

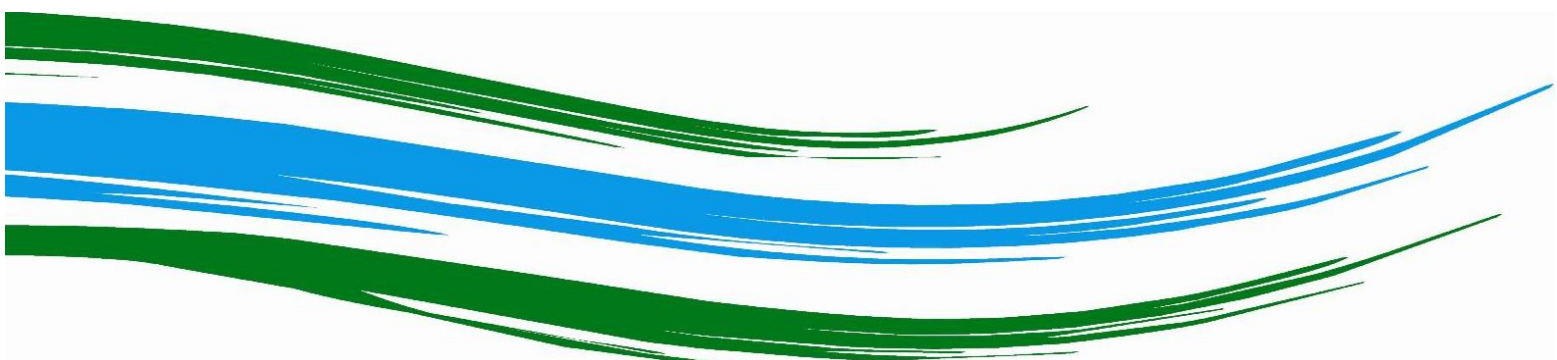


Camden Council

Attachments

Ordinary Council Meeting
10 March 2020

Camden Council
Administration Centre
70 Central Avenue
Oran Park



ORDINARY COUNCIL

ATTACHMENTS - ORDINARY COUNCIL

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DRAFT ON SITE SEWAGE MANAGEMENT POLICY P2.0199.1

ON SITE SEWAGE MANAGEMENT POLICY

DIVISION: Planning and Environment
BRANCH: Environment and Regulatory Services
CATEGORY: 2

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PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 Camden Local Government Area (LGA) covers an area of approximately 206 square kilometres and is approximately 61km south west of the Sydney CBD. It is estimated that there are approximately 3000 on-site sewage management (OSSM) systems installed within the Camden LGA.
- 1.2 Existing OSSM systems vary greatly in age, design, installation, user loading and operation. User knowledge and maintenance standards greatly influence the performance of these systems.
- 1.3 At the time of writing this policy, the unsewered areas of Camden include parts of Cobbitty, Catherine Field, Bringelly, Cawdor, Rossmore, Leppington, Bickley Vale, Ellis Lane, Grasmere, Kirkham, sections of Elderslie and Spring Farm as well as isolated streets/properties where Sydney Water Corporations (SWC's) reticulated sewerage is unavailable.
- 1.4 Council is committed to implementing a program that regulates the installation and ongoing operation of OSSM systems to ensure best practice and to protect public health and the environment.
- 1.5 This policy seeks to:
 - Adopt a partnership approach with property owners, installers and service agents to support continual improvement and sustainable on-site sewage management
 - Define Council's role in the effective regulation of OSSM systems in the Camden LGA to protect public health and the environment
 - To set out the criteria and objectives for the assessment of OSSM systems
 - To set out the processes for the approval and installation of new OSSM systems and the on-going operation of OSSM systems
 - Assist Council to prioritise resources for the efficient regulation and monitoring of OSSM systems within the LGA.

2. OBJECTIVE

- 2.1 The objectives of this policy are to ensure that OSSM systems in the Camden LGA make appropriate provision for the following:
 - Preventing the spread of disease by micro-organisms
 - Preventing the spread of foul odours
 - Preventing contamination of water
 - Preventing degradation of soil and vegetation
 - Discouraging insects and vermin

- The *Local Government Act 1993*
- The *Local Government (General) Regulation 2005*
- The Environment and Health Protection Guidelines for On-site Sewage Management for Single Households
- The *Protection of the Environment Operations Act 1997*
- The NSW Guideline for Greywater Reuse in Sewered, Single Household Residential Premises
- Designing and Installing On-Site Wastewater Systems – Water NSW
- Australian Standards:
 - (AS/NZS 1547:2012) On-Site Domestic Wastewater Management
 - (AS/NZS 1546:1998) On-Site Domestic Wastewater Treatment Units
 - (AS/NZS 3500) Plumbing and Drainage.

6.2 In the event that relevant legislation, guidelines or Australian Standards are revised after the adoption of this policy, the revised documents are to replace the repealed documents.

7. DEFINITIONS

7.1 Refer to Appendix 1 of this policy.

PART 2 - POLICY STATEMENT

8. APPROVAL TO INSTALL AN ON-SITE SEWAGE MANAGEMENT SYSTEM

8.1 INSTALLATION APPROVALS

8.1.1 The installation, construction or alteration of an OSSM system requires approval from Council under section 68 of the *Local Government Act 1993*. An application to install/construct/alter shall be made to Council for:

- Any new installations
- Any alterations to existing installations (including any additional drainage works or increase in the number of bedrooms to an existing dwelling).

8.2 PERFORMANCE CONSIDERATIONS

8.2.1 Council will consider the following during site assessments for installation approvals:

- Impacts, or potential impacts, on the water catchment
- Impacts, or potential impacts on public health and the environment

- Suitability of the site
- Suitability of any proposed or existing systems.

8.3 ASSESSMENT PROCESS

8.3.1 The assessment process related to an application to install an OSSM system is detailed in Appendix 2 of this policy.

8.3.2 Council will make determination of an application within 40 days in accordance with the requirements of section 105 of the *Local Government Act 1993*.

Note: This timeframe is suspended when additional information is requested by Council. Where additional information is required, Council will write to the applicant and request further details.

8.3.3 The application will then be:

- **Approved** subject to conditions of consent and amendments where required, or
- **Refused** if it is established that the proposal would not provide a satisfactory level of human health protection and environmental wellbeing. Council will provide details supporting the decision to refuse an application.

NOTE:

- An applicant or his/her contractor shall not commence work on the installation of an OSSM system until an Approval to Install a sewage management system has been obtained from Council.
- Council is both the Consent Authority and Certifying Authority for the approval and installation inspections associated with OSSM systems covered by this policy.

8.4 APPLICATION TO INSTALL PROCESS

8.4.1 Prior to submitting an application to install an OSSM system for a domestic premises the owner is required to obtain the Sustainable Effluent Application Area (SEAA) required for their site from Council. This information is obtained by submitting a Request for a SEAA form to Council and paying the prescribed fee. The Request for a SEAA form can be downloaded from Council's website.

8.4.2 When submitting an Application to Install, Construct or Alter a Sewage Management System, the applicant shall ensure that it is accompanied by the supporting documentation detailed in Appendix 3 of this policy.

8.5 REQUIREMENT FOR AN OSSM SYSTEM TO BE ACCREDITED

8.5.1 Council will only approve domestic systems that are accredited by NSW Health.

8.6 DESIGN WASTEWATER FLOW ALLOWANCES

8.6.1 To ensure adequate treatment capacity of the proposed treatment system, the following design wastewater flow allowance is to apply, unless otherwise stated by Council.

- **Residential development number of people (equivalent persons):** For residential development, the design daily flow calculations shall be based on the maximum potential occupancy of the dwelling, being the number of bedrooms plus two. Council reserves the right to increase the occupancy rate per bedroom for larger dwellings where Council believes the base figures are insufficient for the size and design of the dwelling.

Council may classify studies and other rooms that have the potential to be used as sleeping rooms as bedrooms.

- **For commercial development:** Design flow allowances shall comply with the relevant Australian Standards and guidelines.

8.7 SIZING OF EFFLUENT APPLICATION AREAS

- For all sites, the minimum area permitted for onsite disposal of effluent shall comply with the SEAA provided by Council.
- Council does not accept the submission of wastewater reports for domestic allotments unless there are extenuating circumstances in which case Council may request one. Any such request shall be at the discretion of Council. Prior to preparing any wastewater report, the owner shall seek pre-judgment advice from Council's Environmental Health Officers.
- A reserve area must be incorporated into the design of all systems.
- For existing Council approved AWTS that require tank replacement due to structural or performance failure, Council may consider allowing the previously approved effluent application area design and sizing to remain. This shall be at the discretion of Council and will only be considered if Council deems that the performance of the existing related effluent application is satisfactory.

8.8 RESERVE AREAS

8.8.1 A reserve area is an area set aside to accommodate future replacement related effluent application areas. The reserve area is not required to be installed at the time of the OSSM system installation. However, no development is permitted on the reserve area and this land is to be made available if required in the future for effluent disposal.

8.8.2 Sizing of Reserve Areas:

- For an AWTS with fixed or semi-fixed surface spray or subsurface drip irrigation, the reserve area shall be 50% the size of the primary area.
- Where the disposal area incorporates the use of evapo-transpiration beds, transpiration beds, trenches or mounds, irrespective of system

type, the minimum reserve area required is 100% of the total primary area plus sidewall allowance.

8.8.3 The reserve area shall be protected from any development that would prevent it being used in the future.

8.9 DESIGN OF RELATED EFFLUENT APPLICATION AREAS (REAA)

8.9.1 The design of any REAA must comply with the relevant Australian Standards and Guidelines detailed in section 6 of this policy. REAAs shall be located on natural ground only (i.e. not to be located on cut or filled land).

8.9.2 IRRIGATION DESIGN – applicable to secondary treated effluent only

- For AWTS irrigation areas: fixed surface spray, or sub-surface drip irrigation shall be used. The irrigation of treated effluent from the AWTS shall be restricted to within a designated REAA. Appendix 4 of this policy shows the detail that is to be provided on a site plan for fixed spray or subsurface drip irrigation.
- Council may consider the use of semi-fixed irrigation only if the following are complied with:
 - The property is not located within an Environmentally Sensitive Area.
 - The distribution line shall be buried between the tank(s) and the REAA.
 - The REAA shall be designed to incorporate quick release coupling valves (QCV) whereby a maximum 15m irrigation line shall be attached with a minimum of two sprinklers per line.
 - The applicant shall demonstrate that the REAA consists of a sufficient number of quick release coupling valve points to ensure even coverage of the entire REAA.
 - Moveable hoses shall be limited in length so that they are not able to extend outside the boundaries of the REAA.
 - The pump within the AWTS shall be suitably sized for the proposed use.
 - Compliance with the buffer distances detailed in section 8.10 of this policy can be demonstrated.

8.9.3 EVAPORATIVE TRANSPIRATION AREA (ETA) BEDS, TRANSPIRATION BEDS AND MOUNDS:

The design of the beds or mounds must comply with Australian Standards.

- Transpiration bed design for a conventional system must comply with Appendix 5 of this policy.
- ETA beds connected to an AWTS shall be pressure dosed and

designed in accordance with the 'Designing and Installing On-Site Wastewater Systems – Water NSW'.

- When designing an OSSM system using ETA beds, transpiration beds or mounds, it is recommended that the design incorporates the use of two or more beds or mounds (refer to Appendix 6).

This will assist in managing hydraulic loading during periods of wet weather or peak use and will allow resting of effluent application areas, in turn promoting longevity of the REAA.

- Council may consider the installation of a single bed where the total size does not exceed the recommended maximum length or width specified in the Australian Standards.

8.10 BUFFER DISTANCES

8.10.1 Buffer distances are the setback requirements (measured in metres) between the effluent disposal area and other features on a site or surrounding area. They are designed to ensure that your OSSM system is operating with minimal impact on public health and the environment.

8.10.2 Buffer distances may vary depending on the type of system and level of treatment of the wastewater.

Table 1: STANDARD BUFFER DISTANCES

SYSTEM	BUFFER DISTANCES – PRIMARY TREATED EFFLUENT	BUFFER DISTANCES – MINIMUM OF SECONDARY TREATED EFFLUENT
all land application systems	<ul style="list-style-type: none"> • 100 metres to permanent surface waters (river, stream, lake etc.). • 250 metres to domestic groundwater well. • 40 metres to other waters (farm dams, intermittent waterways and drainage channels). 	<ul style="list-style-type: none"> • 100 metres to permanent surface waters (river, stream, lake etc.). • 250 metres to domestic groundwater well. • 40 metres to other waters (farm dams, intermittent waterways and drainage channels).
surface spray irrigation (including semi-fixed)	not applicable	<ul style="list-style-type: none"> • 6 metres if area up-gradient and 3 metres if area down-gradient of driveways and property boundaries. • 15 metres to dwellings and any other habitable building. • 3 metres to paths and walkways. • 6 metres to swimming pools and any other non-habitable building or structure. • 40m to any market garden
sub-surface irrigation or surface drip and trickle irrigation	not applicable	<ul style="list-style-type: none"> • 6 metres if area up-gradient and 3 metres if area down-gradient of swimming pools, property boundaries, driveways, dwellings and any other non-habitable building or structure. • 20 metres if area up-gradient and 10 metres if area down-gradient of any market garden.
absorption or evapo-transpiration or mound system	<ul style="list-style-type: none"> • 12 metres if area up-gradient and 6 metres if area down-gradient of property boundary. • 6 metres if area up-gradient and 3 metres if area down-gradient of swimming pools, driveways and buildings. • 20 metres if area up-gradient and 10 metres if area down-gradient of any market garden. 	<ul style="list-style-type: none"> • 6 metres if area up-gradient and 3 metres if area down-gradient of swimming pools, property boundaries, driveways and buildings. • 20 metres if area up-gradient and 10 metres if area down-gradient of any market garden.
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Primary and Secondary Treated Effluent relates to effluent quality discharge at the exit of the tank prior to being applied to the land application area (REAA). 2. Buffer distances shall be measured in a direct line from the feature to the disposal area/tank(s). 3. Council may impose additional site specific buffer distances. 4. Council will assess each application and or existing commercial system based on its merits. 		

8.10.3 ADDITIONAL BUFFER DISTANCES

8.10.3.1 Market gardens:

Any proposed new system or replacement system for a property that incorporates market gardens shall comply with the following:

- The REAA is required to be fenced.
- Fruit/vegetables/herbs or any consumables are not to be grown on top of or within the designated REAAs and associated buffer zones.

- The REAA is required to be turfed unless sufficient existing ground cover (grass) is provided.

NOTE: As an alternative for a property with existing market gardens and an OSSM system which requires upgrading or replacement, Council may consider the installation of a pump-out system. In this instance the dwelling may need to be provided with a separate water meter (sub-meter/check meter).

8.10.3.2 Properties located adjacent to an existing market garden:

Any proposed new system or replacement system for a property that is located adjacent to an existing market garden shall be required to comply with the buffer distances detailed in Part 2 – Section 8.10 of this policy. Where compliance with this requirement is unable to be achieved, Council may condition alternative requirements such as buffer zone plantings and or alternative application methods.

8.10.3.3 Retaining Walls:

A minimum buffer distance of three metres or 45⁰ angle from toe of wall (whichever is greater) is required between any retaining wall and REAA.

8.10.3.4 Inground Water Tanks:

- Where the inground water tank is not being used as a potable water source the OSSM system shall be a minimum of six (6) metres downslope from any in-ground water storage tank.
- Where the inground water tank is being used as a potable water source the OSSM system shall be a minimum of fifteen (15) metres from any inground water storage tank.
- The overflow from any water tank shall be directed away and downslope of any OSSM system (including tank and REAA).
- The overflow from any water tank shall not be piped through the REAA.
- Where water tanks provide water for potable/domestic use separation distance between services shall comply with Australian Standards.

8.10.3.5 Septic Tanks & Treatment Tanks:

- A minimum buffer distance of five metres shall be provided between any septic and or treatment tank(s) and any property boundary.
- The septic and or treatment tanks must be located a minimum of 2.5 metres from any dwelling, habitable building or other structure.

NOTE: This figure is based on the assumption that the installation will be in clay soils where the angle of repose is 45⁰,

(i.e. the depth of the tank is equal to the distance to the base of the footings of the dwelling).

- Where possible, the location of the tank(s) is expected to comply with the buffer distances as detailed in Table 1 for permanent surface waters, groundwater wells and other waters.
- The location of the tank(s) shall be a minimum of six metres from any market garden.
- The join between the tank and the tank lid shall be 100mm above ground level to prevent the ingress of surface water.
- Where risers are installed, the manufacturer may be required by Council to provide certification (in writing) that suitable safe access will still be provided for servicing.

8.11 RISERS

8.11.1 Septic tank(s) and or treatment tank(s) shall be appropriately located on the site to eliminate or minimise the need for the use of risers. Where the site constraints require the use of a riser ring, compliance with the following shall be demonstrated:

- Single whole-of-tank risers shall be used (individual man hole risers will not be accepted).
- Risers shall be appropriately cast, fitted and sealed and shall be protected against lateral movement and ingress of water.
- Risers shall ensure that the design of the system is serviceable (all serviceable components of the system shall be raised to the tank lid opening).
- Risers used shall be designed and installed in accordance with AS/NZS 1546:2008.

8.12 FLOOD POTENTIAL

- 1% AEP (1:100) Flood Contours
The location of the onsite wastewater treatment facility (tanks) shall be above the 1% AEP (1:100) flood contour (the tank(s) shall be located above the flood line on flood free land).
- 5% AEP (1:20) Flood Contours
No portion of the REAA is permitted to be located below the 5% AEP (1:20) flood contour.
- Where there is potential for the REAA to be inundated by surface water run-off from roads or other properties, swales or bunding shall be constructed upslope of the application area to direct the water around such areas.
- Where an existing system servicing an existing development is to be renewed on an allotment that is unable to comply with this section of this policy, a wastewater report shall be provided by a suitably qualified

wastewater consultant to support the application. The wastewater report shall consider the effects of flooding on the proposed system's tank(s) and disposal area and provide mitigation measures to minimise the impacts of flooding on the system.

8.13 PUMP-OUT SYSTEMS

8.13.1 Pump-out systems are not considered to be a viable nor sustainable on-site wastewater management technique and as such will be considered as the last option and only on existing sites where existing site constraints or environmental or health risks preclude other options.

- New development that relies on the use of a pump-out system will not be supported by Council.
- Council will not consider pump-out systems unless suitable safe road access for the pump-out truck can be provided.
- Applications for a pump-out system must comply with the following:
 - The pump-out system shall consist of a septic tank and collection well.
 - The collection well shall be sized to contain a minimum of one week's daily flow plus an additional minimum 25% safety factor.
 - The collection well shall be suitably anchored during installation in accordance with the manufacturer's recommendations to prevent hydrostatic uplift after removal of effluent.
 - The system shall be pumped out weekly (unless otherwise approved by Council).
 - A suitable service provider is to be engaged to pump-out the tank/s and dispose of the waste at a licensed wastewater facility.
 - A 50mm draw off line shall be provided to the front property boundary.
 - The draw off line shall be fitted with a gate valve and a cam lock fitting and cap.
 - The pump-out line shall be protected from damage.
 - The holding well shall be fitted with a highwater alarm that is both visual and audible.

8.14 DUAL OCCUPANCY & SECONDARY DWELLINGS

8.14.1 Any proposal for a new or altered system for a dual occupancy or secondary dwelling, including both attached and detached dwellings and any other building deemed by Council as self-contained shall comply with the following requirements:

- Each dwelling shall have its own independent sewage management facility, including an independent designated REAA.
- Effluent disposal (for any Aerated Wastewater Treatment System) should be via a sub-soil method.
- Where fixed surface irrigation area(s) are proposed, they must be fenced (including provisions for an access gate) to define the limits of the disposal area and to impede the unintended passage of persons.
- Where a secondary dwelling consists of no more than one bedroom Council may consider the connection of the secondary dwelling to the main dwelling's OSSM system subject to the following criteria being met:
 - Only domestic sized systems up to total 10 Equivalent Population (EP) accredited by NSW Health will be considered.
 - If the existing system is an AWTS and it is greater than five (5) years old, Council may require water quality sampling and testing to be undertaken in accordance with Councils requirements to ensure that the system is operating within its accreditation requirements.
 - EP shall be calculated per dwelling and then added to determine the total EP.
 - Disposal of effluent shall be via a sub-soil method (spray irrigation will not be approved).

8.15 SUBDIVISIONS

- Any proposed unsewered subdivision in the Camden LGA will need to demonstrate that each allotment can comply with the SEAA provided by Council and shall be designed to accommodate a minimum of a four (4) bedroom dwelling. The SEAA required for a proposed subdivision can be obtained by submitting a 'Request for a Sustainable Effluent Application Area – Proposed Subdivision' form to Council and paying the prescribed fee.
- Where a proposed subdivision includes an existing dwelling, the assessment shall demonstrate that the subdivision will not impact on the dwelling's existing OSSM system.
- If the proposed subdivision impacts on any existing OSSM system that services a development which is to remain part of the subdivision, the system will need to be upgraded and/or replaced in accordance with this policy.
- Where the proposed subdivision does not impact on the existing dwelling's OSSM system, it must be demonstrated that sufficient land is available to upgrade the system in accordance with this policy in the event the system fails in the future.

8.16 COMMERCIAL SYSTEMS

- 8.16.1 Any proposal not of a domestic nature (including domestic sized systems receiving commercial or industrial type waste), that is expected to receive a daily wastewater volume of between 10EP and 2500EP, is typically regarded as a commercial sewage management system.
- 8.16.2 An application for a Commercial OSSM system must be supported by a wastewater report completed by a suitably qualified wastewater consultant. The wastewater consultant shall ensure that all information detailed in Appendix 7 of this policy is addressed within the wastewater report.
- 8.16.3 Pre-lodgement advice should be sought from Council to confirm the supporting information that needs to be provided before an application form is submitted to 'Install a Commercial Sewage Management System'.

