



General Information for the Position of

ACCOUNTANT

Further Information can be obtained from:

Mr Bradley Pascoe, Divisional Manager Finance & Administration
Telephone (02) 6847 6600
Mobile: 0419 248 231
E-mail: bp@warren.nsw.gov.au
Web: www.warren.nsw.gov.au

115 Dubbo Street
(PO Box 6)
WARREN NSW 2824

Email: hr@warren.nsw.gov.au

File: S12-25.3/2

SCHEDULE 1

POSITION ADVERTISEMENT

ACCOUNTANT

ACCOUNTANT

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.

Warren Shire Council has a sustainable budget and works towards maintaining a zero-based bottom line and prides itself as being a financially sustainable Local Government Area. Council is looking for a capable and self-motivated person for the role of Accountant to lead and manage the day-to-day operations across the finance and administration functions of Council with an emphasis on creating and sustaining a culture of continual improvement, innovation, and efficiency.

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 \$109,543 - \$127,070 is being offered which includes superannuation currently at 12%. This position does not attract housing allowance or subsidy though Council would assist in finding appropriate housing if required.

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

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

Essential Requirements

1. Degree in Accounting or related field, demonstrated relevant or related experience;
2. Demonstrated experience in managing budgets and accounting procedures, guidelines, and audit regulations within Local Government with an understanding of the New South Wales Local Government legislation and Australian Accounting Standards;
3. Sound knowledge of Tax Legislation such as FBT and GST; and
4. Current C Class Drivers Licence.

Desirable Requirements

- Hold CA or CPA membership or near completion;
- Demonstrated knowledge of Financial Systems and framework, with ongoing improvement and management consideration; and
- Demonstrated knowledge of Local Government Accounting practice and environment, a focus on Integrated Planning and Reporting process.

For more information regarding the Accountant position, please contact Bradley Pascoe on (02) 6847 6600 or 0419 248 231 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.

Gary Woodman
General Manager

SCHEDULE 2

GENERAL POSITION DETAILS

ACCOUNTANT

The position of Accountant will be a leading role across all aspects of Council financial and administrative operations, expanding as a supportive role to other business departments.

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

Salary and Conditions

The Accountant will be employed under the conditions of the Local Government (State) Award.

All employees 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 \$109,543 - \$127,070 is being offered which includes superannuation at 12% under Council's policies. This position does not attract housing allowance or subsidy though 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 per annum	\$97,806.80 - \$113,455.68
Superannuation at 12%	\$11,736.82 - \$13,614.68
Total	\$109,543.62 - \$127,070.36

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

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 employees' 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

ACCOUNTANT

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.

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.

Information relevant to the role is provided as follows, a general outline of the relevance with financial and varied administrative support to Council business functions or services:

- Council services an extensive road network with 357 km of regional roads, 936 km of rural roads, and 31 km 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.
- 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 a public space and is maintained as mown grass areas close to the town area.
- Warren Shire Council operates a hard rock Quarry intermittently to provide Shire with sealing aggregate and spalls. Other quarries are based across the shire area, and these are managed by Council in agreeance with landowners.

Warren Shire Council has a sustainable budget and works towards maintaining a zero-based bottom line and prides itself as being a financially sustainable Local Government Area. Council is looking for a capable and self-motivated person for the role of Accountant to lead and manage the day-to-day operations across finance and administration functions of Council with an emphasis on creating and sustaining a culture of continual improvement, innovation, and efficiency.

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.

SCHEDULE 4

POSITION DESCRIPTION

ACCOUNTANT



Position Description

Accountant

Department	Finance and Administration
Location	Warren
Classification/Grade/Band	Band 3 Level 3
Immediate Supervisor	Divisional Manager of Finance & Administration
Responsible Officer	Divisional Manager of Finance & Administration
Date position description approved	June 2025

Council Overview

Warren Shire Council is a large and diverse organisation employing over 75 full-time staff and is responsible for assets in excess of \$300 million and an annual budget of approximately \$34 million. The Warren Shire Local Government Area covers approximately 10,860 km² and has a population of approximately 3,000 people. 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.

Warren Shire Council is a multipurpose organisation that provides services in the areas of roads, water, sewerage, waste management, recreational and sporting facilities, economic development and visitation, library, planning, environment, ranger services, emergency services, cemeteries, community grant facilitation etc.

The position is required to support and oversee all day-to-day functions of the Finance and Administration Services Department using available human, financial and physical resources to meet Council's objectives in the Warren Shire 2035 Community Strategic Plan, Delivery Program, and Operational Plan and Estimates.

Council Values

Commitment to Council's values of safety, harmony, integrity, respect, and engagement is essential to assist in delivering our vision to the community.

