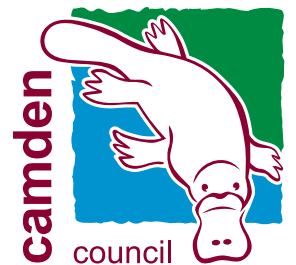




# Camden Council

2013/14 Statutory Report



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## Overseas Visits Undertaken by Councillors, Council Staff and Other Persons Representing Council

During the 2013/14 reporting period, there were no overseas visits undertaken by Councillors, Council Staff & Other persons representing Council.

## Payment of Expenses and Provision of Facilities to the Mayor and Councillors

Councillors are eligible for a range of entitlements and remunerations associated with their role, including reimbursement of expenses incurred in carrying out their civic duties and provision of facilities to assist in fulfilling their obligations.

To ensure proper use of facilities and engagement of expenses by Councillors, Council is required to adopt a Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy (Expenses & Facilities Policy). This Policy is reviewed and adopted annually, enabling the Council itself to determine what expenses it will cover and what facilities it will provide to Councillors (within reason).

The objectives of the Expenses & Facilities Policy are to:

- Ensure consistency in the application of reimbursement of expenses and provision of facilities to Councillors in an equitable and non-discriminatory manner;
- Provide a level of support to Councillors to assist them in representing the interests of the community; and
- Ensure transparency and accountability in the reimbursement of expenses incurred by Councillors.

In 2013/14, the following expenses were incurred by the Mayor and Councillors:

<b>Councillor Expenses</b>	
Dedicated Office Equipment	\$0
Telephone	\$7,246.50
Conferences/Seminars	\$0
Training	\$0
Interstate Visits - all costs	\$0
Overseas Visits	\$0
Expenses for Spouses	\$0
Child Care	\$0
<b>TOTAL</b>	<b>\$7,246.65</b>

## Councillor Allowance

<b>Mayoral Allowance</b>	\$34,000.30
<b>Councillor Allowances</b>	\$140,162.40

## Major Contract Awards

<b>All New Contracts (&gt;\$100,000) During 2013/14</b>		
<b>Nature of Goods and Services Supplied</b>	<b>Name of Contractor</b>	<b>Total Amount Payable (excl GST)</b>
Camden West RFS Building Construction	Momentum Built	\$641,800
Little Sandy Bridge Construction	Wager Constructions	\$641,700
Liquidamber Reserve Sportsfield Renovations	Sustainable Turf / Manoeuvre Mow	\$190,400
Cut Hill Reserve Amenities Building	Axis Building Group	\$189,500
Elizabeth Kernohan Drive Street Lighting	Westside Underground Power	\$160,100
Kirkham Park Floodlights	Floodlighting Australia	\$104,000
Kirkham Netball Courts Rectification Works	Fulton Hogan	\$102,200

<b>Outstanding Payments From Previous Period/Current Made To All Contracts During 2012/13</b>		
<b>Nature of Goods and Services Supplied</b>	<b>Name of Contractor</b>	<b>Total Amount Payable (excl GST)</b>
Narellan Family and Children's Centre Redevelopment	Momentum Built	\$1,182,900
Springs Road Roundabout Construction	TJ & RF Fordham	\$153,800
Ron Dine Clubhouse Construction	Bermagui Constructions	\$124,700
Lodges Road Street Lighting	Transelect	\$37,600
Lodges Road & Link Road Construction	TJ & RF Fordham	\$19,100

## Legal Proceedings

Summary of costs incurred by council in relation to legal proceedings:

Cost of all Land and Environment Court Proceedings	\$135,012.35
Cost of Local Court Proceedings	\$5,250.00
Cost of all other Court Proceedings	\$152,607.92

A summary of the state of progress of each legal proceeding and result is set out below:

Defendant	Court	Description of Proceedings	Result	Legal Expenses
Lippmann Partnership	Supreme Court	Contract Dispute	Pending.	\$152,607.97 incurred (includes advice)
Palombo	Local Court	Unauthorised tree removal	Defendant convicted and ordered to pay prosecutor's costs of \$2,500.00.	\$2,500.00 payable by the defendant.
Rapley	Local Court	Appeal against Infringement	Defendant found guilty and fines imposed - \$750.00 for first offence and \$3,500.00 for second offence.	\$2,750.00 in legal costs payable by the defendant.
Mourched	Land and Environment Court	Appeal against an Order	Order upheld and parties pay their own costs.	\$5,853.20
Hayek	Land and Environment Court	Appeal against Council's determination of a Development Application under the Environmental Planning & Assessment Act 1979.	Appeal upheld and development consent granted. Applicant to pay those costs of the respondent that are thrown away as a result of the applicant amending the DA.	Costs to be determined.

Defendant	Court	Description of Proceedings	Result	Legal Expenses
Rafailidis	Land and Environment Court	Disobedience of Court Order	<p>E &amp; K Rafailidis found guilty of contempt, and convicted of that charge.</p> <p>E Rafailidis fined \$10,000, plus a monthly fine of \$2,000 payable on the first calendar day of each month, on and from 1 August 2014, until the works the subject of the charge have been completed to Council's satisfaction.</p> <p>K Rafailidis is fined \$10,000, , plus a monthly fine of \$2,000 payable on the first calendar day of each month on and from 1 June 2014, until the works the subject of the charge have been completed to Council's satisfaction.</p>	<p>E Rafailidis ordered to pay Council's costs of the contempt proceedings since 23 May 2014, on an indemnity basis, as agreed or assessed according to law.</p> <p>K Rafailidis ordered to pay Council's costs of the contempt proceedings from 1 October 2013 until and including 23 May 2014, on an indemnity basis, as agreed or assessed accordingly to law.</p>

## Private Works

Council carried out work on private land or on behalf of owners of private land under section 67 which include the construction of dish crossings, driveway crossover, road making and kerb and guttering.