8.17 COMMISSIONING OF A SYSTEM

- 8.17.1 Prior to operation of the OSSM system, the system shall be fully commissioned. Commissioning has occurred only when the following has been satisfied:
- On completion of installation of the OSSM system, it shall be inspected and checked by the manufacturer or the manufacturer's agent. The manufacturer or agent is to certify that the system has been installed and commissioned in accordance with its design, conditions of accreditation and any additional requirements specified by Council. Certification shall be provided in writing directly from the manufacturer or agent to Council.
 - Final Council inspection (including approval to operate). The owner and or applicant shall ensure that they have arranged for a final inspection to be conducted by a Council officer. The Council officer will check that the tanks and disposal area have been installed in accordance with the Conditions of Approval issued by Council.

NOTE: Council will not issue an approval to operate a sewage management system unless Council has completed a satisfactory final inspection and received a commissioning certificate from the manufacturer or agent for the system.

9. APPROVAL TO OPERATE

9.1 APPROVAL REQUIRED TO OPERATE A SEWAGE MANAGEMENT SYSTEM

- 9.1.1 Section 68 of the *Local Government Act 1993* states that Council approval is required to operate an OSSM system. This includes both new and existing OSSM systems.
- 9.1.2 Approval to operate inspections are undertaken by Council as part of the following:
- On-going approval to operate inspections across the Camden LGA (refer to appendix 8 of this policy).
 - At the completion of the installation/alteration of an OSSM system.

- Pre-purchase inspection – upon request as part of the change of ownership of an unsewered property.

9.1.3 The Approval to Operate issued by Council expires annually and renewal fees are attached to the annual rates notice for the property. Payment of the annual fee automatically renews the Approval to Operate (unless revoked by Council).

9.1.4 The Approval to Operate an OSSM system is issued to the owner of the property (not the property itself). New owners, either by acquisition of established property or installation of new systems, are therefore required to submit an Application for Approval to Operate an OSSM to Council.

9.2 INSPECTION REGIME

9.2.1 Existing installations which, during the course of inspections carried out by Council, are found to be functioning in a manner that meets the applicable performance standards and not requiring alteration, will be given a risk classification. A rating given from the risk assessment inspection will be:

- For domestic systems:
 - Low (requiring re-inspection in six years), or
 - Moderate (requiring re-inspection in four years), or
 - High (requiring re-inspection in two years).
- Commercial systems require annual inspections and will be subject to an hourly inspection rate in accordance with Council's adopted fees and charges.

NOTE:

- Additional inspections may be carried out at Council's discretion. Additional inspections may incur additional inspection fee(s).
- If Council finds that a condition of the Approval to Operate has not been complied with, Council may modify or revoke the approval, or require remedial works to be undertaken to ensure compliance.
- Council may also issue penalty notices for operating a system without approval or operating a system in a manner other than in accordance with the terms of the approval.

9.3 ADDITIONAL REQUIREMENTS FOR AERATED WASTEWATER TREATMENT SYSTEMS (AWTS)

9.3.1 AWTS are required to be serviced by an experienced service agent in accordance with the NSW Health Accreditation issued for the system (service intervals are generally quarterly unless specified otherwise in the accreditation). The service shall be carried out in accordance with the manufacturer's instructions. The system owner is responsible for

organising service inspections for their system and ensuring a copy of the service report is forwarded to Council.

NOTE: The above service requirements also apply to other NSW Health Accredited alternative systems such as Biological Filter Systems.

9.4 FAILING SYSTEMS

9.4.1 If an OSSM is found to be functioning in a manner which Council deems unsatisfactory (i.e. not operating in accordance with the applicable performance standards), and is a risk to the environment and/or public health, Council will take appropriate action under relevant legislation to address the issues with the system and to ensure that the system operates in a satisfactory manner.

9.4.2 This action is irrespective of whether or not the system is being operated under a current Approval to Operate. If that is the case, Council holds the authority to revoke the Approval to Operate.

9.5 FAILING SYSTEMS – WITHIN THE STATE GOVERNMENT DESIGNATED GROWTH AREAS.

9.5.1 If a failing OSSM system servicing an existing development is located within a NSW State Government growth area, Council may consider a variation to the requirement of this policy based on the availability/timing of the Sydney Water sewer connection. Such variations may include but are not limited to the following:

- Aggregate used for the replacement transpiration bed – Council may consider the use of recycled aggregate for the construction of the bed instead of blue metal. In such cases the owner of the premises is required to provide written correspondence to Council accepting liability for the reduced lifespan of the bed due to the use of the recycled material.
- Other proposals for replacement systems will be assessed based on their merit and risk.

9.6 RESPONSIBILITY OF THE OWNER OR OCCUPIER

- It is the responsibility of the homeowner and/or the occupier to ensure that the OSSM system on their property is maintained and operated in a manner which does not pose any risk to public health and/or the environment.
- The owner and the occupier should be aware of the operation and maintenance requirements of their OSSM system and must ensure that the necessary service contracts are in place.
- The owner or occupier must notify Council if their OSSM system is failing prior to arranging the necessary repairs or replacement of the system in accordance with this policy.

10. CONNECTING TO MAINS SEWER (SYDNEY WATER)

10.1 Mains sewer systems are provided to ensure safe collection, treatment and

disposal of domestic, commercial and industrial wastewater. Properties located within an area that is serviced by a mains sewer are required to be connected to such mains.

10.1.1 EXISTING SEWERED AREAS

OSSM systems will not be permitted where a mains sewer is available and a connection is possible.

10.1.2 NEWLY SEWERED AREAS

- Properties situated within 75 metres of a sewer main (including newly sewerred areas) will be required to connect to such mains within 12 months of a connection becoming available. Properties that fail to connect may be directed to connect in accordance with the provisions of section 124 of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.
- Upon connection of a property to a mains sewer, any existing OSSM system is required to be decommissioned in accordance with the relevant guidelines issued by NSW Health.

11. REUSING GREYWATER

11.1 In 2006 the NSW State Government introduced the *Local Government (General) Amendment (Domestic Greywater Diversion) Regulation 2006*. To assist in the application of that regulation, in March 2007 the 'NSW Guidelines for Greywater Reuse in Sewered, Single Household Residential Premises' were introduced.

11.2 The 'NSW Guidelines for Greywater Reuse in Sewered, Single Household Residential Premises' provide advisory information to homeowners or occupiers regarding greywater reuse options. Council has adopted this Guideline for the regulation of greywater reuse in the Camden LGA.

12. FEES AND CHARGES

12.1 Council has adopted a fee schedule for cost recovery to cater for the implementation of the policy including inspections, education and administration. The fees for inspections and approvals have been determined in accordance with section 608 of the *Local Government Act 1993*.

13. POLICY REVIEW AND AMENDMENTS

13.1 Council is committed to the continual improvement of OSSM systems in the Camden LGA in accordance with current Australian Standards and best practice. This policy is subject to review by Council to ensure that it continues to meet the needs of the community, health and environment.

APPENDIX 1: DEFINITIONS

Absorption

The uptake of effluent into the soil by infiltration and capillary action.²

AEP

Annual Exceedance Probability. The chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage, for example, a 1% AEP flood has a 1 in 100 chance of happening each and every year.

Aerated Wastewater Treatment System (AWTS)

A wastewater treatment process typically involving settling of solids and flotation of scum, oxidation and consumption of organic matter through aeration, clarification – secondary settling of solids, and disinfection of wastewater before surface irrigation.³

Authority's Sewer (Sydney Water Corporation)

Centralised sewerage system, consisting of a sewage transport network, pumping stations, and treatment systems designed to service multiple users concurrently.

Bedroom

A room that has the potential to be used for sleeping, including a study.

Buffer Distance

The distance that a wastewater treatment system and related effluent application area must be situated from any habitable building, boundary, driveway, path, recreational facility, watercourse, body of water, environmentally sensitive area or other feature as specified by Council.

Council

Camden Council.

Domestic Wastewater

Wastewater arising from household activities, including wastewater from bathrooms, kitchens and laundries.

Drainage Channel

Defined low points that carry water during a rainfall event but dry out quickly when rainfall stops.

Dual Occupancy

A dual occupancy (attached) and a dual occupancy (detached).

Dual Occupancy (attached)

Two dwellings on the one lot of land that are attached to each other but does not include a secondary dwelling.

Dual Occupancy (detached)

Two detached dwellings on one lot of land but does not include a secondary dwelling.

Effluent

The liquid discharged from a wastewater-treatment unit.⁴

² AS/NZS 1547:2012, Onsite domestic wastewater management

³ Environment & Health protection Guidelines – On-site Sewage Management for single households

⁴ AS/NZS 1547:2012, Onsite domestic wastewater management

Environment

Surroundings, including natural and physical resources, community and neighbourhood.⁵

Environmentally Sensitive Area

As defined in the *Local Government (General) Regulation 2005* and includes any land or area:

- Within 100 metres of a natural waterbody, wetland or coastal dune field, or
- With a high watertable, or
- With highly permeable soils or acid sulphate, sodic or saline soils, or
- Within a drinking water catchment, or
- Within the water catchment area of an estuary where the entrance to the sea is intermittently open.

It also includes any land or area set out in the ‘environmentally sensitive area’ definition Part 4 of Schedule 3 of the *Environmental Planning and Assessment Regulation 2000*.

Equivalent Population (EP)

A measure typically used in the design of wastewater management systems. Because there are differences in wastewater generation rates between properties with and without reticulated water supplies, and properties with dry composting toilet technologies, it is usually easier to stipulate design limits by an ‘equivalent’ number of people rather than the total flow.

Groundwater

The body of water in the soil, all the pores of which are saturated with water. If the body of water is present at all times it represents permanent or true groundwater.⁶

Hydraulic Loading Rate (hydraulic load, hydraulic loading)

The amount of liquid applied to land over a specified time interval. Can be expressed as either a depth or a volume (with one millimeter of application equal to one litre per square meter)⁷.

LGA

Local Government Area.

New Development

Includes but is not limited to the following:

- The subdivision of land.
- Change in use of the site (e.g. agricultural use – market garden).
- The erection or extension/modification of a dwelling (including extensions), or other building, swimming pool, shed, awning, pergola, driveway, footpath, or any other site works that will reduce the available area for the disposal of effluent on the site.
- The demolition of a building.

⁵ AS/NZS 1547:2012, Onsite domestic wastewater management

⁶ AS/NZS 1547:2012, Onsite domestic wastewater management

⁷ Environment & Health protection Guidelines – On-site Sewage Management for single households

- Construction of a dam.

On-site Sewage Management (OSSM) Facility

A system that stores and treats wastewater on-site (does not include the REAA).

On-site Sewage Management (OSSM) System

A system (including tanks and related effluent application area) that stores, treats and disposes of wastewater incorporating both the tanks and REAA. Also referred to as an 'on-site sewage management system'.

Potable

Water of a quality suitable for drinking and domestic use that does not deteriorate on storage and that does not contain pathogenic organisms⁸.

Primary Treated Effluent (Primary Treatment)

The separation of suspended material from wastewater by settlement and/or flotation in a septic tank prior to the effluent discharge to either a secondary treatment process or to a land application area.⁹

Pump-out

A septic system where all accumulated wastewater is removed from site by a licensed waste service.

Regulatory Authority

An authority that is empowered by statute to be responsible for managing or controlling an aspect of on-site domestic-wastewater systems.¹⁰

Related Effluent Application Area (REAA)

An area of land specifically designated for the application of effluent.

Reserve Area

An area set aside for future use as a REAA to replace or extend the original REAA.¹¹

Run-off

The part of the precipitation and/or irrigated effluent that becomes surface flow because it is not immediately absorbed into or detained on the soil¹².

Secondary Dwelling

A self-contained dwelling that:

- Is established in conjunction with another dwelling (the *principal dwelling*).
- Is on the same lot of land as the principal dwelling.
- Is located within, or is attached to, or is separate from, the principal dwelling.
- For more information on residential accommodation including secondary dwellings, refer to the Camden Local Environmental Plan 2010 and appropriate State Environmental Planning policies.

Secondary Treated Effluent (Secondary Treatment)

Aerobic biological processing and settling or filtering of effluent received from a primary

⁸ Environment & Health protection Guidelines – On-site Sewage Management for single households

⁹ AS/NZS 1547:2012, Onsite domestic wastewater management

¹⁰ AS/NZS 1547:2012, Onsite domestic wastewater management

¹¹ AS/NZS 1547:2012, Onsite domestic wastewater management

¹² Environment & Health protection Guidelines – On-site Sewage Management for single households

treatment unit. Effluent quality following secondary treatment is expected to be equal to or better than 20mg/L 5-day Biochemical oxygen demand and 30mg/L suspended solids.

Septic Tank

A single or multiple chambered tank through which wastewater is allowed to flow slowly to permit suspended matter to settle and be retained, so that organic matter retained therein can be decomposed (digested) by anaerobic bacterial action in the liquid. The term covers tanks used to treat all-waste, greywater or blackwater.¹³

Sewage

Waste matter that passes through sewers. Sewage includes any effluent of a kind referred to in the definition of waste.

Sewerage

The network of collection drains carrying domestic wastewater or effluent away from properties for off-site treatment.¹⁴

Sewage Management

Any activity carried out for the purpose of holding or processing, or reusing or otherwise disposing of, sewage or by-products of sewage.¹⁵

Sewage Management Facility

A human waste storage facility, or a waste treatment device intended to process sewage, and includes a drain connected to such a facility or device. (as defined in the *Local Government (General) Regulation 2005*).

Sustainable Effluent Application Area (SEAA)

The sustainable effluent application area is the area required for sustainable disposal of wastewater and is based on the soil landscapes (as defined by the 1:100000 Penrith and Wollongong Soil Landscape Sheets produced by the Soil Conservation Service of NSW), soil facets, rainfall data and topography of the site, taking into consideration the proposed development of the site and the surrounding land uses. Sustainable effluent application areas are provided by Council to the owner of the property upon request in compliance with the requirements of this policy.

Waste

- Effluent, being any matter or thing, whether solid or liquid or a combination of solids and liquids, which is of a kind that may be removed from a human waste storage facility, sullage pit or grease trap, or from any holding tank or other container forming part of or used in connection with a human waste storage facility, sullage pit or grease trap, or
- Trade waste, being any matter or thing, whether solid, gaseous or liquid or a combination of solids, gases and liquids (or any of them), which is of a kind that comprises refuse from any industrial, chemical, trade or business process or operation, including any building or demolition work, or
- Garbage, being all refuse other than trade waste and effluent, and includes any other substance defined as waste for the purposes of the *Protection of the Environment Operations Act 1997*. A substance is not precluded from being waste merely because it is capable of being refined or recycled.

¹³ AS/NZS 1547:2012, Onsite domestic wastewater management

¹⁴ AS/NZS 1547:2012, Onsite domestic wastewater management

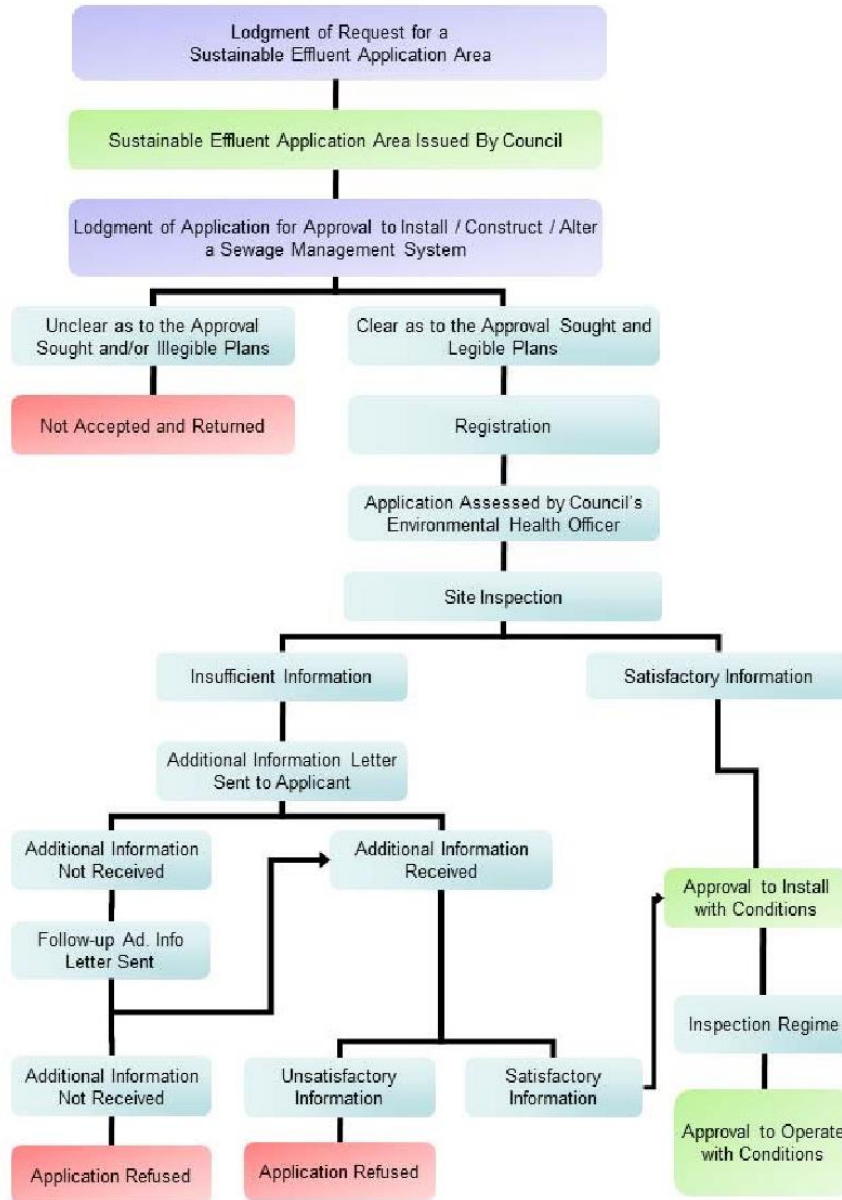
¹⁵ Environment & Health protection Guidelines – On-site Sewage Management for single households

Wastewater

The used water arising from domestic activities in dwellings, institutions or commercial facilities consisting of all-waste, greywater or blackwater.¹⁶

¹⁶ AS/NZS 1547:2012, Onsite domestic wastewater management
ON-SITE SEWAGE MANAGEMENT POLICY Next Review Date: dd/mm/yyyy
Adopted by Council: EDMS #:

APPENDIX 2: APPLICATION TO INSTALL AN ON-SITE SEWAGE MANAGEMENT SYSTEM FLOWCHART



APPENDIX 3: MATTERS TO ACCOMPANY APPLICATIONS FOR APPROVAL TO INSTALL, CONSTRUCT OR ALTER ON-SITE SEWAGE MANAGEMENT SYSTEMS:

MATTERS TO ACCOMPANY APPLICATIONS FOR APPROVAL TO INSTALL, CONSTRUCT OR ALTER SEWAGE MANAGEMENT SYSTEMS

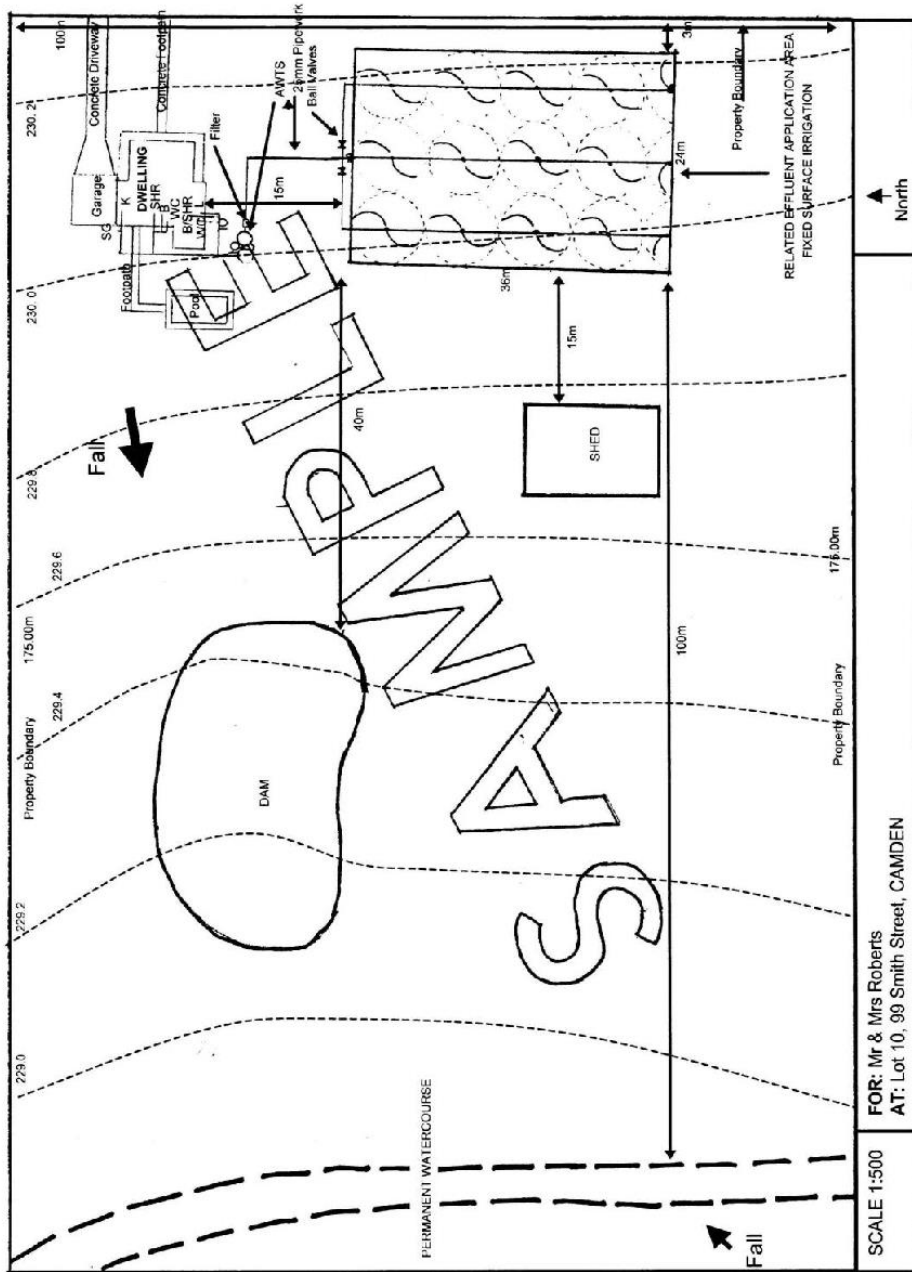
Note: It is the statutory responsibility of the applicant to provide documents as specified overleaf to enable Council to determine the application.

