to install domestic solid fuel heaters.</del></li> <li>• <del>Must have a particulate emission factor of 0.8 gram per kilogram or less as determined by AS/NZS 4013:2014, Domestic solid fuel burning appliances— Method for determination of flue gas emission.</del></li> <li>• <del>Must have an efficiency rating of 60% or greater as determined by AS/NZS 4013:2014, Domestic solid fuel burning appliances — Method for determination of flue gas emission.</del></li> <li>• <del>Must have a conformance plate or certificate of compliance that details the information required in Section 10 – Marking of AS/NZS 4013:2014, Domestic solid fuel burning appliances — Method for determination of flue gas emission.</del></li> <li>• <del>Must be installed in accordance with the NCC-BCA - Part 3.10.7.</del></li> <li>• <del>Must be installed in accordance with AS/NZS 2918:2018, Domestic solid fuel burning appliances—Installation.</del></li> <li>• <del>The top of the flue must be at least 1m above any structure that is within a 15m radius.</del></li> </ul>
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	<ul style="list-style-type: none"> <li>• <del>Must have a particulate emission factor of 0.8 gram per kilogram or less as determined by AS/NZS 4013:2014, Domestic solid fuel burning appliances— Method for determination of flue gas emission.</del></li> <li>• <del>Must have an efficiency rating of 60% or greater as determined by AS/NZS 4013:2014, Domestic solid fuel burning appliances— Method for determination of flue gas emission.</del></li> <li>• <del>Must have a conformance plate or certificate of compliance that details the information required in Section 10 — Marking of AS/NZS 4013:2014, Domestic solid fuel burning appliances— Method for determination of flue gas emission.</del></li> <li>• <del>Must be installed in accordance with the NCC-BCA— Part 3.10.7.</del></li> <li>• <del>Must be installed in accordance with AS/NZS 2918:2018, Domestic solid fuel burning appliances— Installation.</del></li> <li>• <del>The top of the flue must be at least 1m above any structure that is within a 15m radius.</del></li> </ul>
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<b>F5 – Install or operate amusement devices</b>	
<b>Legislative Exemptions - Local Government (General) Regulation-202105</b>	
Clause 71	<p><del>Amusement devices not required to be registered under the <a href="#">Work Health and Safety Regulation 2017</a> WHSR may be installed or operated without the prior approval of Council. Amusement Devices not required to be registered under the <a href="#">NSW Occupation Health and Safety Regulation (2001)</a> may be installed or operated without the prior</del></p>

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Clause 75	<p>A small Amusement Device may be installed or operated without the prior approval of Council if:</p> <ul style="list-style-type: none"> <li>• The ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason, and</li> <li>• The device is registered under the <a href="#">NSW Occupation Health, Work Health and Safety Regulation (201704)</a>, WHSR, and</li> <li>• The device is erected and is to be operated in accordance with all conditions relating to its erection or operation set out in the current certificate of registration issued for the device under that Regulation, and</li> <li>• There exists for the device a current log book within the meaning of that Regulation, and</li> <li>• In the case of a device that is to be or is installed in a building, fire egress is not obstructed, and</li> <li>• <u>There is in force a contract of insurance or indemnity for the device that complies with Clause 74 (see below).</u></li> </ul>
Clause 74	<p><u>It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.</u></p> <p><del>It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.</del></p>

F10 - Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations	
Legislative Exemptions - <del>Local Government (General) Regulation-202105</del>	
Activity	Criteria
Clause 75A(2)	<p>Domestic greywater diversion may be carried out without the prior approval of the Council if:</p> <p>(a) _it is carried out in accordance with the Plumbing Code of Australia, and</p> <p>(b) _a sewage management facility is not installed on the premises concerned, and</p> <p>(c) _the following performance standards are achieved--</p> <p>(i) the prevention of the spread of disease by micro-organisms,</p> <p>(ii) the prevention of the spread of foul odours,</p> <p>(iii) the prevention of contamination of water,</p> <p>(iv) the prevention of degradation of soil and vegetation,</p> <p>(v) the discouragement of insects and vermin,</p> <p>(vi) ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,</p> <p>(vii) the minimisation of any adverse impacts on the amenity of the premises concerned and surrounding lands.</p>

## Part 2. CRITERIA

Part 2 of this Policy focuses on the considerations and criteria applied by Council in determining whether to give or refuse an approval of a particular kind of activity under section 68 of the *LG Act* or where required under sections 125, 138 or 139A of the *Roads Act 1993*.

In order to achieve the objectives of this Policy, in terms of creating an environment which provides for activities which do not adversely impact on the amenity of residents and visitors, the following requirements outlined in section 89 of the *LG Act* will be taken into consideration in the assessment of all applications.

In determining an application, Council must:

- Not approve the application if the activity or the carrying out of the activity for which approval is sought would not comply with the requirements of any relevant regulation, and
- Take into consideration any relevant criteria in a policy adopted by Council, and
- Take into consideration the principles of ecologically sustainable development.

If no requirements are prescribed and no criteria are adopted, Council in determining an application is to:

- Take into consideration all matters relevant to the application, and
- Seek to give effect to the applicant's objectives to the extent to which they are compatible with the public interest.

In considering the public interest, the matters Council is to consider include:

- Protection of the environment, and
- Protection of public health, safety and convenience, and
- Any items of cultural and heritage significance which might be affected.

The LG Regulation and the [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 2021](#) (MCCM) also prescribe a number of matters that must be considered by Council when dealing with an application.

Legislative considerations and criteria have been paraphrased within this part. Reference should be made to relevant Regulations for specific details.

Local considerations and criteria have also been referenced in this part and Table 3 for the corresponding activities.

**Table 3 – Part A: Structures or places of public entertainment**

<b>A1 - Installation of caravan, manufactured home or moveable dwelling on land</b>	
Council will consider the following criteria when assessing an application to the installation of a caravan, manufactured home or moveable dwelling on land.	
<b>Legislative Criteria - <del>LG (MCCM) Regulation Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 202105</del></b>	
<del>Part 2</del> <del>Part 3</del>	<p>Council will evaluate applications for:</p> <ul style="list-style-type: none"> <li><del>• manufactured home estates;</del></li> <li>• manufactured homes and associated structures;</li> <li>• relocatable homes and associated structures; and</li> <li>• caravans, tents and annexes,</li> </ul> <p>in accordance with the <u>relevant</u> provisions outlined in the <u>LG (MCCM) Regulation Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 202105</u>.</p> <p>In the case of a caravan that is situated on flood-liable land, the wheels, axles and draw</p>

**Table 3 - Part B: Water supply, sewerage and stormwater drainage works**

<b>B5 - Storm water work (s.68 of the LG Act, Part B, Item 5)</b>	
<b>Legislative Criteria - <del>Local Government (General) Regulation 202105</del></b>	
Clause 15	<p>In determining an application for an approval, Council must have regard to the following considerations:</p> <ol style="list-style-type: none"> <li>a) the protection and promotion of public health;</li> <li>b) the protection of the environment;</li> <li>c) the safety of its employees;</li> <li>d) the safeguarding of its assets; and</li> <li>e) any other matter that it considers to be relevant in the circumstances.</li> </ol> <p><u>Division 3 Subdivision 2 and</u> Part 2 of Schedule 1 of the <u>LG Local Government (General) Regulation 202105</u> specifies mandatory standards <u>and conditions</u> for storm water drainage work, <u>including that such works must comply with the Plumbing Code of Australia</u>.</p>

**Table 3 - Part C: Management of Waste**

<b>C2 – Place waste in a public place</b>	
<b>Legislative Criteria - <del>Local Government (General) Regulation 2005</del></b>	
Clause 27	<p>In determining an application for approval to place on a road a building waste storage container, Council is to take into consideration any requirements or guidelines relating to the location, size and visibility of building waste storage containers that are notified to Council from time to time by <u>Service Transport for</u> NSW.</p>

Local Criteria	
Skip/Waste Bins	<p>Prior to placing a skip bin on Council land, such as nature strips, and road related areas, you must obtain a Road Occupancy Permit from Council. Obtaining this permit satisfies the approval requirements of the LG Act and the <i>Roads Act 1993</i>.</p> <p>In determining an application for approval for an event the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Skip bins will only be permitted on the road or public land, where there is no option for the bin to be stored on private land.</li> <li>• Skip bins cannot be placed on the road where motor vehicles are prohibited from parking or stopping as set out in the Road Rules 2014.</li> <li>• No skip bin may be stored, placed or otherwise permitted to stand on any footpath/roadway that does not allow for minimum required pedestrian access or vehicle access as determined by Council.</li> <li>• No skip bin is permitted in locations that obstruct vehicular traffic entering or leaving premises.</li> <li>• Skip bins must be covered to prevent displacement of waste materials.</li> <li>• Skip bins are not permitted in locations that interfere with the sight lines of, or visibility to, drivers/vehicles, cyclists or pedestrians entering or leaving premises.</li> <li>• No skip bins will be permitted in locations, which may create risk or injury to persons.</li> <li>• No skip bins will be permitted in locations which obstruct access to utility services or other devices which may require 24-hour servicing.</li> </ul>
Clothing /Collection Bins	Charity clothing bins will not be approved on public land. The placement of a Charity collection bin on private land must comply with the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i> or have the prior development consent from Council.
<b>C5 - Install, construct or alter a waste treatment device</b>	
<b>Legislative Criteria - <del>Local Government (General) Regulation-202105</del></b>	
Clause 29	In determining an application for approval to install, construct or alter a sewage management facility, the Council must take into consideration the matters listed in Clause 29 of <del>the Local Government (General) Regulation-2005</del> .
<b>Local Criteria</b>	
Installations	In determining an application for an approval to install, construct or alter a waste treatment device, applications will be assessed in accordance with Council's On-Site Sewage Management Policy. Please refer to the Policy for more information about matters Council will consider when determining applications.

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C6 - Operate a system of sewage management	
<b>Legislative Criteria - <del>Local Government (General) Regulation 2021</del>05</b>	
<p>Clauses <del>33, 34, 43 and 44</del></p>	<p>In determining an application for an approval to operate a system of sewage management the Council will consider the matters in Clause 33, <del>&amp; 34 and 44</del> of <del>the Local Government (General) Regulation 2021</del>, <del>and any matter specified in guidelines or directions issued by the Secretary in relation to the environment and health protection matters referred to in section 29(2).</del> <del>05</del>.</p> <p>Note: These matters are also considered on applications for the installation of a greywater treatment device. Devices must however be accredited by NSW Health.</p>
<b>Local Criteria</b>	
<p>Operation of <del>On-Site Sewage Management systems</del></p>	<p>In determining an application for an approval to operate a system of sewage management, applications will be assessed in accordance with Council's On-Site Sewage Management Policy.</p>

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**Table 3 - Part D: Community Land**

Local Criteria	
<b>D2 - Direct or procure a theatrical, musical or other entertainment for the public</b>	
<p>Events with <del>e</del>Entertainment</p>	<p>In determining an application for approval for an event the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Council's Special Events Lodgement Checklist is to be completed and provided for all applications for Events.</li> <li>• Vehicles will not be permitted in parks / reserves unless prior arrangement and approval has been obtained.</li> <li>• The applicant shall maintain a public liability insurance policy with a minimum insured value of \$20,000,000.</li> <li>• Circuses must not involve performances using exotic animals.</li> <li>• <del>Adequate provision must be made for the parking of attendees' vehicles. A parking management plan may be required to be submitted as part of the application.</del></li> <li>• Adequate sanitary facilities must be provided in a convenient location to the venue and appropriate to cater for the patron numbers attending the event, which may include the provision of portable toilets and hand basins. As a guide refer to the planning manual "Safe and Healthy <del>Crowded Places Handbook</del>" (AIDR, 2018) <del>Mass Gatherings</del>" prepared by Emergency Management Australia (EMA) 1999.</li> <li>• At least one accessible unisex sanitary compartment must be provided.</li> <li>• Adequate waste and recycling facilities must be provided in a convenient location to the venue and appropriate to cater for the patron numbers attending the event.</li> <li>• Approval for mobile food vending vehicles and temporary food stalls is required in accordance with Council's Temporary Food Stall and Mobile Food Vehicle Policy. Refer to Part F7 of this table.</li> </ul>

### D3 - Construct a temporary enclosure for the purpose of entertainment

Temporary  
enclosures for  
the purpose of  
entertainment

In determining an application for approval, the following criteria will be considered:

- Marquees and seating structures must be structurally adequate and incorporate adequate provision for the safety of persons in the event of fire. The fire protection and structural capacity of the structure will be appropriate to the proposed use of the structure.
- Note: Engineering specifications/certificates may be required for the structure and seating structures.
- For guidance in the design, construction and use of temporary structures when planning for an event, please refer to “ABCB Temporary Structures Standard 2015”.
- A temporary structure that is used as an entertainment venue, must comply with Part B1 and NSW Part H102 of the National Construction Code - Volume One of the Building Code of Australia in accordance with Cl 98 of the *Environmental Planning and Assessment Regulation 2000*.
- The ground or other surface on which the structure is to be erected will be sufficiently firm and level to sustain the structure while in use.
- A stage or platform must resist loads determined in accordance with the following Australian and New Zealand Standards AS/NZS 1170.0:2002, AS/NZS 1170.1:2002 AS/NZS 1170.2:2011.
- Applications for Temporary Structures must include the following information:
  - e)a) a site plan of the land;
  - e)b) documentation that specifies the live and dead loads the temporary structure is designed to meet;
  - e)c) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure;
  - e)d) in the case of a temporary structure proposed to be used as an entertainment venue—a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used);
  - e)e) documentation describing any accredited building product or system sought to be relied on for the purposes of section 4.15 (4) of the Act;
  - e)f) copies of any compliance certificates to be relied on;
  - e)g) a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.

