General Information for the Position of

MANAGER HEALTH AND DEVELOPMENT SERVICES

Further Information can be obtained from:

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SCHEDULE 1

POSITION ADVERTISEMENT

MANAGER HEALTH AND DEVELOPMENT SERVICES

MANAGER HEALTH AND DEVELOPMENT SERVICES

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 an idyllic rural town located on the Oxley Highway and 110km from Dubbo – providing an authentic rural lifestyle with the conveniences of the city well within reach.

Reporting to the General Manager as a member of the Senior Management Team, you will lead and manage the Health and Development Services Department to ensure that the operations in the areas of building services, health services, regulatory services, waste management, property management, swimming pool management, planning, development, community services and relevant customer services are addressed at the highest possible standard. You will work closely with dedicated staff and Councillors to develop long term positive outcomes for the community of Warren Shire.

The remuneration for this position is $152,952.17 per annum including superannuation and overtime allowance, plus subsidised housing if required. Other benefits include the use of a motor vehicle with private usage under a generous lease back arrangement that includes fuel usage in accordance with Council Policy. Appropriate salary sacrifice arrangements are also available for professional associations, housing and motor vehicle costs.

Removal expenses in accordance with Council's Policy will be considered.

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:

- Diploma in Building Surveying (or equivalent) with demonstrated relevant work experience or extensive industry experience;
- Accreditation as an A2 Building and Development Certifier;
- Experience in a senior management role with well-developed leadership and management skills;
- Demonstrated knowledge of matters relating to the Building Code of Australia, NSW Environment Planning and Assessment Act and NSW Local Government Act and budgeting in a local government context including the ability to construct, model, analyse and review complex budgets;
- Demonstrated knowledge of matters relating to community services and development;
- Well developed communication, interpersonal, conflict resolution and problem solving skills;
- Well developed experience in project and program management in the health, development, building areas and waste management;
- Sound experience in the development of Policy documents and Procedures and the ability to relate these to local government requirements;
- Demonstrated ability to understand the broad political, social, economic and organisational environment, identify relevant issues and develop appropriate strategies;
- WHS Construction Induction (White) Card; and
- Class 'C' Drivers Licence.

For more information regarding the Manager Health and Development Services position, please contact Gary Woodman on (02) 6847 6600 or 0419 409 439 or visit Council's website www.warren.nsw.gov.au

Applications:
Your application should address 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

Advertising:
LG Job Directory
Sydney Morning Herald
Council's Website
Council's Facebook page
Council's LinkedIn page
GM's LinkedIn page
Community Room Display Board

SCHEDULE 2

GENERAL POSITION DETAILS

MANAGER HEALTH AND DEVELOPMENT SERVICES

The position of Manager Health and Development Services will be the head of Council's Health and Development Services Department and forms part of Council's Senior Management Team and Management Executive (Manex). The employee is responsible to ensure the efficient delivery of services provided by the Health and Development Services Department through the most effective technical and management initiatives.

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

Salary and Conditions

The Manager Health and Development Services will be employed under the conditions of the NSW Local Government (State) Award.

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

The remuneration for this position is $152,952.17 per annum including superannuation and overtime allowance, plus subsidised housing if required. Other benefits include the use of a motor vehicle with private usage under a generous lease back arrangement that includes fuel usage in accordance with Council Policy. Appropriate salary sacrifice arrangements are also available for professional associations, housing and motor vehicle costs.

The salary component of this Package is in line with Council's Salary System, Executive Level 4 Band 1 ($2,626.24 per week). The Total Salary Package is made up as follows:

Salary inclusive of overtime allowance	$136,565.44
Superannuation at 12%	$16,387.73
Total	**$152,952.17**

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

Housing Subsidy (50%) of House Rental is subject to the suitable property that Council is able to provide.

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 or vaping 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 Manager Health and Development Services 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 4WD Wagon. In the future, the vehicle may be able to be changed to a higher level motor vehicle similar to a Group 2 motor vehicle as outlined in

the Motor Vehicle Policy, most probably a Toyota Hybrid GX Kluger AWD Wagon or similar, currently at $245.79 per week.

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

Housing

Currently, Council does not have a Council owned property (house or villa) available to rent in Warren. Council would partner with the employee to find a suitable property in Warren to rent for the employee to sub-lease from Council on the basis that 50% of the property rental up to a maximum of $200.00 per week would be subsidised by Council.

The rent may be salary sacrificed.

If a suitable Council owned property (house or villa) in Warren becomes available, arrangements would be made for the transfer of the employee to that property if deemed suitable by the employee. Transfer of the employee and their possessions would be undertaken at Council's cost.

Information Technology

Mobile: A mobile phone is provided for the position.

Laptop: A laptop is provided for the position if required.

Staff Relocation Assistance

Council will reimburse all reasonable removal expenses up to a maximum amount of 75% or $5,000 (inc. GST), subject to ongoing employment with Council for a minimum of 18 months. If, for whatever reason, the employee leaves Council's employ within certain periods, then you will be required to refund Council's prepaid removal expenses in accordance with Council's Staff Relocation Assistance Policy. Council requires three 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

MANAGER HEALTH AND DEVELOPMENT SERVICES

Warren Shire is 10,860km² in size and is located in the Orana Region of New South Wales with a shire population of approximately 3,000 persons. Council's Administration Building is located at Warren township (population approximately 2,000). The Shire contains the villages of Nevertire (population 103) and Collie (population 38).

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

Warren Shire with the town of Warren and villages of Nevertire and Collie is a wonderful and economically viable country community. It is home of the Macquarie Marshes. The community is enhanced by the following:

- Randwick of the West Showground Racecourse Complex including the Western Plains Equestrian Arena;
- New Warren sewerage treatment works that was commissioned in October 2022;
- Carter Oval Youth Sports Precinct including skate park and splash park and 500 lux cricket lighting and 200 lux soccer field lighting;
- Burrima Boardwalk in the Macquarie Marshes officially opened in 2023; and
- Victoria Park and Oval including Warren Sporting and Cultural Centre, new netball courts and 300 lux sports field lighting.

Warren Shire is a great place to live and visit.

The value of community and road infrastructure grants over the past eight (8) years has amounted to over $45 million and this level of funding is hoped to continue to further enhance the Warren Shire community.

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.

The Manager Health and Development Services is responsible for the areas of building services, health services, regulatory services, waste management, property management, swimming pool management, planning, development, community services and relevant customer services.

The value of the Health and Development Services Department budget is more than $1 million this year.

All standard management requirements of a Department Manager are involved in this position. The Manager Health and Development Services is required to attend Council Meetings, Senior Management Team Meetings, Manex Meetings, Committee Meetings and any other regular meetings which requires having the Manager Health and Development Services input.

Council's Health and Development Services Department employs a workforce of 17 staff, both full time and part time permanent and casual. (The Departmental Structure is attached).

Council is reviewing the Council's Work Force Plan and Strategy 2020 and the reporting structures under that plan. The Manager Health and Development Services shall form part of the review process and discussion on project and program delivery options.

SCHEDULE 4

POSITION DESCRIPTION

MANAGER HEALTH AND DEVELOPMENT SERVICES

Position Description
Manager Health & Development Services

Division/Department	**Health & Development**
Location	**Warren**
Classification/Grade/Band	**Band 4 Level 1**
Position Code	
Immediate Supervisor	**General Manager**
Responsible Officer	**General Manager**
Date position description approved	**1st December 2025**

Council Overview

Warren Shire Council is a large and diverse organisation employing over 80 full time equivalent staff and is responsible for assets in excess of $600 million and an annual budget of approximately $43 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 manage all functions of the Health and Development 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

- A safe and attractive working and living environment that will attract skilled people;
- A Shire that has a diverse and stable economy;
- A Shire that has quality and well-maintained infrastructure;
- A place that encourages vitality and leadership in the community;

- A Council that provides quality and cost-effective services, and that partners with the community in decision-making; and
- A community that is inclusive and encourages the development of its young people.