Please indicate documents/information included with this Application.

- Sustainable Effluent Application Area.** The owner of the allotment has obtained the sustainable effluent application area required for the allotment from Council. A copy of the sustainable effluent application area required for the allotment is attached to this application.
- Site Assessment.** Details of the topography:
- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Flat | <input type="checkbox"/> Loams (Varying mix of sand & clay) |
| <input type="checkbox"/> Even Slope | <input type="checkbox"/> Light Clay |
| <input type="checkbox"/> Undulating | <input type="checkbox"/> Heavy Clay |
| <input type="checkbox"/> Steep Slope | <input type="checkbox"/> Exposed Rocks |
- vegetation within any effluent application areas related to the sewage management system, together with an assessment of the site in the light of those details.
- Site Plan.** The application must be accompanied by a minimum of three (3) copies of a plan, to scale, showing the location of:
- the sewage management facility proposed to be installed or constructed on the premises, and
 - any related effluent application areas (REAA), including reserve areas (dimensions of REAA(s) shall be displayed in metres), and
 - demonstration of how even distribution of wastewater is to be achieved within the REAA (e.g. for an AWTS with fixed surface irrigation or subsurface drip irrigation the location of all sprinklers or driplines, valves, filters etc), and
 - any buildings or facilities existing on any land located within 100 metres of the sewage management facility or effluent application areas, and
 - any environmentally sensitive areas of any land located within 100 metres of the sewage management facility or effluent application areas, and
 - any related drainage lines or pipe-work (whether natural or constructed, including an external drainage diagram).
- Specifications.** A minimum of three (3) copies of the full specifications of the sewage management facility proposed to be installed or constructed on the premises, including the NSW Department of Health Accreditation Certificate for the system, together with details of the proposed effluent application system(s).
- Operation and maintenance.** (Required for AWTS) Details of:
- the operation and maintenance requirements for the proposed sewage management facility, and
 - the proposed operation, maintenance and servicing arrangements intended to meet those requirements,
 - the action to be taken in the event of a breakdown in, or other interference with, its operation.
- Geotechnical Report** – Should an existing development with specific existing site constraints not be capable of complying with the sustainable effluent application area for the allotment as detailed in the Sewage Management Strategy, the applicant may be required submit a detailed wastewater report prepared by a qualified soil hydraulic consultant. Geotechnical reports will not be accepted unless they have been specifically requested by council.
- NOTE:** The information that is to accompany such applications (and applications for approval to alter a sewage management facility) is to be determined by the council in each particular case. Section 81 of the Local Government Act 1993 provides that an application for an approval under Part 1 of Chapter 7 of that Act (in which category such applications fall) must be accompanied by "such matters as may be prescribed by the regulations and such matters specified by the Council as may be necessary to provide sufficient information to enable the Council to determine the application".
- Application for Approval to Operate** – A completed Application for Approval to Operate a Sewage Management System form must be included with your application.

APPENDIX 4: SAMPLE SITE PLANS:

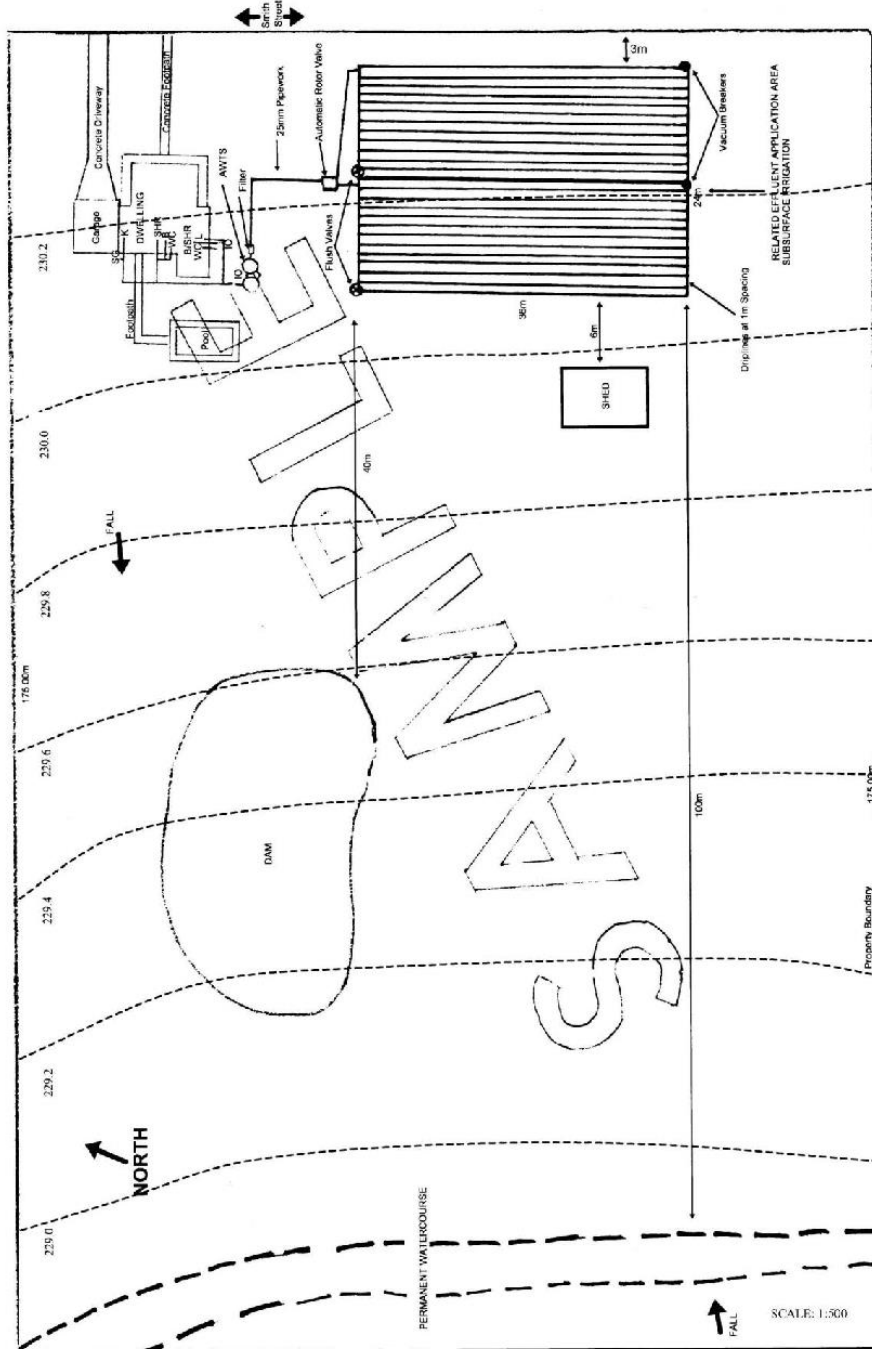
Site Plan 1: Fixed Surface Spray Irrigation



FOR: Mr & Mrs Roberts
AT: Lot 10, 99 Smith Street, CAMDEN

SCALE 1:500

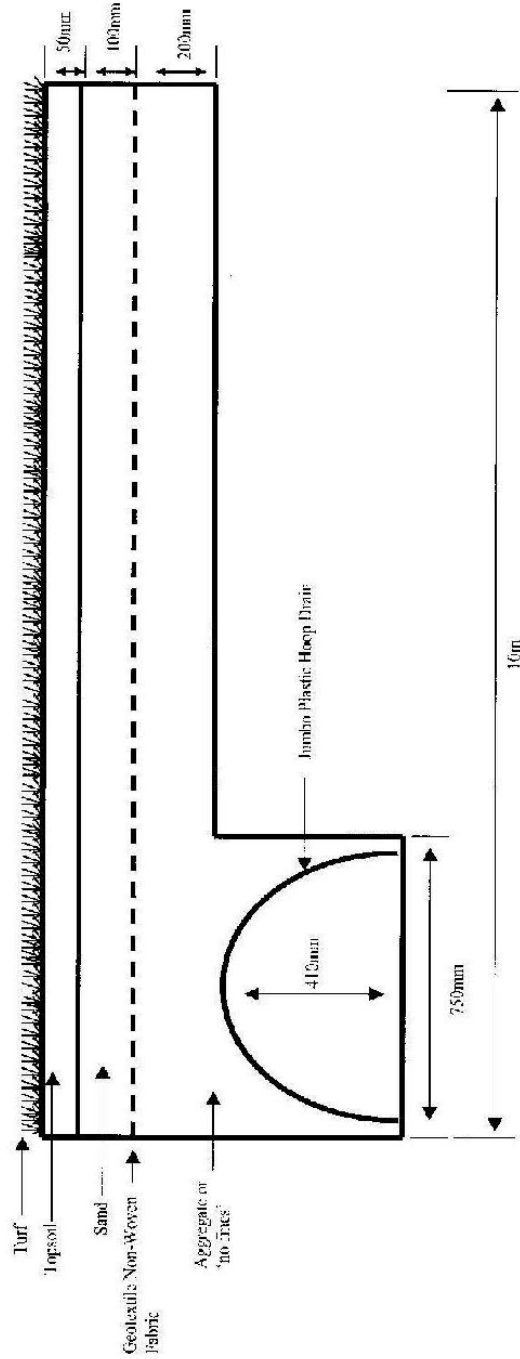
Site Plan 2: Sub-Surface Drip Irrigation



APPENDIX 5: TRANSPIRATION BED:

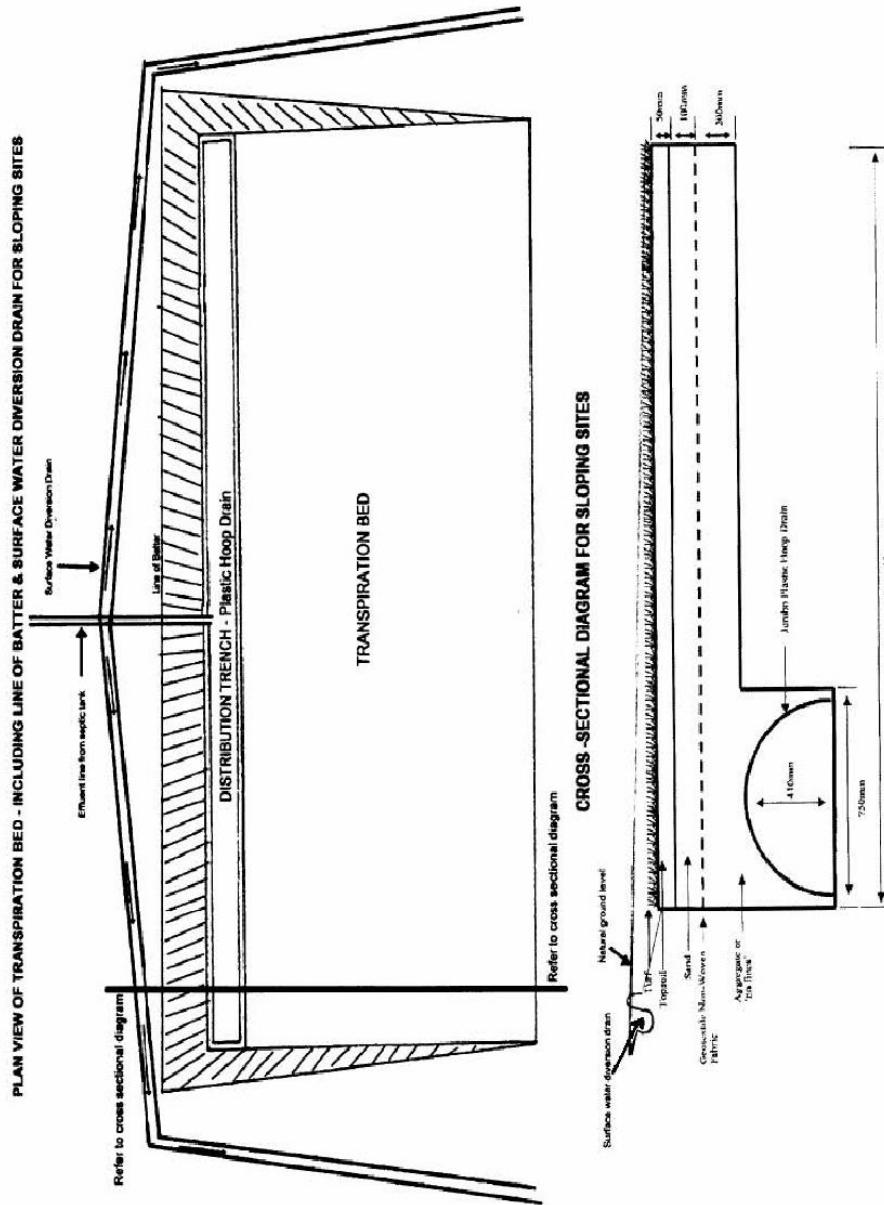
PLAN VIEW (Not to Scale)

Cross-sectional Diagram of an Evapo-transpiration Bed



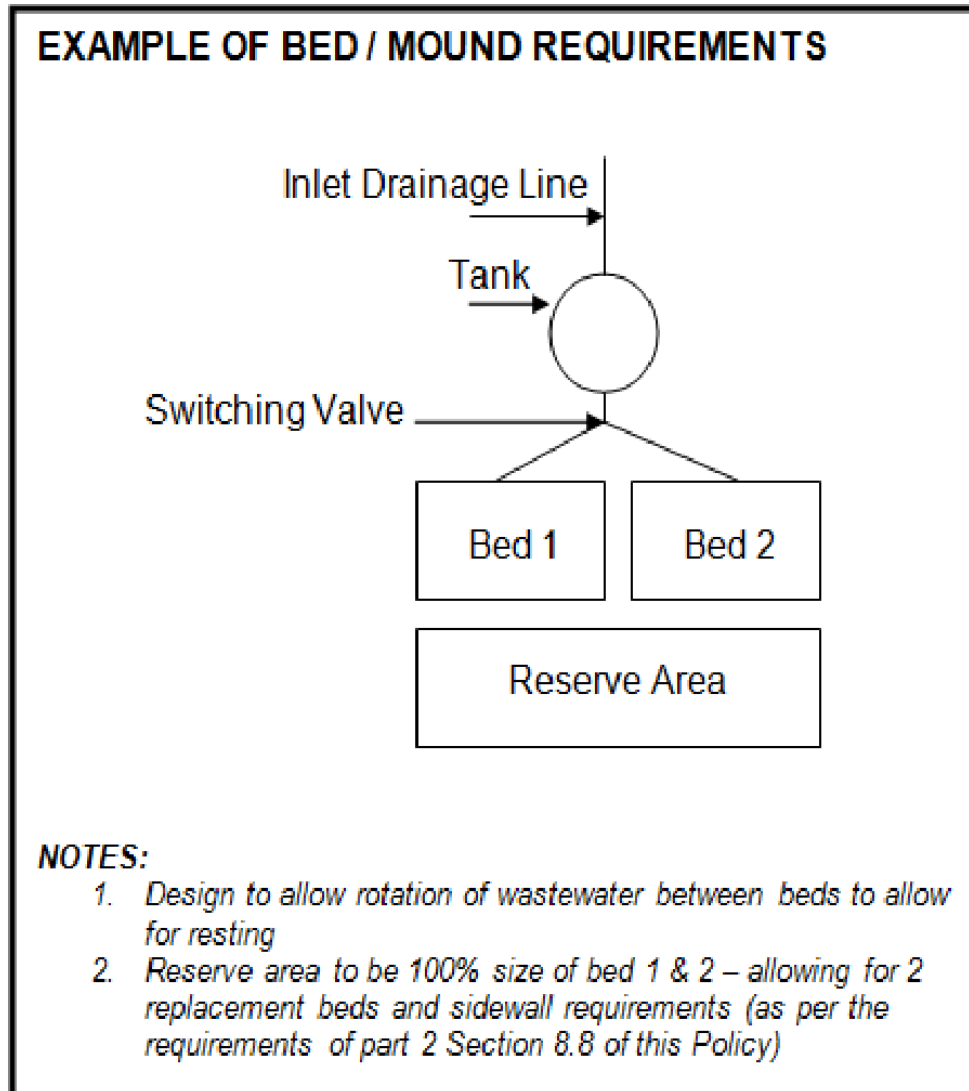
- NOTE:**
1. Length of Transpiration Bed to comply with Councils site specific effluent application areas
 2. T-Bed not suitable on sites with a slope greater than 25 Degrees

TOP VIEW (Not to Scale)



NOTE:
 1. Length of Transpiration Bed to comply with Councils site specific effluent applications areas
 2. T Bed not suitable on sites with a slope greater than 25% Dip

APPENDIX 6: EXAMPLE OF BED / MOUND REQUIREMENTS



APPENDIX 7: MATTERS TO ACCOMPANY APPLICATIONS TO INSTALL, CONSTRUCT OR ALTER COMMERCIAL SEWAGE MANAGEMENT SYSTEMS

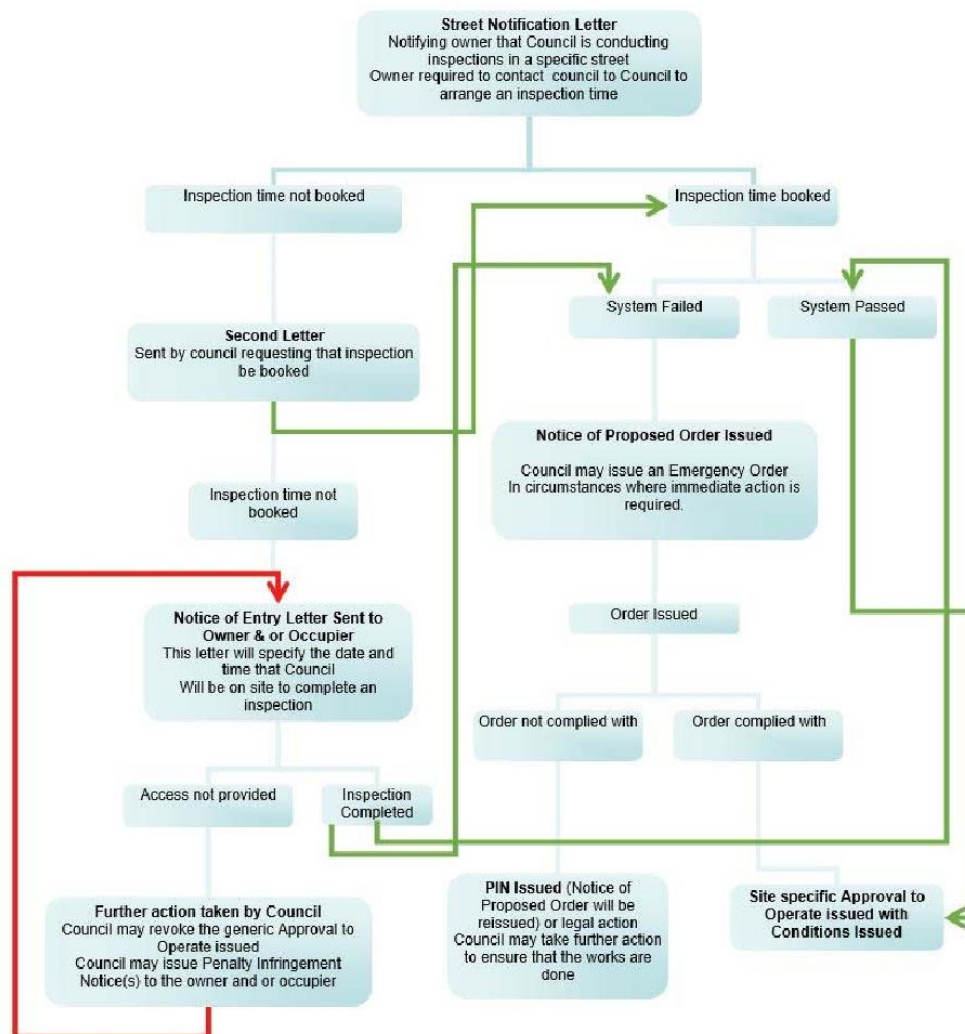
INFORMATION SOUGHT	SPECIFIC DETAILS	REASON
Project description		
A broad outline of the proposal.	Type and size of facility to be served. Proposed installation. Means of utilisation or disposal of the final effluent.	To facilitate a quick initial understanding of the proposal.
Site plans		
A locality plan.	Showing the site location in relation to public roads or places and any natural or artificial waters and proposed buffer zones.	To show the system in relation to adjoining properties and sensitive off-site receptors.
A contoured site plan.	Showing the location of the proposed plant and land application area or discharge point, if applicable, in relation to the principal buildings and the boundaries of the premises.	To facilitate site inspection. To show the system in relation to the on-site structures.
Drainage and stormwater management plans		
	Flood levels.	
	Proposed stormwater management measures, including any proposal to divert stormwater around the site.	To ensure stormwater is kept clear of the treatment system and land application area.
	In the case of industrial and commercial premises Drainage diagram and in the case of a residential development or municipal sewerage scheme a sewerage compilation plan.	To ensure wastewater systems and drainage systems are kept separate and are appropriately treated.
Flow and load assessment		
Details of processes generating load.	List each load generating process (eg, commercial kitchen, laundry etc).	To assess hydraulic, nutrient and organic load.
Size and type of facility to be served.	Types of facility served and per capita flow calculation (L/day) and BOD ₅ load (g/day). Calculation of peak flow and average flow.	To determine flow balancing requirement.

