



# Statutory Report 2010/11



summary report : bringing camden together



# Statutory Report

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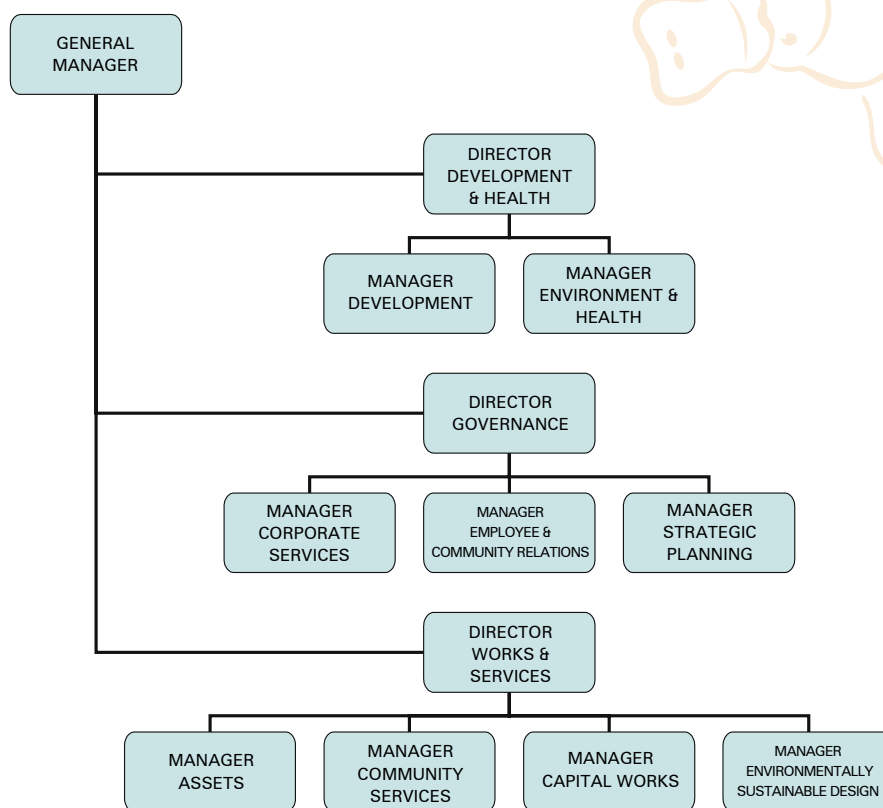
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## Camden Council Structure and Functions



## Functions relating to each Branch

### Manager Development

- Development Application Assessment
- Development and Building Compliance
- Development Certificates
- Fire Safety
- Land Use Planning
- Development Policies
- Land Development Engineering
- Soil Erosion and Sediment Control
- Planning Certificates
- Public Entertainment Approvals
- Approve Advertising Signs
- Court Appeals
- Geographic & Land Information
- Naming of Roads and Reserves
- Driveway Crossing Approvals
- Public Road Activity Assessment
- Tree Removal Approvals
- Landscape Design Assessment
- Final Plans of Subdivisions
- Pre DA Advisory Service
- Plan Printing

### Manager Environment & Health

- Pollution – Air, Noise, Water
- Regulation of Overgrown Land
- Environmental Assessment of DA's
- Industrial & Commercial Audits
- Water Quality Assessment
- Food Shop Inspection
- Legionnaires Inspections
- Hairdressing & Skin Penetration Salons
- On-Site Sewage Management
- Regulation of Companion Animals
- Noxious Weeds
- Parking Regulations
- Roadside Trading
- Unauthorised Signs
- Domestic Waste Management
- Commercial Waste Management
- Waste Education
- Abandoned Vehicles

### Manager Corporate Services

- Administration
- Property & Legal
- Local Democracy
- Communications
- Information Services
- Records Management
- Annual Reports
- Freedom of Information & Privacy Matters
- Management Plan
- Petty Cash
- Council Business Papers & Minutes
- Computer Services
- Rating
- Accounts Payable
- Debtors
- Revenue
- Purchasing & Expenditure
- Financial Management
- Management Accounting
- Community Grants
- Budget

### Manager Strategic Planning

- Delivery Major Strategic Plan
  - Actively Managing Camden's Growth
  - Healthy Urban & Natural Environments
  - A Prosperous Economy
  - Effective and Sustainable Transport
  - Enriched and Connected Community
  - Strong Local Leadership
- Tourism Development
- Heritage Issues
- Cross Organisational Projects
- Major Rezonings
- State and Regional Planning Issues
- Strategic Landuse Planning
- Place Management
- Systems Management
- Community Consultation
- Corporate Planning

### Manager Employee & Community Relations

- Payroll
- Community/ Public Relations
- Customer Service
- Occupational Health & Safety
- Workers Compensation
- Risk Management
- Recruitment
- Employee Welfare
- Industrial and Arbitration Matters
- Staff Training and Development
- Tourist Information Centre

### Manager Capital Works

- Capital Works, Buildings, Parks, Roads & Drainage
- Section 94 Works
- Project & Contract Management
- Engineering Administration

### Manager Community Services

- Youth Services
- Children's Services
- Aged Services
- Disability Services
- Family Day Care
- Libraries
- Section 355 Committees
- Town Farm and BEP, Seniors Cattie, CIFA
- Civic Centre
- Sport & Recreation Facilities including Camden Polo and MALC
- Cohesive Communities Strategy
- Cultural Development
- Community Information
- Community Liaison
- Volunteers Management
- Information Provision
- Community Development Events Management
- Community Facilities Management
- Community Development

### Manager Assets

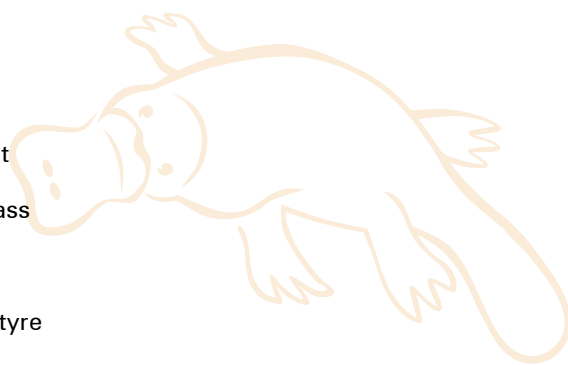
- Roads & Footpaths/ Cycleways Construction & Maintenance
- Stormwater Drainage
- Bus Shelters
- Public Toilets
- Building Maintenance
- Street and Traffic Signs
- Parks & Gardens
- Parks Volunteers
- Road Linemarking
- Street Sweeping
- Stores and Supply
- Depot and Workshop
- Construction Plant
- Vehicle Fleet
- Community Bus

### Manager Environmentally Sustainable Design

- Stormwater Management
- Engineering Survey and Design
- Cemetery Management
- Flooding
- Natural Areas Management
- Sustainability
- Public Tree Management
- Tidy Towns Committee
- Public Tree Management
- Environmental Education
- Accessibility
- Community Road Safety
- Traffic and Transport
- Local Traffic Committee

## Senior Staff

General Manager	Greg Wright
Director Governance	Steve Kludass
Director Works & Services	Ian Gannell
Director Development & Health	Carey McIntyre



