



General Information for the Position of
ASSETS AND PROJECTS MANAGER

Further Information can be obtained from:

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SCHEDULE 1

POSITION ADVERTISEMENT

ASSETS AND PROJECTS MANAGER

ASSETS AND PROJECTS MANAGER

The Warren Shire covers an area of 10,860 square kilometres and has a population of approximately 3,000 people. It is contained within the Orana Region of NSW and is bound by the Shires of Bogan (Nyngan), Brewarrina, Coonamble, Gilgandra, Lachlan, Narromine and Walgett. Within the Shire is the town of Warren (Administration Centre) on the Macquarie River, population 2,000 and the villages of Collie, population 38 and Nevertire, population 103.

Council is seeking an appropriately qualified and experienced engineer to fill the position of Assets and Project Manager position.

Reporting to the Divisional Manager Engineering Services, you manage Council's infrastructure assets management system in collaboration with other officers to ensure that Council meets its obligations under the Australian Accounting Standards, and that assets are optimally managed throughout their lifecycle. In addition, you will be responsible for ensuring that any project assigned to you is properly initiated, designed, constructed and commissioned in conjunction with the eventual asset manager.

As a contributing member of Council's Management Executive (Manex), you will work closely with dedicated staff, Council Committees and Councillors to help develop long term positive outcomes for the community of Warren Shire.

A Total Salary Package ranging between **\$100,405 and \$116,470** is being offered which includes salary, overtime and civil liability allowances, superannuation currently at 10.5%. Any pro rata on-call allowances are over and above the Total Salary Package detailed. This position does not attract housing allowance or subsidy. However, Council would assist in finding appropriate housing if required.

Council will consider a Market Force component for an exceptional applicant.

Other benefits include the use of a motor vehicle with private usage under a generous lease back arrangement that includes fuel usage and removal expenses in accordance with Council Policy.

To be successful in this position, you will possess the following skills and/or experience:

- Civil Engineering Degree (or minimum 15 years relevant industry experience) and minimum 5 years as a Senior Engineer or
- Diploma in Civil Engineering and minimum 10 years relevant engineering experience and minimum 5 years as a Senior Engineer
- Post-graduate qualification in Assets Management, or demonstrated experience in application of assets management principles,
- Demonstrated project management skills and qualifications,
- Demonstrated experience in resource management including staff, external contractors, allocated budget and plant and equipment to achieve agreed targets and timeframes,
- Demonstrated experience and success at managing business processes aligned to high levels of staff engagement, high productivity and efficiency through innovative business process and systems improvements.
- Competence in the writing of submissions and reports, making representations to Council and working within a political environment,

- Capacity to initiate, review and implement economic development opportunities including private works opportunities that provide additional revenue benefits to the Council and community,
- Demonstrated knowledge of relevant legislation including Local Government Act, Environmental Planning and Assessment Act, Anti-Discrimination Act, Work Health & Safety Act, and Roads Act,
- Extensive operational experience in road construction and maintenance,
- Current Open Class C Driver's Licence, and
- Knowledge of Australian Accounting Standards

For more information regarding the Assets and Projects Manager's position, please contact Sylvester Otieno on (02) 6847 6600 or 0419 248 233 or visit Council's website www.warren.nsw.gov.au for the Information Package.

Applications

Your application addressing the Essential Requirements contained within the Position Description, together with a Resume including at least two (2) referees, should be emailed to hr@warren.nsw.gov.au

Warren Shire Council recognises the skills and attributes of Veterans and welcomes applications from ex-service personnel.

Council is an Equal Employment Opportunity employer.

SCHEDULE 2

GENERAL POSITION DETAILS

ENGINEERING ASSETS AND PROJECTS MANAGER

The position of Assets and Projects Manager will be the lead of Council's assets management program and projects within the Engineering Services Department, reporting directly to the Divisional Manager Engineering Services and forms part of Council's Management Executive (Manex).

The Position Description and Competencies and Skills are attached in Schedule 4 and Delegations are detailed in Schedule 5.

Salary and Conditions

The Assets and Projects Manager will be employed under the conditions of the Local Government (State) Award.

All employee leave entitlements and conditions will be as per the Local Government (State) Award and recognition of prior Local Government Service applies.

A Total Salary Package ranging between \$100,405 - \$116,470 is being offered which includes overtime allowance, civil liability allowances and superannuation at 10.5% under Council's policies. This position does not attract housing allowance or subsidy. However, Council would assist in finding appropriate housing if required.

The salary component of this Package is in line with Council's Salary System, Professional Band 3 Level 3 (B3 L3) Grades 1-5. The Total Salary Package is made up as follows:

	Grade 1 – Grade 5
Salary inclusive of Civil Liability Allowances, Overtime Allowances per annum	\$90,864 \$105,403
Superannuation at 10.5%	\$9,541 \$11,067
Total	\$100,405 \$116,470

Any required pro rata on-call allowances are over and above the Total Salary Package detailed.

Salary is paid weekly into an account with an approved Financial Institution.

The position's hours are based on a 19-day month flexi time system, 35-hour week, 8.30 am start, 5.00 pm finish. In addition, Council has in the past closed its office between Christmas and New Year with this time being deducted from accrued flexitime (or accrued annual leave if not sufficient flexitime).

Council has a no smoking policy in the workplace and is an Equal Opportunity Employer.

Organisational KPI's

Attached at Schedule 6 are the organisational KPI's as relevant to this position and reporting staff.

Motor Vehicle

Council provides a motor vehicle and the Engineering Assets and Projects Manager is entitled to full private use including fuel as per Council Policy under a lease back arrangement, currently at \$161.00 per week. The vehicle provided currently is a 2017 Toyota Hilux Dual Cab 4x2 GX Diesel.

Council's Motor Vehicle Policy is attached in Schedule 7.

Telephone

Mobile: Payment of rental and all business calls. Private calls are to be paid by the employee.

Removal Expenses

Council will reimburse all reasonable removal expenses to a maximum amount of \$5,000, subject to the employee's employment with Council for a minimum of two (2) years. If, for whatever reason, the employee leaves Council's employ within that minimum period, then the employee will be required to refund Council's prepaid removal expenses on a pro rata basis. Council requires three (3) quotations for removal expenses or by arrangement with the General Manager.

Superannuation

As per conditions of Local Government Superannuation or varied by agreement with Council.

Workplace Assessment (Medical)

Appointment to the position is subject to the successful applicant passing a workplace assessment that may include psychometric testing.

Applicants are advised that alcohol and drug testing forms part of this assessment.

Workplace assessments are at Council's cost and shall be undertaken if possible with Council's provider or another suitable provider at your location.

SCHEDULE 3

OVERVIEW OF LOCATION AND ROLE

ASSETS AND PROJECTS MANAGER

Warren is located in the Orana Region of New South Wales with a shire population of approximately 3,000 persons. Council's Administration Building is located at Warren township (population approximately 2,000). The Shire contains the villages of Nevertire (population 103) and Collie (population 38).

Warren is situated on the Oxley Highway and is 19 kms off the Mitchell Highway. The town of Warren is on the Macquarie River and the Shire is watered by numerous creek systems. The Shire is situated predominantly on black soil plains with sandy country located generally to the north-east of the Local Government Area.

Council services an extensive road network with 357 kilometres of regional roads, 936 kms of rural roads and 31 kms of urban roads.

Council operates water supplies for the town of Warren which has both bore and river water reticulation. The villages of Nevertire and Collie are both serviced by bore water reticulation.

A sewerage system operates for both Warren and Nevertire. Warren's and Nevertire's systems are currently handled by the oxidation pond treatment systems.

The Council is responsible for an extensive network of parks, gardens and facilities including two high quality sporting fields together with the maintenance of the streets and approaches to Warren and the upkeep of the Showground/Racecourse complex. Council is developing a town beautification and upgrade strategy to be delivered across future budgets.

Council maintains a modern plant fleet of five graders, three backhoes, one front end loader, one excavator, and four rollers together with a fleet of high-capacity trucks. Council also maintains a remote construction camp for staff to live whilst undertaking road construction and maintenance activities.

Council is responsible for a major levee system of 17 kms around the town of Warren to protect the township from flooding. The levee has been developed as public space and is maintained as mown grassed areas close to the town area.

Warren Shire Council operates a hard rock Quarry intermittently to provide the Shire with sealing aggregate and spalls. Other quarries are based across the shire area and these are managed by Council in agreement with land owners.

All standard management requirements of a Section Manager are involved in this position. The Assets and Projects Manager is required to attend Manex Meetings, Committee Meetings and any other regular meetings which requires having the Assets and Projects Manager input.

Council is reviewing the Council's Work Force Strategy and Plan and the reporting structures under that plan. The Assets and Projects Manager shall form part of the review process and discussion on project delivery options.

SCHEDULE 4

POSITION DESCRIPTION

ASSETS AND PROJECTS MANAGER

Position Description

PART 1: POSITION DETAILS

Position Title:	Assets & Projects Manager
Department:	Engineering Services
Classification:	Professional/Specialist Band 3, Level 3
Grading:	Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System.
Hours of Duty:	37.5 Hour Week, 8:30 am start, 5:00 pm finish with 1-hour lunch break
Annual Leave:	4 weeks per year
Responsible Officer:	Divisional Manager Engineering Services
Immediate Supervisor:	Divisional Manager Engineering Services
Positions Reporting to this Position:	Nil
Salary/Band/Grade:	Band 3 Level 3 Grade 1-5
Allowances:	Civil Liability Allowance 3.5%
Delegations:	As determined by the General Manager

PART 2: POSITION PURPOSE:

To assist the Engineering Services Department and Council to achieve performance targets and service levels stated in Council's operational plan. The position requires a strong commitment to customer response and satisfaction as well as strong technical knowledge of infrastructure assets and project management.