**Note:** Development consent may also be required prior to the use of the land or erection of any structure. [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) ~~SEPP2008~~ permits certain temporary uses and structures without the need to obtain development consent.

### D5 - Set up, operate or use a loudspeaker or sound amplifying device

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<p>Loudspeakers, <a href="#">aAmplified announcements</a> etc.</p>	<p>In determining an application for approval for loudspeakers &amp; amplified announcements, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Loudspeakers and amplified announcements with only be permitted for major events such as fairs / festivals or sports events that have the approval of the Council (unless exempted under this policy).</li> <li>• Must not create a nuisance or cause offensive noise, as defined under POEO.</li> <li>• Hours of operation may be imposed.</li> </ul>
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**Table 3 - Part E: Public Roads**

<b>Legislative Criteria - <del>Local Government (General) Regulation 202105</del></b>	
Clause 50	In determining an application for an approval under Part E of the Table to s. 68 of the Act, Council must take into account the provisions of the <i>Roads Act 1993</i> and any relevant standards and policies of public authorities applying to the use of the road.
<b>Local Criteria</b>	
<b>E1 - Swing, project or hoist goods across or over any part of a public road or footway</b>	
<b>Local Criteria</b>	
Tower & <del>fFixed</del> <del>cCranes</del>	<p>In determining an application for approval, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Tower <del>cCranes</del> must be certified by a Chartered Structural Engineer once erected and prior to operation.</li> <li>• Approvals will be issued by Council in accordance with section 68 of the <del>Local Government Act 1993</del> (an activity under category E (2) of the table to that section) and section 115 of the <i>Roads Act 1993</i>.</li> <li>• No part of the crane structure is to be erected on public land.</li> <li>• Tower cranes shall not compromise the existing street activities, through maintaining adequate clearances.</li> <li>• The layout, including boom and slewing radius of the tower crane, shall be incorporated into the Pedestrian and Traffic Management.</li> <li>• The OLS for Camden/Western Sydney airport must be considered and approval may be required from the relevant Commonwealth body.</li> <li>• Council's infrastructure and assets must not be interfered with or damaged during the construction or operating of structure &amp; hoardings.</li> <li>• Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.</li> <li>• <del>Property is surrounded by adequate protection against the risk of falling objects, and constructions of hoardings may be required.</del></li> <li>• <del>Compliance with AS2550-2001 compliance is required.</del></li> </ul> <p>NB: Tower cranes (including the overhang, hoisting or slew) located or moving wholly within the confines of private property, are not obligated to obtain an approval from Council however construction sites must comply with relevant parts of this policy, Safe Work, Code of Practice 1995 for Overhead Protective Structures and the Work Health and Safety Act 2011 to ensure public safety and access is maintained.</p>

Mobile cCranes	<p>In determining an application for approval for an event, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• <u>      </u> The approval of undertaking activities within the road reserve such as hoisting and pumping concrete is regulated through the Local Government Act 1993 and the Road Act 1993 including associated Regulations. The approval for such activities shall be made via application for a Road Occupancy Permit.</li> <li>• <u>      </u> <del>Compliance with AS2550-2001</del> <u>compliance is required.</u></li> <li>• A permit is required to wholly or partially occupy a footpath or road for works for the following: <ul style="list-style-type: none"> <li>a) to place, leave a machine standing or use a crane including any overhanging or encroachment of a crane's jib or stabilising legs, travel tower, boom, hydraulic arm, lift, tackles, hoisting devices or other machine or any building works.</li> <li>b) to place or store any construction materials or tools, machinery, plant or equipment, site sheds, delivery of materials and the running of concrete delivery pipelines, chutes etc.</li> </ul> </li> </ul>
<b>E2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road</b>	
Hoardings	<p>In determining an application for approval, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Hoardings shall be designed in accordance with AS4687-2007, ABCB Standard Temporary Structures, and Safe Work NSW Code of Practice – Overhead Protective Structures.</li> <li>• The type of hoarding required to be erected will be depicted by the locality, being either within a low risk or high risk zone, and nature of the proposed construction work.</li> <li>• Council's infrastructure and assets must not be interfered with or damaged during the construction or operating of structure &amp; hoardings.</li> <li>• Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.</li> <li>• Pedestrian access, and adequate vertical and horizontal clearances must be demonstrated by site specific plans and sections.</li> <li>• Hoardings must also be certified by a Chartered Structural Engineer once erected and prior to operation of any overhead activity.</li> </ul>
Outdoor dDining	<p>In determining an application for approval, the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Applications for <u>      </u>Outdoor <u>      </u>Dining will be assessed in accordance with Council's Outdoor Dining Policy.</li> <li>• Outdoor dining activities must not be contrary to any Development Consent for the premises and may trigger the requirement to modify or seek a new Development Consent for the premises.</li> </ul>
Signs and bBanners	<p>In determining an application for approval for a sign or banner, applications will be assessed in accordance with Council's Signs and Banners Policy.</p> <p><u>      </u>Note: Only community and non-profit organisations may apply to Council for the display of a banner to advertise a local community event.</p>

Table 3 - Part F: Other activities

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F1 - Operate public car park	
<b>Legislative Criteria - <del>Local Government (General) Regulation 202105</del></b>	
Clause 53	<p>In determining an application for approval to operate a public car park, Council is to take the following matters into consideration:</p> <ul style="list-style-type: none"> <li>• <del>Service-Transport for</del> NSW views about the application,</li> <li>• the effect of the car park on the movement of vehicular traffic and pedestrian traffic,</li> <li>• whether the number of vehicles proposed to be accommodated is appropriate having regard to the size of the car park and the need to provide off-street parking facilities within the car park for the temporary accommodation of vehicles,</li> <li>• whether the means of ingress and egress and means of movement provided or to be provided within the car park are satisfactory,</li> <li>• whether there will be adequate provision for pedestrian safety and access for people with disabilities,</li> <li>• <u>whether the internal design of parking facilities and system of traffic management are satisfactory,</u></li> <li>• <u>whether, in the case of a car park that is a building, adequate ventilation is provided or to be provided,</u></li> <li>• <u>the WHSA, and the regulations made under that Act, as regards the safety of persons who will be employed at the proposed car park or of persons who will go there,</u></li> <li>• <u>whether there will be adequate provision for the management of storm water and the minimisation of storm water pollution.</u></li> </ul>
F2 – Operate a caravan park or camping ground	
<b>Legislative Criteria - <del>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 20052021</del></b>	
Clause 71	<p>In determining an application for approval to operate Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings), Council is to take the following matters into consideration:</p> <ul style="list-style-type: none"> <li>• Council must not grant an approval to operate a caravan park or camping ground unless it is satisfied that it will be designed, constructed, maintained and operated:             <ol style="list-style-type: none"> <li>a) in accordance with the relevant requirements of Subdivisions 1–8 of Division 3, or</li> <li>b) in the case of a primitive camping ground, in accordance with the relevant requirements of Subdivision 9 of Division 3.</li> </ol> </li> <li>• <u>In deciding whether or not the approval for a caravan park or camping ground should allow the installation of a relocatable home, rigid annexe or associated structure on flood liable land, Council must have regard to the principles contained in the Floodplain Development Manual.</u></li> </ul> <p><u><del>NOTE: Any approval granted by Council must specify those matters outlined in Clause 72, and include conditions as outlined in Clause 73.</del></u></p>
F3 – Operate a manufactured home estate	

<p>Clauses <del>6, 7</del> &amp; <del>8</del></p>	<p><u>Council must consider the following factors for consideration before approval is granted.</u></p> <p><u>6 Factors for consideration before approval is granted</u></p> <ul style="list-style-type: none"> <li><u>Council must not grant an approval unless satisfied the manufactured home estate will be designed, constructed, maintained and operated in accordance with Division 3.</u></li> <li><u>Before approving the operation of a manufactured home estate on flood liable land, Council must consider the principles in the Floodplain Development Manual.</u></li> </ul> <p><u>7 Matters to be specified in approval</u></p> <ul style="list-style-type: none"> <li><u>An approval must specify, by reference to a plan, the number, size and location of the dwelling sites allowed by the approval.</u></li> </ul> <p><u>8 Conditions of approval</u></p> <ul style="list-style-type: none"> <li><u>An approval is subject to the condition that the manufactured home estate is designed, constructed, maintained and operated in accordance with Division 3.</u></li> </ul> <p><u>Note:—</u></p> <p><u>Council may also impose conditions on the grant of an approval under the LG Act, section 94. Council must not grant an approval to operate a manufactured home estate unless it is satisfied that the manufactured home estate will be designed</u></p>
<p><b>F4 - Install a domestic oil or solid fuel heating appliance, other than a portable appliance.</b></p>	
<p><b>Legislative Criteria - <del>Local Government (General) Regulation 2005</del></b></p>	
<p>Clause <del>679</del></p>	<p>Council must not grant an application for an approval to install a domestic oil or solid fuel heating appliance (other than a portable appliance) unless it is satisfied that the activity as proposed to be carried out will comply with any applicable standards established by <del>this the LG</del> Regulation or by or under the <u>LG</u> Act.</p>

<p><b>F5 – Install or operate amusement devices</b></p>	
<p><b>Legislative Criteria - <del>Local Government (General) Regulation 202105</del></b></p>	
<p>Clause 72</p>	<p><u>Council must not grant an application for an approval to install or operate an amusement device unless it is satisfied—</u></p> <ul style="list-style-type: none"> <li><u>(a) -that the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason, and</u></li> <li><u>(b) that the device is registered under the <del>Work Health and Safety Regulation 2017</del>WHSR, and</u></li> <li><u>(c) that the device is to be or has been erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration issued for the device under that Regulation, and</u></li> <li><u>(d) that there exists for the device a current log book as referred to in that Regulation, Chapter 5, Part 5.2, Division 4, Subdivision 2, and</u></li> <li><u>(e) that there is in force a contract of insurance or indemnity for the device that complies</u></li> </ul>

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<p>Clause 74</p>	<p><u>It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability</u><del>It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited</del></p>
<p><b>F7 – Use a standing vehicle or any article for the purpose of selling any article in a public place</b></p>	
<p><b>Local Criteria</b></p>	
<p>Mobile <del>F</del>food <del>v</del>vending <del>v</del>ehicles and <del>t</del>Temporary <del>f</del>Food <del>s</del>Stalls</p>	<p>In determining an application for approval for mobile food vending vehicles and temporary food stalls, applications will be assessed in accordance with Council’s Temporary Food Stall and Mobile Food Vehicle Policy.</p>

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## Part 3. OTHER MATTERS

### 3.1 Lodgement and assessment of an application

Most applications or bookings have a specific form and/ or guide designed to assist in the lodgement of the application. Depending on the type of work or activity, fees may apply and where these are required they must be paid at the time of lodgement. ~~Application may be sought~~

An application may be rejected within seven days of receipt if it is not clear as to the approval sought or the application is not easily legible. Fees, if applicable, are refunded.

In assessing the more complex applications, additional information may be needed. Where this is the case, Council will contact the applicant within 21 days of receipt of an application.

Some works/activities may require approval under the ~~Local Government Act 1993~~ and the ~~Roads Act 1993~~ or ~~EP&A Act 1979~~. Where possible, one application will be required and one approval issued.

Applications can be amended by the applicant prior to determination provided that the variation is minor.

### 3.2 Standard conditions

The LG Regulation prescribes standard conditions for activity approvals involving public entertainment, sewage and stormwater drainage.

The standard conditions prescribed by the LG Regulation have not been reproduced within this document. Copies of the regulations are freely available at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

NB: Specific localised conditions will also be imposed as required.

### 3.3 Refund of fees

In certain circumstances, where an application under this policy is not fully processed by Council, an applicant may be eligible for the refund of fees. Refund requests must be made by the applicant in writing.

### 3.4 When does an approval or exemption lapse?

An approval under section 68 of the LG Act ~~or section 92 of the EP&A Act~~ lapses five years after the date from which the approval operates, unless:

1. The approval states otherwise, or
2. The activity has been physically substantially commenced within the meaning of the applicable Act.

### 3.5 Extensions

An extension of an approval may be granted if:

1. A request is received by Council in writing prior to the date on which the approval would have lapsed, and
2. Council determines that the approval should be extended.

### 3.6 Exemptions

Local Approvals Policy  
Adopted by Council:

Next Review Date: dd/mm/yyyy  
EDMS #:

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Any exemption under this policy, or applicable regulations, has no effect unless all the specified conditions of the exemption are met. Any breach of the conditions means that the exemption provisions no longer apply to the activity or activities involved.

Exemption provisions within this policy cease to have effect once the policy lapses.

### 3.7 Revoking an Approval

An approval may be revoked or modified for failure to comply with a requirement made under the Act relating to the subject of the approval or for any failure to comply with a condition of the approval.

### 3.8 Determination

Once determined, a notice will be issued advising whether the application has been approved with conditions or refused.

The period of approval will vary depending on the type of activity or work undertaken. If works have not commenced or where the activity is not held during the nominated time, then the approval may lapse.