## Senior Staff - Total Remuneration Package

General Manager:	\$ 259,826.00
Director Governance:	\$ 202,425.00
Director Works & Services:	\$ 191,195.00
Director Development & Health:	\$ 211,950.00

Total Remuneration Package as at 30 June 2010

*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 employer's contribution), total value non-cash benefits, and the total fringe benefits tax for non-cash benefits.*

## Councillor Remuneration

During 2010/11, Council provided:

Mayoral Allowance	\$ 34,000.00
Councillor Fees	\$ 140,162.00

## Councillor Expenses

Dedicated Office Equipment	\$ -
Telephone	\$ 5,465.32
Conferences/Seminars	\$ 1,127.27
Training	\$ -
Interstate Visits - all costs	\$ -
Overseas Visits	\$ -
Expenses for Spouses	\$ -
Child Care	\$ -
<b>TOTAL</b>	<b>\$ 6,592.59</b>



## Payment of Expenses and Provision of Facilities for Mayors and Councillors Policy. (Policy 5.2)

Reviewed Council Meeting – 23 November 2010  
ORD262/10



### Part 1 - Introduction

This document is to be referred to as the “Payment of Expenses and provision of Facilities to the Mayor and Councillors” Policy.

The Policy commenced from 12 February 2007.

#### Purpose of Policy

The purpose of the Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The Policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

#### Objectives and coverage of the Policy

The objectives of the Policy are to:

- Ensure there is consistency in the application of reimbursement of expenses and provision of facilities to Councillors in an equitable and non-discriminatory manner
- Assist Councillors to represent the interests of residents and ratepayers of Camden and to facilitate communication between the community and Council
- Provide a level of support which will serve to encourage residents to seek election to civic office

The Policy applies equally to the Mayor and all Councillors

#### Reporting Requirements

The Local Government Act requires Council to adopt and publicly advertise in local papers the Expenses and Provision of Facilities Policy each year and to then

submit a copy of the Policy to the Division of Local Government by 30 November. (Section 252 and Section 253)

The Act also requires Council to include details of monies expended on Mayoral and Councillor fees and details of this Policy in the Annual Report. (Section 428(2)(f)).

The Local Government (General) Regulation also requires Council to report annually on details of any overseas visits undertaken during the year by Councillors, staff or other persons representing Council (including visits sponsored by other organisations). (Clause 217).

Any reference in this Policy to “the Act” refers to the Local Government Act, 1993 as amended.

#### Relevant Legislation and Policies

- Local Government Act, 1993
- Division of Local Government Guidelines for payment of expenses and provision of facilities
- Code of Conduct
- Division of Local Government Circulars to Councils –2005/08 and 2002/38
- ICAC publications – “No Excuse for Misuse” and “Preventing the Misuse of Council Resources”

#### Approval arrangements

Various approval arrangements are indicated throughout the Policy and vary from full Council meeting approval to Mayor and General Manager.

### Part 2 - Payment of Expenses

#### GENERAL PROVISIONS

The payment of expenses to Councillors is outside the provisions of the annual fee determination made by the Local Government Remuneration Tribunal which are paid to Councillors.

This Policy is applicable to any Council Administrator, should such Administrator act in that capacity from time to time.

#### Payment of expenses generally

Any expenses claimed must be related to representing Council at official or ceremonial functions, meetings,

conferences/seminars as approved by Council in carrying out the civic duties of the Councillor. Claims for reimbursement of these expenses will only be made on production of receipts for such amounts where indicated in this Policy and on completion of the appropriate “Councillor Travel and/or Expense Claim” form, itemising the expenses. Reimbursement of general expenses will not be allowed.

Payment of expenses will not be made to support a Councillor’s attendance at political fund raising functions.

### Allowances and expenses

All claims for reimbursement must be made to the General Manager, within one month of the date of the receipt and on the appropriate "Councillor Travel and/ or Expense Claim" for Reimbursement form (Appendix A), together with production of relevant receipts. Following receipt, the claim will be reconciled with the receipts and reimbursed as appropriate.

## CONFERENCES AND SEMINARS, ETC

### Attendance

Any Councillor may attend a conference, approved by Council, either as a formal representative of Council or as part of learning and skill development to assist Councillors to discharge the functions of civic office. Requests for attendance at such events, interstate or overseas, must be approved by Council prior to attendance. The report to Council should outline the benefits of attendance by the Councillor.

The Mayor and General Manager may approve attendance by Councillors at conferences, seminars, meetings or similar functions within the State (ACT is taken to be included as part of NSW due to the proximity and ease of travel) without the need for prior reference to Council.

Councillors nominated to attend any conference who withdraw from attendance at the conference without reasonable cause will be liable for any costs incurred by Council. The Mayor and General Manager will assess and determine the appropriateness of such withdrawal and liability for costs. (Council Meeting 25/11/08, ORD301/08)

Where a Councillor attends the Local Government Association Conference, Council resolved that all expenses associated with the Conference were to be met by the individual Councillor attending for the financial year ending 30 June 2011.

### Costs

Council will pay all normal registration costs, including registration, official luncheons, dinners, tours.

### Accommodation

Council will pay accommodation in relation to the conference/seminar. Accommodation will be approved by the Mayor and General Manager at the standard room rate after taking into account the type and location/venue of conference/seminar.

### Travel

Council will pay travel expenses associated with attendance at conferences/seminars and the like. The most economic method of transport will be undertaken. This Policy provides for the standard of air ticket to be

purchased as economy class.

Private vehicles may be used subject to approval by the Mayor and General Manager and reimbursement is in accordance with this Policy and calculated at the rate specified in the Local Government State Award, as varied from time to time.

### Advance payments

Councillors may request payment in advance in anticipation of expenses being incurred for such matters as attending conferences, seminars and/ or training. On return Councillors must produce all receipts for the expenditure of those funds, with a full reconciliation to be completed.

Councillors are to produce the receipts and complete the reconciliation within one month of the expenditure being incurred.

### Spouse and Partner Expenses

Where a Councillor is accompanied to a conference/ seminar by a spouse/partner costs incurred for the attendance of the spouse/partner shall be the responsibility of the Councillor. These costs relate to travel, partner's programme and out of pocket expenses.

There may be limited instances where certain costs incurred by a Councillor on behalf of their spouse/ partner are properly those of the Councillor expended in the performance of civic duties. Accordingly, Council will reimburse reasonable expenses in attending these functions. Such functions could include those which a Councillor's spouse/partner would be reasonably expected to attend such as Council Civic and Ceremonial receptions, Australia Day ceremonies or on occasions Citizenship ceremonies.

Any further expenses incurred in relation to spouses/ partners will not be reimbursed by Council.

Outside of these provisions, the Mayor and General Manager may approve payment for the attendance of a spouse/partner as part of a Council group booking to a local Charity event or similar function as may occur from time to time.

### Incidental expenses

Out of pocket expenses or incidental expenses associated with attending conferences, seminars or training will be reimbursed on presentation of receipts and completion of a claim form as provided above. Examples of incidental expenses include telephone or facsimile calls, laundry, taxi fares, parking fees or meals, where not part of the conference or function. These are over and above, the cost of registration, accommodation and travel to the event.