Works Undertaken on Private Land	Cost Subsidised by Council
\$11,525.00	Nil

Private works expenditure \$11,525.00

Private Works Income \$12,578.00

These figures do not include private works carried out by Council solely or jointly for another Council or public authority; nor any graffiti removal work carried out by Council in accordance with Section 67A or 67B.

## Contributions/Donations Under Section 356 (Financial Assistance Program)

There are five types of grants available under Council's Community Financial Assistance Program, as outlined in the table below.

Community Financial Assistance Program 2013/14		
Program Name	Number Funded	Amount
Community Small Grants	24 projects	\$81,119.68
Donations for Charitable Purposes	11 organisations and individuals	\$5,285
Gifted Persons	20 individuals	\$5,803.59
Cultural Performance Subsidy	10 community events	\$7,945.46
Annual subsidies	10 organisations	\$87,888
<b>TOTAL AMOUNT</b>		<b>\$188,041.73</b>

## External Bodies Exercising Delegated Council Functions - Community Management Committee

Committee	Highlights
Camden Seniors Program	<p>The object of the Camden Seniors Programme Committee is to organize and run four major projects for seniors in the Camden and surrounding areas each year. They include,</p> <ol style="list-style-type: none"> <li>1. Christmas dinner at Camden Civic Centre late November</li> <li>2. Seniors Concert at the Camden Civic Centre during Senior's week.</li> <li>3. Autumn picnic luncheon at Belgenny Farm in May.</li> <li>4. Morning Tea and guided tour of the new Plant Bank at the Australian Botanic Garden at Mt Annan planned for September 2014. This is a new function which replaces our previously run Seniors Expo.</li> </ol> <p>The committee also subsidise the cost of one of the buses organized for the Berry Town Centre tour arranged by Council, also during Seniors Week.</p> <p>With the exception of the new activity down for September at Mt Annan all functions are well supported with attendances above 180-200 seniors each year. The attendances at our concert have often been above 300.</p> <p>There are a group of various artists at the Concert which is broken into two sessions with a lunch break between the sessions the lunch is provided by the Committee. Artists are also engaged for both the Christmas Dinner and the Autumn Picnic. Lunch is also provided by the Committee at these functions.</p> <p>The Committee subsidise part of the Christmas Dinner cost to Seniors we also give all those attending a small gift. A small charge to those attending plus monies raised through raffles of donated prizes covers most of the cost of the Autumn Picnic. This will also apply to the Mt Annan function in September. The Seniors Concert is free to those attending.</p> <p>The committee is heartened by the complimentary comments usually received by attendees. We do get some adverse ones of course at times. All these assist us in future planning.</p>



<p>Bicentennial Equestrian Park</p>	<p>The Bicentennial Equestrian Park has hosted many sporting, educational equine and community functions this year. Across the year 244 days were booked out with a variety of events. This has included 53 % of the events being equestrian, and the remaining events being a mix of private functions from the community to celebrate birthdays, family reunions, christenings, special awards, community, Council and dog events.</p> <p>Equine activities are many and varied with Campdrafting Competitions and training days, Rodeo, Polocrosse National Championships. Miniature Horse Competition, Equestrian Eventing with over 600 competitors (the largest held anywhere in Australia!) Camden High Equestrian Carnival, Cobbitty Pony Club regular training and annual Zone Championships, The Oaks Pony Club Camp, Police Training and Mounted Games, Horseball Association State Championships, ESP Show jumping Championships, Eventing NSW Schools Holiday Camp, Moss Vale Polocrosse Carnival, Sydney Polocrosse Club Training and club competitions.</p> <p>Community support has continued to be a very strong and a pivotal part of the Parks activities in 2013/14. School activities plus orienteering, cross country running carnivals for all local public schools; Elderslie High School, Camden High School, Primary Schools Orienteering, Cross Country Carnival, Australian Dog Squad training, regular dog walkers and locals walking in the park, Private &amp; family Recreational Riders.</p> <p>The Park continues to be managed by the 355 Committee and is made up of equitation users of the Park, community and Council representatives. The maintenance and care of the Park is support by a dedicated group of volunteer men who regularly attend the Parks Men's Shed on Tuesday, Wednesday and Thursdays. The volunteers have had an incredibly busy year doing plans to build a disabled toilet at Pony Club, which will be completed by the end of 2014, constructing the safety fence for the polocrosse area, building picnic tables for the Campdraft area and grounds and continuing to build the local miniature icons that appear along Cawdor road along side the cross country jumps.</p> <p>This year saw the Committee launch Friends of the Park. And this is a group of people interest being a part of the Park. They are able to participate in free seminars, activities and receive a regular news letter about the events happening at the park on a regular basis.</p>
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<p>Camden International Friendship Association (CIFA)</p>	<p><b>CIFA REPORT TO CAMDEN COUNCIL, 2013/14</b></p> <p>During the past year 2013/14 CIFA has once again continued to keep the Camden Kashiwa Friendship Agreement alive with the sponsoring of the annual student visits.</p> <p>In August 2013 students from the 4 Camden high schools hosted 12 students from Kashiwa. The 2 leaders were hosted by members of the CIFA committee. In the 10 days they were with us they visited 2 primary schools, the 4 high schools, had a 2 day camp at the Wooglemai Environmental Centre, spent a day in the Blue Mountains and a morning at Belgenny Farm.</p> <p>One of the highlights of the visit was the Mayoral reception where the students, much to their surprise and pleasure, were able to wear the mayoral robes and sit in the Mayor's chair.</p> <p>During the September/October school holidays a group of 16 students drawn from the 4 Camden high schools spent 2 weeks in Japan. The first 10 days were spent in Kashiwa where they were hosted by families of Japanese high school students. They visited 3 primary schools, 3 high schools, spent a day in Tokyo and another at Tokyo Disneyland.</p> <p>In the latter part of the trip the Camden group spent 3 days in the Kyoto area visiting Hakone Castle, Nara, Miyajima and Hiroshima.</p> <p>On Monday 18 August 2014 this year's Japanese group of 12 students and 2 leaders left to return home.</p>
<p>Camden Town Farm</p>	<p>The Camden Town Farm Committee continues to meet regularly to discuss the management and development of this important community facility. Additional funds provided in the 2013/14 budget have enabled the Committee the replace fences, improve the irrigation system and to increase the number of livestock. Through out the year Camden Fresh Produce markets, tours, weddings and photograph have been some of the events happening at the Farm during the year. A range of bookings and events will continue to occur throughout 2014-15.</p> <p>The Llewella Davies Community Garden, located at the Farm continues to grow with both community organisations and individuals taking up membership. Fresh herbs grown in the Community Garden are available for sale at the Produce Markets held at the Farm each second and third Saturday of the month.</p>