In such cases, and depending on the circumstances, an applicant can seek to lodge a new application or alternatively request to modify/-extend an existing application prior to lapsing of that approval.

A determination can be reviewed under s. 100 of the LG Act. A request to review must justify the reasons for review and be made in writing within 28 days of Council's determination. Fees ~~may~~ apply: ~~and~~ ~~the~~ determination of a review is final.

### 3.9 Enforcement action

An approval may be revoked or modified in any of the following circumstances:

- a) ~~if~~ the approval was obtained by fraud, misrepresentation or concealment of facts,
- b) ~~F~~for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused [Council](#) not to have granted the approval (or not to have granted it in the same terms),
- c) ~~F~~for any failure to comply with a requirement made by or under LG Act relating to the subject of the approval,
- d) ~~F~~for any failure to comply with a condition of the approval.

### 3.10 Notes

- Reference should be made to Council's Compliance and Enforcement Policy for details on enforcement processes and actions.
- Approvals/consents may be required for certain other activities under the provision of separate legislation, particularly in regard to the erection of other buildings which is controlled by the provisions of the EP&A Act.
- Any applications involving the preparation of food, ~~and/or~~ the operation of a temporary food premises ~~s~~ must comply with the *Food Act 2003* and ~~its r~~Regulations.

\* \* \*

**RELEVANT LEGISLATIVE INSTRUMENTS:**

- [Environmental Planning and Assessment Act 1979](#)
- [Food Act 2003](#)
- [Local Government \(General\) Regulations 202105](#)
- [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 202105](#)
- [Local Government Act 1993](#)
- [Occupation Health and Safety Regulation \(2001\)](#)
- [Protection of the Environment Operations Act 1997](#)
- [Road Rules 2014](#)
- [Road Transport \(General\) Regulation 2013](#)
- [Road Transport Act 2013](#)
- [Roads Act 1993](#)
- [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)
- ~~[Food Act 2003](#)~~
- ~~[Environmental Planning and Assessment Act 1979](#)~~
- ~~[Local Government Act 1993](#)~~
- ~~[Local Government \(General\) Regulations 202105](#)~~
- ~~[Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 202105](#)~~
- ~~[Occupation Health and Safety Regulation \(2001\)](#)~~
- ~~[Protection of the Environment Operations Act 1997](#)~~
- ~~[Roads Act 1993](#)~~
- ~~[Road Rules 2014](#)~~
- ~~[Road Transport Act 2013](#)~~
- ~~[Road Transport \(General\) Regulation 2013](#)~~
- ~~[State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)~~
- ~~[Work Health and Safety Act 2011](#)~~
- ~~[Work Health and Safety Regulation 2017](#)~~

**RELATED POLICIES, PLANS AND PROCEDURES:**

- Camden Local Environmental Plan (LEP)[2010](#)
- State Environmental Planning Policy (Sydney Region Growth Centres) 2006
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- Camden Development Control Plan 2019[94](#)
- [P2-0047.1 Council Policies - Signs and Banners Policy](#)

Local Approvals Policy Adopted by Council:

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~~P2.0049.1 Temporary Food Stall and Mobile Food Vehicle Policy~~  
~~Mobile Food Vending and Temporary Food Stalls in a Public Place~~  
~~P3.0096.1 Public Art Policy and Procedure~~  
~~P3.0104.1 Outdoor Dining Policy~~  
~~P4.0032.1 Special Events Management Policy~~  
~~P4.0227.1 Busking Policy and Procedure~~  
~~P2.0199.1 On-Site Sewage Management Policy~~  
 Plans of Management for Community Land  
 Customer and Corporate Strategy

RESPONSIBLE DIRECTOR:

APPROVAL: Council

RELATED POLICIES, PLANS AND PROCEDURES:

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
<u>1</u>	<u>Council</u>	<u>New</u>	<u>Approved by Council</u> <u>14/04/2020</u> <u>- effective</u> <u>13/06/2020</u>	<u>20/183795</u>
<del>24</del>	Council	<del>policy</del> <del>Yes</del> <u>Various amendments</u>	Insert date	Insert EDMS number

Attachment 2



**Investment Summary Report  
August 2022**



## Camden Council Executive Summary - August 2022

### Investment Holdings Sources of Funds

	Amount (\$)	Current Yield (%)
Cash	10,500,000	1.95
Term Deposit	261,200,000	2.07
<b>Total</b>	<b>271,700,000</b>	

	Amount (\$)
Section 7.11 Developer Contributions	162,777,000
Restricted Grant Income	37,564,000
Externally Restricted Reserves	14,745,000
Internally Restricted Reserves	31,539,000
General Fund	25,075,000
<b>Total Funds Invested</b>	<b>271,700,000</b>

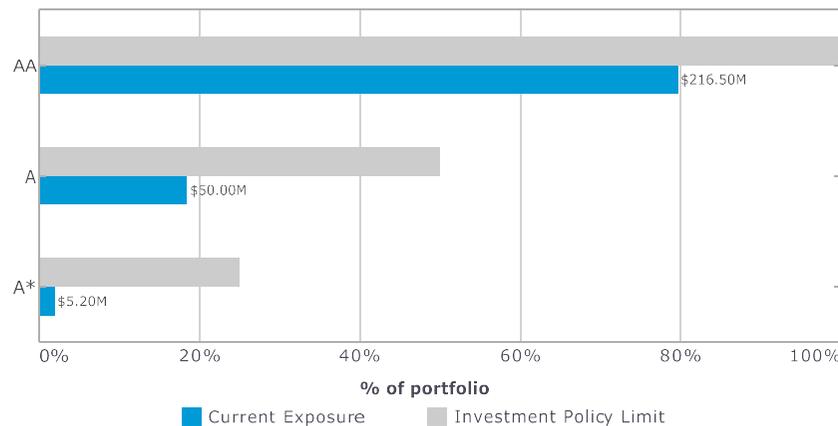
### Term to Maturity

	Amount (\$)		Policy Max
Between 0 and 1 years	259,500,000	96%	100% ✓
Between 1 and 3 years	12,200,000	4%	60% ✓
<b>Total</b>	<b>271,700,000</b>		

Council's investment portfolio has increased by \$12.5m since the July reporting period. The increase primarily relates to rating income received during the month. The source of funds invested are indicative only, due to Council's annual financial reports still being finalised for 30 June 2022.

*Percentages in this report may not add up to 100% due to rounding*

### Total Credit Exposure Investment Portfolio Balance



\*Council's investment policy limits investments in foreign subsidiary banks which are monitored by APRA to a maximum 25% of the total portfolio

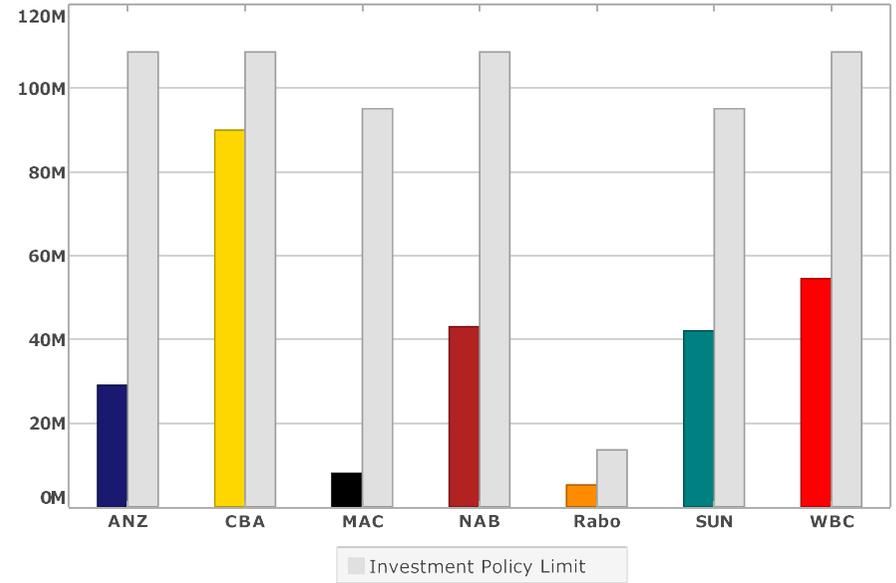
# Camden Council

## Individual Institutional Exposures Report - August 2022



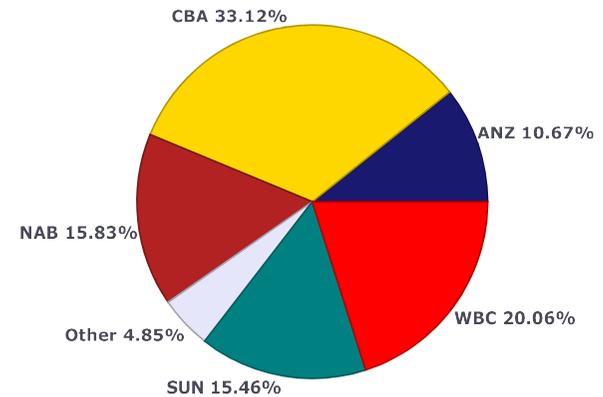
### Individual Institutional Exposures Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
ANZ Group (AA-)	29.00M	10.67%	108.68M	40.00%	79.68M
Commonwealth Bank of Australia (AA-)	90.00M	33.12%	108.68M	40.00%	18.68M
Macquarie Bank (A+)	8.00M	2.94%	95.09M	35.00%	87.09M
National Australia Bank (AA-)	43.00M	15.83%	108.68M	40.00%	65.68M
Rabobank Aus [Foreign Sub] (A+*)	5.20M	1.91%	13.59M	5.00%	8.38M
Suncorp Bank (A+)	42.00M	15.46%	95.09M	35.00%	53.09M
Westpac Group (AA-)	54.50M	20.06%	108.68M	40.00%	54.18M
	<b>271.70M</b>				



\*Council's investment policy limits investments in foreign subsidiary banks which are monitored by APRA to a maximum 5% of the total portfolio in any single entity

Council's portfolio is within its individual institutional investment policy limits.  
 Council's portfolio is within its term to maturity investment policy limits.  
 Council's portfolio complies with the NSW Ministerial Investment Order.

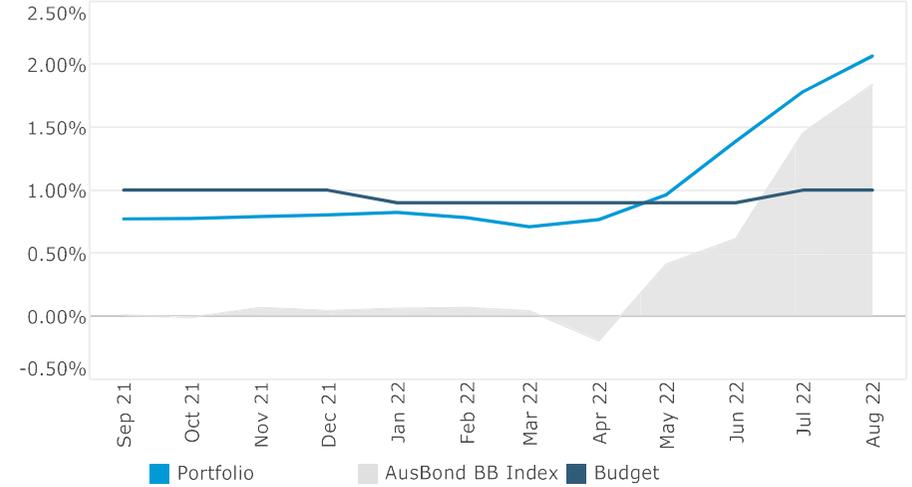




**Camden Council**  
Performance Summary - August 2022

**Interest Summary** **Investment Performance**

Interest Summary as of August 2022	
Number of Investments	88
Average Days to Maturity	208
Weighted Portfolio Yield	2.07%
CBA Call Account	1.95%
Highest Rate	4.17%
Lowest Rate	0.27%
Budget Rate	1.00%
Average BBSW (30 Day)	1.89%
Average BBSW (90 Day)	2.31%
Average BBSW (180 Day)	2.92%
Official Cash Rate	1.85%
AusBond Bank Bill Index	1.84%



Interest Received During the 2022/2023 Financial Year				
	August	Cumulative	Original Budget	* Revised Budget
General Fund	\$161,335	\$283,537	\$650,000	\$650,000
Restricted	\$304,110	\$564,463	\$1,650,000	\$1,650,000
<b>Total</b>	<b>\$465,445</b>	<b>\$848,000</b>	<b>\$2,300,000</b>	<b>\$2,300,000</b>

Historical Performance Summary (%pa)				
	Portfolio	AusBond BB Index	Outperformance	
Aug 2022	2.07%	1.84%	0.23%	
Last 3 months	1.75%	1.31%	0.44%	
Last 6 months	1.28%	0.70%	0.58%	
Financial Year to Date	1.92%	1.65%	0.27%	
Last 12 months	1.04%	0.37%	0.67%	

\*The Revised Budget is reviewed on a quarterly basis as part of the Budget Process

**Investment Performance**

Council's portfolio returned 2.07%pa on a weighted average yield basis during August. This compares favourably with the Ausbond Bank Bill Index's return of 1.84%pa for the month.

