



General Information for the Position of
TOWN SERVICES MANAGER

Further Information can be obtained from:

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File: (S12-25.6/16)

SCHEDULE 1

POSITION ADVERTISEMENT

TOWN SERVICES MANAGER

TOWN SERVICES MANAGER

The Warren Shire covers an area of 10,860 square kilometers 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 on being a fit for the future Council financially. The council is looking for a capable and self-motivated person for the role of Town Services Manager to manage the associated town services functions of Council with an emphasis on creating and sustaining a culture of continual improvement, innovation, and efficiency.

You will lead and develop Council's town services and other project areas to provide quality and cost-effective services in the areas of construction and maintenance and town improvements.

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 **\$142,944 - \$165,815** is being offered which includes salary, overtime and civil liability allowances, and superannuation currently at 12%. Any pro rata on-call allowances are over and above the Total Salary Package. 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:

- A Tertiary Qualification in Civil Engineering allowing full membership to the Institution Engineers Australia or Local Government Engineers Association of NSW or similar body with five years' plus practical operational town utilities experience or extensive industry experience,
- Demonstrated project management skills and qualifications, with significant experience in delivering complex infrastructure projects including water, stormwater, sewerage and recreational infrastructure,
- 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.

- Extensive experience in the management of a multidisciplinary team, and proven ability to provide strong leadership and foster a team environment using an innovative, consultative, and flexible approach,
- 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 utilities maintenance, and
- Current Open Class C Driver's License.

For more information regarding the Town Services 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.

Gary Woodman
General Manager

SCHEDULE 2

GENERAL POSITION DETAILS

TOWN SERVICES MANAGER

The position of Town Services Manager will be the lead of Council's town utilities construction and maintenance team 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 Town Services 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 \$142,944 - \$165,815 is being offered which includes overtime allowance, civil liability allowances and superannuation at 12% 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 4 (B3 L4) 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	\$127,628.75	\$148,049.13
Superannuation at 12%	\$15,315.45	\$17,765.90
Total	\$142,944.20	\$165,815.03

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 Town Services Manager is entitled to full private use including fuel as per Council Policy under a lease back arrangement, currently at \$184.92 per week. The vehicle provided currently is a Toyota Fortuner or similar.

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 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

TOWN SERVICES MANAGER

Warren is 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 19km 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 357km of regional roads, 936km of rural roads, and 31km 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 six 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 17km 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 landowners.

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

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

SCHEDULE 4

POSITION DESCRIPTION

TOWN SERVICES MANAGER

Position Description

PART 1: POSITION DETAILS

Position Title:	Town Services Manager
Department:	Engineering Services
Classification:	Professional/Specialist Band 3, Level 4
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	Town Services Overseer, Storekeeper, Assets Technical Officer – Services, and other positions as required to this position.
Salary/Band/Grade:	Band 3 Level 4 (Council may look at additional allowance based on applicant's skill levels and experience).
Allowances:	Civil Liability Allowance 3.5% On call allowance on a priority basis
Delegations:	As determined by the General Manager

PART 2: POSITION PURPOSE:

To lead and manage the Town Services Branch to achieve performance targets and service levels stated in Council's annual operational plan. The position requires a strong commitment to customer response and satisfaction as well as strong technical knowledge of civil construction and maintenance techniques.

PART 3: POSITION ACCOUNTABILITIES

The position has the following requirements.

- To ensure efficient delivery of services provided by the Town Services section of the Engineering Department through the most effective technical and managerial initiatives.
- To manage the day-to-day maintenance, supervision and running of Council's Water and Sewerage reticulation and treatment services to ensure Compliance with Water Quality Guidelines, NSW Health, Department of Climate Change, Environment Energy & Water Guidelines and NSW State Legislation, NSW Environmental Protection Authority, State Cover, WH&S.).
- Contribute effective and efficient service to the Warren Shire Council's Water & Sewer Department and residents by maintaining compliance with WH&S requirements including SWMS, manuals, policies and procedures
- Ensuring compliance with NSW water and sewerage legislative guidelines including the coordination and monitoring of water and sewerage, Integrated Water Cycle Management (IWCM), Drinking Water Quality Management Plan (DWQMP),
- Plan for sustainability of Council's Water and Sewer Infrastructure based upon agreed and funded Levels of Service, minimum life-cycle costs & acceptable risk.
- Manage the day-to-day operation of the Town Services and Parks and Gardens section and undertake strategic planning and delivery of improvements across the three village areas.
- To develop skills and knowledge to deliver the outcomes above from existing staff and formal training outcomes.