## Statement of all Companies in Which the Council Held a Controlling Interest During 2013/14

Council did not hold a controlling interest in any companies during the 2013/14 reporting period.

## Partnerships, Co-Operatives and Joint Ventures During 2013/14

It should be noted that Council is a Shareholder in the Southern Phone Company for two shares at \$1.00 each being one A class share and one in the B to ZZ class.

## Statement of Employee Relations Activities and Statement of Activities Undertaken By Council To Implement Its EEO Management Plan

- In accordance with relevant legislation, policy and procedure, the recruitment of staff is based on merit principles ensuring the most suitable candidate is selected and all applicants are afforded equal opportunity. Recruitment of new employees has increased due to an organisational review and forward funding of positions relating to the workforce plan.
- A full review of Council's EEO Management Plan has been undertaken and will be finalised in the near future.
- Online recruitment processes have been implemented to streamline recruitment and promote Council as an Employer of Choice.
- Recruitment and Selection and EEO Training continues to be provided for all staff required to participate in recruitment panels.
- Council's Workforce Plan includes a range of strategies which are progressing or have been implemented
- Council continues to manage its employees in accordance with all relevant Award provisions and other employment related legislation.
- A full review of Council's Work, Health and Safety Management System is currently underway.
- A Corporate Safety Team has been formed to further advance safe work procedures.
- The commitment to maintaining good employee relations remains a high priority and is facilitated through consultation and communication.
- Counselling, mediation and employee support is provided through the Employee Relations Branch and continued funding of Council's Employee Assistance Programme, a confidential counselling service provided by an external company.
- Employment opportunities continue to be provided for young people in our local area through Council's very successful Traineeship Programme. The success of our trainees and apprentices is evidenced by the number nominated for awards and both local and Regional levels.
- Employment based policies and procedures continue to be reviewed and updated.
- The new Working With Children Check requirements have been implemented in relation to all designated positions.

## General Manager Remuneration

### Total Remuneration Package as at 30 June 2014

General Manager: \$272,979.72

## Senior Staff Remuneration

### Total Remuneration Package as at 30 June 2014

Director Governance: (Vacant) \$223,472.11

Director Works & Services: \$169,642.20

Director Development & Environment \$215,115.68

*Note: Total package includes the total value of the salary component of package, the total amount of any bonus payments, performance or other payments that do not form part of salary component, total employer's contribution to superannuation (salary sacrifice or employers contribution), total value non-cash benefits, and the total fringe benefits tax for non-cash benefits.*

# Stormwater Management Services

## Project 1 Outlet Management

Many of the older urban areas within the Camden LGA have minimal or no stormwater treatment systems resulting in potentially high pollutant loads entering creeks and eventually the Nepean River. The initial phase of this project sought to identify and assess these individual stormwater outlets, and to prioritise outlet control measures to address stormwater pollution.

The continuation of this allocation will see Council prepare designs, on a priority basis, for stormwater treatment devices in accordance with the identified plan.

Designs for two high priority sites at Elizabeth Macarthur Reserve and Bass Place, Camden South were procured. Works are yet to commence.

## Project 2 Lake Annan GPT Design

Design of the GPT and associated access way has been completed. Technical drawings and specification have now been issued ready for the procurement of a construction contract.

## Project 3 Narellan Creek Drainage Channel Improvements

This project was to make improvements to Narellan Creek upstream of Camden Valley Way. This project was delayed due to site conditions and weather. Soil and contamination testing is required before the material can be removed. Works are yet to commence.

## Project 4 Camden CBD Drainage Investigation

The Camden Town Centre has very little storm water drainage infrastructure and storms can often result in localized flooding. This project involves the hydrologic and hydraulic modelling of the Camden Town Centre and the investigation and design of upgrade options. The project is also investigating water quality improvement options in the CBD including potential demonstration sites where the water sensitive device is located in a publicly prominent area to enhance future stormwater quality education and awareness initiatives. This project has commenced with existing system hydrologic and hydraulic modelling has been completed. This has been reviewed and drainage options have been developed in response to the major identified problems. The project will be completed in the second six months of 2014.

## Project 5 Lake Annan Rehabilitation

Lake Annan is currently under stress from the impacts of surrounding land use and the development of urban areas in the broader catchment.

Since construction, Lake Annan has experienced a number of problems, including:

- high nutrient loads contributing to algal blooms and odour of the Lake in the warmer months;
- operation and maintenance of the upstream GPT;
- poor water clarity due to high turbidity;
- widespread loss of macrophyte plants;
- sediment build up;
- localised areas of erosion and bank scalding; and
- additional nutrient loads due to a large population of Australian White Ibis using the island for breeding.

To address the water quality issues, Council engaged consultants to prepare three concept designs for the rehabilitation of the lake. The brief required them to prepare designs that included:

- water sensitive urban design devices;
- water that is accessible for irrigation of Birriwa and Wandarrah Reserves; and
- one option that retained the open water body but removed the island.