# Camden Council

## Investment Holdings Report - August 2022



### Cash Accounts

Amount (\$)	Current Yield (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
10,500,000.00	1.95%	Commonwealth Bank of Australia	AA-	10,500,000.00	535548	
<b>10,500,000.00</b>				<b>10,500,000.00</b>		

### Term Deposits

Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
5-Sep-22	1,000,000.00	0.41%	Commonwealth Bank of Australia	AA-	1-Sep-21	1,000,696.44	541857	696.44	SemiAnnually	3588
7-Sep-22	1,000,000.00	0.39%	Commonwealth Bank of Australia	AA-	8-Sep-21	1,003,825.21	541870	3,825.21	At Maturity	3596
12-Sep-22	1,000,000.00	0.37%	National Australia Bank	AA-	6-Sep-21	1,003,649.32	541854	3,649.32	At Maturity	3594
12-Sep-22	3,000,000.00	0.39%	Commonwealth Bank of Australia	AA-	6-Sep-21	3,001,987.40	541853	1,987.40	SemiAnnually	3595
12-Sep-22	3,000,000.00	0.46%	ANZ Banking Group	AA-	13-Dec-21	3,009,905.75	542194	9,905.75	At Maturity	3610
19-Sep-22	2,000,000.00	0.27%	ANZ Banking Group	AA-	30-Aug-21	2,005,429.59	541795	5,429.59	At Maturity	3587
28-Sep-22	1,000,000.00	0.43%	Commonwealth Bank of Australia	AA-	27-Aug-21	1,000,730.41	541788	730.41	SemiAnnually	3584
28-Sep-22	2,000,000.00	0.29%	ANZ Banking Group	AA-	27-Aug-21	2,000,047.67	541787	47.67	Annually	3585
4-Oct-22	1,000,000.00	0.45%	Macquarie Bank	A+	2-Sep-21	1,004,487.67	541826	4,487.67	Annually	3589
4-Oct-22	3,500,000.00	0.46%	Commonwealth Bank of Australia	AA-	22-Apr-21	3,502,734.79	541278	2,734.79	SemiAnnually	3507
10-Oct-22	1,000,000.00	0.45%	Macquarie Bank	A+	13-Sep-21	1,004,352.05	541895	4,352.05	At Maturity	3597
10-Oct-22	2,000,000.00	0.36%	Commonwealth Bank of Australia	AA-	11-Oct-21	2,006,410.96	541984	6,410.96	At Maturity	3599
17-Oct-22	1,500,000.00	0.35%	Commonwealth Bank of Australia	AA-	15-Sep-21	1,500,891.78	541902	891.78	SemiAnnually	3598
17-Oct-22	1,500,000.00	0.57%	Commonwealth Bank of Australia	AA-	15-Nov-21	1,506,793.15	542086	6,793.15	At Maturity	3604
24-Oct-22	1,500,000.00	0.49%	Commonwealth Bank of Australia	AA-	25-Oct-21	1,506,262.60	542008	6,262.60	At Maturity	3601
25-Oct-22	1,000,000.00	0.45%	Macquarie Bank	A+	2-Sep-21	1,004,487.67	541827	4,487.67	Annually	3590
27-Oct-22	5,000,000.00	0.50%	ANZ Banking Group	AA-	1-Dec-21	5,018,767.12	542148	18,767.12	At Maturity	3608
7-Nov-22	1,000,000.00	0.53%	Commonwealth Bank of Australia	AA-	8-Nov-21	1,004,312.60	542046	4,312.60	At Maturity	3602
8-Nov-22	1,000,000.00	0.45%	Macquarie Bank	A+	2-Sep-21	1,004,487.67	541828	4,487.67	Annually	3591
9-Nov-22	2,000,000.00	0.54%	Commonwealth Bank of Australia	AA-	10-Nov-21	2,008,728.77	542057	8,728.77	At Maturity	3603
14-Nov-22	500,000.00	0.47%	National Australia Bank	AA-	13-May-21	500,714.66	541331	714.66	Annually	3519
16-Nov-22	1,000,000.00	0.38%	Commonwealth Bank of Australia	AA-	13-Oct-21	1,000,645.48	541989	645.48	SemiAnnually	3600
16-Nov-22	1,500,000.00	0.64%	Commonwealth Bank of Australia	AA-	17-Nov-21	1,507,574.79	542098	7,574.79	At Maturity	3605





## Camden Council Investment Holdings Report - August 2022

Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
21-Nov-22	2,000,000.00	0.59%	Commonwealth Bank of Australia	AA-	23-Nov-21	2,009,116.71	542109	9,116.71	At Maturity	3606
22-Nov-22	1,000,000.00	0.45%	Macquarie Bank	A+	2-Sep-21	1,004,487.67	541829	4,487.67	Annually	3592
23-Nov-22	5,000,000.00	0.54%	Westpac Group	AA-	30-Nov-21	5,000,147.95	542141	147.95	Quarterly	3607
30-Nov-22	2,000,000.00	0.50%	National Australia Bank	AA-	31-May-21	2,002,547.95	541441	2,547.95	Annually	3530
5-Dec-22	1,500,000.00	0.40%	Westpac Group	AA-	9-Jun-21	1,501,380.82	541511	1,380.82	Quarterly	3533
6-Dec-22	1,000,000.00	0.45%	Macquarie Bank	A+	2-Sep-21	1,004,487.67	541830	4,487.67	Annually	3593
7-Dec-22	1,000,000.00	0.50%	National Australia Bank	AA-	8-Jun-21	1,001,164.38	541501	1,164.38	Annually	3532
13-Dec-22	5,000,000.00	0.64%	ANZ Banking Group	AA-	14-Jan-22	5,020,164.38	542246	20,164.38	At Maturity	3612
19-Dec-22	5,000,000.00	0.75%	ANZ Banking Group	AA-	22-Feb-22	5,019,623.29	542363	19,623.29	At Maturity	3616
4-Jan-23	5,000,000.00	0.79%	National Australia Bank	AA-	28-Feb-22	5,020,020.55	542378	20,020.55	At Maturity	3617
10-Jan-23	5,000,000.00	0.71%	Westpac Group	AA-	10-Jan-22	5,022,758.90	542232	22,758.90	At Maturity	3611
16-Jan-23	5,000,000.00	2.52%	Suncorp Bank	A+	26-May-22	5,033,830.14	542811	33,830.14	At Maturity	3632
25-Jan-23	2,000,000.00	0.55%	National Australia Bank	AA-	27-Jan-21	2,006,539.73	540890	6,539.73	Annually	3466
31-Jan-23	3,000,000.00	0.85%	Westpac Group	AA-	1-Feb-22	3,002,095.89	542283	2,095.89	Quarterly	3613
6-Feb-23	5,000,000.00	0.88%	Westpac Group	AA-	9-Feb-22	5,002,772.60	542325	2,772.60	Quarterly	3614
8-Feb-23	1,500,000.00	0.52%	National Australia Bank	AA-	11-Aug-21	1,508,248.77	541739	8,248.77	At Maturity	3577
14-Feb-23	5,000,000.00	0.95%	Westpac Group	AA-	14-Feb-22	5,002,212.33	542338	2,212.33	Quarterly	3615
21-Feb-23	5,000,000.00	0.93%	National Australia Bank	AA-	3-Mar-22	5,023,186.30	542395	23,186.30	At Maturity	3619
28-Feb-23	2,000,000.00	1.00%	Commonwealth Bank of Australia	AA-	7-Mar-22	2,009,753.42	542410	9,753.42	At Maturity	3620
2-Mar-23	2,000,000.00	0.95%	Macquarie Bank	A+	2-Mar-22	2,009,526.03	542392	9,526.03	At Maturity	3618
7-Mar-23	4,000,000.00	1.11%	ANZ Banking Group	AA-	9-Mar-22	4,021,409.32	542419	21,409.32	At Maturity	3621
13-Mar-23	5,000,000.00	2.01%	Commonwealth Bank of Australia	AA-	19-Apr-22	5,037,171.23	542601	37,171.23	At Maturity	3624
23-Mar-23	3,000,000.00	1.33%	ANZ Banking Group	AA-	24-Mar-22	3,017,599.73	542475	17,599.73	At Maturity	3622
30-Mar-23	4,000,000.00	1.63%	Westpac Group	AA-	30-Mar-22	4,027,687.67	542485	27,687.67	At Maturity	3623
6-Apr-23	1,500,000.00	0.47%	Westpac Group	AA-	8-Apr-21	1,501,062.33	541257	1,062.33	Quarterly	3501
11-Apr-23	3,000,000.00	2.66%	Commonwealth Bank of Australia	AA-	28-Apr-22	3,027,547.40	542705	27,547.40	At Maturity	3625
17-Apr-23	5,000,000.00	2.83%	Commonwealth Bank of Australia	AA-	26-May-22	5,037,991.78	542808	37,991.78	At Maturity	3633
26-Apr-23	4,000,000.00	2.71%	Commonwealth Bank of Australia	AA-	2-May-22	4,036,232.33	542736	36,232.33	At Maturity	3626
3-May-23	1,500,000.00	0.62%	National Australia Bank	AA-	5-May-21	1,512,332.05	541306	12,332.05	At Maturity	3513

# Camden Council

## Investment Holdings Report - August 2022



Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
8-May-23	1,500,000.00	0.60%	National Australia Bank	AA-	10-May-21	1,502,810.96	541311	2,810.96	Annually	3515
10-May-23	1,000,000.00	0.60%	National Australia Bank	AA-	13-May-21	1,001,824.66	541330	1,824.66	Annually	3518
17-May-23	4,000,000.00	3.12%	Commonwealth Bank of Australia	AA-	18-May-22	4,036,243.29	542788	36,243.29	At Maturity	3627
24-May-23	5,000,000.00	2.79%	Westpac Group	AA-	20-May-22	5,039,747.95	542797	39,747.95	At Maturity	3628
29-May-23	1,000,000.00	0.60%	National Australia Bank	AA-	28-May-21	1,001,545.21	541423	1,545.21	Annually	3529
1-Jun-23	4,000,000.00	2.83%	Westpac Group	AA-	23-May-22	4,031,323.84	542799	31,323.84	At Maturity	3629
5-Jun-23	4,000,000.00	2.93%	Suncorp Bank	A+	25-May-22	4,031,788.49	542804	31,788.49	Annually	3630
8-Jun-23	4,000,000.00	3.68%	Commonwealth Bank of Australia	AA-	8-Jun-22	4,034,279.45	542850	34,279.45	At Maturity	3637
8-Jun-23	5,000,000.00	3.13%	Commonwealth Bank of Australia	AA-	1-Jun-22	5,026,297.72	542823	26,297.72	SemiAnnually	3636
15-Jun-23	5,000,000.00	2.93%	Suncorp Bank	A+	26-May-22	5,039,334.25	542809	39,334.25	At Maturity	3631
19-Jun-23	5,000,000.00	2.95%	Commonwealth Bank of Australia	AA-	26-May-22	5,024,785.39	542813	24,785.39	SemiAnnually	3634
22-Jun-23	4,000,000.00	4.16%	Commonwealth Bank of Australia	AA-	15-Jun-22	4,027,961.28	542866	27,961.28	SemiAnnually	3638
27-Jun-23	5,000,000.00	3.03%	Commonwealth Bank of Australia	AA-	27-May-22	5,025,457.53	542817	25,457.53	SemiAnnually	3635
28-Jun-23	5,000,000.00	3.95%	Suncorp Bank	A+	28-Jun-22	5,035,171.23	542900	35,171.23	At Maturity	3640
5-Jul-23	5,000,000.00	3.95%	Suncorp Bank	A+	24-Jun-22	5,037,335.62	542896	37,335.62	At Maturity	3639
7-Jul-23	5,000,000.00	3.95%	Suncorp Bank	A+	28-Jun-22	5,035,171.23	542901	35,171.23	At Maturity	3641
10-Jul-23	500,000.00	0.65%	National Australia Bank	AA-	8-Jul-21	500,489.73	541635	489.73	Annually	3562
10-Jul-23	3,000,000.00	3.90%	Suncorp Bank	A+	1-Jul-22	3,019,873.97	542921	19,873.97	At Maturity	3643
11-Jul-23	5,000,000.00	3.95%	Suncorp Bank	A+	30-Jun-22	5,034,089.04	542916	34,089.04	At Maturity	3642
12-Jul-23	1,500,000.00	0.65%	National Australia Bank	AA-	12-Jul-21	1,501,362.33	541645	1,362.33	Annually	3563
17-Jul-23	5,000,000.00	3.90%	Suncorp Bank	A+	1-Jul-22	5,033,123.29	542922	33,123.29	At Maturity	3644
24-Jul-23	5,000,000.00	4.17%	Commonwealth Bank of Australia	AA-	22-Jul-22	5,023,136.66	543128	23,136.66	SemiAnnually	3645
26-Jul-23	5,000,000.00	4.05%	National Australia Bank	AA-	27-Jul-22	5,019,972.60	543133	19,972.60	At Maturity	3646
2-Aug-23	1,500,000.00	0.65%	National Australia Bank	AA-	3-Aug-21	1,500,774.66	541698	774.66	Annually	3573
8-Aug-23	5,000,000.00	3.80%	Westpac Group	AA-	28-Jul-22	5,018,219.18	543135	18,219.18	Quarterly	3647
14-Aug-23	5,000,000.00	3.79%	Westpac Group	AA-	3-Aug-22	5,015,056.16	543143	15,056.16	Quarterly	3648
21-Aug-23	5,000,000.00	4.00%	Westpac Group	AA-	19-Aug-22	5,007,123.29	543200	7,123.29	Quarterly	3650
23-Aug-23	5,000,000.00	4.00%	National Australia Bank	AA-	10-Aug-22	5,012,054.79	543164	12,054.79	Annually	3649
29-Aug-23	5,000,000.00	4.14%	Commonwealth Bank of Australia	AA-	25-Aug-22	5,003,909.25	543234	3,909.25	SemiAnnually	3651