## Specific Expenses for Mayors and Councillors

### Attendance at seminars and conferences

Council will provide normal conference/seminar registration fees, transport, accommodation, official lunches and dinners relevant to the conference/seminar and reasonable out of pocket expenses. Out of pocket/incidental expenses claims will be capped at \$50 per day (inclusive of GST). Any claims above \$50 must be approved by the Mayor and General Manager. The claims must be made within one month of the date of the receipt.

If approved, after returning, Councillors or an accompanying member of staff must provide a detailed written report on the beneficial aspects of the conference or seminar.

### Local travel arrangements and expenses

Councillors will be reimbursed for travel expenses incurred relating to Council business and/or representing Council. Examples are attending conferences, seminars, MACROC meetings and may include the use of private motor vehicle, public transport, taxi, parking fees and road tolls.

If a Councillor's private vehicle is used for transport, the amount reimbursed will be calculated at the rate specified in the Local Government State Award, as varied from time to time.

Under this Policy, Councillors are personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.

### Interstate travel

Council approval is required prior to any interstate travel being undertaken by Councillors. The report to Council should include all details of the travel, including itinerary, costs and expected benefits. If required to travel by air, economy air fares only will be provided. If approved, Council will pay costs as per "Attendance at Seminars and Conferences" and incidental expenses.

### Overseas travel

Council approval is required prior to any overseas travel being undertaken by Councillors. Council needs to scrutinise the value and need for such travel. If approved economy air fares only are to be provided.

After returning from any overseas travel, Councillors or an accompanying member of staff must provide a detailed written report to Council on the aspects of the trip.

### Training and educational expenses

Council provides an amount in the annual Management Plan and Budget for Councillor Training and Education expenses to support and encourage active learning and

skill development and for attendance at Conferences and Seminars relating to Council activities. Expenses for this item is limited to the annual Budget allocation in any one year and is separate to this Policy. Payment of additional expenses/costs in relation to such training will be as per this Policy.

### Telephone costs and related expenses

Council will provide a Mobile phone for use in order to carry out the Councillor's civic functions and responsibilities as provided in this Policy under "Provision of Equipment" below.

Call charges for Mobile phones associated with *private business* must be met by the Councillor. Council will reimburse an amount up to \$250 per month (inclusive of GST) for *Council related business*.

Councillors must complete a "Councillor Travel and/or Expense Claim" form for each billing period in relation to call charges associated with official calls. All claims for reimbursement for telephone costs must be made within one month of the date of the providers' invoice. Any amounts exceeding the limit must be approved for payment by the Mayor and General Manager.

If an individual landline is installed to the Councillor's premises, Council will reimburse an amount up to \$100 per month (inclusive of GST) to cover rental and call charges.

### Legal expenses and obligations

Council may by way of resolution, specifying the amount involved, indemnify or reimburse the reasonable legal expenses of:

- (a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act, 1993 or any other Act for and on behalf of Council; or
- (b) a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Local Government Act, 1993; and
- (c) a Councillor for proceedings before the Local Government Pecuniary Interest Tribunal, the Independent Commission Against Corruption, Office of Ombudsman, Division of Local Government, Department of Premier and Cabinet, NSW Police Force, Director of Public Prosecutions or Council's Conduct Review Committee/Reviewer, provided, the subject of the proceedings arises from the performance in good faith by the Councillor of a function under the Local Government Act, 1993 and that the enquiry, investigation, hearing or proceedings taken against a Councillor results in a finding substantially favourable to the Councillor.

In addition, the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis.

#### Insurance expenses and obligations

Council complies with the requirements of the Local Government Act, 1993 (Section 382) and Councillors are covered by current insurance policies for various amounts in respect of:

- Public Liability – for matters arising out of Councillors' performance of civic duties or exercise of functions as Councillors but are subject to any limitations or conditions set out in the policy
- Professional Indemnity – for matters arising out of Councillors' performance of civic duties or exercise of functions provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper
- Personal accident – coverage where personal injury occurs whilst on Council business Australia wide

Travel Insurance may be paid, if considered appropriate, for any approved overseas travel on Council business.

#### Care and other related expenses

Council will consider reimbursement of reasonable fees for the cost of care arrangements, where the Councillor is the primary carer, including child care, aged care or for the disabled to permit Councillors to attend to responsibilities and duties as a Councillor.

The level of reimbursement for this care will be at the current market rate on evidence of payment and approved by the Mayor and General Manager.

Council will consider reimbursement of reasonable costs incurred for payment of related expenses associated with special requirements of Councillors such as disability and access needs.

## Additional Mayoral Expenses

Nil.

## Part 3 – Provision of Facilities

### GENERAL PROVISIONS

Council will provide facilities, equipment and services that are appropriate to support the Mayor and Councillors in undertaking the role of elected members.

### PROVISION OF EQUIPMENT & FACILITIES FOR COUNCILLORS

#### Equipment –

Council will provide the following equipment to Councillors, if requested, subject to the reimbursement of expenses limitations mentioned elsewhere in this Policy:

- Mobile telephone (standard as provided to staff) or Blackberry mobile phone with internet and email capability
- Computer equipment (standard as provided to staff) or laptop (the equivalent of a Toshiba 6000 series) and printer/fax multi function machine, together with printer cartridges and replacements

#### Facilities –

The following facilities are provided:

- A Councillors' Room is provided in the Council Offices to assist Councillors in dealing with resident and ratepayer matters and Council business generally

- Councillors' letterhead
- Sustenance only is provided to Councillors at Council/Committee Meetings. Meals are provided at civic functions and the like for Councillors and/or partners

### PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYOR

The role of the Mayor is:

- To exercise, in the case of necessity, the policy making functions of the governing body of the Council between meetings
- To exercise such other functions of the Council as the Council determines
- To preside at meetings of the Council
- To carry out the civic and ceremonial functions of the Mayoral Office

In order to reflect the additional time and commitment required to carry out the responsibilities of the Mayor,

in addition to the support provided to Councillors, the follow is provided to the Mayor:

- Mayoral Office provided to assist in carrying the Mayoral functions
- Secretarial support is also provided by the General Manager's Secretary
- Mayoral car parking space in the Council car park adjacent to the Council Offices is also available
- The Mayor may request the use of a Council pool vehicle for official Council business, if a vehicle is available

## Part 4 – Other Matters

### Personal Benefit

Councillors should not obtain private benefit from the reimbursement of expenses, provision of equipment and facilities, nor from travel bonuses or any other loyalty schemes. It is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment to Council.

### Acquisition and returning of facilities and equipment by Councillors

All equipment provided to Councillors contained in this Policy, remain the property of Camden Council. Such

equipment will be returned on completion of the term of office; however, Councillors not seeking re-election or not returned may request the purchase of such property. The General Manager will consider each request and determine an appropriate fair market price.

### General Dispute Resolution

Should a dispute arise as to payment of a claim for reimbursement of expenses or provision of facilities, the matter should be submitted in writing by the Councillor to the General Manager, who will determine the matter in conjunction with the Mayor in accordance with the terms of this policy.

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

During the 2010/11 reporting period there were no overseas visits undertaken by Councillors, Council Staff & other persons representing Council.

## Rates and Charges Written Off During 2010/11

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 2010/11 rating year are set out below and discussed.

1. 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 five (5) years of postponement the original year is abandoned.