The preferred option involves providing intensive treatment at the main stormwater inlet with the construction of 3 floating wetlands, an inlet zone for sedimentation and a permeable reactive barrier between the inlet zone and the open water body. This option is considered to have the least impact on visual quality whilst providing relatively good water quality improvement for the value of works. Detailed design will occur in 2014/15 followed by implementation.

### **Project 6 Education and Promotion**

The majority of pollutants entering our stormwater system come from activities affiliated with urban living such as car washing, littering and over fertilising of gardens and lawns. Several education and promotion activities were undertaken during 2013/14 to help increase our community's awareness of potential polluting activities. It included the delivery of environmental education workshops, particularly themed around 'water' or 'catchment' to over 750 students and teachers from five local schools. The Living Macarthur Nature Photography Competition and Exhibition 2013 was another initiative to help promote and celebrate healthy catchments. Banners which convey key stormwater messages such as 'Bin your butts and litter!' and 'Pick up your dog's droppings!' - 'The drain is just for rain!' were also displayed at local community events. Posters displaying stormwater messages such as 'keep litter out of the river' are displayed in bus shelters across the Camden LGA. Key stormwater messages were also conveyed through Council's quarterly community newsletter 'Let's Connect'.

### **Project 7 Water Quality Monitoring**

Council continues to engage a consultant to undertake water quality monitoring based on the sites recommended in the Water Quality Monitoring Framework report. A total of fifteen sites were selected in the Narellan Creek Catchment. These sites included sites in Mount Annan Botanical Gardens, Smeaton Grange and Harrington Park.

The test results indicated that water quality in urban areas is currently poor and requires improving. The proposed projects and improved maintenance of stormwater infrastructure as part of the stormwater levy will contribute to improving water quality.

### **Project 8 Urban GPT Maintenance**

Gross Pollutant Traps capture and store pollutant materials such as litter and nutrient laden sediment, and to function effectively GPTs need to be cleaned and the captured material removed regularly.

Gross pollutants and specifically the nutrients with them can be remobilised if they are not removed prior to subsequent rainfall events. GPT maintenance was conducted and completed in accordance with the management plan. Council has completed GPT maintenance in accordance with scheduled maintenance programs on a quarterly basis.

### **Project 9 Wetland Maintenance**

Constructed wetlands and rain gardens are the primary method of removing nutrients from stormwater. These contemporary stormwater management facilities are being implemented throughout the newly developed areas.

Almost all stormwater falling in the Camden area ultimately drains into the Nepean River. Funds to periodically maintain wetlands and rain gardens assist with weed removal and ensuring the systems operate effectively.

Council engaged a consultant to develop work procedures and Standard Operating Procedures (SOP) for the appropriate management of aquatic plants within waterways of the Camden LGA. These SOPs were developed to help raise the awareness and skill level of Council staff to manage aquatic plants in waterways and wetlands to ensure that the plants maintain their important ecological functions without compromising the effectiveness of the waterbodies in which they occur. Council has recently employed a natural areas team to undertake future maintenance programs and have been undertaking regular programmed litter removal which includes monitoring of litter levels. Selected weed removal and vegetation management works have been undertaken throughout the year.

### **Project 10 Lake Yandel'ora Inspections**

Lake Yandel'ora is a significant water body that has been created through the construction of a large dam wall. As part of the safety requirements of having such a large dam, Council is required to conduct routine inspections and auditing of the structural soundness of the dam wall.

On-going inspections and auditing of the dam wall were conducted with any defects found and rectified. Council has recently engaged Public Works to undertake 5 yearly, type 2 inspections in accordance the NSW Dams Committee guidelines.

### **Project 11 Stormwater Asset Long Term Management**

The stormwater asset management plan uses the data captured from 2009/10 Infrastructure Revaluation project and any new assets introduced either through Council's construction activities or by land subdivision developers. The asset management plan has become the guiding document for the implementation of the stormwater management program, integrating the results of water quality monitoring and the audit of stormwater assets. The plan establishes levels of service and identifies investment priorities for subsequent years. The plan has recently undergone a minor update supporting the need for extending the Special Rate Variation for the local community to ensure infrastructure assets are renewed to acceptable service levels.

Ongoing review of the condition of these assets is required to ensure that Council's asset management plan remains timely, relevant and that funds are allocated to those assets which are in need of replacement or renewal.

Using the information that has been supplied and incorporated into our asset management system, our Stormwater Asset Management Plan has been developed, and will be continuously monitored to ensure the data and management techniques are maintaining Council's assets at an acceptable level.

# Compliance With Companion Animals Act 1998

## Enforcing and ensuring compliance with the Companion Animals Act and Regulation

The principal object of this Act is to provide for the effective and responsible care and management of companion animals. The Act allows Council stricter controls on domestic cats and dogs by micro-chipping, registration and penalties for non-compliance with the Act.

## Companion Animal seizure and animal care facility activities

The NSW Department of Local Government has initiated a system to collect data from NSW Councils about their seizure and animal care facility activities under the Companion Animals Act 1998 and Regulation. Data is being collected primarily to assist individual Councils in their animal management activities. The information is useful to assist in developing companion animal management policies, strategies and promotional activities. Stray animals seized within the Camden LGA are transported to Council's contracted pound, Renbury Farm Animal Shelter.

The collection of data has been lodged with the Department of Local Government. The number of companion animals seized and/or impounded during 2013/14 reporting period is as follows:

	Seized	Returned to Owner	Impounded at Renbury Farm	Surrendered by owner
<b>Dogs</b>	365	27	338	82
<b>Cats</b>	251	1	250	40
<b>Total</b>	<b>616</b>	<b>28</b>	<b>588</b>	<b>122</b>

## Reported Dog Attacks 2013/14

Dog attack data is required to be reported to the Department of Local Government in order to guide policy and provide information to the Minister and Parliament. When Council receives a report of a dog attack and the investigation has commenced, a Dog Attack Data Collection Form is submitted to the Department of Local Government.