Primary Purpose of the Position

The Manager Health and Development Services leads and manages the Health and Development Services Department to ensure that the operations in the areas of building services, health services, regulatory services, waste management, property management, swimming pool management, planning, development, community services and relevant customer services are addressed at the highest possible standard.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Work with the General Manager, Senior Management Team, Management Executive (Manex), Mayor, Deputy Mayor, Council and the community to implement the Community Strategic Plan, Delivery Program and Operational Plan and Estimates for the Shire;
- Ensure the sound financial position of the Council and provision of best practice building services, health services, regulatory services, waste management, property management, swimming pool management, economic undertakings, planning, development, community services and relevant customer services;
- Ensure Council's governance and legislative obligations are met;
- Develop and promote a positive image of the Shire, the Council and the community;
- Ensure documented policies, codes of practice and processes are in place to provide governance activities of Council;
- Promote open government and public consultation in decision-making processes;
- Minimise Council's exposure to risk;
- Ensure consistent delivery of the highest level of customer service;
- Ensure effective communication of corporate decisions, policies and directions to staff;
- Development of an organisation environment that values and rewards integrity, trust and innovation;
- Maintain confidentiality of appropriate Council operations;
- Deliver agreed outcomes, on time and in accordance with best practice principles;
- Adherence to Council's documented EEO and WH&S Policies and Procedures and applicable legislative requirements;
- Works within the budget constraints applicable to the position; and
- Perform other duties as directed within the scope of the position.

Key Responsibilities

1. Required to undertake the duties of the Manager Health and Development Services as hereunder.

   The Manager:-

   (a) Will be generally responsible for the efficient and effective operation of the Health and Development Services Department of Warren Shire Council and for ensuring the implementation, without delay, of all decisions of the Council;

   (b) Will exercise the functions of Council as delegated by the General Manager; and

   (c) Will have such other functions as applies to the fields of Health and Development Services as may be conferred or imposed by or under the NSW Local Government or any other Act.

2. Be responsible to the General Manager for the day-to-day management of the Health and Development Services Department.

3. Be responsible for the implementation of and advice to Council on the Policies of Warren Shire Council relative to the Health and Development Services Department.

4. Be required to observe the policies and directives of the Council and the General Manager to:-

   - Ensure that Council complies with all of its statutory and common law obligations and responsibilities in relation to its functions in regard to Health and Development Services including:-
     - Interpretation of statutory and regulatory requirements, policies, codes, contracts and agreements;
     - Maintaining an up-to-date knowledge of the principal Act and other Acts and statutes governing Council's functions and activities;
     - Obtaining timely and appropriate legal advice on matters concerning Council and providing adequate briefs to legal representatives and Counsel in such matters; and
     - Representing Council in Court and other proceedings.

5. Ensure that the overall objectives and strategies of Council's Health and Development Services Department are met by:-

   - Efficient and effective day to day management;
   - Effective planning and co-ordination;
   - Maintaining an effective and harmonious link with the General Manager, Divisional Managers, Senior Management Team, Management Executive, Mayor, Deputy Mayor and Councillors;
   - Full and efficient utilisation of all available labour and other resources within the Health and Development Services Department;
   - Giving appropriate managerial and financial control; and
   - Implementing an effective and meaningful review process including:-
     - Devising and implementing measurable and meaningful performance indicators;
     - Evaluating Council's performance as it relates to the operations of the Health and Development Services Department;
     - Exercising discretionary control over communications, both within Council and within the community; and
     - Ensuring an effective information management system is in place and that public enquiries and Council decisions are communicated promptly, accurately and with courtesy and understanding.

6. To ensure that the General Manager, Senior Management Team, Management Executive, Mayor, Deputy Mayor and Council receive maximum assistance in the making of decisions and development of Policy by providing sound counsel on matters of Policy legality, financial and political acceptability, including:-
   - Assessment of information for decision making;
   - Directing the production of major reports of significance to Council;
   - Analysing and advising on detailed health and development services reports;
   - Recommending a course of action on sensitive or political matters; and
   - Briefing Council in advance concerning proposed legislative changes in time to make submissions, if necessary.

7. To develop and maintain a public image which embodies high quality service, responsiveness, efficiency, economy and sense of purpose, including:-
   - Sensitively dealing with complaints from the public, where necessary;
   - Sensitively dealing with confrontational situations involving the public; and
   - Providing concise and relevant information and explanations to the public and media (including the preparation and issue of media releases) concerning Council activities and decisions.

8. To be responsible for the management and delivery of the Health and Development Services to residents of the Shire including:-

   (a) **Building Services:-**
   - Sewer connections;
   - Water connections;
   - Septic tanks;
   - Building Certificates;
   - Building advisory functions; and
   - Swimming pool fencing.

   (b) **Health and Ranger Services:-**
   - Food surveillance;
   - Water sampling;
   - Control of vermin and pests;
   - Control of unhealthy buildings and land;
   - Air, Water and Noise pollution issues;
   - Animal impounding; and
   - Other regulatory functions.

   (c) **Waste Management:-**
   - Waste networking;
   - Waste collection;
   - Waste disposal; and
   - Recycling.

   (d) **Property Management:-**
   - Maintenance and repair;
   - Lease and hire; and

- Building design and construction.

(e) **Economic Undertakings**

- Warren War Memorial Olympic Swimming Pool;
- Warren Sporting and Cultural Centre; and
- Carter Oval Youth Sports Precinct.

(f) **Bush Fire Control/Emergency Services**

- General Assistance; and
- Health Representative on the Local Emergency Management Committee.

(g) **Planning and Development**

- Development of strategic and forward planning to achieve the proper management, development and conservation of natural and man-made resources in the local government area of the Warren Shire;
- Preparation and administration of appropriate environmental planning instruments in relation to agricultural land, natural areas and rural and urban parts of the Council's area to promote and co-ordinate communication and utility services, to provide for appropriate land to be used for public purposes, to provide for and co-ordinate community services and facilities and to protect the environment;
- Receipt and investigation of applications for development including subdivisions and make recommendations relating to their determination;
- Monitoring and taking appropriate action to ensure that development complies with appropriate standards and consent issues;
- Advising Council in relation to preservation and conservation of items of the heritage in Council's area;
- Administration of ongoing activities in relation to community planning and provision of services and to ensure that such activities are in accordance with legal requirements, including initiation and management of legal action if necessary;
- Assistance, as required, in the promotion of industrial and commercial development;
- Implementation of appropriate programs and policies to ensure the identification of, planning for and achievement of Council's statutory obligations under the NSW Local Government Act, 1993 and the NSW Environmental Planning and Assessment Act, 1979 as delegated by the General Manager;
- Assess, report on and arrange for determination of applications for development and building within the time constraints permitted by the NSW Environmental Planning and Assessment Act, 1979, and regulations thereunder and advise applicants of such determination;
- Continual review of Council's application and approval procedures to ensure the best service for ratepayers and residents; and
- Prepare State of Environment Reports as required by the NSW Local Government Act, 1993 and present to the General Manager and Council prior to the deadline provided by legislation.

(h) **Community Services**

- Liaison with and the support of the Warren Youth Foundation;
- Liaison with and the support including of the provision of appropriate advice, administration and secretarial services for the Warren Interagency Support Services Group; and

- Monitoring and supporting the continued operation of Council's involvement in other community services and development activities.

(i) **General**

- Carry out such other duties in relation to the activities of the Health and Development Services Department as are from time to time directed by the General Manager.

Key Challenges

- Develop and maintain effective working relationships with key internal stakeholders;
- Ensuring business continuity for health and development services functions through the effective management of staff capability development and succession planning;
- Ensuring the effective governance of all health and development services related information in Council's enterprise system;
- Building an organisation that will exceed the current and future expectations of our community;
- Lead and inspire our diverse workforce through a period of transformational change and drive a high performing, values led and customer centric workplace culture;
- Lead the implementation of critical changes and strategic initiatives across the organisation achieving high levels of ownership and accountability;
- Identify and resolve significant, complex and sensitive issues related to service delivery, given the need for innovative, customer focused, evidence-based solutions and judgements and the requirement for transparency; and
- Balancing community expectations, staffing and resources and government requirements in a politically sensitive environment.

Key Corporate Responsibilities

Work Health & Safety (WHS)

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 Co-Ordinator 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.

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
General Manager	Provide expert advice and contribute to decision making. Identify emerging issues/risks and the implications and propose solutions. Receive advice and report on progress towards business objectives and discuss future direction.
Senior Management Team (SMT)	Provide expert advice and contribute to decision making. Identify emerging issues/risks and the implications and propose solutions. Receive advice and report on progress towards business objectives and discuss future direction.
Management Executive (MANEX)	Provide strategic advice and contribute to decision making. Support the implementation of strategic & governance frameworks. Identify emerging issues and their implications and propose solutions.
Direct Reports	Lead, direct, manage and support performance and development.
Stakeholders	Provide expert advice on a range of services, events and learning and development programs and strategies. Optimise engagement to achieve desired outcomes.