Rates written off from 2005	\$1,417.50
Interest written off from 2005	\$ 583.64
<b>Total</b>	<b>\$2,001.14</b>

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

Amount	<b>\$1,813.15</b>
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3. The amount of pension rebates granted during the 2010/2011 rating year.

Pension Rebates	<b>\$560,362.26</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 2010/2011 is \$560,362.26 and appropriate provision was made in the 2010/2011 Budget.

## Major Contract Awards

### Outstanding Payments from Previous Period/Current made to all contracts during 2010/11

JOB DESCRIPTION	CONTRACTOR	AMOUNT PAID 2010/11 ex GST
Bio Retention Filter - Smeaton Grange	J N Civil Pty Ltd	\$11,971.20
Design for Camden Pool Redevelopment	Lippmann	\$52,470.00
Solar Heating MALC	Sunbather	\$131,087.27
Desilt & Disposal Sediment at Cascades	James Dudley & Partners Pty Ltd	\$107,086.65
Construct Camden Swimming Pool Redevelopment	Kane Constructions	\$3,965,249.91
Power Lines Spring Road	Picton Power Lines	\$1,153,695.85
Birriwa Reserve Court Conversion	Recreational Surfacing	\$42,404.55
Camden Pool Substation	Power Serve	\$128,875.00
Kirkham Park Netball Lighting	Havencourt Pty Ltd	\$ 47,600.00
Camden Pool Disable Change Room	Henrycare Pty Ltd	\$60,508.55
Oxley Culvert Base	Cockerill Contracting	\$19,261.25
Hayter Reserve Electrical Upgrade	JDC Electrical	\$36,247.00
GPT Screens Cascade	Lamond Contracting	\$48,315.00

### List of Tenders over \$150,000 entered into by Council during 2010/11

Nil

## 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 Publication Guide, publicly available on Council's website.

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

Camden Council has reviewed the type of information held by Council that should be made publicly available and is satisfied that all such information is currently available to the public.

During the reporting period, the following information has been published on Council's website:

- Policies
- List of leases and licences on Community Land
- Plans of Management
- Variety of registers including Land Register and Voting on Planning Matters
- Camden Local Environment Plan 2010
- Camden Development Control Plan 2011

Whilst Camden endeavours to publish as much information on its website as possible, 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 the GIPA Act had also been published on Council's website:

- Publication Guide
- Access to Information application forms
- Links to the Office of Information Commissioner (OIC) website

#### Number of Applications Received During 2010/11

In 2010/11, Camden Council received seven (7) Formal GIPA applications.

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

#### Number of Application Received During 2010/11 and Refused

No applications were refused during 2010/11.

#### For the 12 Month Period ending 30 June, 2011

#### Statistical Data for Camden Council

**Table A: Number of applications by type of applicant and outcome\***

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	1	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	6	0	0	0	0	0	0	0

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

**Table B: Number of applications by type of application and outcome**

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	6	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	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).

**Table C: Invalid applications**

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	0
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 applications received	0
Invalid applications that subsequently became valid applications	0

**Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of 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	0
Documents affecting law enforcement and public safety	0
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 E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act**

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any 7 extensions)	7
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	7

**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
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0

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

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

## Action Taken in Complying with the Requirements of the Privacy and Personal Information Protection Act 1998

A Privacy Plan of Management as required by the Privacy and Personal Information Protection Act 1998 (PPIPA) was adopted by Council in 2000 and is continuously being reviewed.

Staff responsible for overseeing the management of information held by Council continually update knowledge in this area. Regular revision and monitoring of processes are conducted to ensure advice provided to staff and customers relating to

privacy protection is accurate. Also workshops are organised for new and existing staff to reinforce the practical application of the Information Protection Principles.

### Statistical Details of Reviews Conducted Under Part 5 of the Act

During 2010/11 there were no requests conducted under Part 5 of the Privacy and Personal Information Protection Act 1998.

## Legal Proceedings 2010/11

Approximately \$259,740 was expended in relation to legal proceedings taken by or against Council (legal and court costs, settlements etc) during the 2010/11 reporting period.

### Legal Actions resolved during the 2010/11 reporting period

Defendant	Offence	Plea	Result
G Lowe	Disobey No Stopping	No Show	Penalty infringement notice to Stand plus court costs
C Sweeney	Stand vehicle in area longer than allowed	Guilty	Section 10
Mt Annan Removals	Stop heavy/long vehicle longer than 1HR	Guilty	Section 10
M Mortakis	Disobey No Stopping – School Zone	Unknown	Penalty imposed \$150.00 plus court costs
E Pereira	Stop at/near bus stop – School Zone	Guilty	Penalty imposed \$130.00 plus court costs
AEH Group	Appeal against conditions of consent	S34 conciliation conference undertaken resulting in Council and the applicant agreeing to an amended development consent	Total cost of \$41,298 of which \$1,582.20 was spent in the 2010/11 period



## 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.

Private works expenditure	\$1,756
Private Works Income	\$2,219

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.

## The Categorisation of the Council's Businesses and the Council's Progress in Implementing the Principles of Competitive Neutrality

National Competition Policy specifies a number of principles aimed at clearly identifying government business activities and developing a "level playing field" where those business activities compete in the open market against private organizations. This is to ensure that government owned business does not enjoy unfair competitive advantage over private business.

Council has determined those of its activities that fall within the jurisdiction of National Competition Policy and the principles of competitive neutrality. Council has identified the Commercial Waste Management unit as a Category Two business unit in accordance with the financial turnover applicable to this Category.

This classification imposes on Council some obligations relating to the costing and accounting for this activity. Council has included the results of this activity in the Annual Special Purpose Reports for 2010/11.

Council has also determined that it will deal with any complaints about competitive neutrality utilizing its existing complaints management system.

There have not been any complaints lodged in the 2010/11 reporting period.

## Statement of all Companies in which the Council held a Controlling Interest during 2010/11

Council did not hold a controlling interest in any companies during the 2010/11 reporting period.

## Partnerships, Co-operatives and Joint Ventures during 2010/11

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 staff turnover and additional positions, some due to Department of Planning funding.
- Analysis of current recruitment strategies continues with a view to improvement, streamlining and branding 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 has been completed, adopted and forwarded to the Division of Local Government. The work involved extensive data collection and analysis which will be of enormous assistance in ensuring Council's workforce is appropriate now and into the future.
- The Human Resource Strategic Plan has been completed and will undergo a final review to ensure consistency with the Workforce Plan.
- Council continues to manage its employees in accordance with all relevant Award provisions and other employment related legislation.
- 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 of awards received with three (3) trainees

being awarded Trainee of the Year. Council was also a finalist in the Employer of the Year Awards.

- The outstanding work of Council employees has continued to be recognised through award ceremonies included Rotary Pride of Workmanship and other awards specific to professional disciplines.
- A review of all employment based policies and procedures have been completed with the exception of one policy relating to education assistance that is currently being amended to reflect the broader scope of learning and development initiatives.
- The policies and procedures associated with the Child Protection Legislation have been completely rewritten to reflect recent changes.
- Changes in relation to superannuation contributions have been implemented and continue to be monitored.