Within the Camden LGA during 2013/14 there were 60 dog attack incidents reported to Council. Depending on the investigation not all reports of alleged dog attacks are recorded with Department of Local Government. Some dog attacks reported through CRMS are not classified as dog attacks once an investigation is undertaken and as such these are not recorded with Department of Local Government.

The number of victims from those incidents reported is as follows:

Victim numbers	No injury	Minor	Medical Treatment Required	Hospitalisation	Death
<b>Adult (16 yrs +)</b>	6	3	1	0	0
<b>Child (up to 16 yrs)</b>	2	1	2	0	0
<b>Animals</b>	7	5	7	2	13
<b>Total</b>	<b>15</b>	<b>9</b>	<b>10</b>	<b>2</b>	<b>13</b>



## **Companion Animal Management and Activities**

Council employs five Rangers; one being the Team Leader, three General Duty Rangers whose duties include animal control and enforcement and the fifth Ranger predominately undertakes Noxious Weeds duties and some other General Duties as required; animal control and enforcement.

The Department of Local Government rebate received for the reporting period was \$145,138.

The increase in income compared to last reporting period is primarily due to the registration campaign that Council undertook during 2013. This increase was reported to Council as part of the December and March Reviews of the budget.

## **Companion Animal community education programs**

Camden Council promotes responsible pet ownership within the community in a variety of ways:

- Pet ownership and responsibilities are regularly displayed on community notice boards within the Camden LGA including Camden Council's foyer area and Narellan Library.
- Pet responsibilities and changes to legislation are advertised in the local newspapers and Lets Connect residents' newsletter.
- Council provide information to local veterinary clinics and related animal businesses for distribution to their clientele.
- "Dangerous" and "Restricted Breed" dog owners are informed in writing of any changes to legislation or matters that may affect them.
- Council promote the desexing of companion animals and ensure pet owners are aware of the reduced registration fee for desexed animals.
- Council Rangers enforce the Companion Animals Act by issuing penalty infringement notices, nuisance orders and dangerous dog declarations where required.
- Rangers undertake regular patrols of local reserves and bike track/walking facilities to educate and inform pet owners of their responsibilities
- In October 2013 the inaugural 'Paws in the Park' day was held at Bicentennial Equestrian Park. The day was designed to promote responsible pet ownership, with stallholders, a walk, competitions and exhibitions being held on the day. The day was supported by not-for-profit groups, as well as businesses involved in the pet industry and Council. The day was an enormous success with hundreds of dog owners and their dogs attending.
- The Companion Animals Advisory Committee meets on a regular basis to discuss issues surrounding companion animals
- Ranger Services along with the Advisory Committee have been working closely with Recreation and Facilities to further improve Council's "Off Leash Areas" while also providing feedback on new designated areas.
- Council and the Companion Animals Advisory Committee have created and implemented a Responsible Pet Ownership and Dog Safety program aimed at school children in years 3 – 6. This program will be a long term program which will incorporate a book being designed and distributed to schools and at local event.

## **Alternatives to euthanasia for unclaimed animals**

Under Section 64 of the Companion Animals Act, Councils are required to seek alternatives to euthanasia for unclaimed animals. Camden Council informs and promotes responsible pet ownership including micro-chipping and registration. Micro-chipping and registration ensures the pet and its owner can be reunited.

To help reduce the number of companion animals transferred to Council's pound facility, Council have offered all residents who register their animal the opportunity to purchase an engraved name tag for a small fee. This initiative was implemented to help return animals to their owner earlier and to also help residents with complying with current legislation that requires all dogs and cats to be identified by name tag and microchip.

Where possible, suitable un-claimed animals are re-homed and sent to rescue organisations. There 60 authorised rescue agencies regularly attending Renbury Farm Animal Shelter to pre-claim animals that have a chance of being successfully rehomed. The animals are released to rescue agencies after mandatory holding periods at no cost to the agency.

## Outcome of Dogs/Cats Impounded at Renbury Farm on behalf of Camden Council

	Released	Euthanased	Sent to Rescue Organisations	Sold	Other (stolen/deceased)
<b>Dogs</b>	202	45	338	82	
<b>Cats</b>	251	1	250	40	
<b>Total</b>	<b>616</b>	<b>28</b>	<b>588</b>	<b>122</b>	

Dogs that have been declared dangerous or a restricted breed are not suitable to be re-homed and are euthanased as required by the Act. These dogs are included in the figures shown above. The animals which are euthanased often comprise of animals which are older or not suitable to be re-homed due to temperament or health.

### Off leash areas provided within the Camden Local Government Area

Camden LGA has two (2) off leash areas:

- River Road Reserve, Elderslie. This Reserve is a dedicated off leash area seven (7) days a week with no time restrictions.
- Bicentennial Equestrian Park. The Equestrian Park is only designated off leash before 10am and after 5pm daily. During horse event periods all dogs must be on leads.

Council is in the process of providing further off leash areas in the LGA.

### Section 85

Section 85(1A) of the Act requires Council to use any money paid from the Fund only for the purposes that relate to the management and control of companion animals in its area.

The Department of Local Government rebate was fully utilised to offset employment and associated activities of companion animal management by Council.

## Rates and Charges Written Off During 2013/14

The Local Government Act provides Council with the ability to write off rates and charges under certain circumstances. Each year it is necessary to report to Council and formally resolve to write off these amounts.

There are several types of write offs and the amounts proposed in respect of the 2013/2014 rating year are set out below and discussed.

Postponed amounts where land is occupied solely as the site of a house or is rural land, because of its zoning or permitted use, is valued for rating purposes at a higher value to reflect its permitted use rather than its actual use. After 5 years of postponement the original year is abandoned.