## Camden Council

### Investment Holdings Report - August 2022

Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
11-Dec-23	2,000,000.00	3.15%	National Australia Bank	AA-	19-Dec-18	2,044,013.70	537431	44,013.70	Annually	3070
18-Dec-23	4,500,000.00	3.15%	National Australia Bank	AA-	19-Dec-18	4,599,030.82	537432	99,030.82	Annually	3071
3-Jan-24	2,000,000.00	3.40%	Rabobank Australia	A+*	4-Jan-19	2,044,712.33	537443	44,712.33	Annually	3173
28-Feb-24	1,000,000.00	3.20%	Rabobank Australia	A+*	28-Feb-19	1,016,219.18	537586	16,219.18	Annually	3189
4-Mar-24	1,200,000.00	3.20%	Rabobank Australia	A+*	4-Mar-19	1,219,042.19	537601	19,042.19	Annually	3192
27-Mar-24	1,000,000.00	3.00%	Rabobank Australia	A+*	29-Mar-19	1,012,821.92	537765	12,821.92	Annually	3200
24-Feb-25	500,000.00	0.80%	Westpac Group	AA-	24-Feb-21	500,087.67	540967	87.67	Quarterly	3481
<b>261,200,000.00</b>						<b>262,587,213.73</b>		<b>1,387,213.73</b>		



ORD05

Attachment 1

# COMMUNICATIONS AND COMMUNITY ENGAGEMENT STRATEGY

ORD05

Attachment 1



# ACKNOWLEDGMENT OF COUNTRY

Council acknowledges the Dharawal people as the traditional custodians of this land and pays our respect to their Elders both past and present.



## COMMUNICATIONS AND COMMUNITY ENGAGEMENT STRATEGY

Published 2022

### Acknowledgements

Council acknowledges and extends appreciation to all contributors.

### Availability

The Camden Communication and Community Engagement Strategy is available on Council's website: [www.camden.nsw.gov.au](http://www.camden.nsw.gov.au)

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Attachment 1

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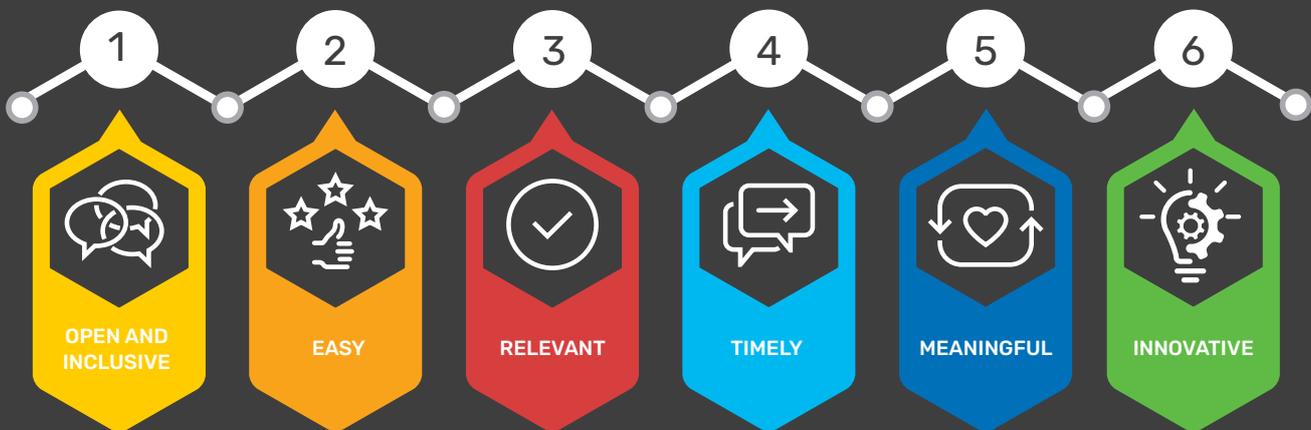
# 1. INTRODUCTION

## Community engagement – shaping Council’s decisions

A strong and positive relationship with the community is integral for Camden Council to make considered and effective decisions. Camden Council is committed to placing the community at the centre of Council’s functions.

Council is strongly committed to inclusive, open and transparent communication and engagement. As part of this commitment, this Strategy outlines the pillars of communication and engagement that guide the way we share information and respond to community feedback.

Our six pillars of communication and engagement are:



These pillars are interwoven throughout this Strategy and are outlined in further detail in Section 5.

As significant ongoing growth continues in the Camden Local Government Area (LGA), it is a priority for Camden Council to maintain best practice in communication and community engagement to build relationships with our diverse community and to ensure consistent and positive messaging about the services and infrastructure Council delivers.

This Communications and Community Engagement Strategy, and its related policies and tools, provide an integrated framework for our communication and engagement activities. The Strategy will assist Council to ensure that communication is accurate, consistent and reflects the values expressed in Council’s Community Strategic Plan, Connecting Camden 2036. The Strategy also serves to foster trust and respect from internal and external audiences and encourage innovative and creative communication.

Council strives to seek ways to continuously improve communications and to find the best ways to reach our community. We aim to keep our community informed on upcoming projects, issues and initiatives, while building on and developing relationships with residents to further improve two-way communication.

# 2. PURPOSE OF STRATEGY

## Scope and objectives

This Strategy covers all external communication and engagement activities between Camden Council, its community and stakeholders. This includes instances where Council is sharing information, seeking feedback on a proposal and working with others.

Council recognises the importance of excellent communication, not only to keep the community informed and up to date, but to stay aware of community needs and aspirations to shape decision making. This Strategy provides a framework to ensure Council communicates effectively with the community and stays ahead of the trend when listening to and actioning feedback from the community and stakeholders in delivering quality services and infrastructure.

More detail on how we will measure the success of our communication and engagement activities can be found in Section 6 of this Strategy.

## What shaped this Strategy

Council has a long history of engaging with the community on local and regional issues. This Strategy has been specifically designed to meet today's needs while being aware that the way people seek information is constantly changing and evolving.

To inform this Strategy, we have:

- Reached out through online and in-person distributed surveys;
- Conducted pop up information sessions at major hubs across Camden;
- Reviewed feedback received through the many engagement activities that Council runs during usual business activities;
- Conducted a workshop with staff; and
- Benchmarked against national models of best practice engagement.

## What we've heard from you

You told us that communication and engagement should:



**Be accessible:** work to make communications and engagement channels more accessible.



**Be inclusive:** diversify practices to ensure everyone in our diverse community can access information and participate.



**Be consistent:** establish regular and constant communication and consultation channels that the community is aware of and has access to.



**Be clear and easy to understand:** provide information in plain English and clarity on when and how the community can voice their thoughts about projects and plans that may impact them.

**Our community told us that they prefer a good mix of both online and in-person options when it comes to communication and engagement.**



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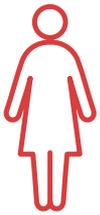
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# 3. OUR COMMUNITY

## Audience and stakeholders

Our community is growing and changing. By 2036 our population will have more than doubled in size. Diversity will create a community with a greater range of views and aspirations, in different age groups and household types from a variety of cultural and linguistic backgrounds.

The statistics shown below are from the 2021 Census of Population and Housing undertaken by the Australian Bureau of Statistics. They provide a snapshot of our community right now and remind us to utilise multiple and innovative methods of communication and engagement in order to make sure everyone has the opportunity to shape and feel a valued part of Camden's future.



**51%**  
Female



**49%**  
Male

Traditional custodians:

**Dharawal people**

**3%**

of our population is Aboriginal and/or Torres Strait Islander



Are 19 years or younger



**5%**

Require assistance



Are 20-34 years old

ABS estimated resident population 2021

**119,951**



Are 35-54 years old



Are 55-64 years old



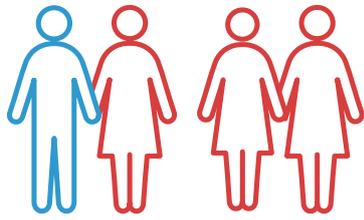
Are 65+ years old



### Top 5 countries of birth

1. Australia
2. India
3. England
4. New Zealand
5. Philippines

**Families**



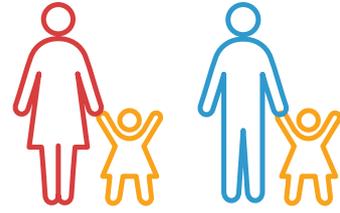
**29%**

Couples



**56%**

Couples with children



**14%**

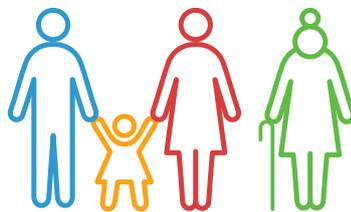
Single parent

**Households**



**84%**

Family



**2%**

Group homes and other



**14%**

One person

**Languages**

**28%**

Speak a language other than English at home

**Top 5 languages used at home other than English:**

1. Arabic
2. Spanish
3. Hindi
4. Punjabi
5. Italian

**Dwelling types**



**89%**

Separate house



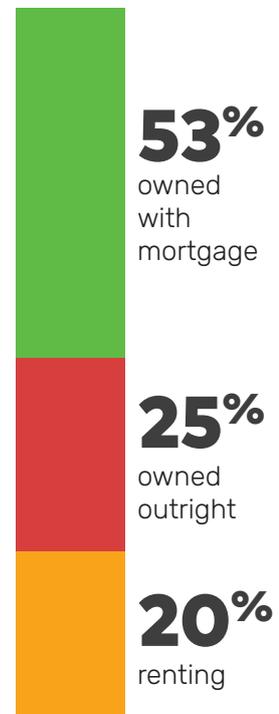
**6%**

Semi-detached, townhouse, etc



**1%**

Apartments and other dwellings



## Key stakeholders

Council communicates and interacts with many individuals, groups and organisations. This table provides a high-level overview of stakeholders that Council regularly engages with

Residents	CALD communities	State and federal government agencies or services for planning, environment, health, emergency, transport, roads, recreation, infrastructure and social services
Property owners	Future residents	
Visitors	Young people	
Workers	Children and families	
Students	Retirees/mature aged people	
Community, sporting, cultural and environmental groups	LGBTQI+ community	
Business chambers and industry groups	Aboriginal and Torres Strait Islander community	
Incorporated bodies representing locals	Not-for-profits and non-government organisations	
Energy and water services	Voluntary groups	
Community support agencies	Refugee community	
Contractors and suppliers	Schools, colleges, and universities	Western Parkland City Authority
Lessees of Council property	Childcare services and centres	Advisory Committees
NBN and communication services	Health and support services	Reference Groups
Businesses and Investors (existing/new/potential)	People requiring disability and wellbeing support	Employees
	Vulnerable people	Volunteers
		Local transport providers
		Neighbouring and other metropolitan councils
		Councillors
		Local Members of Parliament



COMMUNICATION AND COMMUNITY ENGAGEMENT STRATEGY 10

### Our towns and centres

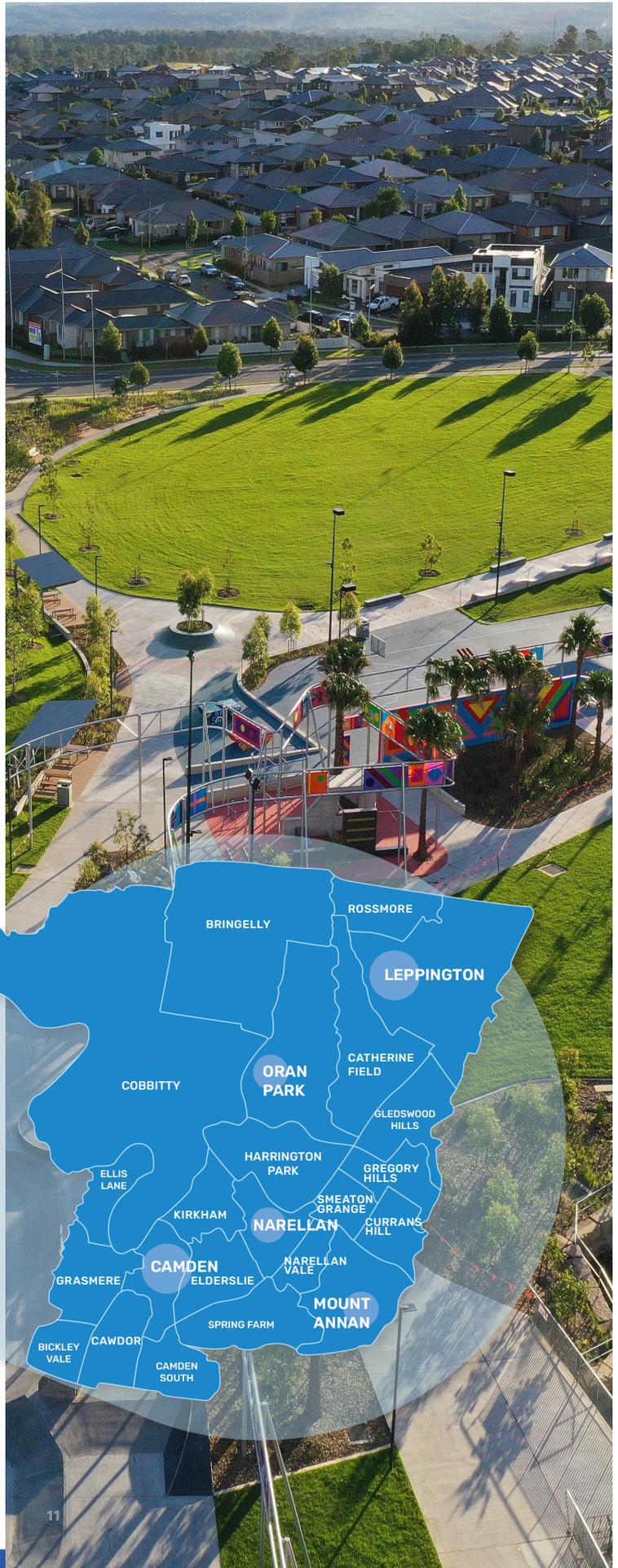
Located in Sydney's south west, the Camden Local Government Area (LGA) covers approximately 200 square kilometres and is a place of regional significance.