PART 3: POSITION ACCOUNTABILITIES

The position has the following requirements;

Assets Management

- Produce Asset Management Plans and any related strategic documents and plans for all Council's asset classes in consultation with all relevant stakeholders, including community consultation where appropriate.
- Collaborate with the other functional managers to develop, implement, maintain and review Annual Work Plans and Service Standards relevant to Council's assets that reflect Council's corporate direction and the community's requirements.
- Administer Council's corporate assets management information system (Confirm) and its integration to the GIS system (Mapinfo), including the development of mobile solutions and a maintenance management system.
- Lead the development and implementation of strategies and tools for the continuous monitoring, evaluation, and improvement of asset performance, including data collection, condition assessment, valuation and depreciation of assets.
- In conjunction with Divisional Manager Engineering Services, develop and drive improvement initiatives through the synchronisation of sound budgets, pragmatic schedules and quality assurance principles that optimise asset utilisation and articulate business benefits.
- Assist in the development of Council's capital works programs including programs and projects for the renewal, upgrade and construction of new infrastructure assets, according to the asset management plan strategies and renewal intervention levels for Council's major asset classes.
- Contribute to and lead the ongoing development and maturity of Council's Asset Management framework and asset management practice.
- Prepare data, information and reports as required that reflect the status of assets.
- Regularly review plans and report to Council with up-to-date improvement plans, on achievement of targets set and ensure best appropriate practice within the industry is applied.
- Evaluate options for Asset Management Plans to ensure that they contribute to the identified need (including Whole Life Cost analysis, impact on performance and serviceability and quantified impact on the risk profile of the asset system).
- Actively contribute to and assist in the management of enterprise risk.
- Actively liaise with other staff, working collaboratively with other departments across the organisation in a positive team atmosphere when required.
- Exhibit Council's corporate values in all that you do and say, demonstrating behaviour above the line, setting a positive example to inspire staff around you to do the same.
- Any duties reasonably requested by Council within the skillset of the job holder.

Project Management

- Undertake design and other preconstruction activities required for the timely delivery of the forward capital projects.
- Establish and implement a program to complete infrastructure projects.
- Preparation of documentation, invitation, and assessment of tenders in accordance with provisions of the Local Government Act 1993,

- Attend Councils Manex Team meetings, prepare reports to Council, and provide advice to senior managers on projects including budget costs; and

PART 4: SELECTION CRITERIA

Essential Criteria:

- Civil Engineering Degree (or minimum 15 years relevant industry experience) and minimum 5 years as a Senior Engineer or
- Diploma in Civil Engineering and minimum 10 years relevant engineering experience and minimum 5 years as a senior Engineer
- Demonstrated project management skills and qualifications,
- Demonstrated experience in resource management including staff, external contractors, allocated budget and plant and equipment to achieve agreed targets and timeframes,
- Demonstrated experience and success at managing business processes aligned to high levels of staff engagement, high productivity and efficiency through innovative business process and systems improvements.
- Competence in the writing of submissions and reports, making representations to Council and working within a political environment.
- Capacity to initiate, review and implement economic development opportunities including private works opportunities that provide additional revenue benefits to the Council and community.
- Demonstrated knowledge of relevant legislation including Local Government Act, Environmental Planning and Assessment Act, Anti-Discrimination Act, Work Health & Safety Act, and Roads Act.
- Extensive operational experience in road construction and maintenance.
- Current Open Class C Driver's Licence, and
- Knowledge of Australian Accounting Standards.

Desirable Criteria:

- Demonstrated experience in using an assets management information system, preferably Confirm.
- Demonstrated knowledge of GIS – Mapinfo or similar.
- Demonstrated experience in using management information systems Microsoft systems such as Word, Excel and MS Project.
- Demonstrated experience in using design software such as Auto CAD or Civil CAD.
- Membership of a relevant professional body such as, the Institute of Public Works Engineering Australasia and/ or Engineers Australia, and
- Post graduate qualifications in Project Management.

PART 5: POSITION DUTIES:

1. Support Council's Ethics Objectives

Key Principles

Council will undertake its business activities and dealings with the public on the following key principles:

Integrity

Council Officials must not place themselves under any financial or any other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

Leadership

Council will promote the key principles by demonstrating leadership and exemplify high standards of ethical behaviour to strengthen the public's trust and confidence in Council.

Impartiality

Council decisions will be made on merit and in accordance with any statutory obligations when carrying out business dealings. This means fairness and equitable treatment for all. This includes awarding contracts, procurement and the sale of Council assets.

Accountability

Council is accountable to the public for its decisions and actions and should consider all issues on their merits, taking into account the views of others. Reasons for decisions should be recorded, appropriate records should be kept and proper audit trails established.

Openness

Council will be open and transparent about actions it has undertaken and decisions it (and its staff) have made. All information should be made available, any restriction must be based on sound wider public interest reasons or commercial confidentiality.

Honesty

Council and its staff will act honestly. Private interests relating to public duties must be appropriately declared and resolved. All relevant statutory requirements must be followed, all potential or actual conflicts of interest must be fully disclosed and the Code of Conduct observed at all times.

Respect

Council and its staff will treat others with respect at all times. All others will be treated in a professional and courteous manner.

2. Perform duties competently, efficiently and effectively in order to achieve Council's vision.

- Perform duties and work with the community to ensure that Warren Shire Council is a progressive and well-respected organisation,
- Assist senior staff to develop, promote and enhance Warren Shire Council as an organisation that acts as a leader to deliver outcomes required by its community, its associated groups and through Government.

3. Works Management:

- Prepare annual works program and activity-based budget development for consideration by the Council to meet identified asset maintenance and improvement strategies, in accordance with Staff KPI's,
- Apply project management principles to ensure that construction and maintenance projects are delivered according to budget, establish project timetable, determined quality standards as per council policies, implement environmental standards and WH&S requirements, and
- Develop, monitor, review and revise budget for the department within guidelines and timeframes set by the Council and ensure that effective cost control systems are in place to ensure that budget outcomes in terms of money and activities are met.

4. Advice and Policy Development:

- To manage and provide high-level specialist advice and policy development for programs under the Manager's control,
- Presentations to the Management Executive Team (MANEX), Senior Management Team (SMT) and Councillors on Policy and strategic issues when required,
- Development and presentation of Council positions to other sections of Council, consultants, government departments, community groups and members of the public as necessary and undertake ongoing liaison, advice and networking,
- Provision of timely input into corporate projects (such as the preparation of Council's annual State of the Environment Report, Six (6) monthly reporting for the Debriefing Program, Quarterly Reviews, Annual Report, etc)
- Preparation of Council positions on any proposed legislative changes and represent Council at working groups,
- Support all other staff in Council to ensure that the public and regulatory requirements are met without delay or costs, and
- Representation of Council or the section internally or externally as required, including out of hours meetings and committees.

5. Financial Management:

- The Manager is responsible for a budget as approved by Council,
- Oversee preparation of operating and capital expenditure budgets and programs,
- Authorise expenditure against approved budget. Monitor and be accountable for expenditure against the Manager's budget and make recommendations for quarterly reviews, and
- Manage and be accountable for financial operations in relation to commercial agreements in the Manager's area that the Council has entered into and compliance with all reporting requirements.

6. Workplace Health and Safety:

Managers are responsible for exercising due diligence to ensure that Council complies with its duty under the Work Health & Safety Act 2011, including but not limited to:

- Take reasonable steps to acquire and keep up to date knowledge of work health and safety matters,
- Gain an understanding of the nature of the operations of Council and generally the hazards and risks associated with those operations,
- Ensure that Council has available for use, and uses, appropriate resources and processes to eliminate or minimise the risks to health and safety from work carried out as part of the conduct of Council's business and undertakings,
- Ensure that Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks, and responding in a timely way to that information,
- Ensure that Council has, and implements, processes for complying with any duty or obligation imposed by the Act,
- Verify the provision and use of WHS resources and processes as indicated above, and
- Consult employees in issues which affect their health and safety and any concerns they may have are acted upon or referred to the DMES or WHS Committee as necessary.

All employees of Council have a legal obligation to comply with statutory requirements and Warren Shire Council's WHS Management system, policies, procedures, Safe Work Method

Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

WH&S Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures,
- Performing all work and associated functions in a safe manner,
- Complying with all documented WHS policies, procedures, Safe Work Method Statements,
- Work instructions and verbal instructions issued by the organisation or its officers
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation,
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures,
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warren Shire Council property generally,
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage,
- Attending any toolbox, team talks, or specific training supplied by Council
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures,
- Working in a manner that will not endanger themselves, other employees or the public, and
- Report any concerns for WHS to your Supervisor,

7. Ethical Behaviour

- Employees must be impartial and fair in dealings with residents, customers, suppliers, the public and staff in order to retain trust, confidence and support;
- Council's Code of Conduct sets out minimum standards of conduct that are expected of all Council officials (all employees, Councillors etc)
- Managers and supervisors also have a responsibility to prevent, detect and report any fraudulent or corrupt activities to the General Manager; and work with other managers who are also responsible for the training of employees in fraud and corruption prevention, detection and reporting.

8. Staff Management:

To lead, motivate and coordinate the Manager's team to ensure that all activities and projects are undertaken in an efficient and cooperative manner by:

- Monitoring and review of the training and performance of all staff to ensure that staff related policies and objectives are met,
- Counselling, guiding, and when necessary, disciplining staff,
- Mentoring and coaching staff to ensure they are given the opportunity to reach their professional potential, and
- Effectively contribute as a member of a team in the management of Warren Shire Council and promote a safe and harmonious work environment.

9. Maintain Professional Knowledge:

Maintain current professional knowledge of industry issues by:

- Actively communicating/networking with industry peers, and industry associations,
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of the section, and

- Sharing information with members of the department.

10. Communication:

Ensure that effective communication is established / maintained with clients and the community by:

- Promptly investigating and resolving complaints about services (including service contractors), activities and personnel,
- Promptly preparing correspondence, Council reports, media releases as required / directed,
- Developing and implementing appropriate education/promotion strategies, and
- Promoting community awareness and support for Council programs.