Key external relationships

Who	Why
Council and Committees	Develop, support and maintain effective relationships.
NSW Government agencies and other relevant external bodies	Develop and maintain effective relationships with key stakeholders. Respond to queries or redirect to the relevant party for review and resolution.
Vendors/Service Providers, Financial Institutions and Consultants	Negotiate and approve contracts and service level agreements. Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements.
Members of the Public	Develop, support and maintain effective relationships. Respond to queries or redirect to the relevant party for review and resolution.

Key dimensions

Decision making

The role operates with a high level of autonomy within the requirements of an agreed work plan and establishes strategic operational priorities in consultation with the General Manager. The Manager Health and Development Services is expected to deliver assigned projects on time and at or below budget and is fully accountable for the accuracy, validity and quality of strategic advice and reporting to the General Manager, Senior Management Team, Management Executive, Mayor, Deputy Mayor and Council as well as for effective management of human and financial resources.

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed/implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

Reports to

General Manager

Direct reports

- Administration Officer Health & Development;
- Ranger;
- Sporting and Cultural Centre Manager;
- Swimming Pool Manager;
- Building Maintenance Officer;
- Cleaners (3); and
- Waste Depot Operators (2).

Estimated number of indirect reports

Up to 6 persons plus contractors/consultants as required to complete works/programs.

Delegations of Authority

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

Budget (Operating and Capital Expenditure)

Budget varies as per grant and capital programs, approximately $1 million.

Essential Requirements

- Diploma in Building Surveying (or equivalent) with demonstrated relevant work experience or extensive industry experience;
- Accreditation as an A2 Building and Development Certifier;
- Experience in a senior management role with well-developed leadership and management skills;
- Demonstrated knowledge of matters relating to the Building Code of Australia, NSW Environment Planning and Assessment Act and NSW Local Government Act and budgeting in a local government context including the ability to construct, model, analyse and review complex budgets;
- Demonstrated knowledge of matters relating to community services and development;
- Well developed communication, interpersonal, conflict resolution and problem solving skills;
- Well developed experience in project and program management in the health, development, building and waste management areas;
- Sound experience in the development of Policy documents and Procedures and the ability to relate these to local government requirements;
- Demonstrated ability to understand the broad political, social, economic and organisational environment, identify relevant issues and develop appropriate strategies;
- WHS Construction Induction (White) Card; and
- Class 'C' Drivers Licence.

Desirable Requirements

- Bachelor's Degree in Building Surveying (or equivalent); and
- Accreditation as an A1 Building and Development Certifier.

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://www.lgnsw.org.au/capability

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. Refer to the next section for further information about the focus capabilities.

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

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	**Highly Advanced**	▪ Demonstrates motivation to serve the community, make an impact and advance the organisation ▪ Models initiative and decisiveness ▪ Applies and shares knowledge gained through experience and exposure to experts, colleagues and stakeholders ▪ Proactively seeks opportunities for growth for self and others ▪ Actively seeks, reflects and acts on feedback, showing a strong capacity and willingness to modify behaviour ▪ Works to apply strengths and mitigate weaknesses and limitations
Personal Attributes Display Resilience and Adaptability	Advanced	▪ Is flexible and readily adjusts own style and approach to suit the situation ▪ Adjusts tactics or priorities in response to changes in the organisational environment ▪ Gives frank, honest advice, even in the face of strong, contrary views ▪ Accepts criticism of own ideas and responds in a thoughtful and considered way ▪ Welcomes challenges and persists in raising and working through difficult issues ▪ Shows composure and decisiveness in dealing with difficult and controversial issue
Personal Attributes Act with Integrity	**Highly Advanced**	▪ Champions and acts as an advocate for the highest standards of ethical and professional behaviour ▪ Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation ▪ Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use ▪ Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour ▪ Acts promptly and visibly in response to complex ethical and people issues

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Demonstrate Accountability	Advanced	▪ Is prepared to make decisions involving tough choices and weighing of risks ▪ Addresses situations before they become crises and identifies measures to avoid recurrence ▪ Takes responsibility for outcomes, including mistakes and failures ▪ Coaches team members to take responsibility for addressing and resolving challenging situations ▪ Oversees implementation of safe work practices and the risk management framework
Relationships Communicate and Engage	Advanced	▪ Presents with credibility and engages varied audiences ▪ Translates complex information concisely for diverse audiences ▪ Creates opportunities for others to contribute to discussion and debate ▪ Demonstrates active listening skills, using techniques that contribute to a deeper understanding ▪ Is attuned to the needs of diverse audiences, adjusting style and approach flexibly ▪ Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Community and Customer Focus	**Highly Advanced**	▪ Creates an organisational culture which embraces high quality customer service ▪ Ensures that management systems, processes and practices drive service delivery outcomes ▪ Ensures that community and customer needs are central to strategic planning processes ▪ Establishes systems to set and monitor service delivery standards in line with customer and community expectations ▪ Ensures Council services contribute to social, environmental and economic sustainability in the community/region
Relationships Work Collaboratively	Advanced	▪ Builds a culture of respect and understanding across the organisation ▪ Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams ▪ Builds co-operation and overcomes barriers to sharing across the organisation ▪ Facilitates opportunities to develop joint solutions with stakeholders across the region and sector ▪ Models inclusiveness and respect for diversity in people, experiences and backgrounds

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Influence and Negotiate	Advanced	▪ Builds and maintains professional relationships inside and outside the organisation ▪ Makes a strong personal impression and influences others with a fair and considered approach ▪ Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise ▪ Identifies key stakeholders and tests their level of support in advance of negotiations ▪ Uses humour appropriately to enhance professional relationships and interactions ▪ Pre-empts and minimises conflict by working towards mutually beneficial outcomes
Results Plan and Prioritise	Advanced	▪ Ensures business plans and priorities are in line with organisational objectives ▪ Uses historical context to inform business plans and mitigate risks ▪ Anticipates and assesses shifts in the environment and ensures contingency plans are in place ▪ Ensures that program risks are managed and strategies are in place to respond to variance ▪ Implements systems for monitoring and evaluating effective program and project management
Results Think and Solve Problems	Advanced	▪ Is able to draw on wide-ranging interests and experiences when facing new challenges ▪ Thinks broadly about the root of problems before focusing in on the problem definition and solutions ▪ Is able to discuss issues from different angles and project impacts into the future ▪ Considers the broader context when critically analysing information and weighing recommendations ▪ Involves diverse perspectives in testing thinking and solutions

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results Create and Innovate	Advanced	▪ Encourages independent thinking and new ideas from others ▪ Draws on developments and trends in the industry and beyond to develop solutions ▪ Supports experimentation and rapid prototyping to test and refine innovative solutions ▪ Develops/champions innovative solutions with long standing, organisation-wide impact ▪ Explores creative alternatives to improve management systems, processes and practices ▪ Contributes own knowledge and experience to staff training and development sessions
Results Deliver Results	**Advanced**	▪ 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
Results Finance	Adept	▪ Uses basic financial terminology appropriately ▪ Considers the impact of funding allocations on business models, projects and budgets ▪ Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition ▪ Prepares and evaluates business cases with due regard for long term financial sustainability ▪ Applies high standards of financial probity with public monies and other resources ▪ Identifies, monitors and mitigates financial risks
Results Assets and Tools	Adept	▪ Contributes quality information about council and community assets to asset registers ▪ Prepares accurate asset maintenance and replacement costings in line with council plans and policies ▪ Is aware of asset management risks and actions to manage and mitigate these

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Resources Technology and Information	Adept	▪ Selects appropriate technologies for projects and tasks ▪ Identifies ways to leverage the value of technology to achieve outcomes ▪ Ensures team understands their obligations to use technology appropriately ▪ Ensures team understands obligations to comply with records, information and knowledge management requirements
Resources Procurement and Contracts	**Advanced**	▪ Ensures that organisational policy on procurement and contract management is implemented ▪ Applies knowledge of procurement and contract management risks to decisions ▪ Ensures others understand their obligations to manage and mitigate risks in procurement ▪ Implements effective governance arrangements to monitor provider, supplier and contractor performance ▪ Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Manage and Develop People	**Advanced**	▪ 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
Workforce Leadership Inspire Direction and Purpose	Advanced	▪ Translates organisational vision and strategy into operational goals to help staff understand their own contribution ▪ Builds a shared sense of purpose through involving people in defining priorities and cascading goals ▪ Regularly communicates progress against business unit and organisational goals ▪ Creates opportunities for recognising and celebrating high performance at the individual and team level