INFORMATION SOUGHT	SPECIFIC DETAILS	REASON
Expected wastewater quality		
Quantification of expected influent wastewater quality.	Analysis of or estimated quality of expected wastewater load in terms of: <ul style="list-style-type: none"> • Temperature • pH, • BOD₅ at 20^oC, • Suspended solids (non-filtrable residue), • Faecal coliforms, • Radioactivity, • Oil, grease, floating solids • Infectious or contagious materials • Restricted substances • Nutrient content (N and P). 	To ascertain the composition of the wastewater and any special provision required of the treatment system.
System selection		
Rationale for and justification of type of system selected	Consider advantages and disadvantages of various system types and limitations of systems.	To ensure appropriate system selection and sizing.
Treatment process description		
Description of treatment process selected.	Schematic flow diagram to show stages in treatment process. Details of major components of treatment system equipment, such as aerators, sprays, pumps, etc and their operating efficiencies.	To ensure integrity and effectiveness of chosen design.
Staged development plan		
Description of staged development, if planned.	Indication of the size and timing of stages of the development served by the package treatment plant.	To ensure compatibility of the overall development with the planned growth of the package treatment plant.
Drawings		
Plan and section drawings of the proposed plant, ponds and baffles, land application area or discharge point.	Inlet and outlet arrangements. Major chambers and components.	To illustrate proposed system type and means of operation.

INFORMATION SOUGHT	SPECIFIC DETAILS	REASON
Estimated load for land application or discharge		
Qualification of expected load for land application or discharge.	<p>Expected maximum volume of load to be land applied or discharged (L/day).</p> <p>Expected average volume of load to be land applied or discharged (L/day).</p> <p>Proposed method of measurement of load to be land applied or discharged.</p> <p>Description of sludge disposal method and estimated quantity of sludge to be generated.</p>	<p>To calculate the size of the required land application area.</p> <p>To calculate load based licence charge.</p> <p>To determine appropriate sludge disposal method.</p>
Expected treated wastewater quality		
Quantification of expected treated wastewater quality.	<p>Analysis of, or estimated quality of expected wastewater load in terms of:</p> <ul style="list-style-type: none"> • Temperature • pH • BOD₅ at 20°C • Suspended solids (non-filtrable residue) • Faecal coliforms • Radioactivity • Oil, grease, floating solids • Infectious or contagious materials • Restricted substances • Nutrient content (N and P). 	To ascertain the composition of the treated wastewater prior to land application or discharge.
Disinfection		
Description of selected Disinfection system.	<p>Necessity for Disinfection and, if required relative merits of disinfection options.</p> <p>Description of the chosen method of disinfection appropriate for selected land application or discharge.</p>	To provide appropriate disinfection in the light of the final land application or disposal option selected.
Land application or disposal system selection		
Rationale for and justification of type of land application or disposal system selected.	<p>Consider advantages, disadvantages and suitability of various land application and disposal systems.</p> <p>A schematic flow sheet of the land application or discharge method proposed.</p>	To ensure suitable land application or disposal system is chosen to provide the necessary public health and Environmental protection.

INFORMATION SOUGHT	SPECIFIC DETAILS	REASON
<p>Land application system sizing</p> <p>Site and soil assessment for land application area sizing.</p>	<p>Soil characteristics:</p> <ul style="list-style-type: none"> • Soil profile - horizons • Soil textural analysis • Soil hydraulic conductivity • Appropriate loading rate • Erosion potential • Emersion test <p>Topography:</p> <ul style="list-style-type: none"> • Gradient & Slope form • Flood potential • Aspect <p>Description of climate:</p> <ul style="list-style-type: none"> • Rainfall • Evaporation • Storm intensities • Prevailing wind <p>Vegetation:</p> <ul style="list-style-type: none"> • Cover/proposed cover • Crop factor <p>Water balance calculations</p> <p>Nutrient balance (N and P)</p> <p>Groundwater:</p> <ul style="list-style-type: none"> • Depth to groundwater • Location of existing wells • On-site / Adjacent to site • Current use of groundwater • Groundwater recharge area? • Groundwater chemistry <p>Surface waters:</p> <ul style="list-style-type: none"> • Proximity • Current use • Flow characteristics <p>Pre-treatment:</p> <ul style="list-style-type: none"> • Design of pre-treatment • Effect on constituents loads • Disinfection method • Implications for soil <p>Type of irrigation system:</p> <ul style="list-style-type: none"> • spray, trickle or drip, • surface or sub-surface. <p>Site Plan:</p> <ul style="list-style-type: none"> • Proximity to dwellings, etc. • Proximity to sensitive receptors, eg, play areas etc. • Applicable buffer zones. <p>A schematic diagram of the system controls including pipes, pumps valves, timers and alarms.</p>	<p>To ensure suitable land application location and sizing.</p>

APPENDIX 8: APPROVAL TO OPERATE PROCESS FLOWCHART



□ * * *

RELEVANT LEGISLATIVE INSTRUMENTS: *Environmental Planning and Assessment Act 1979*
Environmental Planning and Assessment Regulation 2000
Local Government Act 1993
Local Government (General) Amendment (Domestic Greywater Diversion) Regulation 2006
Local Government (General) Regulation 1993
Protection of the Environment Operations Act 1997

RELATED POLICIES, PLANS AND PROCEDURES: The Environment and Health Protection Guidelines for On-site Sewage Management for Single Households
 The NSW Guideline for Greywater Reuse in Sewered, Single Household Residential Premises
 Designing and Installing On-Site Wastewater Systems – Water NSW
 Camden Local Environmental Plan 2010
 Australian Standards:
 AS/NZS 1547:2012 On-Site Domestic Wastewater Management
 AS/NZS 1546:1998 On-Site Domestic Wastewater Treatment Units
 AS/NZS 3500 Plumbing and Drainage

RESPONSIBLE DIRECTOR: Planning and Environment

APPROVAL: Council

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	Approved by Council	New		
2				



**DRAFT
TEMPORARY FOOD
STALL AND MOBILE
FOOD VEHICLE
POLICY
P2.0237.2**

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Temporary Food Stall and Mobile
Food Vending
Adopted by Council:

Next Review Date: dd/mm/yyyy

EDMS #:

Page 2 of 19

TEMPORARY FOOD STALL AND MOBILE FOOD VEHICLE POLICY

DIVISION: Planning and Environment

BRANCH: Environment and Regulatory Services

CATEGORY: 2

PART 1 – INTRODUCTION

1. BACKGROUND

- 1.1 Under the provisions of the *Food Act 2003* and the Food Regulation Partnership with the NSW Food Authority, Council is the relevant enforcement agency for the retail sale of Food from all premises (except butchers) within the Local Government Area (LGA), including Mobile Food Vehicles and Temporary Food Stalls.
- 1.2 This policy has been developed to supplement the relevant legislation that governs temporary and mobile food vending including provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, *Food Act 2003*, *Food Regulation 2015* and the *Food Standards Code*.
- 1.3 Council's existing policy 'Mobile Food Vending Vehicles and Temporary Food Stalls in Public Place', was adopted on 24 October 2005 and is superseded by this policy.
- 1.4 This policy has been developed to reflect changes in the mobile and temporary food industry and streamline Council's approval process.

2. OBJECTIVE

- 2.1 The objectives of this policy are to:
 - Provide a clear and concise policy for the management of all Temporary Food Stalls and Mobile Food Vehicles operating or intending to operate within the Camden LGA
 - Outline the requirements and simplify the administration of temporary and Mobile Food Vehicle registration and notification processes
 - Detail the options and process that needs to be followed in order to obtain approval from Council
 - Ensure that the construction, fitout and operation of Temporary Food Stalls and Mobile Food Vehicles are appropriate for the storage, preparation, handling and sale of Food.
 - Minimise risk to the public from Temporary Food Stalls and Mobile Food Vehicles.

3. SCOPE

- 3.1 This policy applies to all proprietors selling Food through a Temporary Food Stall or Mobile Food Vehicle within the Camden LGA.
- 3.2 Part 3 of this policy relates to Temporary Food Stalls.

A Temporary Food Stall is any structure, food stall, mobile food vehicle, any van, truck, trailer or moveable module, tent or gazebo used for the purpose of selling any article of food. A temporary food stall may be erected, installed or located on public land or private land at sporting events, fetes, fairs, festivals, carnivals, community markets or similar events

- 3.3 Temporary Food Stall operators must only trade within Approved Events and with the permission of the Event Organiser. Temporary Food Stalls are not permitted to trade outside of the event premises or the Approved Event times.
- 3.4 Part 4 of this policy relates to Mobile Food Vehicles trading on roads.

A Mobile Food Vehicle is any vehicle, including but not limited to a truck, van, trailer or scooter used for the retail sale of food, direct to the consumer on a public roadway. It does not include a food transport vehicle used to deliver food from a fixed food business to the consumer.

- 3.5 This policy does not apply to any Mobile Food Vehicles operating with a development consent or under the provisions of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.
- 3.6 In accordance with the *Food Act 2003*, all Food Businesses (including Temporary Food Stalls and Mobile Food Vehicles) are required to notify their activity to the local authority (Council). In addition, under the provisions of the *Local Government Act 1993*, an approval is required to engage in trade or business on Public Land and use a standing vehicle or any article for the purpose of Selling any article in a Public Place. This policy combines the notification and approvals process.

4. DEFINITIONS

- 4.1 Refer to Appendix 1 of this policy.

PART 2 – POLICY STATEMENT

5. APPROVALS

5.1 Operators of a Temporary Food Stall must apply for and receive a Temporary Food Stall approval before operation. There are two approval categories:

- An annual Temporary Food Stall approval **OR**
- A single event Temporary Food Stall approval.

5.2 Operators of a Mobile Food Vehicle trading on the road must apply and receive a Mobile Food Vehicle road trading approval before operating in the Local Government Area.

Refer to Part 3 of this policy for further details on Temporary Food Stall approvals.

Refer to Part 4 of this policy for further details on Mobile Food Vehicle approvals.

6. GENERAL REQUIREMENTS

6.1 Design and Construction Requirements

Temporary Food Stalls and Mobile Food Vehicles must be designed, constructed and fitted out in accordance with:

- NSW Food Authority's Guidelines for 'Food Businesses at Temporary Events' and 'Mobile Food Vending Vehicles'
- *Food Act 2003* and *Food Regulation 2015*
- Food Safety Standards – *Australian and New Zealand Food Standards Code*.

Copies of the NSW Food Authority Guidelines can be obtained from the NSW Food Authority website: www.foodauthority.nsw.gov.au.

Legislation may be accessed online: www.legislation.nsw.gov.au.

The *Food Standards Code* can be obtained at www.foodstandards.gov.au/code.

6.2 Use of Separate Premises

6.2.1 Food preparation at home or any other premises for the purpose of Selling from a Temporary Food Stall or Mobile Food Vehicle may require development approval. Contact Council for further information.

6.2.2 Any separate premises must comply with the *Food Act 2003*, the *Food Standards Code* and AS4674 – Design, construction and fit out of Food Premises.

6.3 Fees and Charges

6.3.1 Application fees will be charged in accordance with Council's adopted fees and charges, revised each financial year. Applications will not be accepted without payment of the applicable fee.

6.3.2 Where a reinspection of a Temporary Food Stall is required due to non-compliance, a reinspection fee may be charged in accordance with Council's adopted fees and charges.

6.4 Refunds

6.4.1 There will be no refund of annual application fees.

6.4.2 Fees for single event Temporary Food Stall approvals will not be refunded where:

- An event is cancelled due to weather (no additional fee will be charged if the event is rescheduled), or
- A Temporary Food Stall Proprietor fails to attend an event.

6.4.3 The Manager of Council's Environment and Regulatory Services Branch may consider a request for refund of fees in extenuating circumstances. Requests shall be made in writing and will be assessed on individual merit.

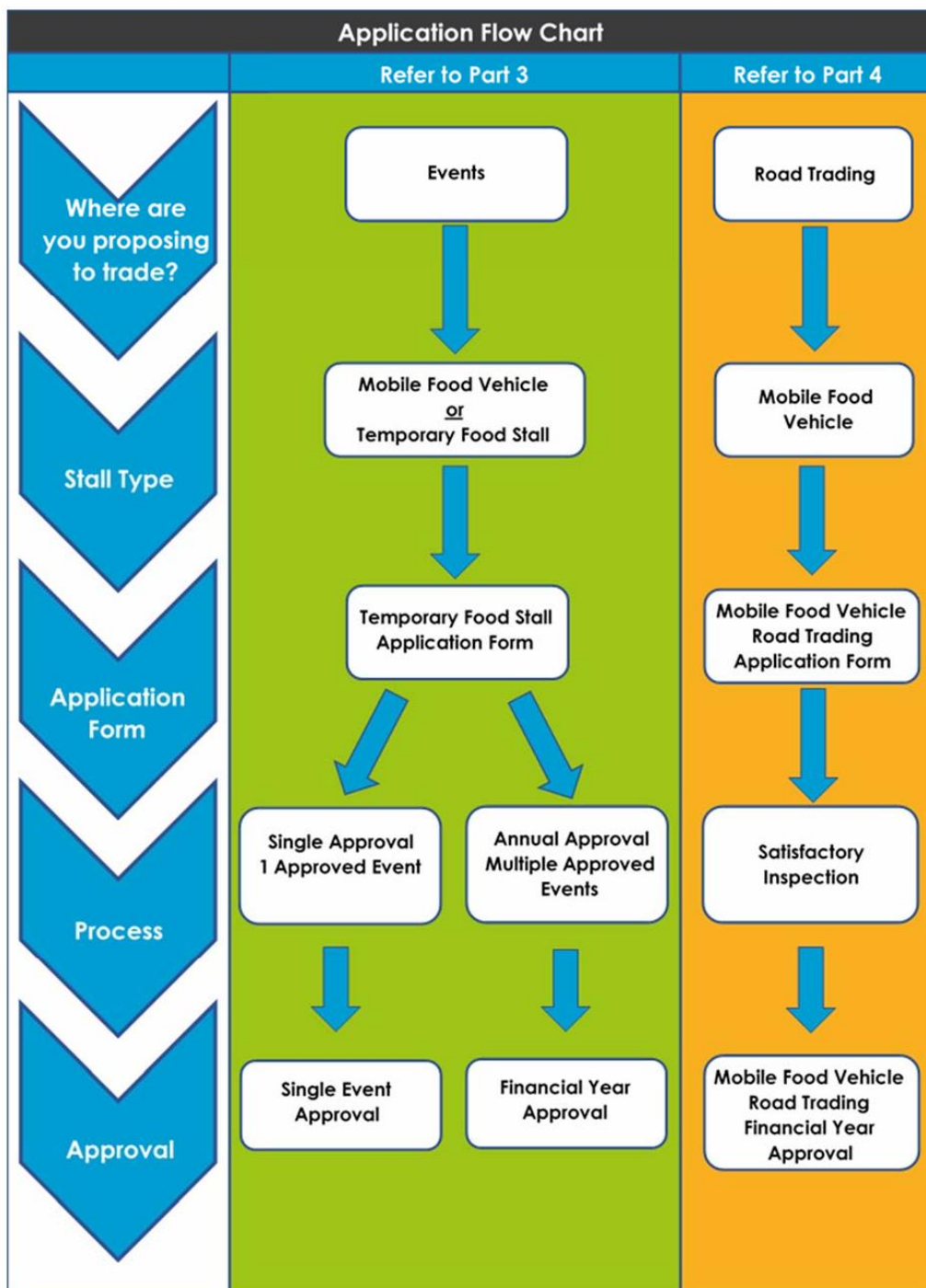
6.5 Insurance

An 'Application for Approval to Conduct Temporary Food Stall' or 'Application for Approval to Conduct Mobile Food Vehicle Road Trading' must include a copy of the operator's current public and product liability insurance. The Operator must maintain an insurance policy in respect to public and product liability to a combined total of not less than \$20,000,000 for any one occurrence and in the aggregate.

6.6 Non-Compliance

If Council becomes aware that a condition of an approval has not been complied with, it may modify or revoke the approval and/or require remedial action to be undertaken.

In the event that a Proprietor of a Temporary Food Stall or Mobile Food Vehicle does not comply with the requirements of this policy, the *Food Act 2003*, the *Food Standards Code* or any other relevant legislation, code, standard or policy, Council's Authorised Officers may initiate appropriate regulatory action in accordance with Council's Compliance and Enforcement Policy.



Temporary Food Stall and Mobile Food Vending
Adopted by Council:

Next Review Date: dd/mm/yyyy

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PART 3 – TEMPORARY FOOD STALL APPROVALS

7. TEMPORARY FOOD STALL APPROVALS

7.1 Approvals

All Proprietors who operate a Temporary Food Stall must apply for and receive a Temporary Food Stall approval before operating in the Camden LGA, including (but not limited to) Proprietors who:

- Sell Food for profit
- Offer samples and/or goods for tasting
- Sell only Pre-packaged Food
- Sell only drinks
- Are local sporting groups or charities who Sell Potentially Hazardous Food from temporary stalls.

7.2 Approval Categories

7.2.1 Proprietors can apply for approvals in either of the following two categories:

- An annual Temporary Food Stall approval valid for a period of 12 months each financial year, **OR**
- A single event Temporary Food Stall approval.

7.2.2 An annual 12-month approval permits the Proprietor to operate a Temporary Food Stall at Approved Events within the Camden LGA subject to the conditions of the approval. The period of issue will coincide with the financial year being 1 July - 30 June each year. An application for annual registration may be submitted at any time within the financial year but will be valid only for that financial year.

7.2.3 A single event approval permits the Proprietor to operate a Temporary Food Stall at a single specified Approved Event in the Camden LGA subject to the conditions as outlined in the approval. A single event registration is valid only for the event specified and is not transferable to any other Temporary Food Stall Proprietor or event. A separate application is required for each Temporary Food Stall within the same event.

7.3 Application Process

7.3.1 An application for approval or renewal under this policy must be submitted annually or per event for a single event registration.

7.3.2 Proprietors should apply for a Temporary Food Stall approval at least 21 days prior to the first proposed trading of the Temporary Food Stall or additional fees may apply.

7.3.3 An application for approval shall include:

- A completed Approval to Conduct Temporary Food Stall application form
- Payment of the applicable application fee
- A copy of the Temporary Food Stall operators current public and product liability insurance (Certificate of Currency).

7.3.4 For trading on public land, the operator must maintain an insurance policy with respect to public and product liability in the amount of not less than \$20,000,000 for any one occurrence and in the aggregate.

7.3.5 Application forms are available on Council's website and may be submitted electronically or in person at 70 Central Avenue, Oran Park NSW 2570.

7.4 Temporary Food Stall Approval Number

Each Temporary Food Stall approval will be issued with a unique approval number. Proprietors must provide their approval number to the Event Organisers and to Council's Authorised Officers upon request.

7.5 Trading On Public Land

7.5.1 Under section 68 of the *Local Government Act 1993*, a person who wishes to engage in trade on Public Land can only do so with prior approval of Council.

7.5.2 A Proprietor who holds a current annual or single event Temporary Food Stall approval is taken to have been granted approval from Council to trade on Public Land in accordance with the provisions of section 68 of the *Local Government Act 1993*.

7.5.3 Trade must occur in accordance with the conditions of the approval held. Temporary Food Stall operators trading on public land may trade only during Approved Events and with the permission of the Event Organiser.

7.5.4 A Temporary Food Stall on Public land during a sporting season or sporting event is only to trade after an approval has been issued by Council and with the written permission of the associated/relevant sporting group, if any.

7.6 Trading On Private Land

7.6.1 If trading on Private Land, the Proprietor of a Temporary Food Stall for which an annual or single event approval has been issued must obtain the relevant Event Organiser's and land owner's consent.

7.6.2 A development approval may be required prior to trading on Private Land. For further information contact Council's Duty Planner on 02 4654 7777.

7.7 Fee Exemptions

Council will grant exemptions for the payment of the Temporary Food Stall application fee if the Proprietor:

- Holds a current Mobile Food Vehicle road trading approval issued under section 68 of the *Local Government Act 1993* by Camden Council
- Is a School Parents and Citizens Association
- Is a registered charity
- Is a not-for-profit local sporting group
- Is a community organisation that can demonstrate not-for-profit status (e.g. Lions Club, Country Women's Association etc.)
- Is applying for a Stall that only Sells Food that is not classed as Potentially Hazardous Food and is Pre-packaged Food where no samples are offered.
- Is Selling only uncut fresh produce (e.g. whole fruit and vegetables).

7.8 Inspections

7.8.1 Authorised officers may enter and inspect premises that they reasonably believe are being used in connection with the handling of any Food intended for sale.

7.8.2 Council inspections may take place at any time during any event, whether on Public or Private Land. It is an offence to obstruct access to an Authorised Officer.

7.9 Events

7.9.1 Events on Public Land or Private Land may be subject to development approval.

7.9.2 Events on Council-owned land may require approval from Council's Open Space and Sustainability team and/or the Communications and Events Team.

7.9.3 For information on use of Council's parks and reserves, contact Council's Open Space and Sustainability team on 02 4654 7777.

PART 4 – MOBILE FOOD VEHICLE ROAD TRADING APPROVALS

8. MOBILE FOOD VEHICLE ROAD TRADING APPROVALS

8.1 Approvals

- 8.1.1** An approval is required to use a standing vehicle or any article for the purpose of Selling any article in a Public Place, in accordance with section 68 of the *Local Government Act 1993*. For the purposes of this policy, a standing vehicle includes any Mobile Food Vehicle which has stopped on a public roadway to make a sale, or with the intention to Sell Food.
- 8.1.2** A separate approval is required for each Mobile Food Vending Vehicle. Once issued, approvals are not transferable to any other Proprietor or vehicle.
- 8.1.3** An annual 12-month approval permits the Proprietor to operate a Mobile Food Vehicle on public roads within the Camden LGA subject to the conditions of the approval. The period of issue will coincide with the financial year being 1 July - 30 June each year. An application for annual registration may be submitted at any time within the year and will be valid for that financial year only.
- 8.1.4** Mobile Food Vehicle operators should seek information from the Road and Maritime Services (RMS) for their license and registration requirements.