### Training and Development

The forecast growth of Camden Council will place enormous pressure on the organisation and it is essential our employees are equipped and maintain appropriate skills, knowledge and expertise levels in order to be able to deliver on community and organisational expectations.

In the last financial year training and development opportunities were offered in the following broad categories:

**Corporate Training:** provides a wide range of training to meet organisational and legislative requirements. To ensure appropriate courses are offered, programmes are developed from the learning and development needs identified during staff performance appraisals. Thirty four (34) courses covering topics such as OH&S, Staff Induction, Information Technology, Project Management, Mentoring, Mediation etc were conducted.

**Job Specific Training:** ensures skills and knowledge remains current in functional areas. In the last financial year staff attended one hundred and two (102) offsite courses.

**Professional Development:** These programmes provide broader knowledge and career development opportunities for staff. During the past twelve (12) months a very successful Leadership Programme has been implemented. Sixty staff (60) members are participating in this three (3) stream program which is designed to foster and encourage talent within Council, assist with succession planning and put in place strategies to deal with the expected growth.

The programme will be comprised of a range of the different levels of participants needs.

This programme will cater for a variety of learning styles and include sessions involving experiential learning, theory sessions, practical skills, role plays, mentoring and provide Council with a customised yet cost effective Leadership Programme. It is envisaged that this programme will not be 'stock standard' but one that is customised to Council's specific leadership training needs and learning styles.

**Education Assistance:** Employees are also encouraged to increase their level of tertiary qualification through Council's Education Assistance Programme with seventeen (17) employees engaged in study at Universities and TAFE Colleges.

**Workplace English Language and Literacy Programme (WELL):** This programme assists employees who have not had the opportunity to develop appropriate language, literacy and numeracy skills in order to meet their current and future employment needs. The programme is funded by Council in partnership with the Department Employment Education and Workplace Relations (DEEWR). Currently fifteen (15) employees are enrolled in this programme.

### Work Experience

Twenty nine (29) students from local high schools, TAFE Colleges, Universities, disability providers and group training companies participated in work experience placements at Camden Council. This programme enables Council to showcase employment opportunities within Local Government in the hope of attracting potential candidates in the future. Council again participated in the local Careers Expo.

### Occupational Health and Safety (OH&S)

The increased focus on OH&S and Workers Compensation has ensured claims are carefully managed resulting in an increased level of interaction providing injured workers with a higher level of support. The increased focus has also meant that the cost impacts of each claim are carefully managed resulting in a decrease in the projected Workers Compensation premium. Work has continued on the development of an Occupational Health and Safety System.

Training to equip employees with increased knowledge in relation to OH&S has been implemented and includes OH&S legal responsibilities, implementation of risk management, injury management, manual handling and emergency procedures.

The Occupational Health & Safety Committee, made up of staff and management representatives, continues to operate effectively and is heavily involved in the development of policies and procedures and workplace inspections.

### Consultative Committee

The Consultative Committee, comprised of staff and management representatives, meets regularly and provides a good forum for consultation between Council and its employees.

### Equal Employment Opportunity

Camden Council is strongly committed to the principles of Equal Employment Opportunity (EEO) and actively promotes a workplace that is free from discrimination and harassment. All new staff participate in training aimed at providing information about relevant legislation and the importance of appropriate practices and behaviours in the workplace.

A complete review of Council's EEO Management Plan and Policy has now been completed and adopted.

## NSW Rural Fire Service Bush Fire Hazard Reduction Activities

Camden Council, in conjunction with NSW Rural Fire Service, continues to encourage landowners and the community to implement land management practices that can result in the reduction of bush fire hazards in the Camden Local Government Area (LGA).

Objectives for reducing bush fire hazard are being achieved by close liaison with land management agencies and the community and through issuing notices to clear and remove bush fire hazard.

Planning activities have been implemented to facilitate the best possible protection for the community and those assets at risk from bush fire.

Hazard reduction work undertaken by Camden Council has taken place in the form of management of Council reserves and roadside fuel slashing as listed:

- Approximately 600 hectares of total mowing area were maintained throughout the 2010/11 reporting period
- Broad mowing areas of Council assets such as reserves and sports fields were cut and maintained twelve (12) and eighteen (18) times respectively within the 2010/11 reporting period
- Road & Traffic Authority state main roads within the Camden LGA were maintained under contract by Camden Council ten (10) times within the 2010/11 reporting period
- Fire breaks in John Oxley Reserve and Gundungurra Reserve were cut four (4) times within the 2010/11 reporting period
- All rural roadsides were cut twice (2) within the 2010/11 reporting period

## Comparison of actual Stormwater Management services with projected Stormwater Management services as proposed in the Management Plan

### Project 1: Outlet Management

Many older suburbs within the Camden Local Government Area have little or no treatment of stormwater prior to its discharge to local waterways.

The first stage of the project commenced in 2010/11 with the maintenance of existing structures including the excavation and remodelling of the outlet structures and tail out drains to ensure that outlets drain properly.

### Project 2: Stormwater Harvesting Projects

Several projects were either commenced or completed during the year. Water harvesting was incorporated into the upgrade of the Camden War Memorial Pool. Harvested roof water is incorporated into pool treatment and re-used to reduce the demand on potable water supplies.

Belgenny Reserve stormwater harvesting project includes the construction of a Gross Pollutant Trap, re-use tank, stormwater treatment and irrigation of the sports fields. Design of project has commenced, with construction expected to commence in the following year.

### Project 3: 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 activities

were undertaken during 2010/11 to help increase our community's awareness of potential polluting activities. It included the display of banners at local community events which conveyed key stormwater messages, for example, 'Bin your Butts'. The Living Macarthur Nature Photography Competition and Exhibition 2010 was another initiative to help promote and celebrate healthy catchments. Posters displaying stormwater messages such as 'Keep Litter Out Of the River' were also installed in bus shelters across the Camden LGA.

### Project 4: Water Quality Monitoring

Council completed the Water Quality Monitoring Framework report and sought quotations for the water quality monitoring. A consultant will be engaged in the following year.

Once implemented the ongoing annual reporting undertaken will enable Council to analyse the effectiveness of the stormwater improvement works being completed with the levy funding, and further to monitor the quality of our waterways.

### Project 5: GPT Maintenance

Gross Pollutant Traps (GPT) 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.

The GPTs in The Cascades pond system have had their screens replaced to ensure that the screens are operating effectively and gross pollutants are removed before they enter the pond system.

#### **Project 6: 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 was conducted in 2010/11 with most defects already rectified.

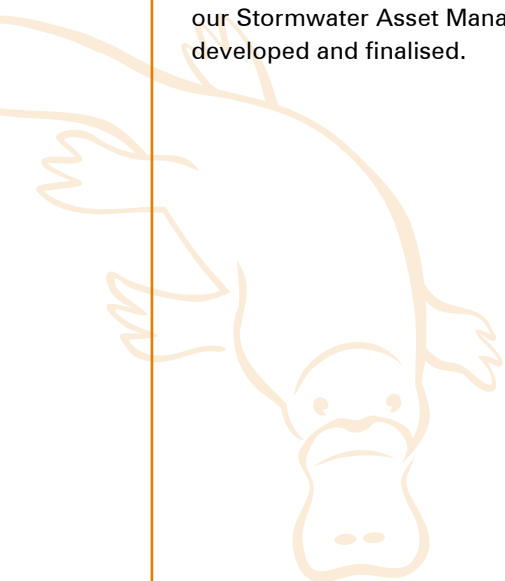
#### **Project 7: Stormwater Assets – Condition Assessment**

All new stormwater assets have been assessed and incorporated into the stormwater asset management system.