PART 4: SELECTION CRITERIA Essential Criteria:

- A Tertiary Qualification in Civil Engineering allowing full membership to the Institution Engineers Australia or Local Government Engineers Association of NSW or similar body with five years' plus practical operational town utilities experience or extensive industry experience,
- Demonstrated project management skills and qualifications, with significant experience in delivering complex infrastructure projects including water, stormwater, sewerage and recreational infrastructure,
- 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.

- Extensive experience in the management of a multidisciplinary team, and proven ability to provide strong leadership and foster a team environment using an innovative, consultative, and flexible approach,
- 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 utilities maintenance, and
- Current Open Class C Driver's License.

Desirable Criteria:

- Membership of a relevant professional body such as, the Institute of Public Works Engineering Australasia and/ or Engineers Australia, and
- Post graduate qualifications in 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, considering 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 always observed.

Respect

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

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

- Perform duties and work with the community to ensure that Warren Shire 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,
- Schedule and implement 12x1 month and weekly works programs to achieve stated construction and maintenance projects,
- 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,
- Liaise with relevant government departments to take advantage of funding opportunities for capital works, flood management and repair programs or maintenance works, 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 Executive Management Team (MANEX) and Councilors 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),
- 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 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 centers, 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 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, Councilors 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 4 (B3 L4):

Authority and accountability: accountable for the effective management of major sections or projects within their area of expertise. As a specialist, advice would be provided to executive level and to Council on major areas of policy or on key issues of significance to the organisation. The position's influence would have an important role in the overall performance of the function.

Judgement and problem solving: Positions would determine the framework for problem solving or set strategic plans with minimal review by senior management. At this level, the position may represent senior management or council in the resolution of problems. Oversight of problem-solving and assessing the quality of judgements made by less qualified staff will apply at this level.

Specialist knowledge and skills: Positions require knowledge and skills for the direction and control of a key function of Council or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

Management skills: Positions may direct professional or other staff in the planning, implementation, and review of major programs, as well as participating as a key member of a functional team.

Interpersonal skills: Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to negotiate on important matters with a high degree of independence. Positions are required to liaise with the public and external groups and organisations.

Qualifications and experience: Specialist tertiary qualifications in an appropriate field of study combined with extensive practical experience in all relevant areas in order to plan, develop and control major elements of work.

Warren Shire Council

Competencies and Skills

Job Title: TOWN SERVICES MANAGER
Band: 3
Level: 4

<u>Grade 1</u>	
C License	☐
Civil Engineering Degree (or minimum 15 years relevant industry experience) with a minimum of 5 years' experience in management of town utilities infrastructure maintenance, and construction or	☐
Diploma in Civil Engineering and minimum 10-year relevant Engineering experience and minimum 5 years' experience in the management of town utilities infrastructure maintenance and construction	☐
Ability to communicate with the public and internal stakeholders	☐
Good presentation skills	☐
Ability to write concise letters	☐
Ability to write straight forward reports within time constraints	☐
Knowledge of Anti-discrimination Act	☐
Working knowledge of Local Government Act & Regulations	☐
Working knowledge of Environmental Acts & Regulations	☐
Working Knowledge Equal Employment Opportunity Principles	☐
Working knowledge of Council's structure and functions	☐
Good problem-solving skills: and judgement to seek advice where appropriate	☐
Demonstrated experience in using management information systems Microsoft systems such as Word, Excel, and MS Project.	☐
Sound working knowledge of Council's policies	☐
Demonstrated project management skills in major engineering projects	☐
Demonstrated contract management skills in major engineering projects	☐
Demonstrated public relation skills	☐
Ability to identify possibilities for and prepare submissions for grant funding	☐
<u>Grade 2</u>	
Thorough working knowledge of WHS and Risk Management	☐
First aid certificate (not more than five years old)	☐
Demonstrate ability to co-operate and work in a team	☐
Understanding of Council's engineering and finance computer system	☐
Ability to write complex reports	☐
Sound working knowledge of Local Government Act & Regulations	☐
Demonstrated experience in using design software such as Auto CAD.	☐
Sound working knowledge of Environmental Acts & regulations	☐
Sound working knowledge Equal Employment Opportunity Principles	☐
Sound working knowledge of Council's structure and functions	☐
Demonstrated ability to manage section's staff (including recruiting, training directing and motivating)	☐
Demonstrated ability to manage roads functions	☐
Demonstrated ability to produce reports within time constraints	☐
Ability to identify deviations from budget expenditure and revenue and draw to urgent attention	☐
Good verbal reporting skills	☐