Position Skill Descriptors – Professional/Specialist Band, Level 3 (B3 L3):

Authority and accountability: Provide a professional advisory role to people within or outside the employer. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position may manage several major projects or sections within a department of the employer.

Judgement and problem solving: Positions have a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems.

Specialist knowledge and skills: The skills and knowledge to resolve problems where a number of complex alternatives need to be addressed.

Management skills: May be required to manage staff, resolve operational problems and participate in a management team to resolve key problems.

Interpersonal skills: Interpersonal skills in leading and motivating staff may be required. Persuasive skills are used in seeking agreement and discussing issues to resolve problems with people at all levels. Communication skills are required to enable provision of key advice both within and outside the employer and to liaise with external bodies.

Qualifications and experience: Tertiary qualifications combined with a high level of practical experience and an in-depth knowledge of work

Warren Shire Council

Competencies and Skills

Job Title: Assets and Projects Manager

Band: 3

Level: 3

<u>Grade 1</u>	
C License	<input type="checkbox"/>
Civil Engineering Degree (or minimum 15 years relevant industry experience) and minimum 5 years as a Senior Engineer or	<input type="checkbox"/>
Diploma in Civil Engineering and minimum 10 years relevant engineering experience and minimum 5 years as a senior Engineer	<input type="checkbox"/>
Ability to communicate with the external and internal stakeholders	<input type="checkbox"/>
Good presentation skills	<input type="checkbox"/>
Knowledge of Confirm AMIS	<input type="checkbox"/>
Ability to prepare Note 9 and Special Schedule 7	<input type="checkbox"/>
Ability to write concise letters	<input type="checkbox"/>
Ability to write straight forward reports within time constraints	<input type="checkbox"/>
Knowledge of Anti-discrimination Act	<input type="checkbox"/>
Working knowledge of Local Government Act & Regulations	<input type="checkbox"/>
Working knowledge of Environmental Acts and regulations	<input type="checkbox"/>
Working knowledge Equal Employment Opportunity principles	<input type="checkbox"/>
Working knowledge of Council's structure and functions	<input type="checkbox"/>
Good problem-solving skills; and judgement to seek advice where appropriate	<input type="checkbox"/>
Sound working knowledge of Council's policies	<input type="checkbox"/>
Demonstrates project management skills in major engineering projects	<input type="checkbox"/>
<u>Grade 2</u>	
Thorough working knowledge of WH & S and Risk Management	<input type="checkbox"/>
First Aid Certificate (not more than 5 years old)	<input type="checkbox"/>
Demonstrate ability to co-operate and work in a team	<input type="checkbox"/>
Understanding of Council's engineering and computer system	<input type="checkbox"/>
Ability to write complex reports	<input type="checkbox"/>

Warren Shire Council

Competencies and Skills

Job Title: Assets and Projects Manager

Band: 3

Level: 3

<u>Grade 2 Continued</u>	
Demonstrated ability to produce reports within time constraints	<input type="checkbox"/>
Good verbal reporting skills	<input type="checkbox"/>
Ability to liaise effectively with Council Departmental Managers	<input type="checkbox"/>
Ability to participate in meetings and group discussions	<input type="checkbox"/>
Ability to solve problems with minimal reference to higher authority	<input type="checkbox"/>
Sound working knowledge of Local Government Act & Regulations	<input type="checkbox"/>
Competent development of section budgets, including misc. revenue and expenditure items	<input type="checkbox"/>
Sound working knowledge of Environmental Acts and regulations	<input type="checkbox"/>
Ability to promote the positive image of Council	<input type="checkbox"/>
Demonstrated public relations skills	<input type="checkbox"/>
Sound working knowledge Equal Employment Opportunity principles	<input type="checkbox"/>
Sound working knowledge of Council's structure and functions	<input type="checkbox"/>
<u>Grade 3</u>	
Thorough working knowledge of Local Government Act & Regulations	<input type="checkbox"/>
Thorough working knowledge of Australian Accounting Standards	<input type="checkbox"/>
Thorough working knowledge Equal Employment Opportunity principles	<input type="checkbox"/>
Thorough knowledge of Council's structure and functions	<input type="checkbox"/>
Ability to liaise effectively with diverse government agencies	<input type="checkbox"/>
Thorough understanding of Council's policies	<input type="checkbox"/>
Expert knowledge of ISO 55000	<input type="checkbox"/>
Ability to lead multidisciplinary meetings and group discussions	<input type="checkbox"/>
<u>Grade 4</u>	
Demonstrated ability in long term budgeting having regard to corporate strategies and goals	<input type="checkbox"/>
Postgraduate Qualification in Assets Management or similar	<input type="checkbox"/>
<u>Grade 5</u>	
Ability to relieve the Divisional Manager Engineering Services	<input type="checkbox"/>
Postgraduate qualification in Project Management or similar	<input type="checkbox"/>

SCHEDULE 5

POSITION DELEGATIONS

ASSETS AND PROJECTS MANAGER

INSTRUMENT OF DELEGATION

In order to provide for the expedient exercise and performance of Warren Shire Council's ("Council") functions and powers and the efficient management of Council's business and responsibilities the General Manager of Council, Mr Gary Woodman, pursuant to Council's resolution of 11th January, 2022 hereby delegates, under Section 378 of the Local Government Act, 1993 to the person for the time being holding the position at Council as specified in the Delegation Summary below, those functions and powers of the Council under the legislation and instruments set out in Schedule 1 that have been delegated by Council to the General Manager of Council, subject to the limitations as specified in Schedules 2 and 3.

All previous delegations from the General Manager of Council to the person for the time being holding the position specified in the Delegation Summary below is revoked.

This delegation shall remain in force whilst the incumbent is employed with Council or amended by a new delegation.

DELEGATION SUMMARY

Position Title	Assets and Projects Manager
Department	Engineering Services
Commencement of Delegation	11th January 2022
Review Date	26th September 2024
Incumbent	

SCHEDULES

SCHEDULE 1

1. Local Government Act, 1993 and Regulations.
2. Other Acts under which Council has powers, authorities, duties and functions.
3. Any other function delegated to the Council by any other person or body provided that such delegation is not contrary to the particular Instrument of Delegation signed or authorised by that person or body.

SCHEDULE 2

1. Subject to the provisions of the Local Government Act, 1993 and other legislation relevant to the delegations.
2. Council may by resolution direct to the General Manager in the exercise of any function herein delegated.
3. The Roads Infrastructure Manager shall exercise the functions herein delegated in accordance with and subject to:
4. The provisions of the Local Government Act, 1993 as amended.
5. All and every policy of the Council adopted by resolution and current at the time of the exercise of the functions herein delegated.
6. The authority to use or expend funds from petty cash is limited to transactions involving expenditure of up to \$100.00.
7. Other Delegations of Authority as listed in the table below:

CODE	SOURCE	TITLE	DESCRIPTION
E01	Roads Act 1993, Sections 164 and 165.	Authorised Officer	To fulfil the role of "Authorised Officer" for the purposes of the Roads Act 1993, limited by the referral of matters which have been the subject of public objections to the General Manager and/or Council.
E02	Road Act 1993 Section 21.	Road boundaries	To approve survey plans that identifies the proposed boundaries of a public road prior to their lodgement at the Land Titles Office.
E03	Heavy Vehicle National Law, Section 661 (1) (b).	Roads Infrastructure	Authority to exercise functions delegated to the Roads Manager (Council).
E04	Local Government Act 1993 Section 67.	Private Works	To carry out works on private land.
E05	Roads Act 1993 Sections 93, 95, 101 and 103.	Roads – directions	To give directions under the Roads Act 1993, including s93 to fill in an excavation; s95 to remove sand, soil or other matter; s98 to alter works or structures in, on or over public roads, S101 to restore a road; S103 to fence or light dangerous premises or land.
E06	Local Government Act 1993 Section 124 Order 8.	Order - identify premises	To give an order to identify premises with such numbers or other identification in such manner as is specified in the order.
E07	Local Government Act 1993 Section 124 Order 9.	Order - fence, empty, fill in or cover up a hole or waterhole	To give an order to fence, empty, fill in or cover up a hole or waterhole in the manner specified in the order.
E08	Roads Act 1993 Section 107.	Roads - removal of obstructions	To give a direction to a person to remove an obstruction or encroachment on a road.
E09	Roads Act 1993 Section 138.	Roads - works and structures	To approve the carrying out on roads of any of the activities under s138, including erection of structures, carrying out works and digging up or disturbing the surface.
E10	Road Transport Act 2013, Section 122, 123, 124, 125 and 126.	Parking and traffic control measures.	To implement parking and traffic control measures.