Rates written off from 2009/2010	\$19,221.62
Interest written off from 2009/2010	\$7,531.48
<b>Total</b>	<b>\$26,753.10</b>

Small balance adjustments where the total amount left outstanding are less than \$3.00.

<b>Amount</b>	<b>\$4,665.74</b>
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The amount of pension rebates granted during the 2013/2014 rating year.

<b>Pension Rebates</b>	<b>\$660,354.49</b>
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Council will claim 55% reimbursement from the State Government for the amount written off.

The total amount of rates and charges written off in the rating year 2013/2014 is \$691,773.33 and appropriate provision was made in the 2013/2014 Budget.

# Government Information (Public Access) Act 2009

The Government Information (Public Access) Act 2009 (GIPAA) came into effect on 1 July 2010.

GIPAA is the New South Wales Government's approach to giving the community greater access to information. The New South Wales Government has made a commitment to provide access to information held by the Government, including local Councils, unless on balance it is contrary to the public interest to provide that information.

In like manner, Camden Council is committed to providing the community with open and transparent access to information about our services, activities and business operations. Much of this information is routinely provided in our corporate documents, which are identified in our Agency Information Guide, publicly available on Council's website.

## Review of Release of Government Information Under s.7(3) of GIPAA

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Our agency's program for the proactive release of information involves the following actions:

- Regularly reviewing online content and updating as required.
- Encouraging the community to seek information not available online, via informal requests for information free of charge (with the exception of extensive photocopying costs).
- Reviewing disclosure log to see the main types of information being requested.
- Auditing Information Requests.
- Researching other Council websites to see the types of information proactively released.
- Discussions with Council staff regarding what information is regularly sought.

During the reporting period, we reviewed this program by contacting staff (Records; Development; Rates; Governance) regularly involved in releasing information in response to informal requests in order to understand the sort of information regularly being sought; reviewing online content and regularly reminding staff to advise the Governance team of material that could be made available on Council's website. As a result of this review, we released the following information proactively:

- Council's Organisational Restructure:
  - Media Release
  - Chart
- 2013/14 – 2016/17 Revised Delivery Program and Operational Plan
- Road Naming in Camden – Road Naming Policy, List of Preferred Road Names, Road Naming Application Form, outline of Road Naming Application Process.
- New Central Administration Building:
  - Governance Documents – Phase 3 (Procurement, Design and Construction) (including Governance Structure; Probity Plan; Risk Management Plan; and Communications Plan)
  - Community Management Statement
  - Town Centre Management Statement
  - Public Areas Accessibility Management Plan
  - Letter from J S Mueller & Co Lawyers (dated 29 April 2014) re 'Oran Park Town Centre (OPTC) – Community Scheme Governance and Local Government Act Compliance'.

Where open access or informal release information is unable to be published on Council's website, members of the public are encouraged to contact Council to obtain the information via other means, free of charge (excl reasonable photocopying charges) and within suitable time frames.

The following information relevant to GIPAA is also available on Council's website:

- Agency Information Guide
- Access to Information Informal and Formal application forms
- Links to the Information and Privacy Commission website

#### Number of Applications Received During 2013/14

In 2013/14, Camden Council received eleven (11) formal GIPA applications.

All applications received were accessed and responded to within statutory timeframes.

#### Number of Applications Received During 2013/14 and Refused

One application was refused in part during 2013/14.

<b>Table A: Number of Applications by Type of Applicant and Outcome</b>								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refused to confirm/deny whether information is held	Application withdrawn
<b>Media</b>	0	0	0	0	0	0	0	0
<b>Members of Parliament</b>	0	0	0	0	0	0	0	0
<b>Private Sector Business</b>	3	0	0	0	0	0	0	0
<b>Not for Profit Organisations or Community Groups</b>	1	0	0	0	0	0	0	0
<b>Members of the Public (application by legal representative)</b>	1	0	0	0	0	0	0	0
<b>Members of the Public (other)</b>	5	1	0	0	0	0	0	0

<b>Table B: Number of Applications by Type of Applicant and Outcome</b>								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refused to confirm/ deny whether information is held	Application withdrawn
<b>Personal Information Applications*</b>	1	0	0	0	0	0	0	0
<b>Access Applications (other than Personal Information Applications)</b>	6	1	0	0	0	0	0	0
<b>Access Applications that are Partly Personal Information Applications and Partly Other)</b>	3	0	0	0	0	0	0	0

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

The total number of decisions in Table B should be the same as Table A.

<b>Table C: Invalid Applications</b>	
<b>Reason for Invalidity</b>	<b>Number of Applications</b>
Application does not comply with formal requirements (section 41 of the Act)	1
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid application received	1
Invalid applications that subsequently became valid applications	0

**Table D: Conclusive Presumption of Overriding Public Interest Again Disclosure: Matters Listed in Schedule 1 of the Act**

	Number of Times Consideration Used*
Overriding Secrecy Laws	0
Cabinet Information	0
Executive Council Information	0
Contempt	0
Legal Professional Privilege	0
Excluded Information (on Privacy Grounds)	0
Documents Affecting Law Enforcement and Public Safety	1
Transport Safety	0
Adoption	0
Care and Protection of Children	0
Ministerial Code of Conduct	0
Aboriginal and Environmental Heritage	0

\* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

**Table F: Timeliness**

	Number of Applications
Decided with the Statutory Timeframe (20 days plus any extensions)	11
Decided after 35 days (by agreement with applicant)	0
Not Decided within Time (deemed refusal)	0
<b>Total</b>	<b>11</b>

**Table G: Number of Applications Reviewed Under Part 5 of the Act (by type of review and outcome)**

	Decision Varied	Decision Upheld	Total
Internal Review	0	0	0
Reviewed by Information Commissioner*	0	0	0
Internal Review Following Recommendation under Section 93 of the Act	0	0	0
Review by ADT	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

**Table H: Application for Review Under Part 5 of the Act  
(by type of application)**

	<b>Number of Applications for Review</b>
Applications by Access Applications	0
Applications by Persons to Whom Information the Subject of Access Application Relates (see section 54 of the Act)	0



## Public Interest Disclosures

Camden Council has a Public Interest Disclosure Act internal reporting policy as required under the Public Interest Disclosures Act 1994. Pursuant to the Council's policy, Councillors, members of staff or any other stakeholder are encouraged and facilitated to make a disclosure in the public interest, of corrupt conduct, maladministration, serious and substantial waste and government information contravention within Camden Council.