8.2 Application Process

- 8.2.1** An application for a Mobile Food Vehicle road trading approval must be submitted annually. An application for approval must include:
- A completed Approval to Conduct Mobile Food road trading application form
 - Payment of the relevant application fee
 - A copy of the Mobile Food Vehicle operators current public and product liability insurance. The Operator must maintain an insurance policy in respect to public and product liability to a combined total of not less than \$20,000,000 for any one occurrence and in the aggregate.
- 8.2.2** A Proprietor holding a current Mobile Food Vehicle road trading approval, may apply for a fee exemption of an annual Temporary Food Stall approval.

8.3 Inspection For Approval

- 8.3.1** Prior to the issue of a Mobile Food Vehicle road trading approval, all Mobile Food Vehicles must be presented for inspection each financial year.
- 8.3.2** A prior appointment must be made with Council Environmental Health Officers for the inspection.

8.3.3 Following a satisfactory Council inspection, a written approval for Mobile Food Vehicle road trading will be issued. The operator is to operate the vehicle in accordance with the conditions of the approval at all times.

8.3.4 Where the mobile food vehicle has been satisfactorily inspected within the last 12 months, on application Council may provide an exemption from inspection.

8.4 OPERATIONAL INSPECTIONS

In accordance with the *Food Act 2003* and *Food Regulation 2015*, Council's Authorised Officers may inspect vehicles at any time during operation.

8.5 OPERATION OF MOBILE FOOD VEHICLES

8.5.1 Noise

The use of amplified music, bells or public address system is restricted to the approved hours of operation on any day. The use of such equipment is also prohibited whilst the vehicle is stationary.

The operation of the Mobile Food Vehicle shall not give rise to offensive noise within the meaning of the *Protection of the Environment Operations Act 1997*.

8.5.2 Operating Areas

The Selling of Food from a Mobile Food Vehicle is prohibited within all areas defined in Appendix 2, which includes prohibited zones, neighbourhood shopping centres and roads.

8.5.3 Hours of Operation

Permitted hours of operation for Mobile Food Vehicles are between 7:00am and 7:00pm on any day.

8.5.4 Pedestrian and Traffic Consideration

Whilst undertaking mobile Food vending, the Proprietor must not:

- Restrict any vehicular or pedestrian access to or from any road or entry to or from any building
- Obstruct the operation of, or access to any utility services
- Be located within the canopy of, or result in damage to any tree
- Cause damage to public property on the land on which they are operating or on any adjacent land
- Stop within 15 metres from bus stops and taxi ranks, to ensure safety and access
- Obstruct sight lines, traffic signals and road signage

- Locate on footpath areas, and
- Stop within 25 metres from a marked pedestrian crossing or similar traffic control facilities

8.5.5 Stopping time and distance between stops

Mobile Food Vehicles may trade in an approved location for a maximum of 20 minutes at any one position (unless required by an Authorised Officer to leave the area). After stopping to vend, the vehicle must proceed a minimum of 100 metres before again stopping to trade.

APPENDIX 1 - DEFINITIONS

The terms used within this policy are defined in the *Local Government Act 1993*, *Protection of the Environment Operations Act 1997*, *Food Act 2003*, *Food Regulation 2015* and the *Food Standards Code*.

The purpose of these definitions is to assist with the understanding of terms used throughout this policy.

Approved Event(s) means a festival, fete, sporting event, carnival, fair, community event, market or the like which has been approved either by a development consent or the appropriate forms from Councils Recreation and Sustainability Branch and Communications and Events Branch.

Authorised Officer means an Officer appointed and delegated by Council to exercise functions under the provisions of the *Local Government Act 1993* and *NSW Food Act 2003*. In regard to the *NSW Food Act 2003* Authorised Officers include Environmental Health Officers (EHO) and the Team Leader Environment and Health. The Manager Environment and Regulatory Services and the Director of Planning and Environment have specific delegations for purposes of enforcement of the Food Act.

Event Organiser means a person or organisation responsible for organising an Approved Event including appropriate approvals, e.g. Development Consent and/or event approval. Also includes a person/group responsible for organising a sporting season at Council's sporting grounds.

Food includes:

- (a) Any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw, prepared or partly prepared), or,
- (b) Any substance or thing of a kind used, or represented as being for use, as an ingredient or additive in a substance or thing referred to in paragraph (a), or
- (c) Any substance used in preparing a substance or thing referred to in paragraph (a) (other than a substance used in preparing a living thing) if it comes into direct contact with the substance or thing referred to in that paragraph, such as a processing aid, or
- (d) Chewing gum or an ingredient or additive in chewing gum, or any substance used in preparing chewing gum, or
- (e) Any substance or thing declared to be a food under a declaration in force under section 6 of the *Food Standards Australia New Zealand Act 1991* of the Commonwealth, whether the substance, thing or chewing gum is in a condition fit for human consumption.

However, Food does not include a therapeutic good within the meaning of the *Therapeutic Goods Act 1989*.

To avoid doubt, Food may include live animals and plants.

Food Business means a business, enterprise or activity that involves:

- (a) The handling of Food intended for sale, or
- (b) The sale of Food.

Regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involved the handling or sale of Food on one occasion only.

Food Premises means any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons. It also includes any other place declared by the relevant authority to be premises (under the *Food Act 2003*) kept or used for the handling of Food for sale, regardless of whether those premises are owned by the Proprietor, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport Food.

Food Safety Standards means the standards contained in Chapter 3 of the *Australian New Zealand Food Standards Code*.

Food Standards Code means the *Australia New Zealand Food Standards Code*.

Mobile Food Vehicle (MFV) means any vehicle including but not limited to a truck, van, trailer or scooter used for the retail sale of Food, direct to the consumer on a public road way. It does not include a Food transport vehicle used to deliver Food from a fixed Food business to the consumer.

Not-for-profit means does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).

Potentially Hazardous Food means Food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the Food or to prevent the formations of toxins in the Food.

Pre-packaged Food means Food which is sold in the manufacturer's original packaging.

Private Land means land owned by a person, company, State Government or crown land and all other lands not classified as Public Land.

Proprietor of a Food Business means:

- a) The person carrying on the Food Business, or
- b) If that person cannot be identified, the person in charge of the Food Business.

Public Land means land that is classified as community or operational land under Division 1 of Part 2 of Chapter 6 of the *Local Government Act 1993*.

Public Place means:

- a) A public reserve, public bathing reserve, public baths or public swimming pool, or
- b) A public road, public bridge, public wharf or public road-ferry, or

- c) A Crown reserve comprising land reserved for future public requirements, or
- d) Public land or Crown land that is not:
 - i) A Crown reserve (other than a Crown reserve that is a public place because of paragraph (a), (b) or (c), or
 - ii) A common, or
 - iii) Land subject to the *Trustees of Schools of Arts Enabling Act 1902*, or
 - iv) Land that has been sold or leased or lawfully contracted to be sold or leased, or
- e) Land that is declared by the regulations to be a public place for the purposes of this definition.

Sell means to:

- a) Barter, offer or attempt to sell, or
- b) Receive for sale, or
- c) Have in possession for sale, or
- d) Display for sale, or
- e) Cause or permit to be sold or offered for sale, or
- f) Send, forward for deliver for sale, or
- g) Dispose of by any method for valuable consideration, or
- h) Dispose of to an agent for sale on consignment, or
- i) Provide under a contract of service, or
- j) Supply Food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee of a term of the employee's contract of service, for consumption by the employee at the employee's place of work, or
- k) Dispose of by way of raffle, lottery, or other game of chance, or
- l) Offer as a prize or reward, or
- m) Give away for the purpose of advertising or in furtherance of trade or business, or
- n) Supply Food under a contract (whether the contract is made with the consumer of the Food), together with accommodation, service or entertainment, in consideration of an include charge for the Food supplied and the accommodation, service or entertainment, or
- o) Supply Food in the course of providing services to patients in public hospitals or inmates in correctional centres, or

- p) Sell Food for the purpose of resale.

Temporary Food Stall(s) means any structure, food stall, mobile food vehicle, any van, truck, trailer or moveable module, tent or gazebo used for the purpose of selling any article of food. A temporary food stall may be erected, installed or located on public land or private land at sporting events, fetes, fairs, festivals, carnivals, community markets or similar events.

APPENDIX 2 – MOBILE FOOD VEHICLE PROHIBITED OPERATING AREAS

Commercial zones, neighbourhood shopping centres, main roads and buffer distances in which the Selling of Food from Mobile Food Vending Vehicles is prohibited

Mobile Food Vending Vehicles are prohibited from trading:

1. Within a 100-metre buffer from the following land use zones as per the *Camden Local Environment Plan 2010*:
 - B1 – Neighbourhood Centre
 - B2 – Local Centre
 - B4 – Mixed Use
 - B5 – Business Development.
2. Vehicles are prohibited to trade along arterial, sub-arterial, collector roads, roads with speed limits greater than 60km/h, and
3. Within designated school zones.

Neighbourhood Shopping Centres include:

1. Bringelly	9. Gregory Hills
2. Camden	10. Harrington Park
3. Catherine Field	11. Leppington
4. Cobbitty	12. Mount Annan
5. Currans Hill	13. Narellan Vale
6. Elderslie	14. Oran Park
7. Emerald Hills	15. Spring farm
8. Gledswood Hills	

4. And any other business districts approved and/or built after the date of this document.

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RELEVANT LEGISLATIVE INSTRUMENTS:

Australian and New Zealand Food Safety Standards
Camden Local Environment Plan 2010
Food Act 2003
Food Regulation 2015
Food Standards Australia New Zealand Act 1991
Local Government Act 1993
Local Government (General) Regulation 2005
Protection of the Environment Operations Act 1997
State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
Therapeutic Goods Act 1989
Trustees of Schools of Arts Enabling Act 1902

RELATED POLICIES, PLANS AND PROCEDURES:

RESPONSIBLE DIRECTOR:

Planning and Environment

APPROVAL:

Council

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	Council	New	24/10/2005	15/217188
2	Council	Major amendments		

Temporary Food Stall and Mobile Food Vending
 Adopted by Council:

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COMPANION ANIMAL POLICY P2.0065.1

COMPANION ANIMAL POLICY

DIVISION: Planning and Environment
BRANCH: Environment and Regulatory Services
CATEGORY: 2

PART 1 – INTRODUCTION

1. BACKGROUND

- 1.1 This policy has been developed to encourage and reinforce the responsible management of pets for the benefit of the community through education and information, consistent with Camden Council's responsibilities under the *Companion Animals Act 1998*.

2. OBJECTIVE

- 2.1 This policy aims to promote responsible pet ownership and provide the framework for how Council manages its responsibilities under the *Companion Animals Act 1998* and Companion Animal Program.
- 2.2 Council's Companion Animal Program is overseen by the Camden Council Companion Animal Advisory Committee.

3. SCOPE

- 3.1 This policy seeks to promote compliance through education and mutual understanding of the roles and responsibilities of all members of the community in relation to Companion Animals.
- 3.2 The policy applies to the Camden Council Local Government Area including public parks and open spaces. The policy also applies to privately owned areas where complaints about companion animals may be generated.

4. DEFINITIONS

- 4.1 **Authorised Officer** means an employee of a local authority authorised by the local authority for the purposes of the *Companion Animals Act 1998*.
- 4.2 **Companion Animal** means a dog, a cat, or any other animal that is prescribed by the *Companion Animal Regulation 2018* as a companion animal.
- 4.3 **Council** means Camden Council.
- 4.4 **Dangerous Dog** means a dog for the time being the subject of a declaration by an Authorised Officer of a council or a court under the *Companion Animals Act 1998* that the dog is a dangerous dog.

- 4.5 **Dog attack** means the act of a dog rushing at, attacking, biting, harassing or chasing any person or animal (not vermin), whether or not any injury is caused to the person or animal.
- 4.6 **Menacing dog** means a dog for the time being the subject of a declaration by an Authorised Officer of a council under section 34(1A) or a court under section 45(1A) of the *Companion Animals Act 1998* that the dog is a menacing dog.
- 4.7 **No Kill Facility** means an animal shelter that will rehome all animals assessed by a veterinarian as medically and behaviourally suitable. Animals will not be euthanised due to space restrictions at the facility. Euthanasia is reserved for animals considered dangerous to the public or those suffering from medical conditions which cannot be reasonably managed and result in a poor quality of life. No Kill supports the philosophy of 'Getting to Zero' whereby only a small percentage of animals are not suitable for rehoming due to illness, behavioural problems or a poor prognosis of medical or behavioural rehabilitation.
- 4.8 **Nuisance cat** means a cat that:
- makes a noise that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises, or
 - repeatedly damages anything outside the property on which it is ordinarily kept.
- 4.9 **Nuisance dog** means a dog that:
- is habitually at large, or
 - makes a noise, by barking or otherwise, that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises, or
 - repeatedly defecates on property (other than a public place) outside the property on which it is ordinarily kept, or
 - repeatedly runs at or chases any person, animal (other than vermin and, in relation to an animal, otherwise than in the course of droving, tending, working or protecting stock) or vehicle, or
 - endangers the health of any person or animal (other than vermin and, in relation to an animal, otherwise than in the course of droving, tending, working or protecting stock), or
 - repeatedly causes substantial damage to anything outside the property on which it is ordinarily kept.
- 4.10 **Off-Leash Area** means a public place that is designated to be an off-leash area.
- 4.11 **Owner** means:
- The owner of the animal (in the sense of being the owner of the animal as personal property),
 - The person by whom the animal is ordinarily kept,
 - The registered owner of the animal.

4.12 **Restricted dog** means dogs that are restricted in accordance with the *Companion Animals Act 1998* including:

- (a) American pit bull terrier or pit bull terrier,
- (b) Japanese tosa,
- (c) dogo Argentino,
- (c1) Perro de Presa Canario or Presa Canario,
- (d) fila Brasileiro,
- (d1) any other dog of a breed, kind or description whose importation into Australia is prohibited by or under the *Customs Act 1901* of the Commonwealth,
- (e) any dog declared by an Authorised Officer of a Council under Division 6 of Part 5 to be a restricted dog,
- (f) any other dog of a breed, kind or description prescribed by the *Companion Animals Regulation 2018* (NSW).

PART 2 – POLICY STATEMENT

5. Management of Companion Animals

5.1 Council recognises that effective management of domestic pets requires a balanced approach particularly in light of the significant social and health benefits of pet ownership. This policy intends to achieve this by:

- Implementing, whenever possible, a 'no kill' policy.
- Promoting the importance of companion animals to the wellbeing of people living in our area and encouraging responsible pet management.
- Promoting responsible pet ownership through education, information and encouraging pet owners to register, microchip and desex their cats and dogs.
- Reducing the number of lost and wandering cats and dogs by educating pet owners about the importance of identifying, registering and maintaining control of their animals.
- Meeting the requirements of the *Companion Animals Act 1998* in relation to dogs which may be a nuisance, menacing, or dangerous, as well as restricted dogs.
- Identifying, promoting, and assessing the suitability of off-leash parks and open space areas for dog exercise relative to the continued growth of Camden LGA.
- Monitoring compliance with the *Companion Animals Act 1998* and *Companion Animals Regulation 2018* and using enforcement action where appropriate.

5.2 Council's fees and charges associated with the management of Companion Animals are set out in the annual Fees and Charges Schedule, available on Council's website.

6. Community Education

6.1 Education and awareness are critical to achieving responsible pet ownership and community harmony. This is achieved through a range of innovative, non-regulatory approaches that focus on community engagement.

- 6.2 Council implements various community education strategies to encourage and reinforce responsible pet ownership. The Camden Council Companion Animal Advisory Committee lead the strategies.
- 6.3 Council's current responsible pet ownership program includes:
- Educating children and residents on the importance of microchipping and providing name tags for animals;
 - Independent breed and temperament assessment of impounded animals that may be dangerous/aggressive/restricted;
 - Attempts to return stray dogs to their owner instead of impounding them;
 - Free name tags for all animals returned to their owner;
 - Working with rescue organisations to rehome animals;
 - Subsidised de-sexing to reduce the number of unwanted kitten litters
 - Free microchipping for dogs and cats;
 - PAWS in the PARK – an annual event raising awareness about responsible pet ownership;
 - The development and distribution of information books on responsible pet ownership.
 - Community education events to raise awareness about responsible pet ownership.

7. Identification and registration of cats and dogs

- 7.1 The likelihood of returning a pet to its owner safely instead of impounding, is much higher if the animal is:
- Microchipped, and the registration details are up to date, and
 - Wearing a tag on its collar with the owner's current contact phone number.
- 7.2 Cats and dogs must be microchipped by the time they reach 12 weeks of age. Dogs must be registered by six months of age. Cats must be registered by four months of age.
- 7.3 It is the responsibility of a Companion Animal Owner to update any changes to the registration details through Council.
- 7.4 Residents can register, update contact details, report their pet missing, and pay registration of their pet online at www.petregistry.nsw.gov.au

8. Desexing

- 8.1 Desexing helps to reduce unwanted behaviour in animals and assists owners with controlling their cats and dogs. Desexing pets is preferable unless there is an intent to breed.
- 8.2 Desexing greatly reduces the number of abandoned animals and prevents unnecessary suffering of unwanted animals.

9. Council's Animal Care Facility (shelter) and lost, seized or surrendered pets

- 9.1 Council operates a No Kill Facility,
- 9.2 Council endeavours to return a lost pet to its Owner, rather than impounding the animal.
- 9.3 Owners have 14 days from the date on the seizure form to claim impounded microchipped pets or seven days to claim non microchipped pets, before the animal may be rehomed.
- 9.4 Council may accept surrendered pets from Owners who can no longer care for them. Owners will be required to complete all necessary documentation when surrendering an animal.
- 9.5 Council's Authorised Officers may investigate complaints regarding roaming dogs, nuisance cats and dog attacks. In exercising their powers, Council may impound animals.
- 9.6 Council will make every attempt to rehome all adoptable animals, by way of sale to the public or through animal rescue organisations if animals cannot or are unable to be sold.
- 9.7 Council will promote impounded animals on its website, social media and other promotional channels.
- 9.8 Council will provide impounded animals with enrichment programs and other value adding services to keep animals stimulated and provide the best possible chance of re-homing.
- 9.9 Some animals are unsuitable for rehoming due to being aggressive, significantly ill, injured or feral. Sections 52A and 57A of the *Companion Animals Act 1998* prohibit the sale of an animal declared or proposed to be declared a restricted breed or dangerous dog or menacing dog. This prohibition extends to the sale, adoption, rescue or rehoming of these animals.
- 9.10 Council is not authorised to accept animals seized under the *Prevention of Cruelty to Animals Act 1979* (NSW), or seized when there is nobody available to care for the animal. In these circumstances, the Royal Society for the Prevention of Cruelty to Animals or another animal welfare organisation should be contacted.

10. Cat management

- 10.1 Cats must be able to be identified by microchip and registration that enables Council to ascertain the owner's contact details.
- 10.2 Cats are prohibited from wildlife protection areas and food preparation areas.
- 10.3 Council encourages cat Owners to keep their pets indoors after dark to minimise the opportunity for injury to the animal, protect wildlife and to reduce instances of nuisance.

11. Dog management

- 11.1 Dogs must always be under the effective control of their Owner when in a public place by way of a lead.
- 11.2 Dogs in an off-leash area, whilst not required to be on a lead, must also be under the effective control of their owner.
- 11.3 A dog is not considered to be under the effective control of a person if that person has more than four dogs.

12. Off leash Areas

- 12.1 To maximise opportunities for off-leash exercising and socialising of dogs, Council provides designated off-leash parks. Off-leash exercise helps to relieve boredom and reduce incidences of unacceptable nuisance behaviour such as uncontrolled barking.
- 12.2 For a list of current off-leash areas please refer to Council's website www.camden.nsw.gov.au

13. Prohibited areas

- 13.1 Dogs are prohibited from certain public places in accordance with the Companion Animals Act 1998.
- 13.2 A person is entitled to be accompanied by an approved assistance animal into any building or onto any place open to the public, including public transport.

14. Dog waste

- 14.1 Owners have a legal responsibility to pick up dog waste after their dogs.
- 14.2 Council provides all-purpose bins at off-leash parks and other suitable locations.
- 14.3 Council will work with dog Owners to promote awareness of these responsibilities to encourage Owners to clean up after their dogs.

15. Barking

- 15.1 Persistent barking can be a nuisance in neighbourhoods and a source of community complaints.
- 15.2 To address dog barking, Council will pursue positive and proactive approaches such as:
- Providing off-leash areas for dogs to socialise.
 - Providing community education and targeted training for dog Owners.
 - Investigating reports of persistent barking and taking appropriate action to remove or reduce any nuisance caused by barking.
 - Further information can be found within Council's Barking Dog Guidelines.

16. Nuisance orders

- 16.1 If Council becomes aware of any dog or cat behaviour that may be considered a nuisance, an investigation may be undertaken by an Authorised Officer.
- 16.2 For Council to investigate the matter a statement is required from the person affected.
- 16.3 If an Authorised Officer identifies a serious or ongoing problem with an animal's behaviour, Council may issue a nuisance order. This order requires the owner to stop the animal doing the behaviour specified in the order. If the problem continues, the owner may be liable for a range of penalties.
- 16.4 A nuisance order remains in force for six months from the date it is issued.