CODE	SOURCE	TITLE	DESCRIPTION
E11	Road Transport Act 2013, Section 166, 167 and 168.	Authorised Officer	To exercise the functions with regard to offences as an "Authorised Officer" under Sections 166, 167 and 168.
E12	Road Transport (General) Regulation 2013.	Safety and Traffic Management - Road Rules	To exercise the functions of "Council" and "Parking Authority" as referred to in the Regulation.
E13	RMS Guidelines on Special Events.	Approvals - parades and marches	To approve applications to use Council parks, squares, public spaces and streets for the purpose of holding street parades, marches, rallies & other public assemblies.
E14	Environmental Planning and Assessment Act 1979 – Part 5.	Projects - investigate develop projects	Investigate projects and develop, approve, modify and audit Review of Environmental Effects (REE), Environmental Impact Statement (EIS) and Environmental Study.
G01		Application to Government Departments	Make applications to Government Departments or non-government bodies for the provision of grant funds or accept grant offers in accordance with: (a) the Council's approved works or programs; (b) Council resolution; (c) the concurrence of the General Manager; (d) within Council's Operational Plan budget. NB: This authority does not override the requirement that all correspondence to Ministers of the Crown or Parliamentarians must be signed by the General Manager.
G02		Issue media releases	Issue media releases and statements and coordinate media requests for visits to the Council on non-controversial matters.
G03	Local Government Act 1993 Section 687.	Legal Proceedings	To represent Council in legal proceedings arising out of Council's administration of the Act.
HR04		Speak to media	With agreement of the General Manager speak on behalf of Council on matters that are in relation to the Officer's area.
PEE01	Local Government Act 1993	Issue notices and directions	To issue notices under Act and the regulations made under it.
PEE02	Local Government Act 1993	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences relating to any relevant legislation including: Local Government Act 1993; Food Act 2003; Public Health Act 2010; Environmental Planning and Assessment Act 1979; Public Health Regulations 2012.
PEE03	Local Government Act 1993 Section 68 Part B.	Approvals - Water Supply, Sewerage and Stormwater Drainage	To determine applications for approval to: 1. Carry out water supply work. 2. Draw water from a Council water supply or standpipe. 3. Install, alter, disconnect or remove a meter connected to a service pipe. 4. Carry out sewerage work. 5. Carry out stormwater drainage work. 6. Connect a private drain or sewer with a public drain or sewer under the

CODE	SOURCE	TITLE	DESCRIPTION
			control of a Council or with a drain or sewer which connects with such a public drain or sewer.
PEE04	Local Government Act 1993 Section 68 Part D.	Approvals - community land	To determine applications for approval to: 1. Engage in a trade or business. 2. Direct or procure a theatrical, musical or other entertainment for the public. 3. Construct a temporary enclosure for the purpose of entertainment. 4. For fee or reward, play a musical instrument or sing. 5. Set up, operate or use a loudspeaker or sound amplifying device. 6. Deliver a public address or hold a religious service or public meeting.
PEE05	Local Government Act 1993 Section 88(3) and any policy adopted by Council for calculation of such refunds.	Refunds - fees on withdrawn approval	To give refunds relating to applications in accordance with the provisions of Act and any policy adopted by Council for calculation of such refunds.
PEE06	Local Government Act 1993 (enforcement relating to offences under the Act and Regulations; enforcement relating to orders given under S124; S125; S681 power to remove persons committing an offence on community land).	Enforcement functions	To carry out enforcement functions in accordance with the Local Government Act 1993 and the regulations made under it.
PEE07	Local Government Act 1993 S124, Order 11 and 21.	Order - do or refrain from doing an activity in order to ensure that land is safe	To give an order to do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.
PEE08	Local Government Act 1993 Section 124 Order 12.	Order - to control flow of surface water	To give an order to do such things as are necessary to control the flow of surface water across land.
PEE09	Local Government Act 1993 Section 124 Order 16.	Order - cease use of premises or evacuate	To give an order to cease the use of premises or to evacuate premises.
PEE10	Local Government Act 1993 Section 124 Order 27.	Order - remove an object or matter from a public place	To give an order to remove an object or matter from a public place or prevent any object or matter being deposited there.
PEE11	Local Government Act 1993 Section	Order - undertake steps	To give an order to take whatever steps are necessary to prevent damage to a public place

CODE	SOURCE	TITLE	DESCRIPTION
	124 Order 28.	to prevent damage to a public place	and to repair damage to a public place.
PEE12	Local Government Act 1993 Section 124 Order 29.	Order - alter or repair work or structure on, under or over a public place	To give an order to alter or repair a work or structure on, over or under a public place.
PEE13	Local Government Act 1993 Section 124 Order 30.	Order - comply with an approval	To give an order to comply with an approval.
PEE14	Local Government Act 1993 Section 125.	Order - to abate a public nuisance	
PEE15	Local Government Act 1993 Section 129.	Order - no need to give notice	To give an order without the need to give notice.
PEE16	Local Government Act 1993 Section 134.	Order - to hear and consider representations	To hear and consider representations and to make a determination about the giving of an order.
PEE17	Local Government Act 1993 Section 152.	Order - modification	To modify an order given to a person if the person agrees to that modification.
PEE18	Local Government Act 1993 Section 153.	Order - revocation	To revoke an order at any time.
PEE19	Local Government Act 1993 Section 679.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PEE20	Local Government Act 1993 Section 680.	Name and address - power to demand	To demand the name and address of a person in accordance with the enabling legislation.
PEE21	Local Government Act 1993 Sections 191-201	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE22	Environmental Planning and Assessment Act 1979.	Development applications - referrals for comment	To comment on development applications referred to Council for comment.
PEE23	Environmental Planning and Assessment Act 1979, Section 119F.	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE24	Protection of the Environment Operations Act 1997 Sections 111 and 196	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE25	Protection of the Environment Operations Act	Notice - issue notices and directions	To issue various notices noise control notices, noise control notices specifying times, noise abatement directions, clean up notices,

CODE	SOURCE	TITLE	DESCRIPTION
	1997 (noise control notices, noise control notices specifying times, noise abatement directions, clean up notices, prevention notices, compliance cost notices).		prevention notices, compliance cost notices.
PEE26	Protection of the Environment Operations Act 1997 Section 204.	Name and address - power to demand	To demand the name and address of a person in accordance with the enabling legislation.
PEE27	Protection of the Environment Operations Act 1997.	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences.
PEE28	Protection of the Environment Operations Act 1997 as an Authorised Officer under Section 187, Section 275.	Enforcement functions	To carry out enforcement functions.
PEE29	Protection of the Environment Operations Act 1997 Section 226; Protection of the Environment (Clean Air) Regulation 2002; Protection of the Environment (General) Regulation 2000; Protection of the Environment (Waste) Regulation 2005.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PEE30	Public Health Act 2010 (s41 serve an improvement notice on the occupier of premises). Public Health Regulation 2012.	Notice - issue notices and directions	To issue notices under the following Act and the regulations made under it: Public Health Act 2010 (s41 serve an improvement notice on the occupier of premises).
PEE31	Public Health Act 2010 Section 108.	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions enter any land and premises in accordance with the

CODE	SOURCE	TITLE	DESCRIPTION
			enabling legislation.
PEE33	Roads Act 1993.	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences.
PEE34	Roads Act 1993 (includes enforcement relating to offences, power to require production of documents and supply of information, and power to give directions).	Enforcement functions	To carry out enforcement functions in accordance with the Act and the regulations
PEE35	Roads Act 1993 Department 5 Section 243. Roads Act (General) Regulation 2000.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PEE36	Local Government Act 1993	Approvals - Council land	To determine applications for approval to carry out activities on all Council owned or controlled land except land classified as community land by or under the Local Government Act 1993.
PES03	Environmental Planning and Assessment Act 1979.	Legal proceedings – Development	To represent Council in legal proceedings arising out of Council's administration of the Environmental Planning and Assessment Act 1979 and its Regulations.
PES73	Local Government Act 1993 Section 124 Order 8.	Order - identify premises	To give an order to identify premises with such numbers or other identification in such manner as is specified in the order.
PES131	Dangerous Goods (Road and Rail Transport) Act 2008	All Functions	Authority to exercise and/or perform on behalf of Council the Councils delegable functions under this Act and the Regulations made under this Act in force and as amended from time to time. Pursuant to – The Dangerous Goods (Road and Rail Transport) Act 2008 and Dangerous Goods (Road and Rail Transport) Regulation 2014
PES132	Electricity Supply Act 1995	All Functions	Pursuant to the Electricity Supply Act 1995
P01	Local Government (General) Regulation 2005 – Part 7.	Calling and Consideration of Tenders	To fulfil the role of "Council" referred to in the Regulation, limited by the acceptance of tenders which cannot be delegated under the Act, but including entering into contracts on behalf of Council once a tender has been accepted in accordance with Section 19 of the Regulation within Council's financial delegations.
P02	Local Government (General) Regulation 2005 –	Receive or deal with tenders submitted	Act as an appropriate person, within the meaning of clause 164 of the Local Government (General) Regulation 2005, to receive or deal

CODE	SOURCE	TITLE	DESCRIPTION
	Clause 164.		with tenders submitted to Council. The functions of an "appropriate person" under the Act and Regulations include: Council. The functions of an "appropriate person" under the Act and Regulations include: 1. Placing tenders submitted by facsimile in a sealed envelope (cl 173); 2. Store in an information system tenders submitted by electronic means (cl 174); 3. Open tenders in presence of one other person designated by the General Manager (cl 175); 4. Prepare a tender list (cl 175). Authority to decide, pursuant to clause 166 of the Local Government (General) Regulation 2005, the method of tendering to be used where Council is required to invite tenders in accordance with section 55 of the Local Government Act 1993. Pursuant to Clause 166.
P12	Council Policy	Expenditure - operating budget up to \$50,000	To incur expenditure up to \$50,000 subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget and also being within the Officer's area of responsibility.
S04		Funding certificates	To issue funding certificates.
S05		Funding acquittals	Forward funding acquittals and project reports to funding bodies.
S12		Rostered working times	To approve variations to rostered working times.
S16		Timesheets and Leave	To authorise staff timesheets and all forms of staff leave excluding Long Service Leave longer than 2 weeks, Leave without Pay, Study Leave, Special Leave and Overtime, only after checking that an appropriate leave entitlement exists.
S31		Signing of Correspondence	Sign standard correspondence in relation to the day to day operations of the position holder's position with the exception of: <ul style="list-style-type: none"> - correspondence to any Federal or State Minister, Member of Parliament or Heads of State; - correspondence to Mayors or General Managers of other Councils; - correspondence to ICAC or the Ombudsman; - letters of appointment for new employees; - letters to employees regarding disciplinary matters and grievances; letters to employees concerning performance appraisals ; documents that are required to be executed under the seal of Council or correspondence which would commit the Council to obligations otherwise not covered by a Council resolution or budgetary provision of the commencement of legal action; - letters of complaint about staff service.
ES01	Local Government	Fire Control	(a) to carry on the regular fire protection