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Workforce Leadership Optimise Workforce Contribution	Advanced	▪ Ensures resource management plans effectively distribute people resources in line with priorities ▪ Develops workforce management plans that link to current and future organisational priorities and objectives ▪ Uses talent management processes to guide learning and development investment and to allocate critical roles ▪ Recruits capable people with varied backgrounds, styles and strengths
Workforce Leadership Lead and Manage Change	Advanced	▪ Translates change initiatives into practical strategies, including the role of staff in implementing them ▪ Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders ▪ Develops appropriate approaches to involve staff and stakeholders at various stages of the project ▪ Implements structured processes to manage structural, system, process and cultural barriers to change ▪ Provides coaching and leadership in times of uncertainty and difficulty for staff

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

MANAGER HEALTH AND DEVELOPMENT SERVICES

WARREN shire council

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 and while employed in the position of Manager Health and Development Services.

DELEGATION SUMMARY

Position Title	Manager Health and Development Services
Department	Health and Development 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 Manager Health and Development Services 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
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.
E09	Roads Act 1993 Section 138.	Roads - works and structures	To approve the carrying out on roads of any of the activities under s138, including erection of structures, carrying out works and digging up or disturbing the surface.
G01		Application to Government Departments	Make applications to Government Departments or non-government bodies for the provision of grant funds or accept grant offers in accordance with: (a) the Council's approved works or programs; (b) Council resolution; (c) the concurrence of the General Manager; (d) within Council's Operational Plan budget. NB: This authority does not override the requirement that all correspondence to Ministers of the Crown or Parliamentarians must be signed by the General Manager.
G02		Issue media releases	Issue media releases and statements and coordinate media requests for visits to the Council on non-controversial matters.
G03	Local Government Act 1993 Section 687.	Legal Proceedings	To represent Council in legal proceedings arising out of Council's administration of the Act.
HR04		Speak to media	With agreement of the General Manager speak on behalf of Council on matters that are in relation to the Officer's area.
HR05	Workplace Surveillance	Use of Council's Closed Circuit Television Camera Surveillance (CCTV)	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

CODE	SOURCE	TITLE	DESCRIPTION
		equipment	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.
PEE01	Local Government Act 1993	Issue notices and directions	To issue notices under Act and the regulations made under it.
PEE02	Local Government Act 1993	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences relating to any relevant legislation including: Local Government Act 1993; Food Act 2003; Public Health Act 2010; Environmental Planning and Assessment Act 1979; Public Health Regulations 2012.
PEE03	Local Government Act 1993 Section 68 Part B.	Approvals - Water Supply, Sewerage and Stormwater Drainage	To determine applications for approval to: 1. Carry out water supply work. 2. Draw water from a Council water supply or standpipe. 3. Install, alter, disconnect or remove a meter connected to a service pipe. 4. Carry out sewerage work. 5. Carry out stormwater drainage work. 6. Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain or sewer which connects with such a public drain or sewer.
PEE04	Local Government Act 1993 Section 68 Part D.	Approvals - community land	To determine applications for approval to: 1. Engage in a trade or business. 2. Direct or procure a theatrical, musical or other entertainment for the public. 3. Construct a temporary enclosure for the purpose of entertainment. 4. For fee or reward, play a musical instrument or sing. 5. Set up, operate or use a loudspeaker or sound amplifying device. 6. Deliver a public address or hold a religious service or public meeting.
PEE05	Local Government Act 1993 Section 88(3) and any policy adopted by Council for calculation of such refunds.	Refunds - fees on withdrawn approval	To give refunds relating to applications in accordance with the provisions of Act and any policy adopted by Council for calculation of such refunds.
PEE06	Local Government Act 1993 (enforcement relating to offences under the Act and Regulations; enforcement	Enforcement functions	To carry out enforcement functions in accordance with the Local Government Act 1993 and the regulations made under it.

CODE	SOURCE	TITLE	DESCRIPTION
	relating to orders given under S124; S125; S681 power to remove persons committing an offence on community land).		
PEE07	Local Government Act 1993 S124, Order 11 and 21.	Order - do or refrain from doing an activity in order to ensure that land is safe	To give an order to do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.
PEE08	Local Government Act 1993 Section 124 Order 12.	Order - to control flow of surface water	To give an order to do such things as are necessary to control the flow of surface water across land.
PEE09	Local Government Act 1993 Section 124 Order 16.	Order - cease use of premises or evacuate	To give an order to cease the use of premises or to evacuate premises.
PEE10	Local Government Act 1993 Section 124 Order 27.	Order - remove an object or matter from a public place	To give an order to remove an object or matter from a public place or prevent any object or matter being deposited there.
PEE11	Local Government Act 1993 Section 124 Order 28.	Order - undertake steps to prevent damage to a public place	To give an order to take whatever steps are necessary to prevent damage to a public place and to repair damage to a public place.
PEE12	Local Government Act 1993 Section 124 Order 29.	Order - alter or repair work or structure on, under or over a public place	To give an order to alter or repair a work or structure on, over or under a public place.
PEE13	Local Government Act 1993 Section 124 Order 30.	Order - comply with an approval	To give an order to comply with an approval.
PEE14	Local Government Act 1993 Section 125.	Order - to abate a public nuisance	
PEE15	Local Government Act 1993 Section 129.	Order - no need to give notice	To give an order without the need to give notice.
PEE16	Local Government Act 1993 Section 134.	Order - to hear and consider representations	To hear and consider representations and to make a determination about the giving of an order.
PEE17	Local Government Act 1993 Section 152.	Order - modification	To modify an order given to a person if the person agrees to that modification.
PEE18	Local Government Act 1993 Section 153.	Order - revocation	To revoke an order at any time.
PEE19	Local Government Act 1993 Section 679.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PEE20	Local Government Act 1993 Section 680.	Name and address - power to demand	To demand the name and address of a person in accordance with the enabling legislation.
PEE21	Local Government Act 1993 Sections 191-201	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises in accordance with the enabling legislation.

CODE	SOURCE	TITLE	DESCRIPTION
PEE22	Environmental Planning and Assessment Act 1979.	Development applications - referrals for comment	To comment on development applications referred to Council for comment.
PEE23	Environmental Planning and Assessment Act 1979, Section 119F.	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE24	Protection of the Environment Operations Act 1997 Sections 111 and 196	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE25	Protection of the Environment Operations Act 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).

CODE	SOURCE	TITLE	DESCRIPTION
PEE31	Public Health Act 2010 Section 108.	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions enter any land and premises in accordance with the enabling legislation.
PEE32	Public Health Act 2010 – Section 126	Appoint an authorised officer	To be an authorised officer under the Public Health Act 2012 and Local Government Act 1993 relating to public health.
PEE33	Roads Act 1993.	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences.
PEE34	Roads Act 1993 (includes enforcement relating to offences, power to require production of documents and supply of information, and power to give directions).	Enforcement functions	To carry out enforcement functions in accordance with the Act and the regulations
PEE35	Roads Act 1993 Department 5 Section 243. Roads Act (General) Regulation 2000.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PEE36	Local Government Act 1993	Approvals - Council land	To determine applications for approval to carry out activities on all Council owned or controlled land except land classified as community land by or under the Local Government Act 1993.
PES01	Environmental Planning and Assessment Act 1979.	Development Applications – determination	To exercise the powers, duties and functions prescribed under the provisions of the Environmental Planning and Assessment Act 1979 that relate to the determination of development applications for non-designated development lodged for: 1. use of buildings or the use of land including applications for a change of use. 2. erection of a building or structure (including advertising structures). 3. additions and/or alterations to an existing building. 4. demolition of a building or partial demolition of a building in conjunction with development applications conforming with i) - iii) above but excluding the demolition of a heritage item. 5. partial demolition of a heritage item listed in Schedule 1 of the Warren LEP, 2012 where the work is of a minor nature and; will not adversely affect the heritage significance of the heritage item. 6. subdivision of land other than those applications which would require the imposition of a covenant to restrict the floor space potential on part of the subject site. 7. strata subdivision of land. 8. a change of use or an additional use in a building which has "existing use" rights, where the new use or additional use