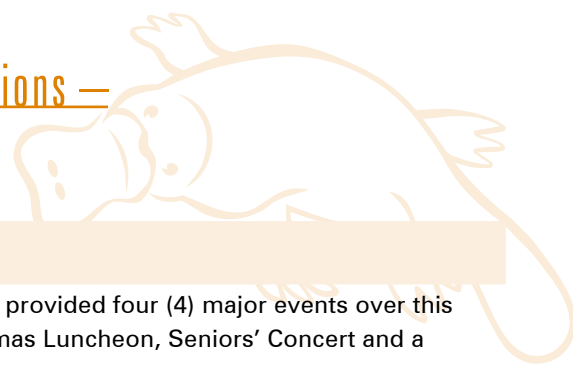
Ongoing review of the condition of existing assets is required and is being conducted to ensure that Council's Asset Management Plan remains timely, relevant and that funds are allocated to those assets which are in need of replacement or renewal.

#### **Project 8: Asset Management Plan Implementation**

Using the information that has been supplied and incorporated into our asset management system, our Stormwater Asset Management Plan is being developed and finalised.



## External Bodies Exercising Delegated Council Functions – Community Management Committees



Committee	Highlights
Camden Seniors' Program	<p>The Camden Seniors' Program Committee provided four (4) major events over this financial year – Spring Luncheon, a Christmas Luncheon, Seniors' Concert and a Lifestyle and Leisure Expo for Seniors.</p>
Bicentennial Equestrian Park	<p>The Bicentennial Equestrian Park Management Committee had a successful year. The annual park usage is summarised with 175 event days and 35,000 people for various activities. Highlights include: Hosting of the largest Eventing Competition in the State; (400 competitors) Polocrosse Club becoming active again with a number of events. Campdrafting attracts huge entries into competitions with 1000 cattle, 15000 competitors and crew and 4000 horses. There are a growing number of users for a range of activities including school cross country competitions, athletics, machinery field days, recreational riders, and significant growth in the Pony Club following the construction of the Pony Club building.</p> <p>Improvements to the park included the Quota picnic area, northern verandah for The Mens Shed, construction of horse yards, preparation of the cross country course, provision of four (4) floodlights in Sheathers Lane area, repair and construction of new permanent jumps on cross country course and the purchase of a tractor to assist with maintenance of the grounds.</p> <p>Approximately \$125,595 worth of voluntary labour was contributed to the operation of the Park.</p>
Camden International Friendship Association (CIFA)	<p>CIFA continues to organise student exchanges with local students visiting Japan and in turn overseas guest visiting Camden. These annual visits have helped to cement the friendship that exists between our two towns. They give the students involved a life-changing experience of different people and a different way of life.</p>
Camden Town Farm	<p>The Camden Town Farm Community Management Committee continues to work hard towards achieving the Masterplan's objectives. Work has begun on the preservation of the heritage barn with the aim for it to be available to user groups.</p> <p>The Committee is pleased that the Community Garden is increasing in popularity with over sixty (60) active members.</p> <p>In 2010 the Camden community enjoyed a warm sunny evening at the Camden Food Wine and Music Festival held at the Farm for the first time.</p>

## Access and Equity Activities including Multicultural Services and Children's Programmes plus contributions/donations Under Section 356

### Key activities and projects for older people

#### Seniors' Committee

The Seniors' Committee has played a proactive role in community development by commenting on Council Development Applications and participating in focus groups and various consultations.

Events organised by the Committee included: a Seniors' Concert at the Camden Civic Centre with free entertainment and food; a bus trip to the Southern Highlands with two (2) full buses, a Spring Lunch at Belgenny Farm attended by over 150 people, as well as a Christmas lunch at Carrington Recreation Care with entertainment and free give-aways.

#### Information Provision

Council officers continued to be an initial point of contact for older residents and carers seeking information and referral.

#### Seniors' Issues Group

Council is involved in a Seniors', Issues Group that is overseen by Camden Community Connections and this group advocates on behalf of local seniors with the three tiers of government in existence. Some topical issues include provision of toilets at local parks, access and transport issues, aged living etc.

This group meets bi-monthly and reports back any findings in relation to matters discussed.

### Key activities and projects for people with a disability

#### Disability Action Plan

Through the Disability Action Plan Council aims to increase access to services and facilities for people with disabilities and provide individual information and referral to residents.

The major achievements implementing the Disability Action Plan were:

- Upgrade to Camden Pool and improved access at Mt Annan
- Continued to investigate and implement improvements in access to Council's facilities and services. This included building a unisex accessible toilet on the main level of the Camden Civic Centre
- Council's Access Group was successful in receiving a one-off grant under the NSW Government's Sport and Recreation Facility Grant Program of \$100,000 to further improve access at Camden Pool

- In consultation with the Camden Show Society, Council offered patrons improved access and service via the introduction of dedicated accessible parking areas, improved access to the site, and negotiated the provision of portable accessible toilets and amenities
- Council has established a comprehensive protocol for the Camden Access Group to review and have input into significant development applications
- Council participated in the NSW Government's consultation about the next stage of *Stronger Together* the ten (10) year plan for services for people with disability in NSW through Ageing Disability and Home Care (ADHC)

Council's Access Group conducted an access audit of parking provision for people with disabilities in the Camden town centre. The audit reviewed the current location of accessible parking.

#### Access Community Advisory Group

The Access Community Advisory Group (ACAG) continues to work towards improved access in the Camden community, with representatives from the community, local community organisations, Councillors and Council staff. The ACAG provide information on access to the community, advocate for increased access to public and commercial areas and assist Council in the implementation of the Disability Action Plan.

#### Partnerships

Council Officers in Community Planning and Development are actively involved in key partnerships and networks including the Macarthur Aged and Disability Forum, Macarthur Disability Network and the Macarthur Health Service Access and Disability Committee and are also an initial point of contact for local people with a disability and their carers who are seeking individual information and referral for local residents.

### Key activities and projects for young people

#### National Youth Week Activities

Council again worked with a range of agencies to deliver a varied program of activities and was recognized as a finalist in the Youth Week Awards.

Overall Camden had a fantastic turn out of young people, with over 1000 local young people attending Youth Week events in Camden, as well as positive support and recognition of both young people and Youth Week from local media.

### **Skate Park**

A number of skate competitions, events and workshops were held at Kirkham Skate Park over the year. This included: SK8-OPIA, National Youth Week activities, school holiday programs and outreach programs from local youth services.

### **Beach Bus**

The Camden Wollongong Beach Bus Program involves young people enjoying free travel to the Wollongong beaches during the summer holiday period. This program is coordinated in partnership with Campbelltown City Council and Busways. This service has become part of young people's social calendars and will continue to run over the 2010/2011 summer holiday period.