CODE	SOURCE	TITLE	DESCRIPTION
	Act 1993; Rural Fires Act 1997.	Officer	services and operations of Council, limited to any single expenditure amount being no greater than \$20,000, and within the sums voted by the Council for expenditure within the position's area of responsibility; (b) to act as an authorised person within the meaning of the Local Government Act 1993, (c) to organise the repairs / maintenance of Council plant and machinery provided for bush fire related purposes, (d) to organise the carrying out of works on a contract basis for other businesses, individuals or government instrumentalities in accordance with Council's guidelines and fee schedules for such works; (e) to enter upon any such land in accordance with the powers granted under any act administered by the Council, for the purpose of carrying out duties on Council's behalf.
ES02	Local Government Act 1993; Rural Fires Act 1997.	RFS Operations Officer	(a) to carry on the delegations to the Fire Control Officer in his absence; (b) to carry on the regular fire protection services and operations of Council, limited to any single expenditure amount being no greater than \$20,000, and within the sums voted by the Council for expenditure within the position's area of responsibility; (c) to act as an authorised person within the meaning of the Local Government Act 1993; (d) to organise the repairs / maintenance of Council plant and machinery provided for bush fire related purposes; (e) to enter upon any such land in accordance with the powers granted under any act administered by the Council, for the purpose of carrying out duties on Council's behalf.
ES03	State Emergency and Rescue Management Act 1989; Rural Fires Service Act 1997; State Emergency Services Act 1989; Local Disaster Plan; and Warren Shire Disaster Plan		Exercise the Council's functions under the: - State Emergency and Rescue Management Act 1989; - Rural Fires Service Act 1997; - State Emergency Services Act 1989; - Local Disaster Plan;- Warren Shire Disaster Plan; and - Warren Shire EM Plan
ES05	State Emergency and Rescue Management Act 1989		Carry out the duties of LEMO in accordance with State Emergency and Rescue Management Act 1989
ES06	State Emergency and Rescue Management Act 1989		Convene and provide executive support to Local Emergency Management Committee

CODE	SOURCE	TITLE	DESCRIPTION
ES08	State Emergency and Rescue Management Act 1989		Represent Council on the Local Emergency Management Committee

SCHEDULE 3

The above referenced delegation is limited to the following operational and functional areas of responsibility:

1) The Role

- To ensure an efficient delivery of services provided by the Engineering Services Department through effective technical and managerial initiatives;
- To maintain and advance systems and techniques, which maximise outputs with available resources; and
- To achieve a high level of efficiency in the management of physical, human and financial assets within the areas of operation.

2) The Assets and Project Manager:

- Contributes to Council's Strategic Plan and Vision; and
- Supports the formulation of policy and the strategic direction of Council.

3) Duties in relation to the Code of Conduct:

- Act in a manner that promotes Council in a positive way and comply with the Code of Conduct at all times;
- While on duty, give the whole of your time and attention to the business of Council;
- Carry out your duties conscientiously, honestly, fairly and impartially; and
- Treat all people with courtesy and respect.

Gary Woodman
GENERAL MANAGER

Date: 11th January 2022

SCHEDULE 6

ORGANISATIONAL KPI'S

Organisation KPI's / Staff Position	Finance	Work Health and Safety	Organisational Review	Project Management	Community Relations	General KPI	General KPI	General KPI	General KPI	General KPI	General KPI	General KPI
	Prepare and submit to the DMFA, the yearly budget items for the Department or Section prior to 1 st March.	Provide a safe and healthy workplace where everyone takes responsibility for a safety culture in accordance with the Work Health and Safety Plan.	Undertake a department or section review of staff requirements, projects to be delivered and financial requirements prior to November each year in accordance with the organisational templates and report procedures and IP&R (budget) process.	Undertake projects as approved in the yearly budget and prepare all projects under the Organisational IT templates	Prepare reports, correspondence, provide verbal advice and provide management updates on projects, financial and community issues and concerns in a timely fashion to ensure that council is portrayed in the best possible circumstance and that Councillors and other staff are aware of delivery or concern outcomes.	Prepare a budget for review by Council at workshops by mid-March each year and present completed budget to Council's April meeting for public display.	Ensure financial, asset and project advice is provided to all managers as required to undertake projects and provide staff resources to approve, monitor and report financial and asset warnings	Develop Asset and other service Management plans, valuations and future works programs with the finance section of council. Assets to be developed using corporate software.	Develop new conditions of consent, engineering and planning documents to accelerate development and approvals and to ensure exempt and complying development increases.	Undertake reviews of strategic delivery areas including the Master Plan, DCPs, LEP, Service level agreements and governance around process improvement by internal and external service providers for your area of integration.	If required, actively implement the future changes with the Councils developed Implementation Documents and positively support changes to staff and the public.	Undertake and Complete all staff Performance Reviews by April each year. (note: all staff must have a performance review not just those seeking pay increases).
Divisional Manager Engineering Services												
Roads Infrastructure Manager												
Projects and Assets Manager												
Flood Restoration and Special Projects Manager												
Projects and Assets Engineer												
Town Services Manager												
Assets Technical Officer												
Workshop Co-Ordinator												
Roads Overseer												

Town Services Overseer												
Storekeeper												
Parks Foreman												
Water and Sewer Foreman												
Department Admin Officer												

SCHEDULE 7

POLICY

USE OF MOTOR VEHICLES

POLICY REGISTER

MOTOR VEHICLE POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 26th September 2019 Minute No. 191.9.19
26th August 2021 Minute No. 174.8.21

File Ref: P13-1, S12-20

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
1.1	Divisional Manager Engineering Services	Item 11 Replacement Motor Vehicles & Disposal of Motor Vehicles	Council Minute No. 191.9.19 (26th September 2019)
1.2	Divisional Manager Engineering Services	Item 9 Fringe Benefits Tax (FBT and Annualised Kilometres - Amendment to Table 1 Car Group Standard Values and Employee Contributions Amounts	Council Minute No. 174.8.21 (26th August 2021)

1. INTRODUCTION

The policy is intended to establish Council policy and guidelines for the provision of motor vehicles to employees. The Council constantly assesses the cost-benefit implications in maintaining a motor vehicle fleet including the payment of goods & services and fringe benefit taxes. The ongoing provision of motor vehicles may therefore change depending upon the circumstances prevailing at the time and the overall cost-benefit to the Council.

2. POLICY OBJECTIVE

Through this policy, Council aims to achieve the following outcomes:

- a. Manage the fleet in an equitable and cost-effective manner, providing best value for money.
- b. Provide employee benefits to assist in the task of attracting and retaining talent.

3. SCOPE

This policy applies to all Staff of Council who qualify for the use of a Council leaseback motor vehicle.

4. DEFINITIONS

Executive

Council's EXECUTIVE is comprised of Council's General Manager and Council's Divisional Managers.

Manager

For the purpose of this policy, a Manager is defined as an officer who has the title "Manager" and who reports directly to the General Manager or a Divisional Manager.

Partner

A person who is formally nominated as the 'partner' of an employee who has access to a council leaseback vehicle.

5. POLICY STATEMENT

It is Council's intention to provide motor vehicles in an equitable and cost effective manner, providing best value for money to Council, the community & with consideration for the impact on the environment.

6. ENVIRONMENTAL SUSTAINABILITY

Council is committed to minimising the environmental impact of the motor vehicle fleet. The vehicle procurement process will include an assessment of all vehicles using the Federal Government's 'Green Vehicle Guide'. Wherever practicable, Council will aim to purchase vehicle models with superior emissions standards and fuel consumption ratings.

7. ENTITLEMENT

7.1 POOL USE

Council vehicles will be available as pool vehicles even though private use

leaseback may apply. Whilst a staff member who has been allocated a vehicle, other than a novated lease vehicle, is at work on a regular week day, the vehicle must be available for use by them or other staff for business purposes.

7.2 ALLOCATION CRITERIA

Staff positions will be allocated motor vehicles in accordance with the following criteria:

Group 1 (GM), Group 2 (Divisional Managers) and Group 3 (Managers)

Motor vehicles may be provided to employees on a leaseback basis within these groups in accordance with the agreed terms included in this policy.

Please note that where a vehicle makes up part of a staff members remuneration package, they have the option of applying for a Novated Lease. For more information relating to Novated Leases, please see Clause 21 of this policy.

Group 4 (All other staff on leaseback)

Motor vehicles may be allocated to staff positions where it can be substantially and materially demonstrated that:

- (a) The occupant of the position requires the continual daily use of a vehicle during working hours as an integral part of the position. That is, the position cannot be effectively and efficiently performed without the permanent assignment of a vehicle.

Furthermore, in all cases, it must be demonstrated that:

1. Demand for a vehicle cannot be substantially met from within the motor vehicle pool, and
2. Non-allocation will compromise the efficiency of the position.

OR

- (b) A vehicle allocation will be required to attract and or retain a suitably qualified and experienced employee to perform the duties of the position. Allocation of a vehicle under these circumstances will be on a "present occupant only" basis. A decision regarding the need to offer a vehicle as an inducement will be made subject to a market review and recommendation from the Divisional Manager, taking a Total Remuneration Package view across relevant internal and external benchmarks.

The above issues will be determined and approved by the General Manager only, with input from the relevant immediate Supervisor or Manager if required.

On the resignation, retirement, redeployment, transfer or other separation of existing employees from positions which currently have a motor vehicle allocated, it will be necessary for the relevant Manager to undertake a reassessment of vehicle allocation to the position in accordance with the above criteria and make a determination on whether to reapply for allocation of a vehicle to the vacated position.

Any employee affected by redeployment will have their continued entitlement to a vehicle reassessed in accordance with the above criteria and the terms and conditions of their existing employment. Council will comply with the Local Government (State) Award provisions as amended.

Employees disqualified from holding a driver's licence for any reason, may be

removed from this scheme and will not be permitted to drive any Council vehicle during the period of disqualification. Should the driver's job position require a valid driver's licence, the loss of the driver's licence could impact on eligibility for ongoing employment.

Employees applying for internal vacancies should note that their current position's entitlement to a vehicle is not transferable to another position. This is in accordance with the Local Government (State) Award.