Warren Shire Council

Competencies and Skills

Job Title: TOWN SERVICES MANAGER
Band: 3
Level: 4

Grade 2 continued	
Ability to liaise effectively with Council departmental Managers and others. Management Executive Staff	
Ability to participate in meetings and group discussions	☐
Ability to solve problems with minimal reference to higher authority	☐
Competent development of section budgets, including misc. revenue and expenditure items	☐
Ability to promote the positive image of Council	☐
Grade 3	
Thorough working knowledge of Local Government Act & Regulations	☐
Thorough working knowledge of Environmental Acts & Regulations	☐
Thorough working knowledge Equal Employment Opportunity Principles	☐
Thorough knowledge of Council's structure and functions	☐
Ability to liaise effectively with diverse government agencies	☐
Thorough understanding of Council's policies	☐
High level of ability to identify possibilities for and prepare submissions for grant funding	☐
Ability to lead multidisciplinary meetings and group discussions	☐
Grade 4	
Demonstrated ability in long term budgeting having regard to corporate strategies and goals	☐
Tertiary qualifications in Project Management or similar	☐
Grade 5	
Ability to relieve the Divisional Manager Engineering Services	☐
Postgraduate qualifications in Management.	☐

SCHEDULE 5

POSITION DELEGATIONS

TOWN SERVICES 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 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	Town Services Manager
Department	Engineering Services
Commencement of Delegation	23rd September 2025
Review Date	31st October 2028
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 Town Services Manager 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
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.
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.
E10	Road Transport Act 2013, Section 122, 123, 124, 125 and 126.	Parking and traffic control measures.	To implement parking and traffic control measures.
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.
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.

CODE	SOURCE	TITLE	DESCRIPTION
HR05	Workplace Surveillance	Use of Council's Closed Circuit Television Camera Surveillance (CCTV) equipment	The Workplace Surveillance Act 2005 (NSW) (WS Act) sets out the legal requirements regarding the use of these devices and information generated. Access to and use of information collected using camera surveillance is to be in accordance with Council's Code of Practice Closed Circuit Television (CCTV) System, the Closed-Circuit Television System Policy and the Workplace Surveillance Policy.
HR07	Workplace Surveillance	Use of Council's Tracking Surveillance in Vehicles and Plant	The Workplace Surveillance Act 2005 (NSW) (WS Act) sets out the legal requirements regarding the use of these devices and information generated. Authorised staff have the responsibility for access and use of data collected via tracking surveillance carried out in accordance with Council's Workplace Surveillance Policy.
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 control of a Council or with a drain or sewer which connects with such a public drain or sewer.
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.
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	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

CODE	SOURCE	TITLE	DESCRIPTION
	196		enabling legislation.
PEE25	Protection of the Environment Operations Act 1997 (noise control notices, noise control notices specifying times, noise abatement directions, clean up notices, prevention notices, compliance cost notices).	Notice - issue notices and directions	To issue various notices noise control notices, noise control notices specifying times, noise abatement directions, clean up 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

CODE	SOURCE	TITLE	DESCRIPTION
			and premises in accordance with the enabling legislation.
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.
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.
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 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	To authorise staff timesheets and all forms of staff leave excluding Long Service Leave longer

CODE	SOURCE	TITLE	DESCRIPTION
		Leave	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: - 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.
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 Town Services 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: 23rd September 2025

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 the council is portrayed in the best possible circumstance and that Councilors 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 are 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	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 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												

Organisation KPI's / Staff Position	Finance	Work Health and Safety	Organisational Review	Project	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 Councilors 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 are 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 Fit for 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).
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
24th April 2025 Minute No. 93.4.25

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 Kilometers - Amendment to Table 1 Car Group Standard Values and Employee Contributions Amounts	Council Minute No. 174.8.21 (26th August 2021)
1.3	General Manager April 2025	Reviewed, minor typographical amendments including yearly price changes of leaseback fees and value purchase costs	Council Minute No. 93.4.25 (24th April 2025)

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 and 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 weekday, 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 member's 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 license 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 drivers job position require a valid driver's license, the loss of the driver's license 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/ Department 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 logbooks 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 Kilometers

It is in Council's interest (and therefore the employees' interest), that the annualised kilometers 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 the Engineering Services Department. 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 kilometers for the purpose of optimising Council's 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 \$80,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex GST	\$245.79 per week adjusted as of 1 st April Annually to CPI, for a fully maintained vehicle.
Group 2 Divisional Managers (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	\$245.79 per week adjusted as of 1 st April Annually to CPI, for a fully maintained vehicle.
Group 3 Managers (Full Private Use)	Vehicle to the value of \$65,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex GST	\$184.92 per week adjusted as of 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 – \$184.92 per week adjusted as at 1st April Annually to CPI, for a fully maintained vehicle.
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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 kilometers 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 leaseback 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 Manager of 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 parental 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 General Manager 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 General Manager 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 agrees 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 Council's employment, 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 from the employees' 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) ton.