Camden is one of the fastest growing LGAs in Australia, with a population of approximately 119,951 – over double the population size since the start of the century. By 2036 Camden is projected to have close to 250,000 residents.

Camden is transitioning from rural areas with clusters of towns and villages to thriving suburbs established alongside historic places.

With this projected growth, and Western Sydney International Airport on our door step, our LGA will be a cornerstone of the thriving south west region.

As our population increases and our towns and centres thrive and grow, it is more important than ever that Council understands the most effective way to communicate and hear from people across the whole local government area.

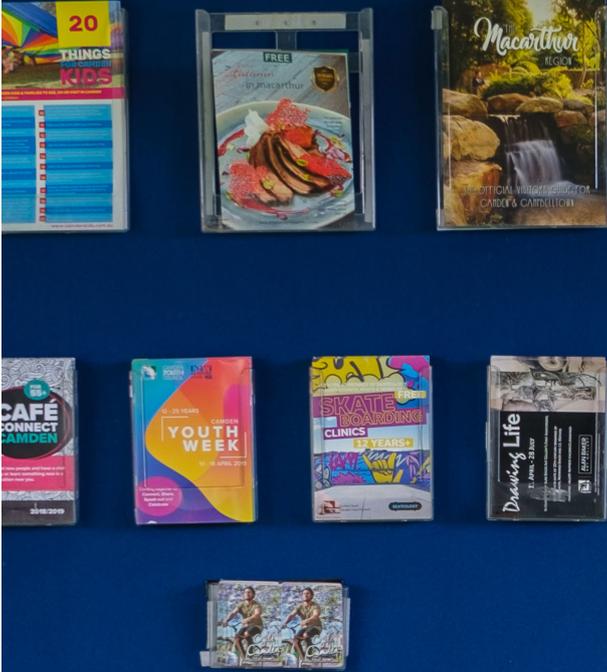


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# WHAT'S ON

# COUNCIL INFORMATION



## 4. OUR APPROACH

Camden Council will regularly communicate, seek input and involve the community and key stakeholders in decisions that directly impact them, establishing a reputation for connection, inclusion and participation.

### We are committed to:

- Giving all members of our community a voice,
- Truly understanding community needs and priorities,
- Generating a greater sense of community through inclusive communication and opportunities to participate, and
- Providing regular, easy to understand communications.

### We will do this by:

- Tailoring service on a case-by-case basis;
- Promoting accessibility and equal participation;
- Simplifying channels of contact;
- Using consistent messaging;
- Being creative in reaching difficult-to-reach community members; and
- Using simple, creative and innovative methods to communicate and engage with our community.

## How we engage and communicate

The pillars of communication and engagement outlined in this Strategy will guide the way Council shares information with the community and receives feedback. Council will also be guided by practices advocated by the NSW Government and International Association for Public Participation (IAP2).

We are keen to use creativity and innovation wherever possible to better communicate and engage with communities. Key tools for improvement will include a standardised process for engagement, better internal communication and ideation channels, and the relevant tools and equipment to support innovative engagement techniques. These include materials such as pop-up banners, technologies such as 3D modelling, and practical resources such as translation services to improve visibility, relevance and accessibility.

Community engagement is mainly utilised on major projects and when Council is planning on making a decision that may have a significant impact on stakeholders. Where appropriate, we will also engage on projects of a lesser impact using tools and techniques suited to the information being shared and feedback sought.

## When we will engage

Council will seek feedback at various stages of project lifecycles in alignment with relevant legislation and best practice for providing sufficient time for the community to have their say on changes to service, activities or infrastructure in the Camden LGA.

In the engagement planning process, consideration is given to the complexity of the decision and the optimal time needed for people to respond. In many cases legislation sets out minimum requirements for receiving public feedback, however Council is committed to providing the community with sufficient time to provide input.

## Pillars of communication and engagement

Our six pillars guide all communication and engagement activities delivered by Council. The pillars are based on best practice principles and have been developed utilising feedback received from the community over time.



**Objective:**

Carefully design, plan and execute our communications and engagement activities to remove barriers and minimise obstacles to increase participation.

**We will:**

- Simplify the methods/mediums in which the community can participate;
- Provide alternative means for people with additional needs to obtain information and provide feedback; and
- Reflect our diverse community by ensuring that communication material is accessible to the different languages and cultures represented in the Camden community.



**Objective:**

Our communications material will be easy to understand and we will provide varied opportunities for the community to have their say.

**We will:**

- Provide opportunities for the community to 'have a voice';
- Be active, accessible and present in our community;
- Minimise obstacles to enhance understanding and participation;
- Utilise a range of media sources to inform the community;
- Ensure our systems are current, concise and relevant to the needs of the community; and
- Ensure our information is provided in plain English with access to translation services.



3

**Relevant****Objective:**

Our communication will be candid, factual and relevant to our community. Consultations undertaken will be genuine and clearly identify the expected level of input or collaboration.

**We will:**

- Consult on relevant plans and proposals;
- Inform the community of how and when they can participate and ensure the community is engaged at the earliest possible opportunity;
- Notify submitters when decisions are made; and
- Respond to enquiries and provide reasons when decisions are made.



4

**Timely****Objective:**

Adapting to the needs of our growing community, we will deliver communication in a timely and consistent manner, and undertake consultation in a way that offers residents a reasonable amount of time to respond and engage.

**We will:**

- Deliver communications consistently on time and over an accessible time period;
- Establish regular and consistent communication channels; and
- Coordinate engagement sessions to ensure the community is not over consulted or unable to participate in multiple activities because of schedule conflicts.



5

**Meaningful****Objective:**

Our community feels we are appreciative of their time, and their contribution is valued and worthwhile.

**We will:**

- Ensure that each encounter with the community is sincere and worthwhile;
- Deliver on our legislative requirements for public participation;
- Provide communication material that has substance and is not riddled with buzz words and jargon;
- Ensure community feedback is gathered, appreciated, reviewed and when appropriate, actioned; and
- Increase visibility for major events, news and Council announcements.



6

**Innovative****Objective:**

Our communication and engagement practitioners will explore innovative practices to maximise promotion and inspire community interaction.

**We will:**

- Utilise best practise in the local government and private industry to ensure all residents are reached;
- Draw upon the latest developments in methodology and technology to design, plan and deliver community engagement practises; and
- Drive Council's use of innovation with the intention that everything is done with the community as the priority.

## Decision making

Council receives feedback from its community in many ways. This includes formal submissions, anecdotal feedback to staff and Council representatives and through direct contact by the community with elected Councillors.

In most cases, people provide feedback to help inform Council's future decision making. However, there are often many perspectives for Council to consider as part of the decision-making process, and it can be complex. Council is committed to ensuring all feedback is considered in the decision-making process, but the nature of our democracy means that the decision reached may not be one that will suit all. It is important that we are respectful of other views and ideas as we have different experiences and insights to share. In any consultation we will encourage people to participate in a respectful manner towards each other and staff.

There may be times when the community will have limited opportunity to have a say, perhaps due to external factors or decisions made by other levels of government, but when this happens, Council will clearly explain why. Where appropriate, Council will advocate for the community on decisions that are made outside of its control and share your input and feedback with the relevant government bodies and agencies.

## Planning for Engagement

Council will follow these steps when planning engagement activities:

- 1 Define the project** – clearly define the project purpose, scope and objectives. This may be based on a Council resolution or an internal or external brief. We will consider the context, any risks and identify the project negotiables and non-negotiables. We will clearly identify the level of participation being sought from the community and stakeholders.

---

- 2 Identify key stakeholders** – consider individuals, groups and organisations who may be affected by the proposal or decision on the issue. We will prepare a stakeholder analysis including contact details and confirm how interactions will be recorded.

---

- 3 Plan engagement approach** – develop a plan of engagement that covers how information will be shared and feedback sought. The plan will outline engagement methods, timing and be tailored for the stakeholders we are targeting.

---

- 4 Seek feedback on engagement approach** – depending on the project and statutory requirements, the approach may require review by subject matter experts and approval to proceed by Council executive.

---

- 5 Implement the plan** – deploy engagement activities as detailed in the engagement approach. Listen to feedback received during the engagement activities. Adapt and be flexible with engagement approach where appropriate. Develop relationships and record interactions or outcomes.

---

- 6 Consider response** – collate, analyse and identify how engagement outcomes will be utilised in decision making. Results may be presented to Council for consideration.

---

- 7 Close the loop** – provide feedback, and clearly articulate to participants how their input has been or will be considered in decision making.

---

- 8 Review and report** – evaluate the success of the engagement activities, feedback received and value created for the decision making process. Consider the degree of stakeholder interaction and achievement of objectives.

## Social Justice

The interrelated principles of **social justice** – equity, access, participation and rights – guide our consultation and communication practices to ensure participation in planning and decision making.

Social justice ensures that we broaden and tailor our approaches to ensure we offer a myriad of ways for people to participate, especially seeking input from marginalised and disadvantaged groups, youth, people from culturally and linguistically diverse backgrounds, all abilities and socioeconomic backgrounds.



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Attachment 1

ORD05

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## Emergency and Crisis Communications

The Camden area has been touched by bushfires, floods, extreme weather and pandemic restrictions over the past few years. Most recently, the community has seen significant challenges relating to rain and flooding events, where homes, businesses and Council facilities sustained damaged and evacuation orders were issued.

Our emergency communications are focused on keeping our community safe and informed during any crisis. In crisis situations, Council will act as a bridge between the emergency services and the public. The responding emergency service is always the lead authority to ensure the correct messages are reaching our community and our residents can take the appropriate courses of action.

The first phase of our emergency and crisis communications is reaction – informing the public what’s happened and keeping them informed as the situation unfolds. Using our recent flooding event as an example, this would include letting our community know when roads are closed and when evacuation orders are issued. In this phase, Council is committed to passing on reliable information from the responding service in a timely manner.

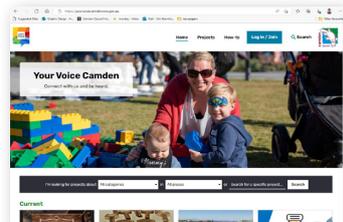
The second phase is recovery. As the emergency passes or subsides, our communications will let residents know how Council will repair the damage done; where residents can go for help; and what they can expect in the coming days.

The third phase focuses on rebuilding. Our communications here will tell residents Council’s long-term plans to fix any serious damage done during the crisis and when residents can look forward to the area being as normal again.

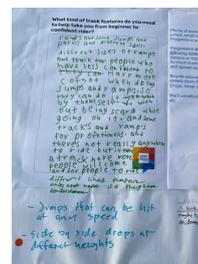
## Communication and engagement methods

Council tailors the way it shares information and invites participation depending on the topic or issue. The following tables identify current methods.

SHARING INFORMATION - METHODS				
Let's Connect (quarterly newsletter)	Corporate website	Other websites – libraries	Media releases and alerts	Letters
Mayoral communications (radio, print, social media, other media)	Email newsletters	Text messaging to phones	Social media – Facebook, Instagram, Snapchat, Twitter, LinkedIn	Phone calls
Letterbox drops	Email	Flyers	Brochures	Signage
Advertising	Rates notices	Posters	Noticeboard displays	Welcome packs for new community members
Briefings and presentations	Information sessions	Special events	Displays and exhibitions	Videos and concept designs



SEEKING INPUT - METHODS				
Digital engagement – Your Voice Camden	Creative and interesting engagement	Pop-up engagement	Interactive digital displays	Place-based engagement and interactive engagement stations
Focus groups	Graphic facilitation	Interviews and one-to-one meetings	Surveys and polls – online, intercept and phone	Storytelling and submissions
Mapping and drawing	Listening posts and drop-in events	Field trips and site tours	Brainstorming idea generation	Moderated online forums
Committees and working groups	Workshops and forums	Appreciative Inquiry	Dotmocracy and World Cafe	Community group meeting attendance



## 5. MEASURING SUCCESS

Council will monitor, review and report on how our work is complying with the Pillars of this Strategy. Our existing Integrated Planning and Reporting (IP&R) framework, as required by the Local Government Act 1993, will be used for this purpose.