7.3 ASSESSMENT & SUBMISSION

For positions below Group 3, the relevant Manager will:

- a) Document an assessment of the requirement for a vehicle to be allocated to the position, consistent with the preceding (7.2) criteria.
- b) Further to Clause (a) above, an Application for the Allocation of a Motor Vehicle form (as included in this policy) must be completed along with an Employee Requisition for all new employees.
- c) Obtain endorsement of their Divisional Manager to submit an application for consideration, which will then be forwarded to the General Manager for determination. This determination will take into account not only the nominated criteria but also the availability of resources to acquire, maintain and operate the vehicle.

No employee will be eligible for the allocation of more than one (1) motor vehicle at a time.

7.4 VARIATION

The General Manager may apply or vary this policy in respect of the entitlement and allocation of vehicles to any employee and for the General Manager, the elected officials (or Administrator) may make a determination.

8. MAKES AND MODELS OF VEHICLES

The overriding requirement is to ensure that the vehicle purchased meets the needs of the position while minimising the total cost of the vehicle to Council. Except for specialised work purposes, Council vehicles will be automatic, four door passenger sedans/ wagons or SUV. Standard inclusions will be air conditioning, bull bars to SUV's used for road inspection works, tow bars, seat covers, floor mats, boot liners and cruise control. The available selection will be from the list in Table 1 of this policy.

Council will only purchase vehicles that are suitable to the employee's role at Council or suitable for the roles undertaken by the divisional staff. Personal needs to accommodate children, animals or towing of vehicles shall not form a basis of Councils future purchases. An employee should determine if the vehicle that is to be provided is suitable before agreeing to a lease back arrangement.

Table 1 stipulates the type of vehicle that is available for the employee level. It must be noted that the precise make and models within each vehicle type/category will be determined by the Executive on a case-by-case basis dependent on availability, market conditions, servicing Centre proximity, vehicle running costs and depreciation considerations.

9. FRINGE BENEFITS TAX (FBT) AND ANNUALISED KILOMETRES

(a) FBT Calculation

There are several methods of calculating council's FBT liability with regards to car fringe benefits. Council will, at its discretion, choose the most appropriate method of calculation.

Where Council records indicate that it may be beneficial for FBT to be calculated utilising the 'Operating Cost method', relevant vehicle drivers will be instructed to maintain log books and other records as required that will assist Council in reducing its FBT liability. This will ultimately assist in keeping leaseback rates paid by employees to a minimum.

(b) Annualised Kilometres

It is in Council's interest (and therefore the employee's interest), that the annualised kilometres allow application of lower statutory FBT percentage rates.

In order to optimise the usage of all vehicles, distances will be monitored through fuel usage data by Engineering Services. Staff driving vehicles that will fall short of the desired distance will be advised and some staff may be directed to use an alternate vehicle for a period of months so that their original allocated vehicle can be utilised by someone else who will contribute greater kilometres for the purpose of optimising Councils FBT position. This will also ultimately assist in keeping leaseback rates paid by employees to a minimum.

Table 1:

LEVEL	CAR GROUP STANDARD	Employee Contributions
Group 1 General Manager (Full Private Use)	Vehicle to the value of \$75,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$208 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 2 Divisional Managers (Full Private Use)	Vehicle to the value of \$70,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$208 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 3 Managers (Full Private Use)	Vehicle to the value of \$60,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$156 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 4 Other Employees where circumstances dictate the need for the provision of a Council motor vehicle (as per paragraph 7.2 of this policy). (Private use determined by the General Manager on a case by case basis)	Type of vehicle determined by the Executive where primary consideration is work/duty suitability – such as a utility.	Where the General Manager approves private use – \$156 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.

10. OPTIMUM REPLACEMENT PERIODS

Changing motor vehicle market conditions necessitate a constant review of Whole of Life costs and optimum replacement criteria. In view of changing trends in the new and used vehicle markets, the replacement period for vehicles will be recommended by the Executive Managers. Please note that there is no set time or number of kilometres when Council must replace vehicles. Vehicle change-over cycles are being constantly monitored and will determine the appropriate vehicle replacement cycle depending on the following:

- General market conditions
- Local market conditions
- Model release dates
- Pending price increases from dealers
- Warranty conditions
- Capital and whole of life costs
- Government contract requirements (if any & if applicable)
- Special deals available at the time

11. REPLACEMENT MOTOR VEHICLES & DISPOSAL OF MOTOR VEHICLES

Disposal of vehicles will be conducted by trade-in or public auction, with the method chosen to be at the discretion of the General Manager.

12. LEASEBACK RATES

The leaseback rates will be reviewed as at the first pay period in April each year, to coincide with the start of the FBT year. All lease-back rates will be adjusted to reflect increases in motor vehicle costs (including FBT considerations) having regard to the requirements of the Local Government (State) Award.

The review will also determine if:

- a) The scheme is operating equitably
- b) The scheme is meeting the needs of Council with regard to attracting and retaining suitably qualified personnel.
- c) Reasonable costs are recovered from employees.

Leaseback rates will be calculated by the Divisional Manage Finance and Administration for the vehicle categories available and will be advised to the employee prior to the application for a leaseback vehicle being completed.

The leaseback rates will consider the lifecycle costs of the vehicle including purchase costs, estimated trade-in value and estimated operating costs. The agreed leaseback rates will be those charged to the employee (regardless of the actual costs) for the duration that the vehicle is held, with the exception of indexation as referred to above.

13. PRIVATE USE OF COUNCIL VEHICLE

All Council vehicles (other than vehicles under a novated lease) are to be available for official Council business use whilst employees are on duty i.e. the council vehicle must be at work whilst the employee is at work. Any variation to this requirement can only be approved by the General Manager.

For all Groups (1 – 4), Council is responsible for all costs - registration, insurance, maintenance, fuel or any other expenditure approved by Council.

Please note that private use of a Council vehicle is only allowed within the states of New South Wales, Victoria, Queensland and the Australian Capital Territory. Only the General Manager can grant approval for private travel to areas outside the states listed above. If the General Manager wishes to use the Council vehicle outside the states listed above, the Mayor must grant approval.

For Group 4, the range and boundaries of private use must be determined by the General Manager on a case by case basis.

For all Groups (1 – 4), employees are entitled to grant permission to a Partner (husband, wife or legal partner) to drive the Council vehicle whilst on private use, provided such person is fully licensed. When the employee is present in the vehicle any competent fully licensed driver may drive the vehicle.

Under no circumstances are Council vehicles to be driven by “L” plate drivers. Council vehicles are not permitted to compete in any car rally or competitions. In the case of Four Wheel Drive (4WD) vehicles, whilst the recreational use of the vehicle for “four wheel driving” is allowed, please be aware of the Fair Wear and Tear conditions as included in this policy.

In respect of absence on any type of leave in excess of eight (8) weeks in a 12-month period, Group 3 and 4 employees are required to obtain specific approval from the General Manager in writing, where the employee requires having use of the vehicle for that extended period. Instances relating to maternity and / or paternity leave will be dealt with on a case-by case basis. Group 2 employees must seek permission from the General Manager. The General Manager in such circumstances must seek permission from the Mayor.

Any form of Leave Without Pay - any period of more than one (1) week taken by employees from the Council, the motor vehicle is to be retained in the Pool for general Council use, (unless otherwise approved by the GM in writing). During this period of more than one (1) week, leaseback payments will be suspended for the staff member taking Leave Without Pay.

Any form of disciplinary action including suspension With Pay or Without Pay - any period of suspension required to be taken by an employee from the Council, the motor vehicle is to be retained in the Pool for general Council use, (unless otherwise approved by the GM in writing). During this period, leaseback payments will be suspended for the staff member.

When a leaseback agreement is entered into by an employee, the employee is agreeing to pay the leaseback fee for the entire period that they are entitled to a leaseback vehicle. The employee will be expected to continue payments for the vehicle whilst on leave of any type.

Where an employee is leaving the employment of Council, the vehicle must be returned in a clean condition (internal and external) on or prior to the last day in attendance at the workplace.

14. EMPLOYEE CONTRIBUTIONS

All employees who have private use of a Council motor vehicle will be required to sign the declaration found at the end of this policy. The amount proposed for employee contributions will be advised prior to commencing a leaseback agreement and will be reviewed annually. The amount will be deducted at from the employee’s weekly earnings.

It should be noted that the Australian Taxation Office has determined that driving a Council vehicle only between work and the employee's home is considered private use unless the vehicle is a panel van or utility designed to carry less than one (1) tonne. Employees should seek their own independent tax advice.

15. MAINTENANCE OF MOTOR VEHICLE

Vehicles are to be maintained in a condition that portrays Council in a positive manner i.e. clean, tidy and well maintained. It is the responsibility of each employee allocated a vehicle to ensure that it is serviced and cleaned regularly and checked for unreasonable wear and tear.

Regular inspection of vehicles will be undertaken, and where a request to clean a vehicle is not acted upon within three (3) working days, Council may have the vehicle cleaned and detailed, with the cost being charged to the lessee. Unreasonable wear and tear which cannot be claimed on insurance may be charged at cost to the employee. Refer to Attachment 1 for definition of acceptable wear and tear.

In the event that an employee, who is allocated a vehicle is leaving Council, HR will notify the Divisional Manager Engineering Services of the employee's final day when known and during the employee's final week, an inspection of the vehicle will be undertaken. Any unreasonable wear and tear will be identified and dealt with before the staff member leaves Council (Refer attachment 1) and if appropriate, arrangements made for payment to Council by the relevant employee.

You are required to notify the Divisional Manager Engineering Services of defects in the operation of the vehicle within three (3) days of the incident or damage to the vehicle however minor. This will entail the completion of a damage report.

In the case of staff using Pool vehicles, all such staff will be required to acknowledge that they have read and understood the Fair Wear & Tear conditions that form part of this policy.