17. Dog attacks

- 17.1 Dog attacks should be reported to Council as soon as practicable so that they may be investigated in accordance with the *Companion Animals Act 1998*.
- 17.2 An Authorised Officer, if satisfied a dog attack has occurred in accordance with the *Companion Animals Act 1998* may issue a Nuisance Order, a Menacing or Dangerous Declaration and or a penalty to the dog to the owner.
- 17.3 For Council to investigate the matter a statement is required from the person affected.

18. Menacing or dangerous dogs

- 18.1 Part 5, Division 1 of the *Companion Animals Act 1998* details the requirements and actions which must be taken if the behaviour of a dog is considered menacing or dangerous.
- 18.2 Authorised Officers are required under Section 35 of the *Companion Animals Act 1998* to give the owner of a dog a notice of their intention to declare the dog to be a dangerous or menacing dog.
- 18.3 The owner has the right to appeal against Council's intention their dog to be a dangerous or menacing dog. The owner has 7 days from the date of the notice to make their representations to Council.
- 18.4 After the expiry of the 7-day notice of intention period, the Authorised Officer must notify the dog's owner whether they intend to declare the dog dangerous or menacing.
- 18.5 The owner of a **menacing** dog must comply with the following requirements:
 - The dog must be desexed
 - The dog must be registered
 - The dog must not be in the sole charge of someone under 18 years of age
 - Signs must be displayed on the property showing the words "Warning Dangerous Dog" in letters clearly visible from the boundaries of the property.
 - The dog must wear a distinctive collar as prescribed by the *Companion Animals Regulation 2018*.
 - When the dog is away from its property it has a muzzle securely fixed on

- its mouth that will prevent it from biting any person or animal
- During any period that the menacing dog is not under the effective control of a person of or above the age of 18 years, the dog must be enclosed in a manner that is sufficient to restrain the dog and prevent a child from having access to the dog.

18.6 The owner of a **dangerous** dog must comply with the following requirements:

- The dog must be desexed
- The dog must be registered
- Signs must be displayed on the property showing the words "Warning Dangerous Dog" in letters clearly visible from the boundaries of the property.
- The dog must wear a distinctive collar as prescribed by the *Companion Animals Regulation 2018*.
- Ensure that at all times when the dog is away from the property where it is ordinarily kept it is under effective control of some competent person by means of an adequate chain, cord or leash
- Ensure that at all times when the dog is away from the property where it is ordinarily kept it has a muzzle securely fixed on its mouth that will prevent it from biting any person or animal
- Ensure that the dog is kept in the prescribed enclosure, in accordance with *Companion Animals Act 1998*

19. Applications seeking to revoke a declaration that a dog is menacing or dangerous

19.1 Once a declaration has been in place for 12 months, the dog owner can apply to Council to revoke the declaration that their dog is menacing or dangerous dog. Such applications will be reviewed on a case by case and merit basis. Any revocation is at the full discretion of Council and its Authorised Officers.

20. Restricted dogs

20.1 The owner of a restricted dog must comply with the following requirements:

- The dog must be desexed
- The dog must be registered
- The dog must not be in the sole charge of someone under 18 years of age
- Signs must be displayed on the property showing the words "Warning Dangerous Dog" in letters clearly visible from the boundaries of the property
- The dog must wear a distinctive collar as prescribed by the *Companion Animals Regulation 2018*
- Ensure that at all times when the dog is away from the property where it is ordinarily kept it is under effective control of some competent person by means of an adequate chain, cord or leash
- Ensure that at all times when the dog is away from the property where it is ordinarily kept it has a muzzle securely fixed on its mouth that will prevent it from biting any person or animal
- Ensure that the dog is kept in the prescribed enclosure in accordance with the *Companion Animals Act 1998*

20.2 Restricted dogs may include cross-bred dogs.

- 20.3 A dog owner may request a review of the breed classification applied to their animal. The owner will be required to provide an independent breed assessment report. This report and any other submissions made by the owner will be considered by Council in its assessment of whether a reclassification may be appropriate.

DRAFT

□ * * *

RELEVANT LEGISLATIVE INSTRUMENTS: *Local Government Act 1993 (NSW)*
Companion Animals Act 1998 (NSW)
Companion Animals Regulation 2018 (NSW)
Impounding Act 1993 (NSW)

RELATED POLICIES, PLANS AND PROCEDURES: Compliance and Enforcement Policy
 Privacy Management Plan

RESPONSIBLE DIRECTOR: Director Planning and Environment

APPROVAL: Council

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	Council	New		

GENERAL POWER OF ATTORNEY**PART 1 – APPOINTMENT OF ATTORNEYS BY THE PRINCIPAL**

THIS POWER OF ATTORNEY is made on the _____ day of _____ 2020 by **CAMDEN COUNCIL** ('Principal') of 70 Central Avenue, Oran Park, in the State of New South Wales ('the Council'). The Principal appoints:

- (a) **THERESE ANTONIA FEDELI** of 70 Central Avenue, Oran Park, in the State of New South Wales (Mayor); and
- (b) **RONALD JAMES MOORE** of 70 Central Avenue, Oran Park, in the State of New South Wales (General Manager); and
- (c) **NICOLE MAREE MAGURREN** of 70 Central Avenue, Oran Park, in the State of New South Wales (Director Planning & Environment); and
- (d) **SANDRA ANNE KUBECKA** of 70 Central Avenue, Oran Park, in the State of New South Wales (Director Community Assets); and
- (e) **TIMOTHY JAMES BUTLER** of 70 Central Avenue, Oran Park, in the State of New South Wales (Director Customer & Corporate Strategy); and
- (f) **TINA LEEANNE CHAPPELL** of 70 Central Avenue, Oran Park, in the State of New South Wales (Director Sport, Community & Activation); and
- (g) **PAUL ANDREW ROFE** of 70 Central Avenue, Oran Park, in the State of New South Wales (Chief Financial Officer); and
- (h) **CHARLES WILLIAM JOHN WEBER** of 70 Central Avenue, Oran Park, in the State of New South Wales (Manager Legal & Governance)

to be its attorneys. The Council's attorneys may exercise the authority conferred on them by Part 2 of the *Powers of Attorney Act 2003* to do on the Council's behalf anything the Council may lawfully authorise an attorney to do. The authority of the Council's attorneys is subject to any additional details specified in Part 2 of this document.

- 2. The Council's attorneys are appointed Jointly and Severally.
- 3. This Power of Attorney operates immediately.

PART 2 – ADDITIONAL POWERS AND RESTRICTIONS

- 4. This Power of Attorney is subject to the following conditions and limitations:
 - (a) The attorneys are each appointed by the Council to act for the Council and in its name and as its act and deed to:
 - (i) Execute and deliver any of the following documents:
 - (1) any 'conveyance' (including a lease), as defined in section 7 of the *Conveyancing Act 1919*;
 - (2) any 'dealing' as defined in section 3 of the *Real Property Act 1980*;

- (3) any instrument creating, varying, terminating, extinguishing or otherwise affecting any right, obligation or interest of the Council;
 - (4) any contracts for the performance, provision or receipt of works, services and/or goods;
 - (5) any agreement with the New South Wales Government or the Australian Government, or with any public authority or any other local government authority;
 - (6) any other documents considered by any of the attorneys to be necessary or desirable in connection with the documents referred in sub-paragraphs (1), (2), (3), (4), or (5); and
 - (7) any documents amending, varying or changing any of the documents referred to in sub-paragraphs (1), (2), (3), (4), (5) or (6) as any of the attorneys approve (that approval being evidenced by the attorney's execution of the document concerned); and
- (ii) do all such things as the attorneys consider necessary or desirable for the effectual exercise of the power granted by this power of attorney or otherwise for the purposes of any of the transactions contemplated by any of the documents referred to in paragraph 4(a)(i).
- (b) The powers set out in paragraph 4(a) may only be exercised by the attorneys or any of them:
 - (i) to give effect to a resolution of the Council; or
 - (ii) in the course of performing any function delegated by the Council in accordance with the provisions of the *Local Government Act 1993*.
- 5. The Council agrees to ratify and confirm any acts done by the attorneys or any of them in the exercise of the powers conferred by this Power of Attorney including whatever the attorneys do between the revocation of this power of attorney and the time of such revocation becoming known to the attorneys.
 - 6. The Council indemnifies and agrees to keep indemnified the attorneys and each of them against any liability, loss or expense (of whatever nature) arising from the exercise of the powers conferred upon them by and under this power of attorney.

Whereupon the Common Seal of **CAMDEN COUNCIL** was hereunto affixed by the authority of the Council in accordance with a resolution passed at the ordinary meeting of the Council held on the day of 2020 (ORD /20).

.....
General Manager

.....
Mayor

PART 3 – ACCEPTANCE BY ATTORNEYS

I accept my appointment as an attorney under this power of attorney.

Dated

Signature
Therese Antonia Fedeli

I accept my appointment as an attorney under this power of attorney.

Dated

Signature
Ronald James Moore

I accept my appointment as an attorney under this power of attorney.

Dated

Signature
Nicole Maree Magurren

I accept my appointment as an attorney under this power of attorney.

Dated

Signature
Sandra Anne Kubecka

I accept my appointment as an attorney under this power of attorney.

Dated

Signature
Timothy James Butler

I accept my appointment as an attorney under this power of attorney.

Dated

Signature

Tina Leeanne Chappell

I accept my appointment as an attorney under this power of attorney.

Dated

Signature

Paul Andrew Rofe

I accept my appointment as an attorney under this power of attorney.

Dated

Signature

Charles William John Weber

PART 4 – ATTORNEY RESPONSIBILITIES

The Council's attorneys must do the following:

- (a) Keep the Council's money and property separate from the attorney's money and property.
- (b) Keep reasonable accounts and records of the Council's money and property.
- (c) Not benefit from being an attorney, unless expressly authorised by the Council.
- (d) Always act in the Council's best interests.
- (e) Always act honestly in all matters concerning the Council's legal and financial affairs.

Failure to do so may incur civil and/or criminal penalties.



Delivery Program Progress Report
July to December 2019

Cover Page and Back Page:
WinterFest Camden

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Every reasonable effort has been made to ensure that this document is correct at the time of publishing.

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Acknowledgement to Country

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

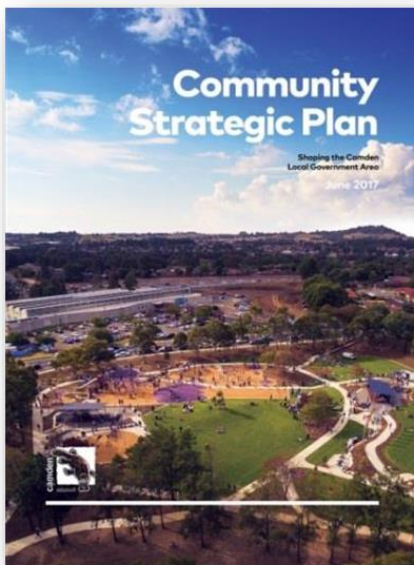
1. Council's Obligations

All councils across NSW commenced implementing the Integrated Planning and Reporting (IPR) framework from 2013. This framework allows councils to draw various plans together and plan holistically for the future.

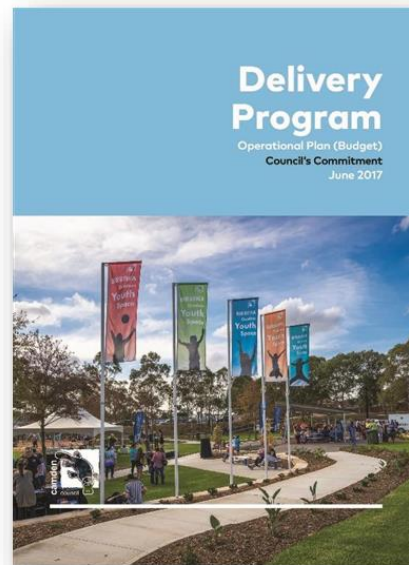
In accordance with the IPR framework, all councils are required to develop a Community Strategic Plan. The Community Strategic Plan provides a clear direction for the long-term community vision and is underpinned by the Delivery Program, Operational Plan (Budget) and Resourcing Strategy. Council reviews and develops the Community Strategic Plan, followed by preparation of Council's four-year Delivery Program, and determines appropriate methods to measure its progress.

The Delivery Program turns the strategies and objectives of the Community Strategic Plan into principal activities and identifies actions that Council commits to undertake over the next four years.

To help maintain focus for Council and provide feedback to the community, Council is required to prepare a six-monthly progress status on the adopted four-year Delivery Program. In accordance with the [IPR framework](#), Camden Council has prepared, and adopted in June 2017, the following documents:



[Community Strategic Plan](#)



[Delivery Program and Operational Plan \(Budget\)](#)

A suite of documents relating to the [IPR framework](#), are available on Council's website

www.camden.nsw.gov.au

Camden Council actively monitors its progress in achieving the objectives stated in the Community Strategic Plan through the implementation of the Delivery Program under six Key Directions.

These six Key Directions are aligned with the four elements of the quadruple bottom line - Social, Environmental, Economic and Civic Leadership. These six Key Directions are:

1. Actively Managing Camden LGA's Growth
2. Healthy Urban and Natural Environment
3. A Prosperous Economy
4. Effective and Sustainable Transport
5. An Enriched and Connected Community
6. Strong Local Leadership

Council has 30 Local Services to assist in addressing the Key Directions with specific principal activities against the Community Strategic Plan's strategies.





2. Executive Summary

This Delivery Program Progress Report July to December 2019, complies with the adopted four-year Delivery Program 2017/18 – 2020/21 for this Council term.

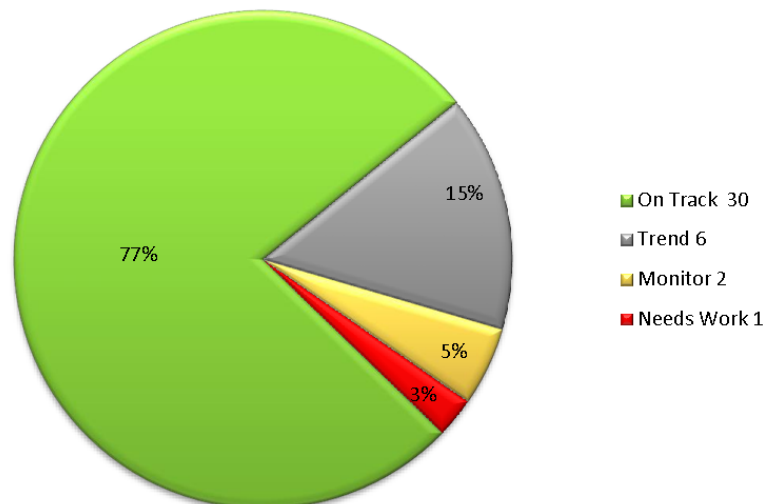
The report reflects Council's six-month progress status against 39 performance indicators and provides information on how Council is progressing with its Delivery Program.

Each Key Direction has a set of individual performance indicators. Council utilises a rating scale to ensure consistency, accountability and transparency, when assessing the status of each performance indicator under the six Key Directions and associated symbol descriptors. The rating scale is:





Table 1

Rating Scale	Symbol	Description
• "On Track"		When the 'actual' is either equal, less or greater than the set target.
• "Monitoring"		Corporate variance of $\pm 10\%$ applies to the set target and is considered achievable, feasible and realistic for performance improvement, with the exception of Legislative requirements.
• "Needs Work"		When the 'actual' is either below or above the corporate variance
• "Trend"		Shows a pattern of change data over time where setting a target is not possible

Below is the six-monthly progress summary of Council's overall performance for the month July to December 2019 reporting period against 39 Performance Indicators.



The table below provides a status update on the performance indicators under each Key Direction.

Key Direction	No. of Performance Indicators	Status			
		On Track 	Monitoring 	Needs Work 	Trend 
Actively Managing Camden LGA's Growth	4	4	0	0	0
Healthy Urban and Natural Environment	12	8	0	1	3
A Prosperous Economy	3	1	0	0	2
Effective and Sustainable Transport	5	4	1	0	0
An Enriched and Connected Community	8	7	1	0	0
Strong Local Leadership	7	6	0	0	1
TOTALS	39	30	2	1	6

In brief of the 39 Performance Indicators, 30 Indicators (77%) were assessed as 'On Track'; 1 Indicator (3%) as 'Needs Work'; 6 Indicators (15%) as 'Trend' and there was 2 Indicators (5%) as 'Monitoring'. In other words, 30 of the 39 performance indicators (77%) were assessed as 'On Track'.

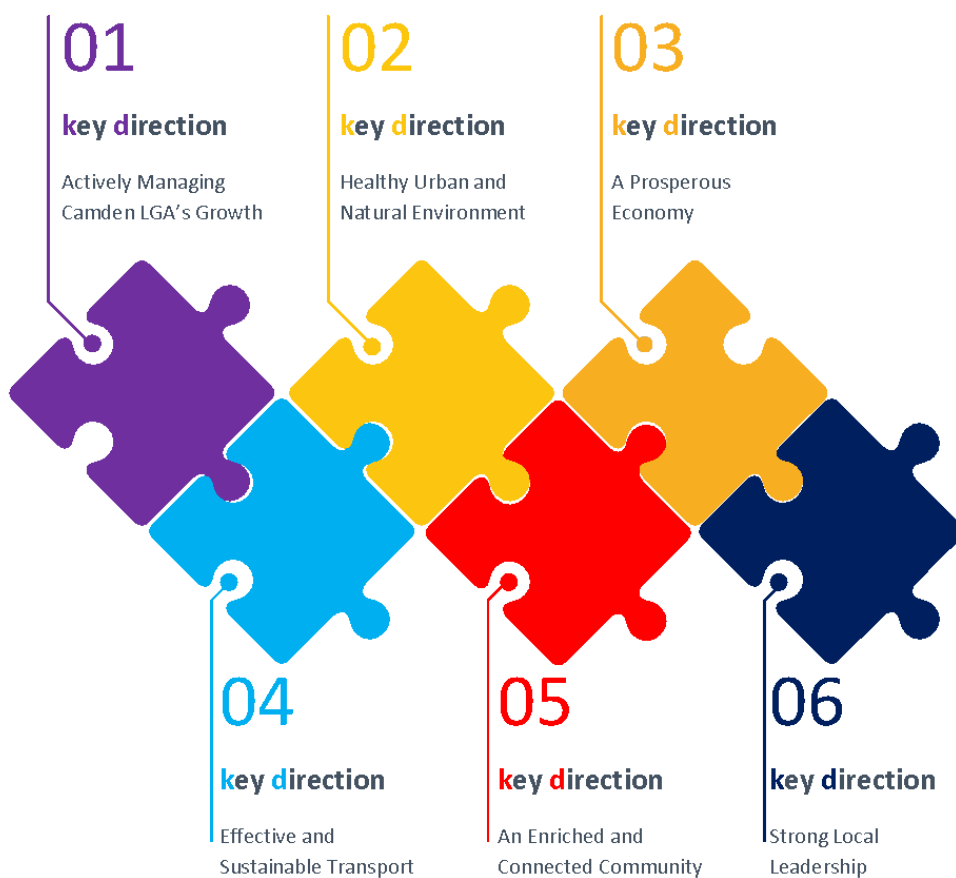
Section 3, '*Key Directions and Performance Indicator Status*', provides progress comments and the status of each performance indicator along with an explanation of each Key Direction.

Section 4, '*Overall Progress Highlights*' elaborates on a few of the projects Council has undertaken over the six-months (July to December 2019) that supports Council's commitment towards the Community Strategic Plan.

3. Key Directions and Performance Indicator Status

This section provides a narrative on outcomes that supports the Community Strategic Plan under each Key Direction and associated Objectives. It provides progress comments and the status of each performance indicator along with an explanation of each Key Direction.

The diagram below shows the six Key Directions.





Key Direction 1 – Actively Managing Camden LGA’s Growth

Effectively managing growth, determined under the State Government’s Metropolitan Strategy and Western City District Plan (former South West District Plan), will be an important focus area for Council and its various partners.




The community of the Camden LGA does not want to lose the character that they so highly value - its rural setting, country town feel, and the lifestyle associated with these attributes, at the same time it must cater for well-managed development. Achieving a balance between large population increases and keeping the valued heritage/rural characteristics of the Camden LGA, will be an ongoing challenge with significant new opportunities in terms of infrastructure, services, employment, housing choices and economic benefit.





The community would like to see public transport, roads, infrastructure, parks and recreational facilities, and the effective management of development as major priorities for the Camden LGA.

1.1 Urban development is managed effectively

Performance Indicator	Status	Progress Comment
Development assessments are completed in a timely fashion	✓	The median processing time (29 days) was within the target service level of 40 days. Council determined Development Applications to the value of \$531,236,411 during this six-month period.
Construction certificates are provided in a timely fashion	✓	Building Construction Certificate processing timeframes continue to exceed target service levels. This result reflects the strong performance in building certification services provided by Council.
Developers Contribution Plans are developed and monitored in a timely manner	✓	The review of all Council's contribution plans was completed November 2019. Amendment 1 of the Growth Areas Contribution Plan was exhibited and adopted by Council in October 2019.

1.2 Rural land is adequately administered

Performance Indicator	Status	Progress Comment
Rural Lands Strategy and associated Action Plan are delivered		A draft Rural Land Strategy (RLS) Actions Implementation Plan has been developed to track and monitor the progress on the RLS. The initiatives undertaken to progress the actions of the RLS includes review of Camden Development Control Plan (DCP) 2019, the Stage 1 Local Environment Plan (LEP) Review Planning Proposal, and the Draft Camden Local Strategic Planning Statement (LSPS).

 On Track	4	 Needs Work	0	 Monitoring	0	 Trend	0
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Key Direction 2 – Healthy Urban and Natural Environments







The Camden LGA's natural and built environment are the "setting" for all aspects of life and are essential for sustaining the health, well-being and prosperity of people who live here.




The natural environment encompasses all living and non-living things, occurring both naturally, and as a result of human activities. The built or urban environment is the human-made surroundings that provide the physical setting for human activity and enables private, economic and community life to function effectively and healthy.