CODE	SOURCE	TITLE	DESCRIPTION
			is considered to be less detrimental to the amenity of the neighbourhood than the existing use, whether or not the application involves alterations and/or additions to any existing building. 9. To approve additional material or further details of development applications required to be submitted for the approval or satisfaction of Council in compliance with a condition of consent. 10. Provided of course no objections to the development have been received.
PES02	Environmental Planning and Assessment Act 1979.	Development Applications - objections received	To determine development applications for non-designated development where public objections have been received, but are considered to be not well founded, or satisfied by the imposition of conditions, or by amendment of the application or where the objectors have subsequently withdrawn their objection.
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.
PES04	Environmental Planning and Assessment Act 1979.	Development Applications - extension of consents	To extend development consents conforming with delegations PES01 and PES02 by one further year pursuant to S95A of the Act.
PES05	Environmental Planning and Assessment Act 1979.	Development Applications – illegible applications.	To reject unclear or illegible applications.
PES06	Environmental Planning and Assessment Act 1979.	Certificates of Classification	To issue Certificates of Classification of buildings.
PES07	Environmental Planning and Assessment Act 1979.	Development Applications - determination for dwellings and/or building related activities	To exercise the powers, duties and functions prescribed under the provisions of the Act that relate to the determination of development applications for non – designated development lodged for: i) erection of a building or structure (including advertising structures). ii) additions and/or alterations to an existing building. iii) demolition of a building or partial demolition of a building in conjunction with development applications conforming with i) - ii) above but excluding the demolition of a heritage item. iv) partial demolition of a heritage item listed in Schedule 1 of the Warren LEP, 2012 where the work is of a minor nature and will not adversely affect the heritage significance of the heritage item. v) To approve additional material or further details of development applications required to be submitted for the approval or

CODE	SOURCE	TITLE	DESCRIPTION
			satisfaction of Council in compliance with a condition of consent. Provided of course no objections to the development have been received.
PES08	Environmental Planning and Assessment Act 1979.	Development Applications – refunds	To approve refunds relating to Development Applications and S96 modifications in accordance with the provisions of the Act and any policy adopted by Council for calculation of such refunds.
PES09	Environmental Planning and Assessment Act 1979; Planning and Assessment Act 1979.	Notice - issue notices and directions	To issue notices.
PES10	Environmental Planning and Assessment Act 1979.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PES11	Environmental Planning and Assessment Act 1979.	Development Applications - advertising and notification	To determine whether: 1. Development Applications and amendments would cause the enjoyment of adjoining and other land to be detrimentally affected and/or be of such a nature as to require the development application to be notified to adjoining owners and other persons who may be affected by the development; 2. Partial demolition of a heritage item listed in Schedule 1 of the Warren LEP, 2012 will be of a minor nature and will not adversely affect the heritage significance of the heritage item, and thus not require the development application to be advertised as if it were designated development.
PES13	Environmental Planning and Assessment Act 1979 and Regulation.	Refund of fees paid.	Authorise the giving of a refund in respect of fees paid by an applicant in respect of a development application, construction certificate or section 96 modification.
PES14	Environmental Planning and Assessment Act 1979 Section 80.	Subdivision - Land	To process and determine applications for approval for Subdivision under the Act, subject to no substantial objections being received.
PES16	Environmental Planning and Assessment Act 1979 Section 85A.	Complying Development Certificate	Determine a Complying Development Certificate application by issuing a certificate or refusing to issue a certificate under Section 85A of the Act.
PES17	Environmental Planning and Assessment Act 1979 Section 87.	Modification of Complying Development	Determine an application to modify development the subject of an application or certificate in accordance with Section 87 of the Act.
PES18	Environmental Planning and Assessment Act 1979 Section 95A.	Lapsing period for a development	Determine an application to increase the lapsing period for a development consent.
PES19	Environmental Planning and Assessment Act 1979 Section 96.	Development Applications – modification	To modify development consents given under S96 of the Act where the development as modified is substantially the same development and no prejudice will be caused to any person who objected to the development application

CODE	SOURCE	TITLE	DESCRIPTION
			which is the subject of that consent.
PES20	Environmental Planning and Assessment Act 1979 Section 109C.	Construction Certificates	Determine applications for Part 4A certificates for building work under Section 109C of the Act.
PES22	Environmental Planning and Assessment Act 1979 Section 121B(5).	Order - alter or remove advertising structures	To give an order to alter, obliterate, demolish or remove an advertisement and any associated advertising structure.
PES23	Environmental Planning and Assessment Act 1979 Section 121B(8).	Order - repair advertising structures	To give an order to do such things in relation to an advertising structure as are specified in the order to remove a threat to the safety of the public.
PES24	Environmental Planning and Assessment Act 1979 Section 121B(14).	Order - repair or remove building	To give an order to repair or remove a building situated wholly or partly in a public place.
PES25	Environmental Planning and Assessment Act 1979 Section 149.	Planning Certificates	To sign and issue S149 certificates in accordance with the provisions of the Act.
PES26	Environmental Planning and Assessment Act 1979 Section 149A.	Building Certificates	To exercise the powers, authorities, duties and functions of the Council prescribed under S149A of the Act.
PES29	Environmental Planning and Assessment Act 1979	Application for Modification	Authority to determine an application for modification of a Consent, in accordance with section 96 or 96AA. Pursuant to –Sections 96 and 96AA.
PES30	Environmental Planning and Assessment Act 1979	Building Certificates	Authority to decide to issue a building certificate in accordance with sections 149A - E. Pursuant to – Section 149A to 149E.
PES31	Environmental Planning and Assessment Act 1979	Complying Development	Authority to evaluate and determine an application for complying development in accordance with section 85A and modification of a complying development certificate in accordance with section 87 and generally Part 4, Division 3. Pursuant to –section 85A.
PES33	Environmental Planning and Assessment Act 1979	Determination of DA	Authority to carry out all functions of the council as consent authority associated with the determination of an application for development consent in accordance with Part 4, Division 2. Pursuant To – section 80 EP&A Act
PES34	Environmental Planning and Assessment Act 1979	Developer Contributions	Authority to impose conditions of development consent imposing developer contributions Pursuant To Part 4 Division 6 of EP&A Act.
PES35	Environmental Planning and Assessment Act 1979	Enforcement of brothel closure orders by cessation of utilities	Authority to make application, or instruct the Council's lawyers, to make an application, to the Local Court or the Land & Environment Court for an order directing that a provider of water, electricity or gas to a brothel cease to provide those services Pursuant To –Section 121ZS
PES36	Environmental Planning and Assessment Act 1979	Extension of lapsing period	Authority to determine an application for a 1-year extension of a consent in accordance with

CODE	SOURCE	TITLE	DESCRIPTION
			section 95A Pursuant To - section 95A
PES37	Environmental Planning and Assessment Act 1979	Investigation Authority powers	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions as an "investigation authority" under Part 6, Division 1C of the EP&A Act, including: Authority to give the owner or occupier of premises written notice of the intention of an investigation officer to enter the premises, in accordance with section 119E. Authority to authorise in writing (either generally on in a particular case) entry without notice if entry is required urgently in accordance with section 119E(4)(d). Authority to give notice that an investigation officer used force for the purpose of gaining entry to premises in accordance with section 1191(2). Authority to require a corporation to nominate a director or officer of the corporation in accordance with section 119K(2). Authority to give the owner or occupier of premises written notice requiring the owner/occupier to provide reasonable assistance and facilities to an investigation officer in accordance with section 1190. Authority to recover the reasonable costs of entry and inspection from the owner or occupier of the premises in accordance with section 119Q. Pursuant To - Part 6, Division 1C of the EP&A Act
PES39	Environmental Planning and Assessment Act 1979	Orders	Authority to give Notice of Intention to give an order Pursuant To - Section 121H
PES40	Environmental Planning and Assessment Act 1979	Orders	Authority to consider criteria in development control plan prior to issuing order Pursuant To - Section 121F
PES41	Environmental Planning and Assessment Act 1979	Orders	Authority to hear and consider representations Pursuant To - Section 121J
PES42	Environmental Planning and Assessment Act 1979	Part 4A Certificates	Authority to issue a Part 4A Certificate in accordance with Part 4A of the EP&A Act. Authority to issue Compliance Certificates, Authority to issue Construction Certificates, Authority to issue Occupation Certificates, Authority to issue Subdivision Certificates. Pursuant To - Sections 109C and D and generally Part 4A of the EP&A Act.
PES43	Environmental Planning and Assessment Act 1979	Part 5 consideration	Authority, on behalf of the council as the determining authority in relation to an activity under Part 5, to examine and take into account to the fullest extent possible all matters affecting or likely to affect the environment by reason of that activity in accordance with section 111.
PES44	Environmental Planning and Assessment Act 1979	Planning Certificates	Authority to issue a planning certificate in accordance with section 149 of the EP&A Act. Pursuant To - Section 149