Employees may only obtain an emergency replacement hire vehicle with the approval of the Divisional Manager Engineering Services. The hiring of a vehicle will occur in extreme cases only and is intended to cover damage or mechanical failure of Council vehicles and not to cover normal servicing and maintenance. Hiring of vehicles may not replace other arrangements, which would otherwise suffice, and employees need to first consult the Divisional Manager Engineering Services for availability of other vehicles prior to requesting to hire a vehicle.

If approval is gained from the Divisional Manager Engineering Services to hire a vehicle, the vehicle hired will be the most economical option available, given the particular circumstances of the individual at the time and may not necessarily match that provided by the Council.

16. PROCEDURES TO BE FOLLOWED

Motor vehicles are to be provided in accordance with the procedures contained in this Motor Vehicle policy.

All employees who are given approval for the use of any Council vehicle are to sign the declaration at the end of this policy that states that they have read and understood the contents of this policy and how it relates to them. This declaration will be distributed for resigning on an annual basis.

17. SMOKING IN COUNCIL VEHICLES & ANIMALS IN COUNCIL VEHICLES

Smoking is not permitted under any circumstances in Council vehicles at any time. This includes passengers. Non-compliance of this will lead to a breach of Council's lease back agreement, which can ultimately lead to the termination of the agreement.

The transport of animals in Council cars, whilst not encouraged, should be kept to a minimum (other than Rangers vehicles) and all efforts must be made to protect the vehicle upholstery and carpet. The Wear & Tear provisions included in this policy will also apply to damage caused by animals travelling in Council cars.

18. INSURANCE

An excess of up to \$1,000 will be payable by the lessee for second and subsequent a fault or deemed at fault insurance claims occurring outside working hours in any twelve (12) month period.

NOTE: Should Council Insurers decline responsibility for any accident involving the motor vehicle while on private use, the employee leasing the vehicle will be liable for all costs resulting from the accident associated with the claim.

Specific policy wording is available upon request from the Divisional Manager Engineering Services .

19. USE OF FUEL CARD

Council will supply all vehicles with a fuel credit card.

The fuel credit card shall be used at all times when fueling Council's vehicles. This must be done at service stations that accept the issued fuel card.

Employees are requested to fuel their vehicles to a full tank each time the Card is used. The speedometer reading is to be given to the service station operator at the time of fueling. This practice is compulsory as it assists in vehicle management. Consistent failure of not recording speedometer readings will be deemed as a breach of conditions and may result in disciplinary action.

(a) Other Purchases

The Fuel Card shall only be used for the purchase of fuel for Council vehicles, as well as oil and other transmission fluids if required. No other purchases are permitted on the fuel card.

The use of this card for obtaining bonus points (i.e. Fly buys Points) is prohibited, as Council will be liable for Fringe Benefits Tax.

(b) Card Cancellation

Fuel Cards must be surrendered to the Divisional Manager Finance and Administration upon termination of employment. Lost Cards must be reported immediately to the Divisional Manager Finance and Administration who will facilitate the cancellation of the Card.

Misuse of a Fuel Card, in any way, will result in disciplinary action. This will be deemed as a breach of the leaseback agreement.

20. REPORTABLE FRINGE BENEFITS

Reportable fringe benefits were introduced by the ATO on 1 April 1999. It requires employers to record the grossed up taxable value of a fringe benefit on an employee's payment summary (Group Certificate) where the total taxable value of the fringe benefit exceeds \$2,000.

Employees are advised to obtain their own advice regarding this issue from a financial planner or tax agent prior to the acceptance of a Council Vehicle. Employees should be aware of the implications of any fringe benefit prior to the acceptance of a Council vehicle. Therefore, it is required that employees sign the declaration attached to this policy, which states that they understand and accept the implications of having a reportable fringe benefit.

21. NOVATED LEASES

A Novated Lease is a three-way agreement between the employee, the employer and a lease company. The basic principles of a Novated Lease are:

- The employee leases the vehicle directly from a lease company.
- The employee, employer and the lease company sign a Novation Agreement.
- The employer undertakes to cover all agreed vehicle expenses during the employee's term of employment.

Council will not enter into a Novated Lease arrangement with an employee.

22. GENERAL CONDITIONS

- a) Where Council retains a vehicle for operational reasons during a period of leave, or if the vehicle is unavailable for any other reason i.e. repairs or other Council business for a period in excess of five (5) working days, then Council will suspend the leaseback contributions for the relevant period. Where practicable an alternate vehicle may be provided in the case of repairs exceeding five (5) working days.
- b) Accessories other than standard vehicle inclusions may be considered, however the employee will need to demonstrate the need for such an accessory to the General Manager prior to requesting approval for the accessory. If it is deemed that Council will benefit from the addition of the accessory, the employee will fund the initial addition of the accessory, with Council to bear the cost of the accessory on any subsequent vehicles allocated to that employee. No accessory is to be fitted to any leaseback vehicle without the express prior permission of the Divisional Manager Engineering Services or General Manager.
- c) Wherever possible, vehicles are to be garaged off-street at the employee's expense.
- d) In the event of an employee's driver's license being cancelled, suspended or not renewed, the leaseback of Council's vehicle will be withdrawn. The employee must advise Council of any license cancellation, suspension or non-renewal immediately.
- e) Employees are required to obey all traffic and parking laws, with any infringements being the employee's responsibility. Employees are not able to seek legal protection or reimbursement from Council for any penalty incurred.

23. IMPLEMENTATION

Roles and Responsibilities

Whilst the Divisional Manager Engineering Services and the Divisional Manager Finance and Administration are directly responsible for the implementation of this policy, all staff are to ensure that this policy is adhered to.

Support and Advice

The main contact for advice regarding this policy is the Divisional Manager Engineering Services.

Communication

All amendments to this policy will be reported to the General Manager for approval. Prior to a report going to the General Manager, appropriate internal consultation will be undertaken.

Procedures and Forms

The necessary applications and forms required for participation in Councils vehicle scheme are attached to this policy.

24. REVIEW

This policy will be reviewed annually and if changes are deemed necessary; employees will be notified accordingly. The review process will also ensure that:

- (a) The policy is operating equitably;
- (b) The policy is meeting the needs of Council with regard to attracting and retaining suitably qualified personnel; and
- (c) Appropriate costs are being recovered.

DECLARATION

I have read and understand the above Motor Vehicle Policy and hereby agree to these conditions. I understand and accept the implications of having a motor vehicle and the implications regarding Reportable Fringe Benefits. I also agree to have the appropriate lease-back fee of \$ _____ deducted from my pay:

Signature of Employee

Date

\$ _____
Leaseback Fee Payable Weekly

A copy of this form is to be forwarded to the Finance Clerk - Payroll.

DIVISIONAL MANAGER ENGINEERING SERVICES TO COMPLETE

Vehicle Description:

Registration:

Date Received:

Starting Odometer Reading:

Drivers Name:

Department:

ATTACHMENT 1

WEAR & TEAR DEFINITIONS

Acceptable condition means good appearance and sound mechanical order throughout with regard to distance travelled and the age of the vehicle. Council may bill the restoration charges on an actual cost basis to compensate for any loss in resale value due to unreasonable damage.

The following damage is deemed to be REASONABLE WEAR AND TEAR

- Superficial scratches to paintwork.
- Stone chipping to front and lower sides of the vehicle.
- Stone chippings to headlight glass and indicator lenses unless either is broken.
- Stone chippings to windscreen.
- Superficial scratches and scuffs to bumpers and plastic door strips.
- Minor paint blemishes.

The following are examples of UNREASONABLE WEAR AND TEAR

- **Bodywork** - dents and impact damage, including kerbing damage to wheels and wheel trims and roof rack damage to roof and gutters or damage from tree sap etc.
- **Interior** - significant tears, rips, cuts, cigarette burns and irremovable stains.
- **Equipment** - disfiguring marks resulting from the removal of accessories not sanctioned by council.
- **Mechanical** - mechanical damage which is due to driver neglect or abuse.
- **Missing items** - items such as spare wheel, which are not on the vehicle at the return, will be charged at cost.

Where a vehicle is returned in an unsatisfactory condition, the Divisional Manager Engineering Services will obtain a quotation for restoration. If it is determined that the employee is responsible for the damage, the vehicle will be repaired and charged to the employee.

In the case of a dispute, an independent assessor will be engaged, the cost of which will be shared equally by Council and the employee. In general terms, the independent assessor's recommendation will be final.

If an employee is taking control of a vehicle that has been previously utilised by another staff member, then it is that employee's responsibility to inform the Divisional Manager Engineering Services of any unreasonable wear and tear applicable to the vehicle prior to taking possession.

ATTACHMENT 2

APPLICATION FOR THE ALLOCATION OF A MOTOR VEHICLE

POSITION: _____
(For which a motor vehicle is sought)

DIVISION: _____ SECTION: _____

SALARY GRADE: _____ BUDGETED COST: Yes / No

CRITERIA:

Demonstrate how the position requires the use of a vehicle during working hours as an integral part of the position, i.e. the position cannot be effectively and efficiently performed without the permanent assignment of a vehicle:

MOTOR VEHICLE POOL:

Indicate how demand for a vehicle has not been, or cannot be, substantially met from within the motor vehicle pool as per stated policies and procedures:

POSITION INTEGRITY & EFFICIENCY:

Indicate how the non-allocation will compromise the integrity and efficiency of the position:

MARKET FORCES (Where Applicable):

Please demonstrate why the allocation of a motor vehicle is necessary to attract suitably qualified people to this position:

Submission by:

Manager Date

Endorsed for consideration:

Divisional Manager Date

DETERMINATION BY THE GENERAL MANAGER:

To Manager _____ Date: _____

Your application for the allocation of a motor vehicle to the position of:

_____ has been /not been approved.

Reasons why your application has not been successful include:

Motor Vehicle Allocation Group as per the Motor Vehicle Policy

Please tick appropriate box

- Group 1 General Manager
- Group 2 Director
- Group 3 Manager
- Group 4 All other employees

Copy to be forwarded to the Finance Clerk – Payroll.