The next review of the Communication and Community Engagement Strategy will commence in 2024 and every four years thereafter to align with local government elections and IP&R requirements.

Regular reviews will ensure that the Strategy aligns to the latest trends and information available about the community's communication needs and engagement preferences.

### Meeting statutory requirements

The way Council communicates and engages with the community is guided by legislation and other statutory requirements.

This Strategy is a demonstration of Council's compliance with legislation and statutory requirements, with an aspiration of going beyond minimum requirements by seeking to always deliver best practice communication and engagement to our community.

Council's community and engagement activities span across the majority of services it delivers. As such, the effective integration of these activities across Council's service areas is essential for consistent and effective communication, and to meet all statutory requirements.

Key legislation that informs this Strategy includes:

- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *NSW Information Commissioner's Charter for Public Participation 2018*
- *Crown Land Management Act 2016*
- *Environmental Planning and Assessment Act 1979*
- *Disability Inclusion Act 2014*
- *Government Information (Public Access) Act 2009*

Relevant Council plans and policies related to this Strategy:

- Community Strategic Plan
- Community Engagement Policy
- Local Strategic Planning Statement
- Community Participation Plan
- Economic Development Strategy
- Cultural Activation Strategy
- Youth Strategy
- Children and Families Strategy
- Disability Inclusion and Accessibility Plan

## Community Strategic Plan

All Councils in NSW are required to review their Community Strategic Plan (CSP) following a local government election.

Our CSP details the community's priorities and how Council will achieve these over a ten year period, often in partnership with other government agencies and key stakeholders.

Our approach to reviewing and updating the CSP will include the collection of information about the community's priorities to check whether the approach is still relevant. This is likely to involve surveys, workshops and online forums which invite collaboration with a broad sample of the community and stakeholders we work with.



## Community Participation Plan

Camden Council's Community Participation Plan was endorsed on 14 September 2021.

Community Participation Plans (CPP) are a requirement and complement Schedule 1 of the *Environmental Planning and Assessment Act 1979*.

The CPP is designed to make community participation in planning matters easier and clearer for the community within the Camden Local Government Area (LGA). The Plan aims to identify how and when Council will inform, engage and consult with the community on a variety of planning functions.

The CPP only applies to the Strategic Planning and Development Assessment functions of Council and excludes State Significant Development which is managed by the Department of Planning, Industry and Environment.

The notification and advertising requirements stipulated in Section 1.2 of the Camden Development Control Plan 2019 (Camden DCP 2019) have been replaced by Part 3 of the CPP – Community Participation in Development Assessment. And in accordance with clause 21 of the *Environmental Planning and Assessment Regulations 2000*, Section 1.2 of the Camden DCP 2019 no longer applied from 25 October 2021.



# GOALS AND ACTIONS

To ensure the aspirations of this Strategy are implemented Council will focus on three goals and associated actions within the current term of Council which concludes in September 2024.

## Goals

**1**

The community and key stakeholders are engaged in two-way conversations with Council and are involved in key decision making.

**2**

Practices innovate and flex to communicate and engage with our growing, emerging and changing community.

**3**

Staff have a framework which supports them to deliver communications and community engagement services.

## Actions 2023 - 2024

1. Implement a marketing campaign to build awareness and exposure of Council's key communication channels.
2. Build membership of Council's online consultation hub.
3. Develop and update Toolkit for staff to assist with understanding of Council's framework, processes, templates, advice, links.
4. Develop a staff training program to enable effective, contemporary and innovative communication and engagement practices.
5. Expand our promotional and marketing programs to include emerging media and trends to stay current.
6. Undertake research to assist Council with monitoring demographic change, reviewing performance, improving practice, forward planning and major decisions.
7. Review corporate branding, publications, website and signage to increase accessibility and brand exposure.
8. Investigate options and methods for our various communications and engagement activities to connect and involve our culturally and linguistically diverse communities.
9. Investigate the option of mobile and community pop-up engagement opportunities.
10. Develop strategies to further strengthen relationships with local organisations, stakeholder groups and community members to increase interaction.

# LET'S CHAT

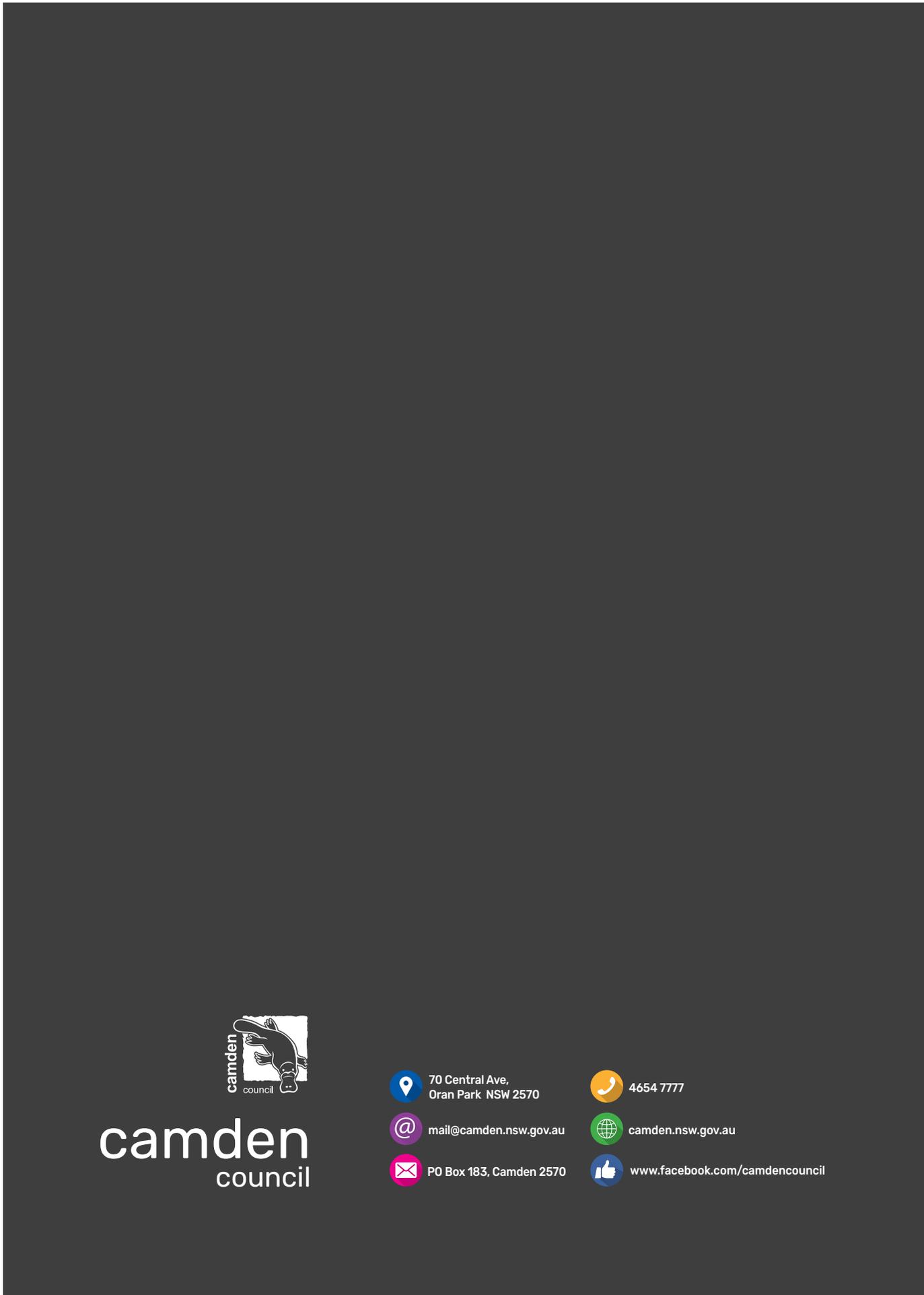
We welcome your feedback on our approach to communication and consultation. You can contact us via [engagement@camden.nsw.gov.au](mailto:engagement@camden.nsw.gov.au) or call (02) 4654 7777.

Your thoughts are also welcome on projects and proposals hosted on our online consultation platform located at [www.yourvoice.camden.nsw.gov.au](http://www.yourvoice.camden.nsw.gov.au)



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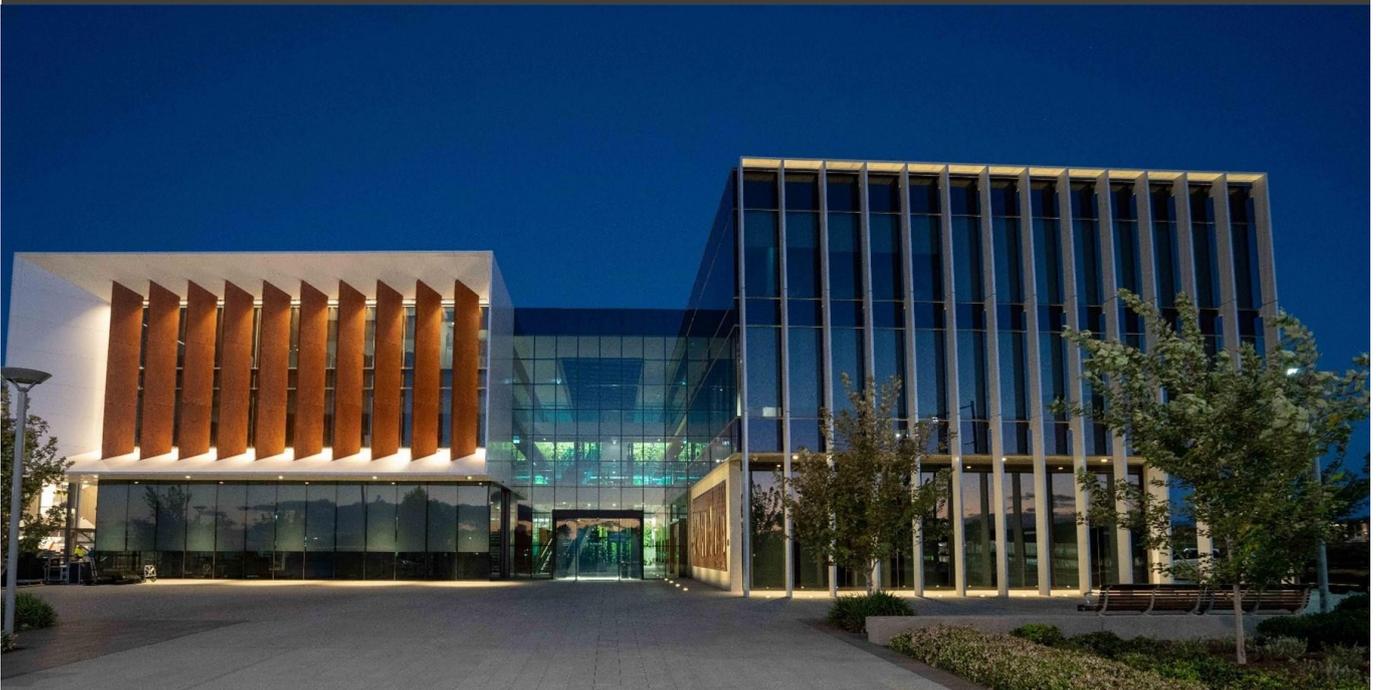
# Minutes

## Audit, Risk and Improvement Committee Meeting

Please note that due to adverse weather conditions this meeting was held as a teleconference at 4.30pm 6 July 2022

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## Audit, Risk and Improvement Committee

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## Audit, Risk and Improvement Committee

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### **Voting Members Present:**

Elizabeth Gavey	Independent Member (Chair)
John Gordon	Independent Member
Bruce Hanrahan	Independent Member
Cr Russell Zammit	Camden Council Councillor

### **Attendees:**

Chief Financial Officer  
Internal Audit Coordinator  
Manager Safety and Risk

### **Invitees:**

Director Community Assets (arrived 4.46pm)	
Director Customer and Corporate Strategy	
Director Planning and Environment	
Director Sport, Community and Activation (left at 5.50pm)	
Manager Legal and Governance (left at 5.10pm, joined at 6.21pm and left at 6.28pm)	
Risk and Business Continuity Coordinator	
Caroline Karakatsanis	The Audit Office of NSW (External Auditor) (left at 5.52pm)
Candy Lee	The Audit Office of NSW (External Auditor)
Alex Hardy	Director Corporate Assurance, Prosperity Advisors (left at 5.10pm)
Soon Tang	Internal Audit Manager Prosperity Advisors (left at 5.10pm)
Penny Corkhill	Director Risk and Assurance, Centium (left at 5.22pm)
Pamela Robertson-Gregg	Partner, O'Connor Marsden (left at 5.31pm)

At the commencement of the meeting the Internal Audit Coordinator introduced Council's new Risk and Business Continuity Coordinator, Nikky Goodall and Council's new Internal Audit Analyst, Deborah Taylor.

### **Apologies:**

Cr Paul Farrow	Camden Council Councillor
General Manager	
Mary Yeun	The Audit Office of NSW
Rochelle Antolin	The Audit Office of NSW

### **BUS01 Apologies**

#### **RECOMMENDED**

That leave of absence be granted.

#### **DECISION**

Leave of absence granted to Cr Paul Farrow.

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## Audit, Risk and Improvement Committee

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### **BUS02 Declarations of Interest**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee declarations be noted.

#### DISCUSSION

John Gordon advised of the following declaration removal:

- Ceased position as independent Chair on the Woollahra Council Audit, Risk and Improvement Committee.