Camden Council is committed to ensuring that matters raised by staff, Councillors, and other stakeholders under the Act are properly investigated and that those who make disclosures are protected from reprisals.

Camden Council supports any member of staff, Councillor or stakeholder who reports wrongdoing. For a report to be considered a public interest disclosure under the Act, it must meet the following requirements:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing; and
- The report also has to be made to a person nominated in the policy, the General Manager, or one of the investigating authorities nominated in the Act.

A disclosure must be made in writing to either the General Manager or Disclosure Coordinator (Senior Governance Officer or Manager of Corporate Services), or the Mayor (in the case of a complaint against the General Manager). Upon receipt of a disclosure, the General Manager (or Mayor, in the case of a complaint against the General Manager) is to carry out a comprehensive interview and investigation with the person making the disclosure.

In accordance with the Council's reporting requirements, Camden Council has received nil Public Interest Disclosures for the year 1 July 2013 to 30 June 2014.

In addressing the reporting requirements under the Act, Camden Council records the following information:

The number of public officials who have made a public interest disclosure to the Camden Council for 2013/2014 year.	Nil
The number of public interest disclosures received by the Camden Council in total for 2013/2014 and the number of public interest disclosures received by the Council relating to each of the following: (a) Corrupt conduct; (b) Maladministration; (c) Serious and substantial waste; (d) Government information contraventions; (e) Local government pecuniary interest contraventions.	Nil
The number of public interest disclosures finalised by the Council.	Nil
Does the Camden Council has a public interest disclosures policy in place?	Yes

What action the General Manager has taken to ensure that his staff awareness responsibilities under section 6E(1)(b) of the Act have been met.

- Camden Council has an internal reporting policy and is committed to ensuring that matters raised by staff, Councillors and other stakeholders under the Act are properly investigated and that those who make disclosures are protected from reprisals.
- Staff at Camden Council are made aware of the contents of this policy and the protections under the Act by the inclusion of the policy in the staff induction package. Staff are also required to sign off that they have read and understood the policy.
- The policy is also available on the staff intranet system.
- The policy designates the General Manager, the Mayor in the case of a report against the General Manager, and the Senior Governance Officer or Manager of Corporate Services as Disclosure Coordinators under the Act.
- Staff involved with procurement have completed the ICAC Fraud and Corruption training which involved direct training on Public Interest Disclosures.
- All staff have undertaken compulsory Code of Conduct training which included a section on Public Interest Disclosures.
- All staff have been provided with a brief fact-sheet about Public Interest Disclosures and where they can seek advice.
- Posters have been placed around the organisation.
- Camden Council is planning to utilise the NSW Ombudsman's Public Interest Disclosure Information session/training in the coming year.

## Code of Conduct Reporting

Camden Council's Code of Conduct provides a framework for minimum standards of conduct by all Council officials, and is in line with the Office of Local Government's Model Code of Conduct. The current Code of Conduct incorporates provisions relating to complaint handling procedures and reporting requirements of the General Manager.

### **According to Part 22 of Council's Code of Conduct:**

"The Council is to provide the Division with a report containing the statistics referred to in [below] within 3 months of the end of September of each year."

"The complaints coordinator must arrange for the following statistics to be reported to the Council within 3 months of the end of September of each year:

- (a) the total number of Code of Conduct complaints made about Councillors and the General Manager under the Code of Conduct in the year to September;
- (b) the number of Code of Conduct complaints referred to a conduct reviewer;
- (c) the number of Code of Conduct complaints finalised by a Conduct reviewer at the preliminary assessment stage and the outcome of those complaints;
- (d) the number of Code of Conduct complaints investigated by a conduct reviewer;
- (e) the number of Code of Conduct complaints investigated by a conduct review committee;
- (f) without identifying particular matters, the outcome of Code of Conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures;
- (g) the number of matter reviewed by the Division and, without identifying particular matters, the outcome of the reviews; and
- (h) the total cost of dealing with Code of Conduct complaints made about Councillors and the General Manager in the year to September, including staff costs."

No. of Councillor/GM Complaints	No. of Complaints Referred to Conduct Reviewer	No. of Complaints Finalised by Conduct Reviewer at Preliminary Stage and the Outcome	No. of Complaints Investigated by Conduct Reviewer
Nil	Nil	Nil	Nil

No. of Complaints Investigated by Conduct Review Committee	Outcome of Complaints Investigated by Conduct Reviewer or Review Committee	No. of Matters Reviewed by the DLG and the Outcome	Total Cost of Dealing with Councillor/GM Complaints to September
Nil	N/A	Nil	\$1,818.18 plus GST for period 01/09/2013 to 31/08/2014 as finalisation of invoice relating to a complaint from the previous year.

# Particulars of Compliance with and Effect of Planning Agreements in Force During 2013/14

## Oran Park

This Voluntary Planning Agreement (VPA) applies to land within the Oran Park Precinct, generally to the west of The Northern Road which is being developed by Greenfields Development Company, partly in partnership with Urban Growth NSW (formerly known as Landcom). The land is located within the Growth Centres and was rezoned in December 2007.

The objective of this Agreement is to provide all of the local recreation/open space, community facilities, roads and drainage required to support this new community. The Agreement also includes the delivery of the Oran Park Library, Community Centre, Youth Recreation Centre and Leisure Centre, which will meet the needs of the Oran Park, Turner Road and future Maryland communities.