Primary Purpose of the Position

The primary responsibility of this role is to provide supervision, control and oversight of Council's financial system (sub-systems), ensuring effective and efficient accounting support across the whole of Council, with a focus on operational processes within the Finance and Administration Department.

The Accountant will assist key Financial Reporting obligations of Council with emphasis on the quarterly budget review process, extending to support the annual budget process, operating and capital expenditure reports, long term financial plan, annual reports, and performance monitoring.

To ensure compliance with relevant legislation, guidelines or policies and maintain accurate accounting records, systems, and other related functions.

To assist in achieving the goals of the Council and promote a positive image of Council as an efficient caring service provider.

Physical Demands

The position holder is required to be physically fit as they are likely to be exposed to a range of indoor activities including prolonged standing, sitting, close eye work; dealing with the public; meeting deadlines.

Key Accountabilities

Within the area of responsibility, listed as but not limited to the following;

- Provide leadership and direction to the team to deliver a high level of service in financial deliverables.
- Manage the functions of accounts payable; accounts receivable; payroll; stores operations; Quarry Stock; Rates and Water Billing; Receipting and Banking; Service NSW Agency; general ledger enquiries, journal request entries.
- Responsible for the maintenance of Council's asset register including:
 - ❖ Reconciliation of the register to the general ledger
 - ❖ Capitalisation of new assets
 - ❖ Disposal of assets
 - ❖ Monthly depreciation of assets
 - ❖ Maintenance of capital expenditure work in progress accounts
- Complete relevant tax returns including Fringe Benefits Tax (FBT), Business Activity Statement (BAS) and other taxable payment reports.
- Maintain integrity of the general ledger, subsidiary ledgers and work order system to ensure accurate reflection of financial performance and position of Council.
- Responsible for monthly reconciliations (i.e., bank, loan, investment, leasing).

- Prepare government agency returns as required.
- Assist with the:-
 - ❖ preparation of the Operational Plan, including the quarterly budget reviews for presentation to Council
 - ❖ Preparation of Financial Statements
 - ❖ Control of investment portfolio, including preparation of reports to Council
- Provide support and training to staff in financial, budgeting and reporting systems.
- Provide general administrative support to the Treasurer & Divisional Manager Finance and Administration.
- Participate in and promote a positive public image of the Council.
- Promote the Council as a caring service provider.
- Undertake cashiering duties in Council Customer Service area, as required.
- Attend meetings as required.
- Assist staff or other Departments as directed.
- Other duties as directed, within the ability and skillset of the incumbent.

Key Challenges

- Ensure the timely and accurate monthly reporting processes are completed or reported;
- Communicate financial information and knowledge to a broad range of stakeholders;
- Ensure that all compliance or relevant statutory and legislative requirements are performed.

Key Corporate Responsibilities

Work Health & Safety

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures

Customer Service

Project and promote a positive and efficient image of Council through maintaining professional standards and presentation. Take a pro-active approach to providing excellent customer service to both internal and external customers.

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Work cooperatively with other organisations

Council's Policies and Procedures

Comply with all Council Policies and Procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's related Policies and Procedures. Take appropriate action to ensure a harassment free workplace.

Ethical Conduct

Comply with the requirements of Council's Code of Conduct.

Key Internal Relationships

Who	Why
Treasurer	<ul style="list-style-type: none">• Respond to requests• Report on outcomes• Collaborate and coordinate day to day department function
All Management and Other Staff	<ul style="list-style-type: none">• Day to day communications regarding payment of accounts
Internal and External Auditors	<ul style="list-style-type: none">• Work with the Divisional Manager Finance and Administration Services to coordinate and facilitate both audit functions efficiently across Council.• Provide accurate and timely audit information.

Key External Relationships

Who	Why
General Public/Customers	<ul style="list-style-type: none">• Providing customer service in person, over the phone and through emails
Service NSW	<ul style="list-style-type: none">• Respond to requests and report on operations

Delegations of Authority

Delegations for this position shall be issued by the General Manager.

Essential Requirements

- Degree in Accounting or related field, demonstrated relevant or related experience;
- Demonstrated experience in managing budgets and accounting procedures, guidelines, and audit regulations within Local Government with an understanding of the New South Wales Local Government legislation and Australian Accounting Standards.
- Sound knowledge of Tax legislation such as FBT and GST
- Current C Class Drivers Licence

Desirable Requirements

- Hold CA or CPA membership or near completion
- Demonstrated knowledge of Financial Systems and framework, with ongoing improvement and management consideration
- Demonstrated knowledge of Local Government Accounting practice and environment, a focus on Integrated Planning and Reporting process.

Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at

https://capability.lgnsw.org.au/local_government_capability_framework.pdf

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Acts with Integrity	Advanced	<ul style="list-style-type: none"> • Models' ethical behaviour and reinforces it in others. • Represents the organisation in an honest, ethical, and professional way and sets an example for others to follow. • Promotes integrity, courage, and professionalism inside and outside the organisation. • Monitors ethical practices, standards and systems and reinforces their use. • Proactively addresses ethical and people issues before they magnify
Relationships Communicate and Customer Focus	Advanced	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs and diversity in the community. • Promotes a culture of quality customer service. • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes. • Ensures that the customer is at the heart of business process design. • Makes improvements to management systems, processes, and practices to improve service delivery. • Works towards social, environmental, and economic sustainability in the community/region.
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others. • Delegates responsibility appropriately and provides support. • Defines what success looks like in measurable terms. • Uses own professional knowledge and the expertise of others to drive results. • Implements and oversees quality assurance practices

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Advanced	<ul style="list-style-type: none">• Ensures the design/delivery of services is within budget.• Explains the organisation's financial drivers to others in plain language.• Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services.• Models the highest standards of financial probity, demonstrating respect for public monies and other resources.• Promotes the role of sound financial management and its impact on long term financial sustainability.• Seeks and applies specialist financial advice to inform decisions
Workforce Leadership Manage and Develop People	Advanced	<ul style="list-style-type: none">• Knows the individual strengths, weaknesses, goals and concerns of members of the team.• Fosters high performance through effective conversations and feedback and by providing stretch opportunities.• Identifies and develops talent across the organisation.• Coaches and mentors' staff to foster professional development and continuous learning.• Implements performance development frameworks to align capability with the organisation's current and future priorities.• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Accountant

Band: 3

Level: 3

<u>Grade 1</u>
Ability to communicate with the public and stakeholders.
Ability to write concise letters and reports.
Working knowledge of Council structure and functions.
Sound problem solving and judgement skills.
Knowledge of Anti-discrimination Act.
Knowledge of WH&S and EEO.
Knowledge of Australian Accounting Standards.
Knowledge of the Local Government Code of Accounting Practice.
Knowledge of Local Government Act and Regulations.
<u>Grade 2</u>
Ability to co-operate and work in a team.
Able to write complex reports.
Sound knowledge of Councils structure and functions.
Ability to manage staff reporting directly to the role, including training and motivational tools, facilitating annual performance appraisals independently.
Able to produce financial statements and reports within time constraints.
Sound working knowledge of Councils accounting requirements.
Able to identify deviations from budget expenditure and revenue and process in terms of Quarterly Budget Review process.
Ability to liaise effectively with Councils internal and external Auditors and other Department Managers as required for relevant processes.
Ability to participate in meetings and group discussions.
Able to solve problems with minimal reference to higher authority.
Ability to support and assist with Internal or External Audit engagement processes.
Coordinate and reconcile Capital Expenditure, ensuring accurate and timely capitalization process is completed at least bi-annually.
Competent development of section budgets including rating, miscellaneous corporate revenue and expenditure items.

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Accountant

Band: 3

Level: 3

<u>Grade 3</u>
Comprehensive working knowledge of Australian Accounting Standards.
Comprehensive working knowledge of Local Government Act and Regulations.
Competent development of section budgets including rating, miscellaneous corporate revenue and expenditure items.
Comprehensive working knowledge of Council structure and functions.
Comprehensive working knowledge of Councils accounting requirements.
Able to liaise effectively with diverse government agencies.
Ability to lead multi-disciplinary meetings and group discussions.
Comprehensive understanding of Councils policies.
Ability to support and facilitate Quarterly Budget Review process, also relevant reporting requirements.
Ability to identify possibilities for and prepare submissions for grant funding.
<u>Grade 4</u>
Demonstrate long term budgeting ability regarding corporate strategies and goals, also consider key financial sustainability measures.
Assist with the effective management of Council Grant Register and reconciliation at least bi-annually.
Ability to provide support for completion of relevant Annual Return items, such as Annual Rates and Charges estimates and reporting, Notional Revenue return, Pensioner Rebate Concession application, OLG Returns, Roads to Recovery etc.
<u>Grade 5</u>
Ability to complete and produce Annual Budget, Revenue Policy, Fee's and Charges or related items.
Ability to review and update Council Long Term Financial Plan as required, provide key support in preparation.
Ability to complete and produce Annual Financial Statements as required, provide key support in preparation.
Ability to coordinate and complete all required annual returns (OLG, Roads to Recovery etc).

Acknowledgement

I have read and understood the contents of this position description and agree that they accurately reflect the requirements and responsibilities of this position.