2.1 Caring for urban and natural environment including heritage sites

Performance Indicator	Status	Progress Comment
Waste diverted from landfill		Changes to local and international recycling markets along with the removal of exemptions for mixed waste organic outputs have heavily impacted the waste and recycling industry over the past 12 months. Council is continuing to work with its processor to find alternative markets for waste and recycling outputs.
Incidents of illegal dumping (observed by Council Officer)		<p>A total of 455 incidents (75 per month) of illegal dumping were identified and investigated as a result of proactive patrol services by Council Officers. This can be attributed to the growth and development within the LGA. Council proactively and reactively addresses instances of illegal dumping and takes compliance action against identified offenders.</p> <p>Council continues to undertake a number of educational initiatives around illegal dumping including Builders BBQ's, promotion of kerbside clean-ups and a presence at Council events.</p> <p>It should be noted that the results for this target now include incidents of illegal dumping on both private and public land (which is a change). The target will be reviewed in conjunction with the Delivery Program review.</p>
Incidents of illegal dumping (advice from residents)		Council investigated a total of 382 incidents of illegal dumping (63 reports per month) as a result of reports by residents.

Performance Indicator	Status	Progress Comment
Companion animals are appropriately identified		123 dogs impounded - 73 microchipped (59%) 18 cats impounded - 2 microchipped (11%) Council returned 62 dogs to their owners instead of impounding. Council microchipped 51 dogs and cats for the six-month period.
Monitor water quality in rivers and waterways		During the reporting period, lakes and waterways monitoring was undertaken across all sites on a monthly basis. While seasonal changes influenced results, high nutrients, in particular nitrogen, were consistently high. Blue-green algae testing during the summer months were also indicating a high growth of algae in the lakes.
Number of initiatives promoted to reduce air pollution		During the winter months, Council completed 100% of its initiatives to promote better practices for wood heater operations to help reduce air pollution through local media, Council's website and educational programs. In November and December 2019, air quality was significantly impacted by bushfire smoke. Information regarding the bushfires was shared on Council's social media.
Number of complaints received regarding noise concerns		There was a total of 124 customer requests received in relation to noise during the reporting period, which is a slight decrease to the 132 received for the previous period January to June 2019. These complaints include noise from barking dogs, trail bikes, music and other sources. All complaints were investigated with appropriate compliance action taken.
Increase number of public amenities, recreation facilities, open space and park		Across the Camden Local Government Area there are 298 open spaces and reserves, 22 sports fields, 93 sites with play equipment, 17 sites with exercise equipment, 17 public amenities, 38 sports amenities and 2 swimming leisure centres.
Bushland under active management – number of volunteer bush care hours		Volunteers contributed 795 hours in the reporting period, with a total of 113 days (based on a 7hr working day). This includes scheduled Bushcare, community planting days, National Tree Day and Schools Tree Day.

Performance Indicator	Status	Progress Comment
Maintain biodiversity across Camden LGA		During the reporting period, Council actively maintained 54ha of natural areas. This includes an additional area within the Camden Town Farm to restore native vegetation along the Nepean River.
Number of Sustainability community education programs conducted		During the reporting period Council's scheduled sustainability education programs continued to be on target and implemented. These included Threatened Species Art and Writing Competition, Macarthur Nature Photography Competition, Stormwater Education and Making a Bee Hotel.
Number of community education activities conducted to promote heritage and historical sites across the Camden LGA		Council's Heritage Advisory Committee held a heritage promotion event titled 'Unlock Camden', as part of NSW History Week 2019 and at the commencement of the Camden Spring Festival. The event attracted around 200 visitors, and residents were invited to share images on social media using the hashtag #mycamdenstory . In addition, on-going advice was provided to applicants relating to works proposed to heritage items through DAs; responded to 40 DA Referrals and 9 customer enquiries; and a community workshop was held to discover themes of uniqueness and richness of place for Camden as a part of the Community Video Project titled 'Yesterday Stories'.

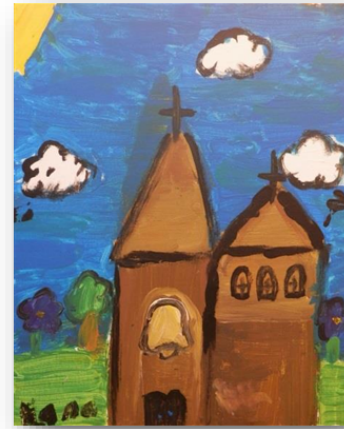
 On Track	8	 Needs Work	1	 Monitoring	0	 Trend	3
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Key Direction 3 – A Prosperous Economy

Prosperity means that people have enough – that they are satisfied with their standard of living and have a balance between their financial and social well-being. Financial well-being relies on access to education, employment, housing, and a strong and diverse local economy.




A strong local economy for the Camden LGA is characterised by vibrant towns and commercial centres, thriving local businesses, stable and diverse employment opportunities, skilled local residents, infrastructure that supports economic growth, and a thriving tourist/visitor market.





The development of a strong local economy is essentially about developing an environment that supports a diversity of business and industry to invest, establish, grow and be sustainable over time.



The economic development and prosperity of the Camden LGA is linked with the broader South West Sydney region and much of the focus for the Camden LGA into the future will continue to be working with relevant partners, as well as through the Camden Regional Economic Taskforce (CRET) and the Macarthur Regional Organisation of Councils (MACROC), on the development of a strong regional economy.

3.1 Tourism and economic development is supported

Performance Indicator	Status	Progress Comment
Utilisation of the regional tourism website is increasing		Website has received 97,076 visits during this period. An increase of 15% on the previous period.
Monitor the visitation to the Tourism Information Centre		Visitor Centre has received 134 phone calls (up 35%), 59 emails (up 49%) and 988 walks ins (up 15%). Numbers increased over this period due to the high volume of events and activities happening in the area over this period.
Increase in number of registered businesses operating within the Camden LGA		There is a total of 8,752 active and registered for GST businesses in the Camden LGA, an increase of 4.1% from the previous figure of 8,407. (source - ABS)

 On Track	1	 Needs Work	0	 Monitoring	0	 Trend	2
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Key Direction 4 – Effective and Sustainable Transport

Effective and sustainable transport underpins all aspects of an accessible and functioning place.

Transport impacts on the health of the natural environment as well as the health and well-being of people able to connect with their community and services. It impacts on the effectiveness and amenity of the urban environment, and on the viability and growth of the local and regional economy.

An accessible Camden LGA means that people are able to travel easily within their own local area and are well connected to the wider Macarthur and metropolitan regions.





Effective and sustainable transport for the Camden LGA would include:





- affordable, convenient and integrated public transport that is a viable choice over private vehicles
- infrastructure that enables and encourages healthy forms of transport such as walking and cycling
- safe and uncongested roads
- support structures that enable public and private transport systems to operate effectively, including interchanges, traffic management and parking.

4.1 Integrated and safe transport system

Performance Indicator	Status	Progress Comment
Successful completion of Black Spot funded projects	✓	Council has commenced the survey and design for Broughton Street/Barsden Street and Holdsworth Drive projects. Works are programmed for this financial year.
Number of transport options delivered through Pedestrian Access Mobility Plan (PAMP) and Bike Plan	✓	During the six-month reporting period under the PAMP and Bike Plan programs, footpaths/shared paths were completed in Herbert's Hill, Elyard Street, Remembrance Driveway, Southdown Road and Cashmere Drive and at Harrington Park Public School.
Number of Road Education Programs conducted	✓	Over the past six-months Council has coordinated eight road education programs working in partnership with Local Police, RMS and community groups on the following road education programs: RBT Plan B Campaign, Drive 2 Stay Alive, School Safety Program, Slow Down, Choose Right Buckle Right, Graduated Licensing Scheme Workshops, Drives for Learners In Macarthur, Community Safety Plan and Traffic Offenders Program.

4.2 Road infrastructure and transport connections are effectively established

Performance Indicator	Status	Progress Comment
Traffic Committee recommendations are actioned within the timeframe		During the reporting period 54 Traffic Committee recommendations were approved. These were all actioned within the set timeframes.
Road and traffic facility construction projects completed on-time and within budget.		The Project Management Framework continues to improve outcomes with 86% of roads and traffic projects due for delivery within the reporting period delivered on time and budget. When considering these reporting areas individually, 100% of these projects completed on time and 86% of projects completed on budget.

 On Track	4	 Needs Work	0	 Monitoring	1	 Trend	0
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Key Direction 5 – An Enriched and Connected Community

An enriched and connected community involves arts and culture, community safety, healthy lifestyles and community health. In addition, the community is further enriched through learning, access to information, recreation and leisure to build social capital and cohesion.






These are all elements that lead to a community with high levels of well-being. This is usually characterised by connection, networks and support within the community; participation and ownership; equity and access; and democratic governance. Equity and access means that all people are able to access a variety of opportunities within a community, both social and economic, regardless of background, ability or circumstance.



Community well-being describes the state of satisfaction, contentment and fulfilment of needs experienced within a particular group of people.





5.1 Celebrating social diversity and cultural expression

Performance Indicator	Status	Progress Comment
Number of programs delivered to various community groups including identified target groups	✓	A wide range of activities and events have been held. These included Camden Interagency meetings and Forum, Cohesive Communities Advisory Group meetings, Youth Council Meetings, Access Community Advisory Group meetings, NAIDOC Celebrations, Seniors events, Youth events, Children's Week events, Youth Multicultural Festival and the establishment of wet wheelchairs program and Changing Places facility at Curry Reserve.
Number of arts/cultural events hosted across the Camden LGA	✓	Cultural development events for the period included 24 About Face Art Group workshops, two artist networking events, two events for the Creative Camden Holiday Program and two Business Week workshops for creative businesses.
Increase number of participants in active recreational activities using Camden Memorial Pool (seasonal)	✓	Camden Pool reopened for the summer season in late September 2019, with a total of 23,628 active participants using the facility. This was a minor decrease of 1,299 on the same reporting period last year. Noting that attendances were reduced in December due to a number of environmental factors.

Performance Indicator	Status	Progress Comment
Increase number of participants in active recreational activities using Mount Annan Leisure Centre (seasonal)		During the reporting period, 330,124 participants participated in gym, fitness and/or swimming activities within the Mount Annan Leisure Centre. This is significantly higher than the target and an increase of 72,663 on the same period last year.
Ratio of returning clients to new clients for hiring Camden Civic Centre		1:11 new to returning clients. During the reporting period 91% of clients are return business with 9% new clients to the Civic Centre.
Number of non-Council events hosted at the Camden Civic Centre		During the reporting period 319 bookings were received, this brings the yearly total to 732.

5.2 Opportunities for life-long learning

Performance Indicator	Status	Progress Comment
Number of programs conducted at local libraries		A total of 847 programs were conducted at Council libraries during this period including children's, youth, adult, community learning, local studies and exhibitions as well as HSC programs.
Camden families have access to a quality Family Day Care service – hours of care provided		Camden Family Day Care's average utilisation rate for this half of the year has been down slightly. This is attributed to the many early childhood centres that are being established in the LGA. Despite this, Camden Family Day Care continues to provide high quality high based education and care to 300 families across the LGA.

 On Track	7	 Needs Work	0	 Monitoring	1	 Trend	0
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Key Direction 6 – Strong Local Leadership

Strong local leadership means that the Camden LGA has strong organisations and individuals representing its interests, who are responsive to the community, and who are working together to achieve the community's vision for the future.



Strong local leadership will be needed from all levels of government, as well as the private sector, non-government organisations, business, industry groups, and community organisations. Developing leaders within the community will place the Camden LGA in good stead for the years to come.




Camden Council, as the level of government in closest contact with the local community, has a particular role in the planning, advocacy and delivery of good outcomes on behalf of the Camden community. This role is important as the Camden LGA faces massive urban and population growth, particularly in advocating for the delivery of major infrastructure provision, and in balancing the needs and desires of the current population with the pressures of growth.





Importantly, strong local leadership can influence the way that government engages with, and responds to, the local community needs and aspirations in decision making and planning process as well as delivering services.

6.1 Maintain strong partnerships and shared responsibilities with stakeholders

Performance Indicator	Status	Progress Comment
Number of Community Small Grant Agreements	✓	A total of 38 applications received with 23 applications approved for funding (part or full funding).
Number of donations for charitable programs	📈	A total of eight donations for Charitable Purposes were provided, six for local not-for-profit groups and two special achievers.
Number of annual subsidies extended to community organisations	✓	All eight annual subsidies were distributed - RSL Sub Branch, Leppington Progress Association, Camden Historical Society, SWS Academy of Sport, Camden Community Band, Campbelltown Macarthur Scottish Pipes and Drums, Campbelltown Camden District Band, Camden Art Prize.
Number of community sponsorship programs supported	✓	This round of Community Sponsorship saw 15 organisations/events approved for funding (part or full funding). A total of 24 applications were received.

6.2 Community and stakeholders are kept informed

Performance Indicator	Status	Progress Comment
Maintain publication of regular Council information		Council has continued to produce regular publication of Council information within deadline. These publications include: Let's Connect (two editions in the reporting period); Rates Notice brochures (two editions in the reporting period); Mayoral print and broadcast messages; Media releases; Council's website; Social media platforms expanded; and Flyers, documents and brochures designed.
Maintain Council's social media platform		Council continues to maintain seven days a week social media coverage to report on weekend events, improve community engagement and ensure that customer enquiries are answered promptly. Over the past six-months 624 Facebook posts were published with followers increasing to 21,767 and Instagram has grown to 1,701 followers within the short space of six-months. During this reporting period Council has also expanded its social media platforms to now also include Twitter, Instagram, YouTube and Snapchat.
Maintain Council's community engagement and communication practices		Council continues to communicate and engage with the community through its digital media platforms. Council continues to offer a seven day a week social media service and uses these platforms/channels to promote Council services, initiatives, projects and events. Additionally, Council continues to regularly review and update the corporate website, and recently launched the new Camden Kids website, a dedicated website for local parents and carers.

 On Track	6	 Needs Work	0	 Monitoring	0	 Trend	1
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4. Overall Progress Highlights

This section elaborates on a few of the projects Council has undertaken over the six-months (July to December 2019), that supports Council's commitment towards the Community Strategic Plan.

Camden Monopoly

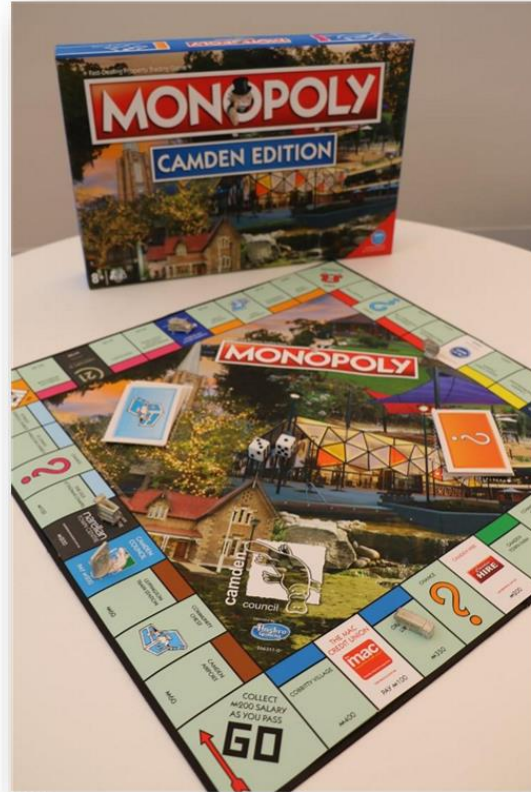
The classic board game Monopoly was localised with the Camden edition created to showcase our local landmarks.

Twelve sponsors were instrumental in bringing the game to life in support of two local charities – Camden Wollondilly Domestic Violence and Lifeline Macarthur, with 2000 copies sold.

A total of \$120,000 was raised with all funds going towards supporting the many programs that both the charities provide.

Council surveyed the local community seeking feedback on the locations they felt should be included. There were 22 featured locations from across the Camden area, with those selected by the community listed below:

- Leppington Train Station
- St Johns Anglican Church
- St Paul's Catholic Church
- Narellan Sports Hub
- Birriwa Reserve Outdoor Youth Space
- Camelot House
- Belgenny Farm
- Camden Town Farm
- Oran Park Library
- Cobbitty Village



Historical Naming of Elderslie Parks and Reserves

As part of Council's 'Your Parks Your Voice Program', a group of Year 3 and 4 students at Elderslie Public School were approached to nominate local pioneer names for the un-named parks and reserves in Elderslie.

These students, as part of their local history study research, proposed a list of local historical identities for the six un-named parks and reserves.

The six names chosen by the students are:

- Ina Cameron Park
- Henry Oliver Park
- John Condron Park
- James Hartup Park
- William Payne Reserve
- William Parrott Park

The students also nominated the name 'Blueberry Park' after the class of Year 3 and 4 students who participated in the research and naming project.

Signage will be placed in each of the seven parks/reserves and will include information about the historical significance.

Showcasing the Camden Region

Camden Region Economic Taskforce (CRET), in partnership with Council, have launched a video which showcases the region's investment potential, both now and in the future to support the growth and prosperity of our region.

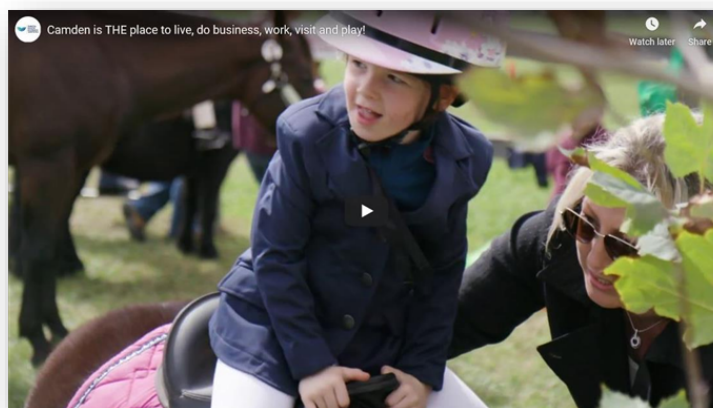
Titled 'Camden is THE place to live, do business, work, visit and play', covers the area's natural beauty, infrastructure growth and business potential in positioning Camden as an emerging economic powerhouse.

Featuring local identities, the video includes:

- Key commercial and economic precincts
- Exciting tourist attractions
- Connections with key neighbouring cities and gateways
- Natural assets.

With the Camden Local Government Area currently the fastest growing area in Australia, this video highlights the great business environment and wealth of visitor attractions available.

Visit cret.com.au for more information or to view the video.



Award Winning Pet Awareness and Safety Program

As the Camden LGA grows in population so does the number of companion animals increase significantly.

In 2014, Council launched PAWS: Pet Awareness and Safety Program, introduced to specifically concentrate on the wellbeing of companion animals.

The program had five main goals:

- Educate pet owners, and children, on being responsible pet owners
- Decrease the amount of companion animals entering our animal care facility
- Reduce the rate of euthanasia
- Increase the adoption of kittens, cats and dogs at our animal care facility
- Reduce the number of companion animals sent to rescue organisations.

Some of the initiatives Council undertook were:

- the creation of an educational book for children and parents
- education at local community events
- free Council run yearly information sessions
- free microchipping and free nametags
- working with the National Desexing Network to provide subsidised desexing, strategies to increase adoptions.

Since the establishment of the program, companion animal seizures are down 42%, euthanasia down by almost 80% and adoptions were up by 13%.

In recognition of the work undertaken the PAWS Program was named Community Education Outreach Program of the Year at the Jetpets Companion Animal Rescue Awards.



Youth Multicultural Festival

Organised by Camden Council’s Youth Council and the YMCA NSW Camden Youth Action Team, as part of the Camden Youth Empowerment Project, the inaugural Youth Multicultural Festival was held in Camden.

The festival provided young people aged 12 to 25 years with the opportunity to come together in a safe, supported and inclusive environment, where they could access information, meet peers and celebrate diversity.

The festival showcased an exciting line-up of local performers, all from diverse cultural backgrounds, several activities including Henna tattooing, Aboriginal basket weaving, Bocce as well as access to information from local community organisations, including headspace and Traxside Youth Health Service.

More than 20% of the Camden LGA population are aged 12 to 25 years and the Camden area is becoming more and more diverse.

With residents identifying with more than 110 nationalities, coming from more than 85 countries across the world and speaking more than 60 different languages at home it is important that young people know their cultures, traditions and customs are valued, respected and celebrated.



Waste Wise Initiatives

For the second year running the food leftover from Council's TASTE Camden event has been donated to food charity, OzHarvest.

A total of 77kg of surplus food, including fresh fruit and vegetables, cooked meals, breads and pastries were collected allowing OzHarvest to deliver 230 meals to people in need from the Macarthur area, a total of 4% was diverted from landfill.

Council employed other waste-wise initiatives at the event to divert almost one third of waste in total, which included:

- The Hume Scouts collected 4,080 drink containers as part of the Return and Earn Program, accounting for 14%; and
- Council's Waste Team collected recyclable materials which were disposed of incorrectly, including paper, cardboard boxes and plastic cups, and recycled them, accounting for 12%.

Council is currently a bronze member of the Department of Planning, Industry and Environment's Sustainability Advantage Program and will continue to look for waste-wise initiatives to achieve silver status.

New Look for Camden Kids Website

The Camden Kids website has been re-designed making it easier for families to find all the information and services they need.

The look, function and navigation of the site have been developed to optimise the accessibility and user experience for Camden's kids, parents and teachers.

The clean, simple look of the site has been designed to meet a high standard of accessibility for people with visual impairments and responds to the technology being used to view it.

The directories are split into categories including childcare, activities, health, support and parks and playgrounds which also allow you to search via filtering.

Residents can also subscribe to the Camden Kids eNewsletter, providing up to date relevant news and events.

To view the updated Camden Kids website visit camden.kids.com.au



Curry Reserve Amenities Building

Council completed a number of improvements while the Curry Reserve Water Play Space was closed over winter, to ensure it was comfortable for, and accessible to all.