The VPA contains works and land dedications with a value in excess of \$140 million (and excluding the value of the water cycle management works and land & the riparian corridor works and land). Significant work has been undertaken in this rapidly growing precinct. Council and the developers continue to work closely to ensure suitable community outcomes are being produced. This includes a quarterly Project Control Group which monitors the implementation of the VPA.

This year Gardner Reserve was completed and handed over to Council on 19 February 2014. A lease for this facility has been negotiated with the adjacent school, which will include use of the playing fields and amenities building, with the school to contribute to maintenance and is expected to be executed shortly.

## Gregory Hills

This VPA applies to land known as Gregory Hills, which is approximately half of the Turner Road Precinct that was rezoned in December 2007.

The objective of the agreement is to provide a local community centre and all of the local recreation/open space, drainage and roads required to support this new community. The Agreement has a value of approximately \$60 million and includes provision for the developer to make a monetary contribution toward the funding of other off-site facilities such as a Library, Leisure Centre and Youth Recreation Centre which are to be located within the Oran Park Town Centre. The Agreement includes significant riparian land works, the funding for two major facilities, in particular a double playing field and a community facility, and the dedication of a significant portion of embellished transmission line easement land to Council. In the future Gregory Hills Drive will form a vital link for Camden LGA residents to the Campbelltown LGA and in particular to Campbelltown Station and is the subject of a separate VPA with the State Government.

The Gregory Hills VPA was amended on 24 December 2013 to insert additional information relating to water cycle management and make other minor administrative amendments.

## Gledswood Hills

This VPA applies to land known as Gledswood Hills, which forms part of Turner Road Precinct that was rezoned in December 2007. The objective of the Agreement is to provide suitable funding for the provision of infrastructure, facilities and services. The Agreement has a value in excess of \$24 million and includes significant dedication of two major facilities to Council, these being the South Creek crossing and linear open space through the centre of the site, as well as other parks and facilities. Under the Agreement, the developer will make a monetary contribution toward the funding of other off-site facilities such as a Library, Leisure Centre and Youth Recreation Centre, which are to be located within the Oran Park Town Centre.

The Gledswood Hills VPA was amended on 14 February 2014 to exclude land from the agreement, being the club and the motel sites. When these sites are developed, they will be required to make relevant development contributions under the provisions of the Oran Park and Turner Road Section 94 Contributions Plan.

### **Yamba**

This VPA applies to land known as Yamba, which is an 8.3 hectare site fronting Camden Valley Way at Kirkham. The site is situated between existing residential development at The Links Estate Narellan, rural land to the west, and Kirkham Lane to the south. The objective of the agreement is to require the proponent to undertake heritage conservation and adaptive reuse works to Yamba Cottage and associated buildings in conjunction with various stages of development of the site.

The proponent has completed extensive heritage conservation works to Yamba Cottage in accordance with the VPA, and the cottage is currently tenanted. Conservation works have also been undertaken regarding the roadside stall and barn buildings. Conservation works are yet to commence regarding the worker's cottage.

The site was sold during the 2013/14 financial year by the mortgagee and Council is having discussions with the new owners.

### **Harrington Grove**

This VPA applies to land known as Harrington Grove, which is a 440 hectare site located to the north and west of the existing Harrington Park development. The objective of the agreement is to provide suitable funding for the provision of infrastructure, facilities and services to meet the relevant needs generated by the urban development. The Agreement includes heritage conservation works for the Orielton and Harrington Grove homesteads and significant bushland conservation works.

The bushland conservation works are well underway and annual reporting is continuing. The heritage restoration works on Harrington Park Homestead have been completed. Restoration works on the Orielton Homestead are anticipated to commence in the near future. Parts of the pedestrian/cycleway network and a number of parks have been completed.

### **Mater Dei (Wivenhoe)**

This VPA applies to land known as Mater Dei or Wivenhoe, which is a 150 hectare site bound by Cobbitty Road to the north, Macquarie Grove Road to the east and the Mater Dei access driveway to the west. The objective of the Agreement is to provide suitable funding for the provision of infrastructure, facilities and services. The Agreement includes heritage conservation works for Wivenhoe and significant bushland conservation works. The bushland conservation works are ongoing and annual reporting has commenced. A number of local parks have been completed along with sections of the pedestrian/cycleway network.

### **El Caballo Blanco, Gledswood and East Side Land Owners**

This VPA applies to land known as the El Caballo Blanco, Gledswood and East Side Sites, which comprises approximately 215ha that was rezoned in 2012. The site is located on Camden Valley Way to the north of the Turner Road Precinct.

The objective of the Agreement is to provide suitable funding for the provision of infrastructure, facilities and services. The Agreement has a value in excess of \$3 million and also requires a monetary contribution of over \$6,000 per lot to be paid to Council for off site facilities. The Agreement provides a mechanism to ensure vegetation conservation and revegetation on the site, and implementation of a water cycle management system. The development is intended to include a golf course and the VPA requires the developer to provide a Golf Holes Strategy to identify how this may occur. In addition, the VPA will facilitate delivery of local infrastructure including parks, pedestrian/cycle paths and road works including a collector road, bridge crossings and intersection upgrades. Importantly the VPA provides a mechanism for the riparian corridor and vegetation to be managed in perpetuity by the land owners.

There has been very little activity in this precinct to date.

### **East Leppington**

This VPA applies to land known as East Leppington, which comprises approximately 45ha that was rezoned in 2013. The objective of the agreement is to provide suitable funding for the provision of infrastructure, facilities and services. The Agreement has a value in excess of \$7 million and will deliver local open space and recreation, a collector road, pedestrian and cycle paths, water cycle management and embellishment of riparian land that is to be dedicated to Council.

Development within this precinct has recently commenced.