CODE	SOURCE	TITLE	DESCRIPTION
PES47	Environmental Planning and Assessment Act 1979	Principal Certifying Authority	Authority to act on behalf of the council as the principal certifying authority appointed in respect of building or subdivision work under Part 4A Pursuant To – Section 109E and Part 4A of the EP&A Act
PES48	Environmental Planning and Assessment Act 1979	Public Participation re DA	Authority to carry out public participation and consult with and obtain concurrence associated with an application for development consent in accordance with sections 79 - 79BA. Pursuant To – sections 79 - 79BA EP&A Act
PES50	Environmental Planning and Assessment Act 1979	Review of determination	Authority to conduct a review of a determination of a development application in accordance with section 82A. Pursuant to s82A
PES51	Environmental Planning and Assessment Act 1979	Review of modification application	Authority to conduct and determine a review of a determination made under section 96 or 96AA, in accordance with section 96AB. Pursuant To – Section 96AB
PES53	Environmental Planning and Assessment Act 1979	Revocation or modification of consent	Authority to revoke or modify a development consent in accordance with section 96A. Pursuant To –Section 96A
PES55	Environmental Planning and Assessment Regulation 2000	Amendment of DA	Authority to agree to the amendment of a development application in accordance with clause 55. Pursuant To –Clause 55
PES58	Environmental Planning and Assessment Regulation 2000	Rejection of DA	Authority to reject a development application in accordance with clause 51. Pursuant To –Clause 51 and in accordance with councils Approval Policy
PES59	Environmental Planning and Assessment Regulation 2000	Replacement Applications	Authority to decide to dispense with compliance with Part 6 Division 7 of the Regulations (in relation to public participation - other advertised development). Pursuant To - Clause 90
PES60	Environmental Planning and Assessment Regulation 2000	Request for Additional Information	Authority to request the applicant for development consent to provide it with such additional information about the proposed development as it considers necessary to its proper consideration of the application in accordance with clause 54. Pursuant To - Clause 54
PES61	Local Government Act 1993 Section 68 Part A.	Approvals - buildings, temporary structures or moveable dwellings	To determine applications for approval to install a manufactured home, moveable dwelling or associated structure on land.

CODE	SOURCE	TITLE	DESCRIPTION
PES62	Local Government Act 1993 Section 68 Part C.	Approvals - management of waste	To determine applications for approval to: 1.For fee or reward, transport waste over or under a public place. 2.Place waste in a public place. 3. Place a waste storage container in a public place. 4.Dispose of waste into a sewer of the council. 5.Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility. 6.Operate a system of sewage management (within the meaning of Section 68A).
PES63	Local Government Act 1993 Section 68 Part E.	Approvals - Public roads	To determine applications for approval to: 1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway. 2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road, Following consultation with Divisional Manager - Engineering Services.
PES64	Local Government Act 1993 Section 68 Part F.	Approvals - other activities	To determine applications for approval to: 1. Operate a public car park. 2. Operate a caravan park or camping ground. 3. Operate a manufactured home estate. 4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance. 5. Install or operate amusement devices. 6. Use a standing vehicle or any article for the purpose of selling any article in a public place. 7. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations.
PES65	Local Government Act 1993 Section 82.	Objections to regulations or local approval policies	To determine objections to the application of regulations or local approval policies.
PES66	Local Government Act 1993 Section 85.	Approvals - illegible applications	To reject unclear or illegible applications for approval under Act.
PES67	Local Government Act 1993 Section 106.	Approvals – amendment	To amend approvals in accordance with legislation and Council policy.
PES68	Local Government Act 1993 Section 107.	Approvals - extension and renewal	To determine applications for extensions and renewals of approvals.
PES69	Local Government 1993 Section 109.	Approvals - revocation and modification	To revoke or modify an approval.
PES70	Local Government Act 1993 Section 124 Order 3.	Order - repairs/alterations to building	To give an order to repair or make structural alterations to a building.

CODE	SOURCE	TITLE	DESCRIPTION
PES71	Local Government Act 1993 Section 124 Order 5.	Order - bring building into compliance with requirements of the Act	To give an order to take such action as is necessary to bring into compliance with relevant standards or requirements set or made by or under the Local Government Act, such as; a building or a temporary structure used as place of public entertainment; a building or part of a building erected without approval of Council; a place of shared accommodation; a building or structure not previously approved by Council.
PES72	Local Government Act 1993 Section 124 Order 7.	Order - fence land	To give an order to fence land.
PES73	Local Government Act 1993 Section 124 Order 8.	Order - identify premises	To give an order to identify premises with such numbers or other identification in such manner as is specified in the order.
PES74	Local Government Act 1993 Section 124 Order 10.	Order - stack or cover articles, to erect fences or plant trees	To give an order to remove or stack articles or matter, to cover articles or matter, to erect fences or screens or to plant trees.
PES75	Local Government Act 1993 Section 124 Order 15.	Order - cease an activity	To give an order not to conduct, or to cease conducting, an activity on premises.
PES76	Local Government Act 1993 Section 124 Order 17.	Order - leave, or not enter, premises	To give an order to leave premises or not to enter premises.
PES77	Local Government Act 1993 Section 124 Order 18.	Order - keeping of birds or animals	To give an order not to keep birds or animals on premises, other than of such kinds, in such numbers or in such manner as specified in the order
PES78	Local Government Act 1993 Section 124 Order 20.	Order – food	To give an order to put premises, vehicles or articles used for the manufacture, preparation, storage, sale, transportation or other handling or use of food into a clean or sanitary condition.
PES79	Section 124 Local Government Act 1993 Order 22.	Order - handling and storage of waste on land	To give an order to store, treat, process, collect, remove dispose of or destroy waste (other than waste that is dealt with under the Waste Disposal Act 1970) which is on land or premises in the manner specified in the order.
PES80	Section 124 Local Government Act 1993 Order 25.	Order - human waste storage facility	To give an order not to use or permit the use of a human waste storage facility on premises after a specified date.
PES81	Local Government Act 1993 Section 132.	Order - notice of intention	To give notice of Council's intention to give an order to the person to whom the order is proposed to be given
PES82	Local Government Act 1993 Sections 176, 177, 178.	Appeals in the Land and Environment Court	To exercise the powers, authorities, duties and functions of Council in relation to appeals in the Land and Environment Court under Sections 176, 177 and 178 of the Local Government Act 1993.
PES83	Local Government Act 1993	Abatement of Public Nuisances	Authority to take action to abate a public nuisance or order a person responsible for a public nuisance to abate it. Pursuant To - Section 125

CODE	SOURCE	TITLE	DESCRIPTION
PES84	Local Government Act 1993	Approvals	Authority to reject a unclear or illegible application for approval for an activity specified in the table to section 68, or to determine such an application, or an application to amend, extend, renew, revoke or modify such an approval. Pursuant To -section 68, 85, 86, 94, 106, 107, 108 and Chapter 6, Part 1 of the Local Government Act 1993 generally
PES86	Local Government Act 1993	Fees	Authority to require payment of a further approved fee if an application is amended. Pursuant To -Section 80
PES87	Local Government Act 1993	Orders	Authority to exercise Council's functions under Chapter 7, Part 2 of the Local Government Act 1993 in relation to the making of orders including: a) the giving of an Order under section 124; b) issue a notice of intention to give an order in accordance with section 132, c) hear and consider representations made in relation to a notice of intention to give an order, in accordance with section 133 d) determine to give, or not give, an order in accordance with section 135; e) accept or reject particulars of work in accordance with section 141; f) prepare or authorise the preparation of particulars of work and order the owner to carry out that work under section 141(3); g) recover from the owner expenses incurred in preparing particulars of work in accordance with section 141; h) modify an order in accordance with section 152; i) revoke an order in accordance with section 153. Pursuant To - Section 124, Chapter 7, Part 2 of the Local Government Act 1993 and Part 3 of the Local Government (General) Regulation 2021
PES88	Local Government Act 1993	Recovery of costs and compensation	Authority to recover the reasonable costs of the entry and inspection from the owner or occupier of the premises who are required to pay compensation in circumstances required by section 198. Pursuant to Sections 197 and 198
PES89	Local Government Act 1993	Review of determination of approvals	Authority to review the determination of an application for an approval for an activity in accordance with section 100. Pursuant to s100.
PES90	Local Government Act 1993	Withdrawal of Applications	Authority to authorise a refund in respect of fees paid by an applicant in respect of an application for a Section 68 Activity approval which is withdrawn. Pursuant to - Section 88(3)