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 to allocate 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 tears 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, Human Resources Officer 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 vehicles may not replace other arrangements, which would otherwise suffice, and employees need to first consult the Divisional Manager Engineering Services about the availability of other vehicles prior to requesting 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 re-signing 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 with this will lead to a breach of Council's leaseback 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 Ranger's 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 at 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 Engineering Services upon termination of employment. Lost Cards must be reported immediately to the Divisional Manager Engineering Services 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 Australian Tax Office 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 employees' 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 prior express 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 drivers license being cancelled, suspended, or not renewed, the leaseback of Councils 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. POLICY REVIEW

This Policy will be reviewed annually and within 12 months of a Council Election 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 the 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 costs 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/ DEPARTMENT: _____ 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 the appropriate box

- ☐ Group 1 General Manager
- ☐ Group 2 Divisional Manager
- ☐ 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 kilometers 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 \$43 million per annum including depreciation.

The Shire Administration Centre is in Warren and provides an air-conditioned working environment for twenty-three (23) 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 (e.g., 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 center 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 crop, 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 meters in length and an unsealed runway of approximately 1,200 meters. 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 Councilors. 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 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

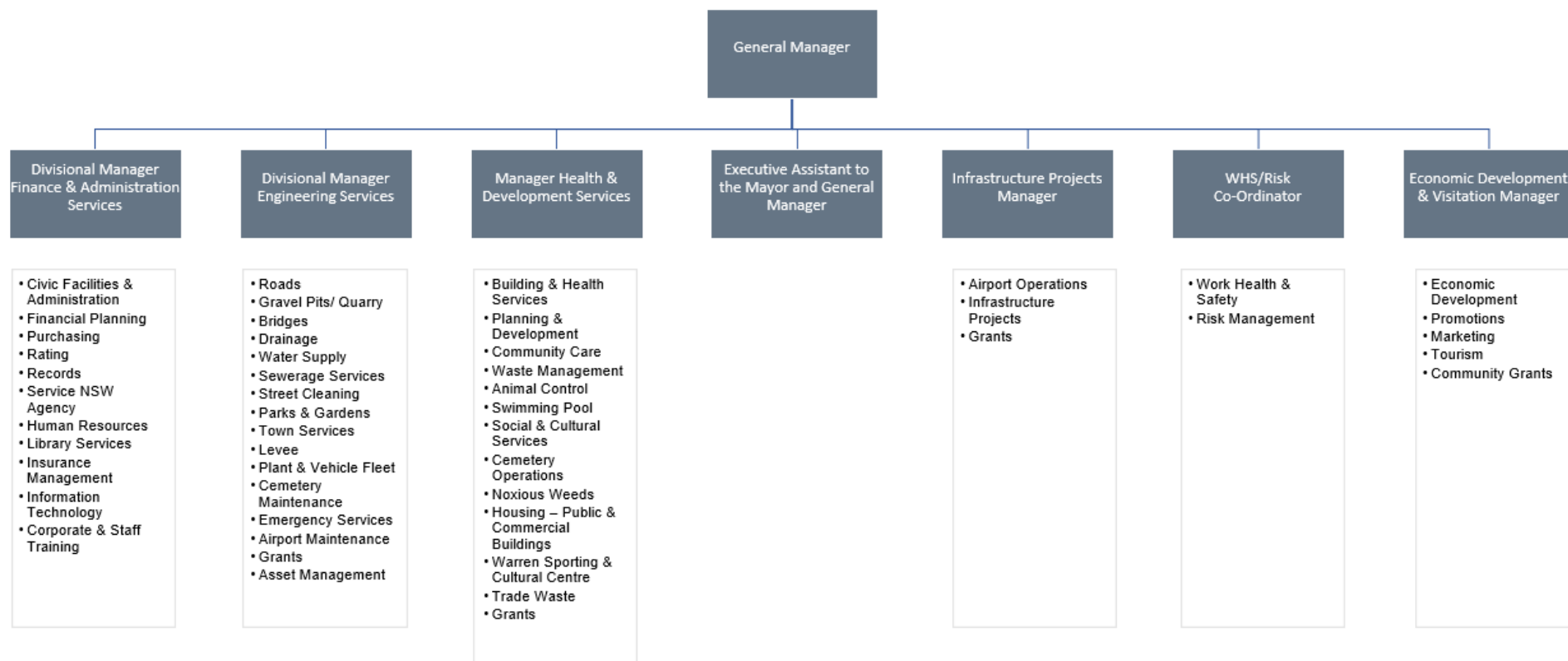
A review of the organisational Work Force Strategy and Plan is being undertaken. The structure identified may be changed or modified based on future work force requirements.

SCHEDULE 9

ORGANISATIONAL STRUCTURE & ENGINEERING SERVICES

DEPARTMENT STRUCTURE

ORGANISATIONAL STRUCTURE



ENGINEERING SERVICES DEPARTMENT STRUCTURE