#### DECISION

The Audit, Risk and Improvement Committee noted the declaration.

### **BUS03 Minutes to the 4 May 2022 Audit, Risk and Improvement Committee Meeting**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee:

- approve the minutes to the 4 May 2022 Audit, Risk and Improvement Committee meeting; and
- note the status of actions included in the actions list.

#### DISCUSSION

Council's Internal Audit Coordinator provided an update on the outstanding actions noting that some items were presentations where sufficient time in the agenda is required, and some are awaiting legislative updates before they can be finalised.

The Committee confirmed that a separate status update on Family Day Care would no longer be required, and future updates can be provided via the Audit Recommendations status update.

The Committee asked if there was a date set yet for the Family Day Care national quality standard check and if not, could this matter be included on the actions list. The Director Sport, Community and Activation advised that no date had been issued yet and that Council should be provided two months' notice.

The Committee asked whether the scheduled financial statement meeting for 19 October 2022 was still going ahead. The Chief Financial officer advised that Council was on track to meet that date. The Committee confirmed that they would discuss offline a suitable time or alternative date for the meeting to ensure that all Committee members were available to attend.

#### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee:



## Audit, Risk and Improvement Committee

- i. approved the minutes to the 4 May 2022 Audit, Risk and Improvement Committee meeting;
- ii. noted the status of actions included in the actions list;
- iii. noted the status updates on Family Day Care would now be provided via the Audit Recommendations status update for future meetings; and
- iv. raised the following action
  - a. requested the Committee be advised of the date for the Family Day Care national quality standard check once known.

**Moved: Mr Gordon**

**Seconded: Mr Hanrahan**

### **BUS04 Contract Management Internal Audit Report**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the Contract Management Internal Audit Report.

#### DISCUSSION

Mr Hardy of Prosperity Advisors provided a summary of the report noting the positive results for Major Projects; the results of the maturity assessment; and the higher risk items.

A question was taken on notice for the dollar value of contracts to be provided noting that a large number of small contracts can add up to significant dollars.

The Committee requested the sample selection be further explained to provide context around whether the samples expanded across all of Council and how many Council staff are managing contracts. Mr Hardy and Council's Internal Audit Coordinator outlined the sampling approach.

The Chief Financial Officer advised that a possible software solution for contract management is scheduled to be presented to the Executive Leadership in July.

The Committee asked how the review of contracts was resourced and the Manager Legal and Governance outlined the current resourcing.

The Committee asked if Council had standardised contracts and the Manager of Legal and Governance confirmed the areas where standardised contracts are used and outlined the current review underway. The Committee made suggestions around parameters that could be set to ensure certain clauses are included and to assist with Legal and Governance's review of contracts. The Manager Legal and Governance also confirmed that information from the *Modern Slavery Act 2018* was being reviewed for inclusion.



## Audit, Risk and Improvement Committee

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The Committee discussed the importance of Council providing appropriate training to ensure there are sufficient contract experts. The Committee noted there may be many contract managers across Council and as a result a need to ensure the 'expert' contract managers can apply their lens over contracts to determine whether further legal review, for example, is required.

The Committee asked how confident Management is that variations to contracts are captured on the contracts register. The Chief Financial Officer advised that the new system would capture variations in a more automated way as a workflow within the system will be used.

The Committee asked about the inclusion of property contracts in the contracts register and the Chief Finance Officer noted that Council currently has a separate register containing property contracts however this will be merged to create one central contracts register.

The Committee were satisfied the maturity assessment and self-assessment were consistent.

Mr Hardy thanked Management for their level of engagement during the audit which resulted in a good report.

### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee:

- i. noted the Contract Management Internal Audit Report; and
- ii. raised the following action:
  - a. respond to the question taken on notice to advise the dollar value of contracts.

*Mr Hardy, Mr Tang and the Manager Legal and Governance left after this item.*

### **BUS05 Family Day Care Stage 2 Internal Audit Report**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the Family Day Care Stage 2 Internal Audit Report.

#### DISCUSSION

Ms Corkill of Centium provided a summary of the report outlining the positive findings and the two recommendations.

The Committee praised management for actioning so many of the audit findings from the stage 1 audit in such a short time.

The Committee asked about the national quality framework and whether it changes regularly, and how we ensure we remain compliant. The Committee also asked if the framework was compulsory.



## Audit, Risk and Improvement Committee

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The Director Sport, Community and Activation advised that there are both mandatory and non-mandatory components and gave the example of changes related to the Children Guardian's legislation which is a mandatory requirement. It was noted that all family day care policies have only recently been endorsed so they are up to date.

The Internal Audit Coordinator advised the Committee that the Director Sport, Community and Activation was leaving Council and thanked her for her contribution to Council and the Committee.

### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the Family Day Care Stage 2 Internal Audit Report.

#### **BUS06 Family Day Care Update**

### RECOMMENDED

That the Audit, Risk and Improvement Committee note the Family Day Care Update.

### DISCUSSION

The Committee noted the positive work being conducted to finalise the audit recommendations and noted that future updates would be provided as part of the audit recommendations update item.

### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the Family Day Care Update.

*Ms Corkill left after this item.*

#### **BUS07 External Quality Assessment of Internal Audit and the Audit, Risk And Improvement Committee**

### RECOMMENDED

That the Audit, Risk and Improvement Committee note the external quality assessment of internal audit and the Audit, Risk and Improvement Committee.

### DISCUSSION

Ms Robertson-Gregg of O'Connor Marden (OCM) provided a summary of the report noting that positive feedback on the internal audit function was received from all stakeholders.

The Committee noted the outstanding result and confirmed that the one finding had already been dealt with.

The Committee asked whether we should be requesting outsourced audit firms to include a statement in audit reports that they comply with the *International Standards for the Professional Practice of Internal Auditing*.

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## Audit, Risk and Improvement Committee

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The Internal Audit Coordinator advised that this has been included in some cases in the past and that compliance is requested as part of any request for quotation. The Internal Audit Coordinator advised this can be requested going forward.

The Committee congratulated the Internal Audit Coordinator on the excellent result of the External Quality Assessment of Internal Audit and the Audit, Risk and Improvement Committee.

### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the external quality assessment of internal audit and the Audit, Risk and Improvement Committee.

*Ms Robertson-Gregg left after this item.*

### **BUS08 External Audit Update**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the external audit update.

#### DISCUSSION

Ms Karakatsanis advised the Committee that a recent audit reallocation within the Audit Office of NSW had resulted in a change in Council's audit team. Ms Yuen will be replacing Ms Karakatsanis as Director for Camden Council. Ms Lee will be replacing Ms Antolin as the Manager supporting Ms Yuen.

Ms Lee addressed the Committee advising that she is looking forward to working with Camden Council and confirmed that the team are currently working on the interim audit with the final audit scheduled for September to meet the 19 October 2022 Committee meeting.

The Committee thanked Ms Karakatsanis for her help and support over the years.

Ms Karakatsanis provided an overview of the results of the Audit Office report to Parliament - Local Government Report 2021 – that outlines the results of the financial audits of the local Government sector.

The Committee asked if there was commentary around repeat issues. Ms Karakatsanis advised the percentage of findings that were repeat issues across the sector. The Committee commented that Camden Council do currently track findings from management letters to ensure that action is taken.

The Committee asked if Council had completed its revaluations for June year end yet. Ms Lee advised the valuation reports had been received that day.

The Director Community Assets, on behalf of the Executive Leadership Group, also thanked Ms Karakatsanis for supporting Council through the audit process over the years.



## Audit, Risk and Improvement Committee

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### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the external audit update.

*Ms Karakatsanis and the Director Sport, Community and Activation left after this item.*

### **BUS09 Long-Term Financial Plan and Budget Presentation**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the Long-Term Financial Plan and Budget presentation.

#### DISCUSSION

The Chief Financial Officer presented to the Committee on the quarterly budget review process, the annual budget review process and the Long-Term Financial Plan.

The Committee advised it was a good presentation and covered what was expected around ratio performance. The Committee advised they were pleased to see Council had implemented the 5 per cent rate increase demonstrating forward planning noting it would otherwise be very difficult to catch up later.

The Committee asked how many submissions were received during public exhibition of the Operational Plan/Budget and what the nature of the concerns were. The Chief Financial Officer advised that 15 submissions were received that mainly related to the rise in the cost of living and the rate increase.

The Committee also reflected on how much things had changed in the Camden Local Government Area in respect of growth.

The Committee commended the Chief Financial Officer and team on the 20 year Long Term Financial Plan and also that the COVID support package was continuing.

#### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the Long-Term Financial Plan and Budget presentation.

*The Manager Legal and Governance returned to the meeting after this item.*

### **BUS10 Audit Report Recommendations - Implementation Status Update - May 2022**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the Audit Recommendations Implementation Status Update for 31 May 2022.

#### DISCUSSION

The Committee noted that management were making good progress in implementing the audit recommendations.

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## Audit, Risk and Improvement Committee

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### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the Audit Recommendations Implementation Status Update for 31 May 2022.

### **BUS11 Quarterly Legislative Compliance Declarations**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the status of compliance declarations for the previous quarter.

#### DISCUSSION

The Committee asked if Council's declared dam simply holds water or if it was a dam wall and system we had to manage. The Director Community Assets confirmed the dam only holds water.

The Committee asked whether there were any issues with complying with the dam safety legislation. The Director Community Assets advised that all required documents were drafted and by the time the next review comes, they will be finalised.

The Committee requested Council consider including a tick box for managers to indicate that the policies and procedures they are responsible for comply with legislation. The Manager Legal and Governance advised that this inclusion would be considered.

#### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the status of compliance declarations for the previous quarter.

### **BUS12 Update on the Policy and Procedure Register**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the update on the Policy and Procedure Register.

#### DISCUSSION

The Committee noted the robust process for reviewing and tracking policies.

The Committee asked for an update on the review of the recruitment and selection policy. The Director Customer and Corporate Strategy advised that the policy is currently in its final review and will be presented to the Executive Leadership Group in the near future. It was further noted that the information contained within the report is from May 2022 and since then approximately 9-10 human resources policies have been finalised.



## Audit, Risk and Improvement Committee

ORD06

### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the update on the Policy and Procedure Register.

*The Manager Legal and Governance left after this item.*

### **BUS13 Internal Audit Plan Status Update**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the internal audit plan status update.

#### DISCUSSION

The Committee noted the update and endorsed the request for the two extensions on the Quality Assurance and Improvement Program Self-Assessment actions list as follows:

- IA5 – formally document capability framework in line with IIA Global Framework – extend to 31 December 2022; and
- IA11 – investigate potential audit software packages to better demonstrate review process – extend to 31 December 2022.

The Internal Audit Coordinator noted that the above actions were not highlighted in the recent quality assessment of the internal audit function and are considered enhancement opportunities only and not requirements.

#### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the internal audit plan status update with the extension of due dates for the Quality Assurance and Improvement Program Self-Assessment actions to 31 December 2022 for IA5 and IA11.

### **BUS14 Six Month Quality Assurance and Improvement Program - Balanced Scorecard/KPI Report - May 2022**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the Six Month Key Performance Indicator/Balanced Scorecard/Report.

#### DISCUSSION

The Committee commended the work of the internal audit team noting that the 'amber' key performance indicators were appropriately explained.

#### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the Six Month Key Performance Indicator/ Balanced Scorecard/Report.

Attachment 1



## Audit, Risk and Improvement Committee

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### **BUS15 Checklist of Compliance with Committee Requirements**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note the checklist of compliance with the Audit, Risk and Improvement Committee Charter for the 2022 calendar year.

#### DISCUSSION

The Committee requested the provision of the full risk register to the Committee be scheduled. The Internal Audit Coordinator advised this was scheduled for the 23 November 2022 meeting.

#### DECISION

Following review and discussion, the Audit, Risk and Improvement Committee noted the checklist of compliance with the Audit, Risk and Improvement Committee Charter for the 2022 calendar year.

### **BUS16 General Business**

#### RECOMMENDED

That the Audit, Risk and Improvement Committee note any General Business items discussed.

#### DISCUSSION

The Committee requested an in person meeting to say farewell to the General Manager prior to his retirement.

The Internal Audit Coordinator advised the Committee that the Office of Local Government (OLG) guidelines have been pushed out again due to the pre-qualification scheme no longer being available to local government. A circular is expected from OLG however it has not yet been distributed. The Internal Audit Coordinator reminded the Committee that the review of the Audit, Risk and Improvement Committee and Internal Audit Charters was delayed until the OLG guidelines were issued. The Internal Audit Coordinator asked if the review should continue to be delayed.

The Committee advised that if the OLG Circular is not issued within the next two weeks that the review of the charters should commence.

#### DECISION

The Audit, Risk and Improvement Committee:

- i. noted the General Business items discussed; and
- ii. raised the following actions:
  - a. requested an in person meeting to farewell the General Manager prior to his retirement; and



## Audit, Risk and Improvement Committee

- b. requested the Audit, Risk and Improvement Committee Charter and Internal Audit Charter annual review commence if there is no further circular from the Office of Local Government in the next two weeks.

**Meeting Closed at 6.34pm**

**Next Meeting:**

The next meeting of the Audit, Risk and Improvement Committee will be held on 7 September 2022 at 4.30pm with the location to be advised.

ORD06

Attachment 1

ORD06

Attachment 1

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