Employee's Name: _____

Signature: _____

Date: _____

Supervisor: _____

Signature: _____

Date: _____

SCHEDULE 5

POSITION DELEGATIONS

ACCOUNTANT



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 10th October, 2024 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	Accountant
Department	Finance and Administration Services
Commencement of Delegation	
Review Date	31st October 2028
Incumbent	Vacant

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 Accountant shall exercise the functions herein delegated in accordance with and subject to:
 - a) The provisions of the Local Government Act, 1993 as amended.
 - b) All and every policy of the Council adopted by resolution and current at the time of the exercise of the functions herein delegated.
- 4) The authority to use or expend funds from petty cash is limited to transactions involving expenditure of up to \$100.00.
- 5) Other Delegations of Authority as listed in the table below:

CODE	SOURCE	TITLE	DESCRIPTION
F11		Sign declarations	Sign declarations for Fringe Benefit Tax and Business Activities Statements on behalf of the Council.
F12	Local Government Act or General Regulation and Council Investment Policy.	Investment of funds	To invest Council funds, subject to the investment being in any security authorised by the Trustee Act 1925 or a form of investment notified by order of the Minister published in the Gazette.
F15	Commonwealth Government Law and Child Support (Collections) Act - Child Support Agency	Garnishees / Child Support orders	To approve the payment of a fixed sum of money in respect of court judgments and Child Support Agency directives applying Council employees.
F16		Cheques/EFT Payment - Authority to Sign/Authorise	To sign cheques and authorise EFT payments as signatory and/or counter signatory.
F17		Payroll	To certify payment and authorise EFT payments in relation to payroll.
G04		Petty cash	To approve petty cash reimbursements.
P02	Local Government (General) Regulation 2005 – Clause 164.	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 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

CODE	SOURCE	TITLE	DESCRIPTION
			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.
P10	Council Policy	Expenditure - operating budget up to \$15,000	To incur expenditure up to \$15,000, subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget 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.
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.
S22		Signing of Correspondence	The authority to sign forms, notices and reply to routine enquiries relating specifically to payroll and the payment of creditor accounts.
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: - 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.

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 Finance and Administration Department through the most effective technical and managerial initiatives.
- To develop and undertake introduction of systems and techniques which maximise outputs with limited resources.
- To achieve a high level of efficiency in the management of physical, human and financial assets within the areas of operation.

2) The Accountant:

- 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:

I acknowledge receipt and understanding of the responsibilities of these Delegations.

.....
Signature Date

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 determination 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 Fit for the future changes with the Councils developed Implementation Documents and procedures 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 / Chief Financial Officer												
Senior Financial Controller (Treasurer, Accountant)												
Asset Manager												
Accountant												
Librarian												
RMS Records Officer												
Storekeeper												

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 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 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 several 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 several 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, except for 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 first General Manager was appointed in August 1993 and the current organisational structure has four (4) Departments, namely Executive Office, Engineering Services, Finance and Administration Services and Health and Development Services.

Council's Finance and Administration Department's permanent workforce currently has total of 9 staff, where 6 operational staff report directly to the Treasurer and Accountant in similar fashion, the Divisional Manager Finance and Administration is the direct supervisor for the Treasurer.

A copy of the Council Organisational Structure along with Finance and Administration Organisational Structure is included.

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

COUNCIL ORGANISATIONAL STRUCTURE

AND

FINANCE AND ADMINISTRATION SERVICES

DEPARTMENT STRUCTURE

ORGANISATIONAL STRUCTURE

General Manager

Divisional Manager
Finance &
Administration
Services

- Civic Facilities & Administration
- Financial Planning
- Purchasing
- Rating
- Records
- Service NSW Agency
- Human Resources
- Library Services
- Insurance Management
- Information Technology
- Corporate & Staff Training

Divisional Manager
Engineering Services

- Roads
- Gravel Pits/ Quarry
- Bridges
- Drainage
- Water Supply
- Sewerage Services
- Street Cleaning
- Parks & Gardens
- Town Services
- Levee
- Plant & Vehicle Fleet
- Cemetery Maintenance
- Emergency Services
- Airport Maintenance
- Grants
- Asset Management
- Airport Operations

Manager Health &
Development
Services

- Building & Health Services
- Planning & Development
- Community Care
- Waste Management
- Animal Control
- Swimming Pool
- Social & Cultural Services
- Cemetery Operations
- Noxious Weeds
- Housing – Public & Commercial Buildings
- Warren Sporting & Cultural Centre
- Trade Waste
- Grants

Executive Assistant
to the Mayor and
General Manager

Infrastructure
Projects Manager

- Infrastructure Projects
- Grants

WHS/Risk
Co-Ordinator

- Work Health & Safety
- Risk Management

Economic
Development &
Visitation Manager

- Economic Development
- Promotions
- Marketing
- Tourism
- Community Grants

FINANCE AND ADMINISTRATION SERVICES DEPARTMENT STRUCTURE