CODE	SOURCE	TITLE	DESCRIPTION
PES91	Local Government (General) Regulation 2021. Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. Act as appropriate person- Pursuant to Clause 164.	Approvals for caravan parks etc	Authority to grant an approval to operate a caravan park or camping ground, and to install a moveable dwelling and associated structures in accordance with Part 3, Division 2 of the Regulation. Pursuant to Part3 Division 2.
PES92	Local Government (General) Regulation 2021. Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. Act as appropriate person- Pursuant to Clause 164.	Approvals for manufactured home estates etc	Authority to grant an approval to operate a manufactured home estate, and to install a manufactured home and associated structures in a manufactured home estate in accordance with Part 2, Division 2 of the Regulation. Pursuant to - Part 2, Division 2.
PES93	Local Government (General) Regulation 2021. Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. Act as appropriate person- Pursuant to Clause 164.	Certificates of completion	Authority to issue a certificate of completion or a written notice that states why such a certificate is not being issued, in accordance with clause 69 of the Regulation. Pursuant to - Clause 69.
PES94	Local Land Services Act 2013	All Functions	Pursuant To — Local Land Services Act 2013
PES95	Warren Council LEP, 2012.	Heritage items - partial demolition	Subject to the provisions of Warren LEP 2012 - Conservation of Heritage items, to grant approval to the demolition of a heritage item described in schedule 1 in the LEP or to the alteration of a building which contains elements described as a heritage item in Schedule 1 of the LEP, which would result in the partial demolition of a heritage item, only if the delegate has taken into consideration the heritage significance of the whole of the heritage item and is satisfied that the approval: a) minimises disturbance to the significant fabric of the original item; and b) ensures that the architectural integrity and three dimensional appearance of such part of the heritage item as is to be retained is maintained.
PES96	Council Development Control Plan.	Development Controls	Vary Council Development Controls to permit determination of applications not complying with

CODE	SOURCE	TITLE	DESCRIPTION
			Council's DCP where appropriate.
PES97	Boarding House Act		Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to – Boarding House Act 2012
PES98	Building Professionals Act 2005		Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to – Building Professionals Act 2005
PES99	Cemeteries and Crematoria Act 2013	Advice of Committees	Authority to seek advice of the heritage advisory committee in accordance with section 69(2). Pursuant To —s69 Cemeteries and Crematoria Act 2013
PES100	Cemeteries and Crematoria Act 2013	Cemetery Register	Authority to notify the Cemeteries Agency in relation to the Cemeteries and Crematoria Register. Pursuant To —s27 Cemeteries and Crematoria Act 2013
PES101	Cemeteries and Crematoria Act 2013	Cemetery Operators Register	Authority to keep and amend the cemetery operators register in accordance with section 63 and make a copy of an entry in the register available in accordance with 63(10). Pursuant To —s63 Cemeteries and Crematoria Act 2013
PES102	Cemeteries and Crematoria Act 2013	Comply with Notice / Order	Authority to take any actions to comply with an improvement notice in accordance with section 33 or short term order in accordance with section 36 issued by the Cemetery Agency. Authority to give, withdraw or vary an enforceable undertaking in accordance with section 39 and report to the Cemeteries Agency as required by a notice in accordance with section 41. Pursuant To — ss33, 36, 39 and 41 of the Cemeteries and Crematoria Act 2013
PES109	Companion Animals Act 1998 Section 69A	Name and address - power to demand	To demand the name and address of a person in accordance with the enabling legislation
PES110	Companion Animals Act 1998.	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences.
PES111	Companion Animals Act 1998.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PES112	Companion Animals Act 1998 (includes liability of owner, control of dogs, dog attack, fouling of footpaths, regulation of greyhounds, regulation of dangerous dogs, regulation of restricted dogs, seizure of dogs (including seizure	Enforcement functions	To carry out enforcement functions.

CODE	SOURCE	TITLE	DESCRIPTION
	under sections 18 & 57).		
PES113	Companion Animals Act 1998 Section 69A.	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions authorised by the Act and its regulations to enter any land and premises
PES114	Companion Animals Act 1998	Notice - issue notices and directions	To issue notices under the Companion Animals Act 1998 and its regulations.
PES115	Companion Animals Act 1998	Act in Court proceedings	Authority to Act in any local court appeal proceedings in relation to companion animals, including appeal proceedings against the making of a dangerous dog declaration or refusal to revoke a dangerous dog declaration and an appeal to the district Court against disqualification from owning a dog or cat. Pursuant to Section 41, 44, 46, 24.
PES116	Companion Animals Act 1998	Arrangement with Director - General	Arrangement to enter into an agreement or arrangement with the Director – General in accordance with section 74 (4). Pursuant to section 74 (4)
PES117	Companion Animals Act 1998	Commence Court Proceedings	Authority, subject to the General Manager's consent, to institute and canyon proceedings in the Local Court for an offence against the Companion Animals Act 1998. Pursuant to Section 93
PES118	Companion Animals Act 1998	Companion Animals killed by Traffic	Authority to Act in relation to companion animals killed by traffic. Pursuant to Section 11A
PES119	Companion Animals Act 1998	Destroy Animal	Authority to destroy dog seized in transition period. Pursuant to Section 57 (5).
PES120	Companion Animals Act 1998	Detain Animal	Authority to detain animal which is being investigated or is the subject of proceedings. Pursuant to Section 64 (3A)
PES121	Companion Animals Act 1998	Notice Requiring Registration	Authority to issue a notice requiring a companion animal to be registered. Pursuant to – Section 10B.
PES122	Companion Animals Act 1998	Notify nuisance dog or cat order	Authority to notify Director General of issuing of nuisance dog or cat order. Pursuant to Sections 32A (6) and 31(6)
PES125	Companion Animals Act 1998	Revoke declaration	Authority to revoke a dangerous dog declaration in accordance with Section 39 and revoke a declaration by an authorised officer that a dog is a restricted dog in accordance with section 58D, and give notice of revocation or of non-revocation. Pursuant to Sections 39, 40 and 58D, 58DA.
PES126	Companion Animals Act 1998	Unclaimed seized or surrendered	Authority to sell or destroy unclaimed seized or surrendered animals, and recover fees, charges

CODE	SOURCE	TITLE	DESCRIPTION
		animals	and expenses from an owner. Pursuant to - section 64 and 64A and 66 and 67(a)
PES127	Companion Animals Regulation 2008	Act as Registration Agent	Authority to act on behalf of Council as a registration agent for the purposes of companion animals registration including serving a notice requiring an animal to be registered under clause 22 of the Regulation. Pursuant to — Clause 13 and 22 of the Companion Animals Regulation 2008
PES128	Contaminated Land Management Act 1997	All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to — Contaminated Land Management Act 1997
PES133	Food Act 2003 Section 114.	Enforcement functions	To carry out enforcement functions in accordance with the Act and its regulations.
PES134	Food Act 2003.	Notice - issue notices and directions	To issue notices under the Act and its regulations.
PES135	Food Act 2003 and Food Regulation 2004.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PES136	Food Act 2003	Consent to Delegation	Authority to provide consent in writing to the Food Authority to the delegation of a function(s) of the NSW Food Authority. Pursuant To - Section 109E(4)
PES137	Food Act 2003	Court Proceedings	Authority to act in relation to proceedings to review a decision to refuse a certificate of clearance. Pursuant To –Section 65
PES138	Food Act 2003	Delegated Powers	Authority for an Authorised Officer to carry out any function of the NSW Food Authority delegated and sub- delegated in accordance with section 109E. Pursuant To - Section 109E
PES139	Food Act 2003	Food Safety Programs	Priority classification system and frequency of auditing: authority to determine the priority classification of individual food businesses for the purposes of any food safety program, and to determine the frequency of auditing of any food safety programs. Pursuant To –Section 93
PES140	Food Act 2003	Prohibition Notice and Certificate of Clearance	Authority to serve a prohibition notice or give a certificate of clearance in accordance with section 60 Pursuant To - sections 60(1) and (4)
PES141	Food Act 2003	Seized items	Authority to deal with items seized by an authorised officer, in accordance with Part 4 Division 2. Pursuant To sections 47, 48, 49, 50, 51, 53
PES142	Food Act 2003 Section 37	Entry to land and premises	For the purposes of inspection, investigation, sampling and any other functions to enter any land and premises