SCHEDULE 8

INFORMATION ON WARREN SHIRE

Warren Shire

The Warren Shire covers an area of 10,860 square kilometres and has a population of approximately 3,000 people. Warren Shire is bounded by the Shires of Bogan (Nyngan), Brewarrina, Coonamble, Gilgandra, Lachlan, Narromine and Walgett. Within the Shire is the town of Warren, population 2,000 and the villages of Collie, population 38 and Nevertire, population 103.

The Council was formed by the amalgamation of the Marthaguy Shire and Warren Municipality in 1957 and currently has a budget of \$34 million per annum including depreciation.

The Shire Administration Centre is located in Warren and provides an air conditioned working environment for twenty (20) indoor staff.

History of Warren

Both Oxley (1818) and Sturt (1828) passed the site of the present town of Warren in their quest of the riddle of the rivers and, of course, the Macquarie Marshes within the Shire are associated with the myth of the great "Inland Sea". Thomas Mitchell also explored the lower region and the marshes. The early history is comparatively well documented and much photographic material is available from the Warren Library.

Physical Structure

The area is extremely flat except for occasional granite outcrops, the largest being Mt. Foster (259m) and Mt Harris (240m). These elevations represent the highest points in what in each case is a small group of hills. Both are in close proximity and are offshoots of the Warrumbungle Range which may be seen in the distance. The elevation of Warren is 197m and the general slope of the land is less than 3 degrees.

Soils

The predominant soil type is the brown soil of heavy texture, commonly known as "black soil". There are also extensive sections of red soil and combinations of the two (2).

Climate

Generally the summers are hot and the winters mild and sunny. Hot days are experienced during the summer with temperatures exceeding forty (40) degrees not uncommon. However, humidity is usually low and the evenings are mostly pleasant by comparison.

Winters are cool to mild with cold nights and sunny days. Frosts are common in winter but are rarely severe and do not remain long after sunrise. The temperature rarely falls below two (2) degrees. Autumn and spring are considered idyllic. The district lies within the 381-457 mm rainfall meridians. Winds are light to moderate and the nights are usually very still.

Fauna

Large numbers of kangaroos and emus are prevalent. Bird life in the Macquarie Marshes is abundant as is that found along the creeks and streams, although the latter is of a different type. Non-indigenous animals include pigs, foxes, hares and rabbits. A variety of reptiles may be found in the area. These include snakes (black, brown, myall, banded, carpet), goannas, and several species of lizard. Insect life is also abundant and diverse.

Land Use

Traditionally the Warren District has been based on a grazing economy and lies in one of the most suitable tracts of Merino sheep breeding country in Australia. Many of the most famous Merino Studs in Australia are situated in the Shire with several established for over 100 years (eg. Haddon Rig, Raby,

Egelabra). The Lower Macquarie region supports large herds of cattle as well. There has been a tremendous upsurge of interest in farming activity and large areas of country are sown to wheat, oats and fodder crops.

Since the construction of the Burrendong Dam on the Macquarie River and its guarantee of a secure water supply, major development schemes have been started and large areas of cotton, grain sorghum, maize, and forage crops have been planted.

Water Resources

Warren is the centre for the Lower Macquarie operations of the State Water. Many of the streams once unreliable and often dry have now become permanent. There are several weirs (Gin Gin, Warren, Bryan Egan, and Marebone) in the district and a number of offtakes and channels. For example the Gunningba offtake at Warren Weir diverts water along the Gunningba Creek which in turn diverts water into two (2) other creeks (Crooked and Duck Creeks). The irrigated land produces cotton, grain crops, and in the Narromine-Trangie region, citrus fruits.

In addition to the supplies of surface water, numerous bores have been sunk in the district and a number of ground tanks dug. The Warren District lies on the edge of the Great Artesian Basin although more specifically in the Oxley Basin which is an extension of it. Some of the bores are hot flowing.

Minerals

Apart from fine grained porphyry which is crushed for use on roads there are no commercial mineral deposits. However, the mines of Nyngan are 80 kms, Cobar are 210 kms and the Lightning Ridge opal fields are 290 kms from Warren.

Town Facilities

Warren has outstanding facilities for its size. Sporting facilities include town ovals, an attractive 18 hole golf course, squash courts, a bowling club, tennis courts, an Olympic sized swimming pool, gun club and Sporting and Cultural Centre. Cricket (indoor and outdoor), Rugby League, Rugby Union, Netball, Soccer, Hockey and Basketball are played. Warren Racecourse is considered one of the finest in rural New South Wales and is known as the "Randwick of the West".

Up to three (3) resident doctors and a dentist are available as well as a Multi-Purpose Health Service with forty two (42) beds. An Ambulance Service is also based in Warren.

The Warren Airport, situated approximately five (5) km from the town has a sealed runway of approximately 1,240 metres in length and an unsealed runway of approximately 1,200 metres. The airport has one terminal building as well as night landing which can be activated by pilots wishing to land at night.

All major roads in the Shire and many of the minor roads are also sealed.

Education

Educational facilities have developed rapidly in recent years. Within Warren there is a K-12 Central School and a Roman Catholic Primary School. The Warren Shire Library offers several unique services and is the headquarters of the North Western Library. The Western Institute of TAFE College has a well developed campus in Warren and offers a variety of courses.

Transport and Communications

Rail/Coach services operate to and from Warren. An air service operates from Dubbo on all days. A coach service runs from Sydney to Adelaide via Nevertire.

The Council

Council has four (4) wards and elects 12 Councillors. They meet 11 times a year, being the fourth Thursday of the month, with the exception of November and December. There is no November meeting, but an early December meeting. The meetings start at 8.30am in Council's Community Room.

The Organisation

Council's Engineering Services Department's permanent workforce currently numbers 56, comprising 48 outdoor staff and 8 indoor staff.

Council's first General Manager was appointed in August, 1993 and the first Divisional Manager Engineering Services was appointed in March, 1994. Council's structure has four (4) Departments, namely Executive Office, Engineering Services, Finance and Administration Services and Health and Development Services. A copy of the Council Organisational Structure and Engineering Services Department Structure is attached.

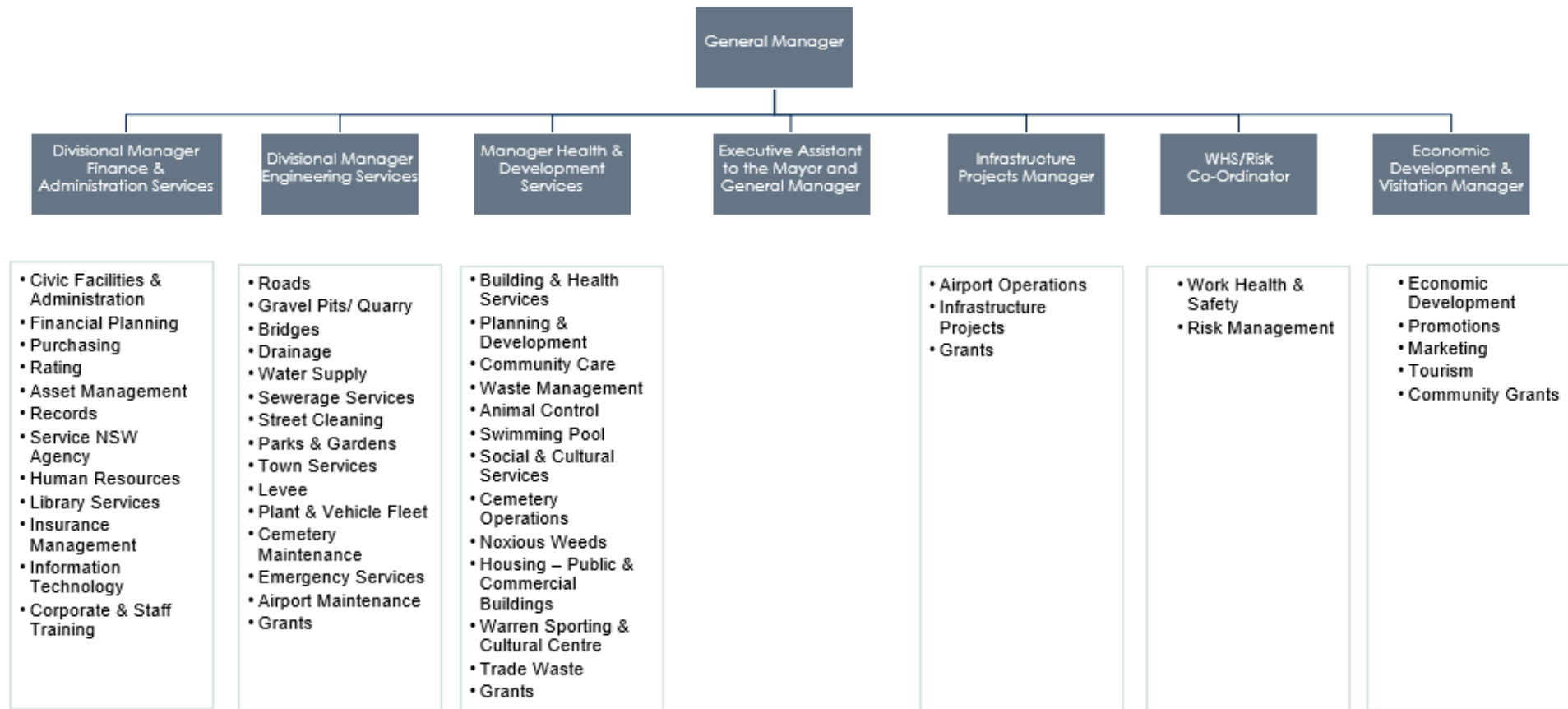
Organisational Structure

A review of the organisational Work Force Strategy and Plan is being undertaken. The structure identified may be changed or modified based on future work force requirements.

SCHEDULE 9

ORGANISATIONAL STRUCTURE & ENGINEERING SERVICES DEPARTMENT STRUCTURE

ORGANISATIONAL STRUCTURE



ENGINEERING SERVICES DEPARTMENT STRUCTURE