### **Koori Flow Project**

Council has assisted with the coordination of the Koori Flow Project in partnership with Muru Nanga Mai, Campbelltown City Council, Wollondilly Shire Council, Uniting Care Burnside, YWCA and Community Links Wollondilly. The aim of Koori Flow is to build cultural engagement and awareness amongst Aboriginal young people and the wider community. The project also aims to pass on local Aboriginal cultural based skills and activities from Aboriginal elders to the young people. As part of the Koori Flow project, young people from Camden High School were engaged in a series of workshops with a local Aboriginal artist and local elders. Young people were also provided with various opportunities to perform at community events such as the Narellan Rhythms Festival, future NAIDOC Week celebrations and Reconciliation Week.

Young people involved in the project further allowed young people to further develop their knowledge about local Aboriginal culture and assist them in developing their skills on both an educational and personal level.

### **Involvement with Youth Action and Policy Association (YAPA)**

YAPA is the peak organisation representing young people and youth services in NSW. YAPA works towards a society where all young people are supported, engaged and valued. Council has been involved and contributed towards a number of YAPA projects over the past year including participation in the Local Government Youth Development Network program, YAPA Librarian Staff training program around Youth Work practices, Dream Reality Project and advocating to YAPA about the positive promotion of young people on behalf of the Macarthur Youth Service Network.

### **Key Activities and Projects for Aboriginal and Torres Strait Islander and People from Cultural and Linguistically Diverse Backgrounds**

The two (2) year 'Camden Community Harmony Strategy 2009 – 2011' was brought to a close and acquitted at the end of this financial year. Funded by the Department of Immigration and Citizenship's Social Cohesion Program, the strategy has involved seven (7) projects and has produced some excellent outcomes including:

- The formation of the Cohesive Communities Advisory Group (ongoing) and an Interfaith Network and 'Faith Based Communities of Camden LGA' Directory
- The formation of a Macarthur Textiles Network (ongoing)
- A permanent mosaic public art piece that involved more than eighty (80) students from local schools in design workshops
- The delivery of a Living Libraries project that involved thirty nine (39) people from diverse backgrounds as 'talking books' and eleven (11) community groups and two (2) schools as 'borrowers' of those books, a total of 521 individuals
- Twenty (20) out of twenty one (21) Schools in the area received funding for Harmony Day projects that generated the involvement of more than 7,000 persons (students, teachers and family members) in multicultural activities
- More than 1200 people attended an end of project Schools Spectacular event at Camden Civic Centre, in which 300 local school children performed and at which an Inter-School Choir CD was distributed
- Forty (40) people involved in an intergeneration digital storytelling project at Camden Creative Studios

### **Narellan Rhythms Multicultural Street Festival**

Council received funding from the Community Relations Commission (CRC) to hold multicultural street festivals in Elyard Street Narellan in 2009, 2010 and 2011. The first of the series occurred in October 2009, supported by Narellan Chamber of Commerce, Narellan Rotary Club, the Narellan Town Centre and the Advertiser. Council continues to build relationships with local businesses, community groups and residents to develop this event and make it sustainable.

### **Key activities for women**

#### **International Women's Day**

Council acknowledged International Women's Day in partnership with a range of service providers with the Women's Trivia Night.

#### **Camden/Wollondilly Domestic Violence Network**

Council continues to be represented on the Camden/



Wollondilly Domestic Violence Network which is coordinated by the Benevolent Society.

### Key activities and projects for Aboriginal and Torres Strait Islander people

#### NAIDOC Week

Council acknowledged NAIDOC Week 2010 with a flag raising ceremony in Camden followed by a morning tea with local residents. Council also supported a NAIDOC Week event at Campbelltown by providing a craft activity and arranged a special screening of a movie at Narellan Town Centre.

#### Aboriginal Residents' Advisory Group

Council is planning to establish an Aboriginal Residents' Advisory Group, through networking and relationship building.

### Key activities and projects for children and families

#### Camden Kids Website

'Camden Kids' is dedicated to providing links to parenting information, support and resources in the Camden LGA.

Since the launch, the website has been utilised to provide a vast range of information and resources to parents and carers as well as promoting and encouraging parents to access playgroups, child care facilities, playgrounds, parenting workshops and more. The website has also proved a success to advertise community events and school holiday activities through an online calendar.

#### Camden Play Day 2011

In May, Council partnered with several sporting groups, not-for-profit organisations, government departments and local businesses to host Camden Play Day as part of Families Week 2011.

Camden Play Day was a celebration of play- all about the ordinary, basic kinds of play that children love.

The event aimed to promote the health and wellbeing of local children through active participation, creative expression and performance.

The annual Families Week celebration continues to be a success each year with hundreds of children and families taking part in activities, including sporting groups and workshops, bike education courses and lessons and access to information regarding local children's services.

#### Camden Family Day Care Scheme

Council manages the Camden Family Day Care Scheme, a quality child care service provided in the home environment. Camden Family Day Care continued to grow with additional Educators being recruited across the LGA. 90% of the Educators are actively enrolled or have attained childcare qualifications, demonstrating

commitment to professional development and improved quality service delivery. The scheme successfully obtained Accreditation status following a review by the National Childcare Accreditation Council who rated the scheme high quality across all areas.

#### Libraries – vibrant places - people spaces

Our libraries have had a very successful year and continue to provide rich collections, services and programs to meet our community's need.

The library has introduced new study zones, integrated collections and created more comfortable spaces for people to learn and discover. The library has also improved our online presence with our Camden Good Reads Blog, Facebook page and customers can now follow what's happening in the library and our new resources through Twitter.

Our libraries have more online resources including BYKI Language database, downloadable audio books, World Book Online and links to free eBooks.

The library's programs continue to attract positive interest and growth with babies attending the Babies into Books Lapsit Program, preschool children and families attending Story Time. We have had over 16,000 people attend our children and youth school holiday and school term programs.

The library has hosted a number of high profile visiting authors in the past twelve (12) months, including Tony Park, Val McDerimid and Patrick Lindsay. New partnerships and programs have been developed with many artists, performers and a new partnership with Macarthur Parents has seen the introduction of Workshops and Author Talks for parents of young people. These programs have delivered a greater sense of belonging, a more vibrant activity space and wonderful life long learning opportunities to the community.

The library continues to work in partnership with TAFE Outreach to deliver accredited computer training to local residents and had extended the number of computers available to the community by introducing a loan a laptop in the library program.

In addition the library has provided training to the community on iPads, social networking and great googling. We have also subscribed to an online, self paced computer training program which you can use to teach yourself computer skills in your own time for free.

The library's fines amnesty in July and December was a huge success. The fines amnesty allowed customers of the library service to return overdue items and

make a donation of non-perishable food in place of a fine payment. This donation was then given to a local charity to distribute to those in need in our community.

The library continues to provide a range of programs, technologies, collections and activities to meet the needs of young people. The HSC lecture series were held regarding study technique and key subject topics which were well attended and received. To assist secondary students the library has also subscribed to the Study Skills Handbook, an online and interactive resource to help students develop and improve their study skills.

Our services to housebound residents and bulk loans to all our local nursing homes have increased and we continue to provide services and collections to our growing population.

Our libraries continue to develop our Local Studies collection and ensure that resources are accessible from home and in the library. We launched Camden Voices website and upgraded Camden Images.