Works on the new amenities building at the site was stopped for a period of time when artefacts were uncovered during excavation of footings for the new change rooms and toilets and an archaeologist examined the site and artefacts.

Now completed and built in line with Changing Places Australian specifications the improvements include:

- new wheelchair-accessible change facility, including an adult hoist and new toilet, shower and change room amenities
- Additional shade structures
- Additional seating
- Additional barbecue facilities
- Additional pathways
- Wet wheelchairs, which residents can use to play in the water elements of the space.

Council has three wet play wheelchairs available for use exclusively at Curry Reserve Water Play Space.

The child and adult size all terrain wheelchairs were designed by a team of specialist paramedics and tested and approved by people with restricted mobility.

The wet play wheelchairs will provide and improve access to the water play area for children and people living with disability.



WinterFest

A new event for the Camden LGA, the inaugural Winterfest, saw Larkin Place car park transformed into a winter wonderland offering three days of activities and fun.

An ice-skating rink, food stalls, live entertainment, and winter menus at venues along Argyle Street were enjoyed by the thousands of people who attended.

The newly installed fairy lights in the Jacaranda trees were officially turned on at the winter-themed event.

The event also celebrated the improvements made to Argyle street and the Camden Town Centre such as upgrading and widening of footpaths and the road, installation of new energy efficient street lighting on multi-functional poles and extensive landscaping works.

Focus on Mental Health

Council installed hundreds of posters across the Camden area to help residents connect with valuable support from Lifeline Macarthur.

The posters were installed in both the male and female toilets in every Council-owned community and administration facility.

They provide a QR code to Lifeline Macarthur's online crisis support chat and Lifeline Macarthur's phone number and web address, should a person visiting that facility need help and support.

Council has already implemented a range of strategies to assist staff suffering from mental health issues and these posters are an extension of this commitment to the greater community.



Community Volunteers Thanked

Volunteers from the Camden LGA were acknowledged for the contribution they make to the community with over 250 people attending a Volunteer Thank You reception held by Council.

Volunteering plays a key part in developing a community's sense of pride and their contribution is invaluable.

Volunteering also builds social capital by encouraging social interaction, social networks and networking opportunities between people and strengthens personal and emotional support.

Volunteers enhance the services that Council delivers and, in some cases, provide a service that simply would not exist without them.

Some of the groups acknowledged at the reception included:

- Argyle Street Business Collective
- Bushcare Volunteers
- Camden Art Prize Committee
- Camden Bicentennial Equestrian Park Committee
- Camden Chamber of Commerce Tourism and Industry
- Camden Historical Society
- Camden Rural Fire Service
- Camden SES
- Cobbitty Rural Fire Service
- Harrington Park Seniors Group
- Heritage Advisory Committee
- Macarthur Disability Service
- Narellan Lions Club
- Narellan Men's Shed



Endorsement of Camden's First Aboriginal Protocols Policy

On the 9th of July as part of NAIDOC week celebrations Council endorsed its first Aboriginal Protocols policy.

This policy outlines inclusive protocols to acknowledge the Aboriginal community and promote greater understanding and acceptance of general cultural awareness including:

- Continuing to include a Welcome to Country or an Acknowledgment of Country at Council and civic events and meetings, as a sign of inclusion and respect;
- Continuing to permanently display the Aboriginal flag. It will also be flown at half-mast at appropriate times, to recognise periods of significance to the Aboriginal community;
- Conducting Smoking Ceremonies at major Council events, by Aboriginal people with specialised cultural knowledge;
- Continuing to acknowledge the local Aboriginal community by observing and celebrating culturally significant dates and events such as NAIDOC Week, where protocols will be incorporated; and
- Including an Acknowledgement in high-level Council documents.

Endorsement of the policy demonstrates Camden's ongoing commitment to building strong relationships and recognising the contribution of aboriginal people to Camden's past, present and future.



Planning for the Future – Camden’s Local Strategic Planning Statement

In 2019, Council adopted its draft Local Strategic Planning Statement (LSPS) and sought final approval from the Greater Sydney Commission (GSC) for the final LSPS to be adopted in 2020.

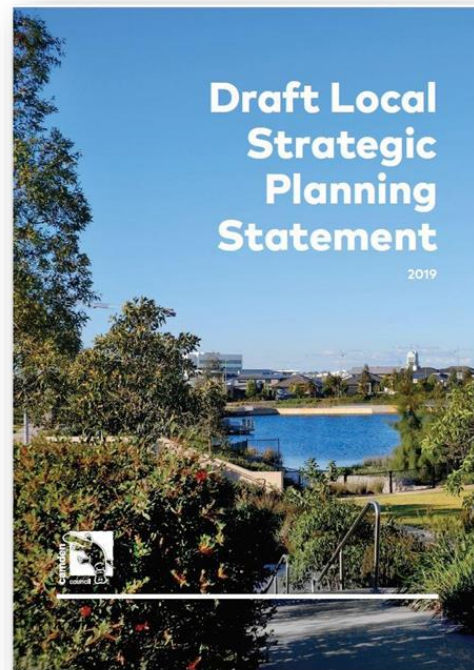
The LSPS sets the 20-year vision for land-use in the Camden LGA, the special character and values that are to be preserved, and how change and future growth will be managed into the future.

An extensive community engagement was undertaken in preparing the draft LSPS, which included:

- A 20-year vision for Camden.
- A structure plan, illustrating key infrastructure, productivity, liveability and sustainability features and place-based priorities within the Camden area;
- The local economic, social and environmental context;
- Local priorities and actions around infrastructure and collaboration, liveability, productivity and sustainability; and
- An implementation plan, identifying how Council will monitor and report on the delivery of the LSPS.

The draft LSPS was put on public exhibition for 35 days and 61 submissions were received from the community, public agencies and the three neighbouring Councils. The majority of submissions received from the community and public agencies supported the approach taken by Council.

The draft LSPS ensures Council’s local plans and policies align with the strategic direction of the GSC’s Greater Sydney Region Plan – A Metropolis of Three Cities (Region Plan) and the Western City District Plan (District Plan).



Cancer Awareness Initiatives

Council was approached by the McGrath Foundation and Space Real Estate Oran Park to support and get involved in the Pink Up Your Town initiative. Pink Up Your Town encouraged communities to come together and plan events for the month of October and raise funds for the McGrath Foundation. A huge part of this initiative was getting local businesses and organisations to turn “pink”.

In support of this initiative Council:

- Installed a pink ribbon above the entry doors to Council’s Administration Building and lit it up for the month of October;
- Planted pink flowers in the planter boxes located in Argyle Street and around Council’s Administration Building and Library;
- Planted pink flowers in the roundabouts located on Argyle/Elizabeth Street, Camden and Welling/Waterworth Drive, Mount Annan;
- Hosted a staff morning tea to raise funds for the McGrath Foundation;
- Dedicated a waste truck to be permanently wrapped in pink with breast cancer awareness messaging;
- Encouraged local businesses to dress up their shop fronts pink for the month of October; and
- Together with Oran Park Town, installed light pole banners along Central Avenue and Dairy Street, Oran Park.

Council also supports Men’s Health initiatives such as “Movember” to raise awareness of prostate and testicular cancer, mental health and suicide prevention.

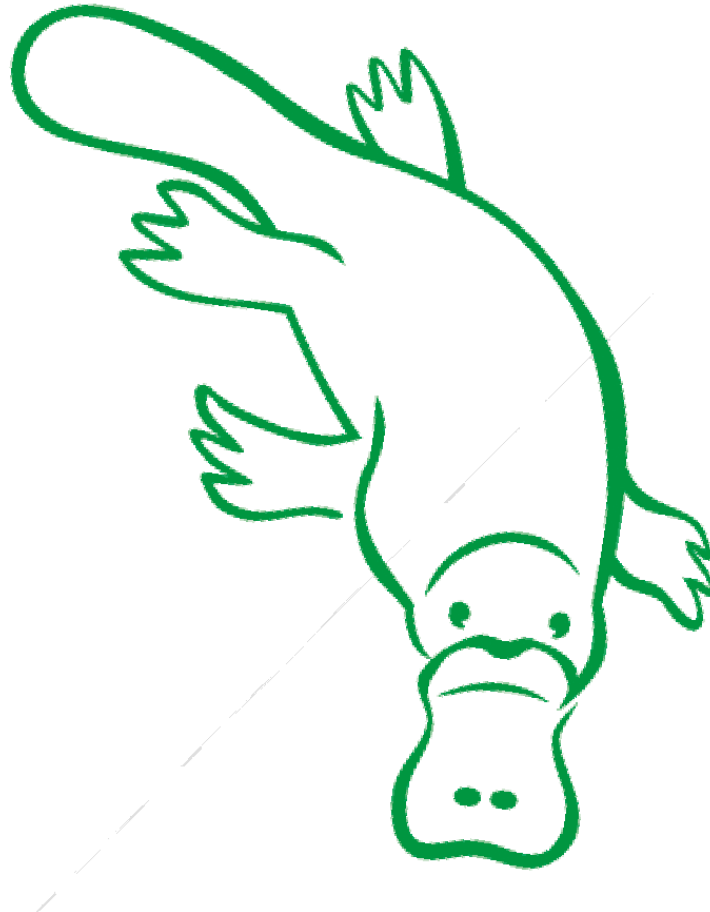


5 Conclusion

The Camden Local Government Area (LGA) is the fastest growing area in Australia, and Council continues to adapt and evolve in response to the changing expectations that come with growing communities.

The four-year Delivery Program 2017/18 to 2020/21 is Council’s commitment to the community. Council, under 30 local services, will continue to implement, innovate, collaborate and work hard to achieve in delivering the best outcomes and services for our community.

The next reporting period is January to June 2020.



Images

The photographs featured have been obtained from many sources including professional photographers and Council officers. The illustrations used in this document were provided by children from the Camden LGA as part of Council's Children's Week Art Project.



Next Reporting Period

The next reporting period for the Delivery Program Progress Report will be January to June 2020.

For further information contact

Corporate Planning Team
Camden Council
Phone: 4654 7777
Email: mail@camden.nsw.gov.au
Website: www.camden.nsw.gov.au



DEDICATION OF CONSTRAINED LANDS POLICY

.00

DEDICATION OF CONSTRAINED LANDS POLICY

DIVISION: CUSTOMER & CORPORATE STRATEGY

BRANCH: GROWTH & ADVOCACY

CATEGORY: 2

PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 There are currently lands identified for the purposes of environmental and/or infrastructure held in private ownership. Through the redevelopment of development sites, Developers may wish to dedicate these lands to Council.
- 1.2 This policy provides a framework for managing the dedication of these types of land, so that Council is not burdened unreasonably by the maintenance costs for environmental and hazard management purposes of these lands.
- 1.3 This policy consolidates Councils existing policies relating to the Dedication of Land Burdened by Utility Easements (Policy 1.19), and the Dedication of Riparian Corridors (Policy 1.18) Policies.

2. OBJECTIVE

- 2.1 To establish the requirements upon which Council will accept land to be dedicated for infrastructure or environmental purposes.
- 2.2 To ensure that only suitable land is dedicated that provides material public benefit to the community such as quality infrastructure, connectivity and other services.
- 2.3 To ensure Council is not burdened with high maintenance land or land with poor usability.
- 2.4 To encourage land owners and Developers to find the most appropriate and innovative use for land that is constrained.
- 2.5 To ensure that if the land has environmental constraints that the landowner/Developers are encouraged to protect and rehabilitate the land.
- 2.6 To ensure that lands to be dedicated to Council under this policy are provided with a source of funds for the on-going maintenance of these lands.

3. SCOPE

- 3.1 This policy applies to all land to be dedicated to Council for infrastructure or environmental purposes.

4. DEFINITIONS

- 4.1 Land to be dedicated to Council can be grouped into the following two (2) categories under this policy, which are:
 - 4.1.1 **Environmental Land**
 - For the purposes of this policy, *Environmental land* refers to riparian corridor land which is defined as waterfront land pursuant to the *Waterfront Management Act 2000*; or a riparian corridor defined under an adopted Waterfront Land Strategy.

4.1.2 Infrastructure Land

- For the purposes of this policy, *Infrastructure land* refers to land required for the provision of a utility that is restricting the use of the land and any land that may be required for the purposes of a Major Infrastructure Corridor.
- Infrastructure land generally refers to utility easements including but is not limited to electricity, gas, sewer and water easements.

PART 2 - POLICY STATEMENT

5. POLICY STATEMENT

- 5.1 Through the development of sites, Developers may wish to dedicate land to Council for environmental or infrastructure purposes. The Developer is required to demonstrate how the land will be used and its material public benefit to the community.
- 5.2 If Council accepts such land it is burdened with its maintenance. This policy establishes the process and terms associated with this land dedication.

6. REQUIREMENTS

The following terms and conditions will apply to all land covered under this policy that Camden Council may accept into public ownership.

- 6.1 The Developer must demonstrate Material Public Benefit and the design of the works must consider Councils guiding principles, policies and strategies such as the *Open Space Design Manual*. Developers must provide a supporting concept plan of the area and its proposed embellishments as part of the proposal to Council.
- 6.2 Council will also assess a proposal of material public benefit based on the following factors:
- The quality of the land and its interface with the urban environment;
 - The range of encumbrances restricting community use and enjoyment of the land;
 - Recognition of cultural landscapes;
 - Retention of significant view lines;
 - Protection of a significant environmental feature of the land;
 - Providing linkages between areas of open space that are unencumbered by the power easement at regular intervals along the easement corridor; and
 - Use for an appropriate community purpose, such as pedestrian connections, shared pathways, off-leash dog areas, lookouts/viewing platforms, active recreation spaces, natural play spaces, signage, public art, interpretative uses, technological uses and native places.
 - If the land is contaminated, as defined by cl. 7 of SEPP 55 – Remediation of Land, Council is satisfied that the land is suitable in its contaminated state (or will be suitable after remediation) for the purpose for which the land is to be used or developed. If the land requires remediation to make it suitable for the proposed use the remediation is to be completed prior to the use and be at the expense of the developer or owner.
- 6.3 The subject land and any proposed embellishments must be provided to Council at no cost and be to Council's satisfaction and implemented by way of a Planning Agreement in accordance with the *Environmental Planning and Assessment Act (EP&A Act 1979)*; or otherwise agreed to by Council.
- 6.4 In the case of Transmission Line and cable easements, the proponent must consult with Transgrid prior to lodging the development application and comply with any of their requirements in the development application.

- 6.5 The land will be landscaped or embellished in consultation with Council and in accordance with the requirements of the relevant authorities.
- 6.6 The land should be dedicated in a staged fashion corresponding with the staging of development adjacent to the easement corridor. Dedication will not be accepted despite the above provisions, until Council has access to the land;

Please note that acceptance of land in accordance with this policy will be at the sole discretion of Council and assessed on a case-by-case basis.

7. MAINTENANCE

- 7.1 The Developer will be required to undertake establishment works relating to the lands dedicated under this policy for a maintenance period agreed to with Council.
- 7.2 It is suggested that the Developer will be required to pay for maintenance costs of the land for a minimum period of five years from the date of practical completion of establishment works.
- 7.3 The design of all embellishments must ensure minimal on-going maintenance and management costs.
- 7.4 The Developer is to provide (in the approved Vegetation Management Plan and/or Draft Plan of Management (POM) for the land) a schedule of works with a cost estimate for all components of the works for the ongoing management and maintenance of the land. This should also include a Works-as-Executed plan and any associated warranties relating to the maintenance.

8. ENVIRONMENTAL LAND

- 8.1 The land will be landscaped in a manner that considers salinity impacts and minimises bushfire risk.
- 8.2 The ongoing use, management and maintenance of infrastructure and environmental land that is to be dedicated to Council shall be detailed in a draft POM, prepared by a suitably qualified person or organisation and lodged with Council for consideration, exhibition, and determination, prior to the dedication of the land to Council. All costs associated with the preparation of the draft POM shall be borne by the Developer. The draft POM is to conform to the requirements of the *Local Government Act 1993*.
- 8.3 Any environmental land proposed to be dedicated to Council must be designed, constructed and maintained in accordance with the relevant Vegetation Management Plan approved for the subject land and in accordance with all relevant conditions of development consent for works on the subject land.

9. INFRASTRUCTURE LAND

- 9.1 Camden Council encourages land owners and Developers to find the best and most innovative use of land burdened by a transmission easement having regard to the particular circumstances of each case.
- 9.2 Camden Council may accept land burdened by transmission easements as public open space only in accordance with the general terms and conditions outlined in this Policy, the requirements contained in Transgrids Easement Guidelines Third Party Development policy and any additional terms and conditions negotiated with respect to each particular case.
- 9.3 Council will make decisions on requests for transfer of land burdened by a transmission easement in a timely manner and in concert with the authority benefiting from the easement.
- 9.4 Council encourages Developers to consider use and ownership options for land burdened by transmission easements early in planning stages for development of the land and to put any proposals for dedication of such land to Council in a timely manner to enable decisions to be made at the appropriate times.

* * *

RELEVANT LEGISLATIVE INSTRUMENTS: *List any statutory provision that impose an obligation of Council in relation to the topic.*

RELATED POLICIES, PLANS AND PROCEDURES: Open Space Design Manual
Relevant Waterfront Land Strategies
Transgrid Easement Guidelines for Third Party Development

RESPONSIBLE DIRECTOR: Director Customer and Corporate Strategy,
Customer and Corporate Strategy

APPROVALS: ELG, Council

ATTACHMENTS: N/A

NEXT REVIEW DATE: July 2020

RECORD KEEPING NOTES: All records relating to the policy are to be recorded in TRIM in accordance with Council's Records Management Policy

HISTORY:

Issue	Approved by	Changes made	Date	TRIM Number
1	<i>Approved by General Manager</i>	<i>Nil</i>	<i>Inset date</i>	<i>Trim Number</i>
2	<i>Approved by General Manager</i>	<i>Minor amendments</i>	<i>Inset date</i>	<i>Trim Number</i>

From: Peter Mitchell <pmitchell@macarthurdevelopments.com.au>
Sent: Monday, 20 January 2020 3:44 PM
To: Council Mailbox
Subject: Constrained Lands Policy Exhibition

Follow Up Flag: Follow up
Flag Status: Flagged

To Contributions Planning Branch

I refer to the exhibited draft document titled "Dedication of Constrained Lands Policy". The report to Council dated the 26th November 2019 notes that the two existing policies dealing with riparian and transmission land are being combined into this document.

Macarthur Developments have no objection in principal to this action provided the following outcomes occur:

1. Council continues to accept the dedication of these lands as they are generally adjoining parklands and will contain services or infrastructure for public benefit eg shared pathways, dog parks, exercise equipment and larger area recreational spaces Whilst the objectives of the policy confirm that this remains the intent (subject to defined criteria) , it is important that this will not result in any increased reticence to accept the dedication of these lands.
2. The period for maintenance under the current policies is five years and this is continued under the proposed policy. The previous policies allowed the land to be dedicated to Council at an earlier time (not less than 2 years) and it is requested this provision remain to provide ongoing flexible application of the policy.
3. Whilst it has typically been Councils policy to exclude these areas from open space calculations, the amenity offered in particular by what will be termed "Environmental Land" should allow its consideration for open space. As the areas offer opportunities for connectivity between parks and other estate areas they perform an important role in pedestrian and cycling movements. The use of riparian corridors for shared pathways provides a more pleasant and healthy environment than the street network for exercising and movement. The acceptance of these area, or portions of the area , could be subject to justification from the developer and at the discretion of Council.
4. In the light of recent events a greater focus on the minimisation of the bushfire hazard within these areas will result in reduced risks to adjoining residents and maintenance costs for Council into the future.

Should you have any further enquiries please do not hesitate to contact.

Regards

Peter Mitchell
Town Planner
Macarthur Developments
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M: 0438 964 245 Ph: 9098 5713
pmitchell@macarthurdevelopments.com.au
www.macarthurdevelopments.com.au
www.emeraldhillsestate.com.au



20 January 2020

Mr Ron Moore
General Manager
Camden Council
PO Box 183
Camden NSW 2570



Via email: mail@camden.nsw.gov.au

Dear Ron,

RE: Proposed Dedication of Constrained Lands Policy

The Urban Development Institute of Australia (UDIA) NSW is the leading industry body representing the interests of the urban development sector. UDIA represents over 500 members in NSW, and advocates for better planning, timely and affordable housing, and the building of vibrant communities to increase local job opportunities.

UDIA commends Camden Council for providing a clear and transparent policy for the dedication of constrained land, and for your willingness to consider accepting the dedication of this land. UDIA believes that better strategic outcomes can be achieved for constrained land corridors when they are under single ownership by Council for the benefit of the community. We also recognise the importance of ensuring a reasonable maintenance burden for Council.

However, UDIA is concerned by the proposed requirement that the Developer will be required to pay for maintenance costs of the land for a minimum period of five years from the date of practical completion of establishment works (paragraph 7.2 of the draft Policy).

Under the proposed Policy, the Developer is required to undertake establishment works based on significant planning for the constrained land, including identifying material public benefit and preparing a contaminated land assessment and Plan of Management. Any landscaping and embellishment works are to be approved by Council. UDIA supports these planning and approval requirements, in part because they give Council the opportunity to ensure that all ongoing maintenance costs are minimised.

In addition, housing can be reasonably expected to have been delivered within two years of the completion of the subdivision works. Therefore, Council is likely to have started receiving rates revenue from the development within two years. UDIA believes these rates are the appropriate funding mechanism for the maintenance of local public land, including land dedicated to council as part of the development.

UDIA recommends that Council consider reducing the proposed minimum maintenance funding period in paragraph 7.2 of the Policy from five years to two years.

Should you wish to discuss this submission, please contact Mr Keiran Thomas, Greater Western Sydney Manager on 0435 243 182 or at kthomas@udiansw.com.au.

Yours sincerely

Steve Mann
Chief Executive

Urban Development
Institute of Australia
NEW SOUTH WALES

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