#### **Recreation and Facilities**

A number of facility upgrades were completed which include:

- Sports field lighting projects were completed at a number of council sporting reserves including Kirkham Netball complex
- \$5million upgrade for the Camden Memorial Pools complex was completed, delivering a new look water play area and upgraded leisure pool and 50m pool, complimented with facilities for the swimming club and murals on the walls
- BBQ facility at Jack Nash Reserve
- New cricket training nets at Onslow Park
- Additional parking at Harrington Reserve
- Harrington Park Community Centre was painted and had new carpet laid, and upgraded stereo system installed to enable hirers to use their iPods with the hall speakers

In the ongoing system review process to ensure customer needs are met, a number of operational improvements were introduced successfully including:

- the introduction of a wet weather hotline, as well as information on Council website
- review of terms and conditions of hire of Council facilities
- formalising the seasonal allocation of sporting fields through a scheduled process which provides a clear timeframe for all clubs

#### **Camden Civic Centre continues to provide quality entertainment and facilities**

The Civic Centre continues to provide a range of quality and affordable entertainment for families, youth and children as a component of the Centre's calendar of events.

Live performances by professional entertainers and community groups continue to attract large audiences to the centre, exposing the community to quality entertainment.

To compliment the calendar of events the Centre continues to provide affordable facilities for the celebration of significant celebratory, community, cultural, civic and corporate events which support all age groups within the area.

Council continues to provide a competitive price structure for the Civic Centre, encouraging not for profit and private hirers to use the venue for a wide variety of events.

#### **Community financial assistance program**

##### **Community Small Grants**

Each year Camden Council provides funding to assist local non-profit community organisations and groups in providing services and facilities which will be of benefit to the Camden community.

The aim of Community Small Grants is to:

- assist in the establishment of new groups and services
- enhance the quality of service delivery and facilities to meet community needs
- promote increased access and equity of community resources, services and facilities
- encourage community participation in the provision of local services and activities

There is one round of funding per year conducted in September of each year, with projects up to the value of \$5000 considered in line with the eligibility criteria.

Projects are considered under three categories:

- Community Cultural Development and the Arts
- Sport and Recreation
- Community Projects

In 2010/11 Council distributed \$42,000 to sixteen (16) community and sporting groups.

##### **Donations Policy**

Council's Donations Policy is aimed at assisting individual residents with financial or in-kind support for charitable purposes. A number of donation requests were received in the 2010/11 financial year, including financial support for local playgroups, community

groups and equipment for people in need and assisting with many community initiatives.

A total of twelve (12) applications were successful in the financial year 2010/11 with a total of \$11,125.00 provided.

Through the Donations Policy funding, local primary and high schools are also asked to nominate a student each year to receive a Mayoral Citizenship Award, which includes a certificate and book prize for a student in each school who promotes community wellbeing within the school and/or wider Camden community through the principles of active citizenship and participation.

#### **Support for Young Persons Special Achievers' Program**

The Support for Young Persons Special Achievers' Program is designed to support young residents, 23 years and under who live in the Camden LGA. The program provides a once only grant of up to \$500 to assist in meeting the costs associated with participating in a cultural, academic or sporting event representing Camden at a State or National level. Applications are received at any time during the year.

#### **Annual Subsidies**

Council provided subsidies and contributions to the following organisations in the financial year:

<b>Organisation</b>	<b>Subsidy amount</b>
Camden Historical Society	\$1,100
Ingleburn RSL Club and Campbelltown Pipes and Drum	\$1,500
Ingleburn RSL Club and Campbelltown Pipes and Drum	\$1,500
Campbelltown-Camden District Band	\$1,500
Camden Rugby Band	\$2,100
South West Sydney Academy of Sport	\$8,000
Camden International Friendship Association	\$5,000
Senior Citizens	\$3,600
Anzac Day Contribution	\$2,000
<b>TOTAL</b>	<b>\$26,300</b>

## 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 Local Government Area 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 2010/11 reporting period are as follows:

	Seized	Returned to owner	Impounded at Renbury Farm	Surrendered by owner
Dogs	401	25	376	51
Cats	257	0	257	18
<b>Total</b>	<b>658</b>	<b>25</b>	<b>633</b>	<b>69</b>

### Reported Dog Attacks 2010/11

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 been completed, a Dog Attack Data Collection Form is submitted to the Department of Local Government.



Within the Camden Local Government Area during 2010/11 there were thirty five (35) dog attack incidents reported to Council.

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

Victim Numbers	Human	Animal	Total
No Injury	13	4	17
Injuries	8	13	21
Death	0	16	16
Victims	21	33	54

### Companion Animal Management and activities

Council employs four (4) Rangers, three of which undertake general duty Ranger work including duties in respect of animal control and enforcement. Council's fourth Ranger predominately undertakes Noxious Weeds duties and some other general Ranger duties as required; including animal control and enforcement.

The Department of Local Government rebate for the reporting period was \$62,924.00.

### 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 Local Government Area. This includes notice boards in busy locations such as Narellan Town Centre
- Pet responsibilities and changes to legislation are advertised in the local newspapers and Lets Connect residents' newsletter
- Council provides 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 promotes 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

### 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.

In January 2011, the Adopt a Pet Program was introduced by Council in an effort to further reduce euthanasia rates at Renbury Farm. The intention of the program is to minimise the euthanasia rates of companion animals by finding suitable homes for the un-claimed animals. The Policy adopted by Council is that a minimum of four (4) animals each week will not be euthanised at the expiry of the mandatory holding period and those animals will be advertised in the local newspaper seeking a suitable home. These animals will be kept for an additional seven (7) days in the hope that a suitable home can be found. For the period between January 2011 – June 2011 there were over ninety (90) animals advertised in our local newspaper. The advertisement not only benefits the actual animal being advertised, it also serves to create awareness and promote 'Renbury Farm Animal Shelter' as the place to find your new pet.

Where possible suitable un-claimed animals are re-homed and sent to rescue organisations.

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

	Released	Euthanased	Sent to Rescue Organisations	Sold	Other (Stolen/ Deceased)
Dogs	191	77	83	74	2
Cats	4	143	93	32	3
Total	195	220	176	106	5

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 Local Government Area 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

### 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.



## Particulars of Compliance with and Effect of Planning Agreements in Force during 2010/11

### Three (3) Planning Agreements

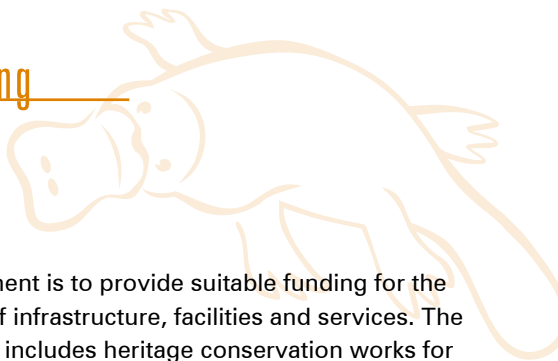
#### **Harrington Grove**

This Voluntary Planning Agreement (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 ongoing and annual reporting has commenced. These works are well underway and have met the required outcomes.

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

This Voluntary Planning Agreement (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.

#### **Yamba**

This Voluntary Planning Agreement (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 commenced initial works to Yamba cottage which include weatherproofing the building and securing it against vandalism in accordance with the requirements of the VPA.