CODE	SOURCE	TITLE	DESCRIPTION
PES144	Heritage Act 1977	Applications for Approval	Authority to give public notice of, and determine, an application for approval in relation to an item of environmental heritage in accordance with Part 4, Division 3, and to modify an approval in accordance with section 65A Pursuant To — Sections 61, 62, 63, 63A, 63B, 64 and 65A
PES145	Heritage Act 1977	Exemption from Approval	Authority to grant an exemption from section 57(1) by causing an order to be published in the government gazette Pursuant To — section 57(3)
PES149	Inclosed Lands Protection Act 1901.	Enforcement functions	To carry out enforcement functions in accordance with the Act and its regulations.
PES150	Inclosed Lands Protection Act 1901	All functions	Pursuant to - Inclosed Lands Protection Act 1901
PES151	Impounding Act 1993.	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.
PES152	Impounding Act 1993.	Notice - issue notices and directions	To issue notices under the Act and regulations.
PES153	Impounding Act 1993.	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences.
PES154	Impounding Act 1993.	Enforcement functions	To carry out enforcement functions in accordance with the Act and regulations.
PES155	Impounding Act 1993.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PES156	Impounding Act 1993.		Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant To — Impounding Act 1993
PES157	Land and Environment Court Act 1979	All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant To — Land and Environment Court Act 1979
PES158	Liquor Act 1982 etal		To advise the Licencing Court on applications under the Liquor Act 1982, Registered Clubs Act 1976 or the Gaming and Betting Act 1912, in respect of premises or functions (licences) which are, or will be situated within the boundaries of the local government area.
PES159	Liquor Act 1982; Registered Clubs Act 1976; Gaming and Betting Act 1912.	Licensing Court applications - objections.	To object to the granting of an application to the Licensing Court of NSW under the Liquor Act 1982, Registered Clubs Act 1976, or the Gaming and Betting Act 1912, in respect of premises which are, or will be situated within the boundaries of the local government area.

CODE	SOURCE	TITLE	DESCRIPTION
PES160	Noxious Weeds Act 1993	Appointment of Inspector	Appointment as an inspector and Authorise the functions conferred or imposed on inspectors by or under this Act, but not exercise any functions under this Act outside the local area of the authority Pursuant to Part 5 Division 1 Noxious Weeds Act 1993.
PES161	Noxious Weeds Act 1993	Noxious weed control functions of inspectors	Undertake noxious weed control functions in accordance with s39. Pursuant to s39 noxious Weeds Act 1993
PES162	Noxious Weeds Act 1993	Notices and Orders	Authority to give or issue, revoke or vary a weed control notice. Pursuant to – Section 18 Noxious Weeds Act 1993.
PES163	Noxious Weeds Act 1993	Enforcement provisions	Authorised to advise and prepare all required documents under Part 6 to recover debts and to represent Council in court. Pursuant to Part 6 Noxious Weeds Act 1993.
PES164	Noxious Weeds Act 1993	Noxious Weed control on land	Part 3 Division 1 – Action to control noxious weeds. Part 3 Division 2 – Offences related to notifiable weeds and other prescribed noxious weeds.
PES165	Noxious Weeds Act 1993	Local control authorities	Pursuant to Part 4 Division 2
PES166	Pesticides Act 1999		Authority to carry out all the functions associated with the requirement to prepare, finalise, notify the EPA and give public notice of, a pesticide use notification plan in accordance with Part 5 Division 2 of the Pesticides Regulation 2009. Pursuant To — Part 5, Division 2 of the Pesticides Regulation 2009
PES167	Plumbing and Drainage Act 2011	All Functions	Appointment as an inspector under section 22 and Authority to exercise and/or perform on behalf of Council the Councils delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to s22 and all sections of the Plumbing and Drainage Act 2011.
PES168	Protection of the Environment Operations (Clean Air) Regulation 2010	Approval for certain fires	Authority to grant an approval in respect of the burning of dead and dry vegetation on the premises on which the vegetation grew, in accordance with Part 3 (section 13) of the Protection of the Environment Operations (Clean Air) Regulation 2010.Pursuant to – s13
PES169	Protection of the Environment Operations Act 1997		Clean Up Notice – Pursuant to - Sections 91 and 93
PES170	Protection of the Environment Operations Act 1997	Noise control notices	Authority to give or issue, revoke or vary a noise control notice. Pursuant to - Sections 264 and 266

CODE	SOURCE	TITLE	DESCRIPTION
PES171	Public Health Act 2010 and Public Health Regulation 2012;	Enforcement functions	To carry out enforcement functions in accordance with the following Acts and regulations made under them: Public Health Act 2010 and Public Health Regulation 2012.
PES172	Public Health Act 2010	Commence proceedings	Authority to commence proceedings against a breach of the Act or Regulations. Pursuant to - Section 117
PES173	Public Health Act 2010	Failure to comply with notice relating to regulated system	Authority to take action if the occupier of premises at which there is a regulated system tails to comply with an improvement notice .Pursuant To – Section 44
PES174	Real Property Act 1900	All Functions	Authority to exercise and/or perform on behalf of Council the Councils delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to Real Property Act 1900.
PES175	Strata Schemes (Freehold Development) Act 1973	Instrument in relation to restrictions on utility lots	Authority to execute an instrument which provides that a utility lot the subject of a restriction under section 37(1) is released from that restriction. Pursuant to - section 39(4).
PES176	Roads Act 1993	All Functions	Authority to exercise and/or perform on behalf of Council the Councils delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to ss 164 – 174.
PES177	Roads Act 1993 Sections 164-174.	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.
PES178	Summary Offences Act 1988 (includes enforcement relating to offences in public places under Part 2, and offences relating to violent disorder under Part 5).	Enforcement functions	To carry out enforcement functions in accordance with the Act and its regulations.
PES179	Summary offenses Act 1988	All Functions	Authority to exercise and/or perform on behalf of Council the Councils delegable Functions under this Act and the Regulations in force and as amended from time to time. Pursuant to Summary Offences Act 1988.
PES180	Strata Titles Act 1973, and Strata Titles (Leasehold) Act 1986.	Subdivision - Strata	To exercise Council's powers and functions under the Strata Titles Act 1973 and the Strata Titles (Leasehold) Act 1986 including applications for approval of strata plans and termination of strata schemes.

CODE	SOURCE	TITLE	DESCRIPTION
PES181	State Environmental Planning Policy No.1.	Functions of Director General Department of Planning	Exercise the Director General Department of Planning's delegation to grant concurrence to vary development standards under State Environmental Planning Policy No.1, subject to such limitations given by the Director General.
PES182	Swimming Pool Act 1992.	Offences	Act on Council's behalf in matters of any kind and lay information and undertake the prosecution for offences relating to the Act.
PES183	Swimming Pool Act 1992.	Enforcement functions	To carry out enforcement functions in accordance with the Act and its regulations.
PES184	Swimming Pool Act 1992.	Penalty notices - power to issue	To issue penalty notices in accordance with the enabling legislation.
PES185	Swimming Pool Act 1992.	Notice - issue notices and directions	To issue notices under the Act and the regulations made under.
PES186	Swimming Pool Act 1992 Section 22.	Swimming Pools - exemption from compliance	On application made by the owner, exempt the swimming pool from all or any of the requirements if satisfied, in the particular circumstances of the case that it is impracticable or unreasonable for the swimming pool to comply, or, that alternative provision, no less effective than those requirements, exists for restricting access to the swimming pool.
PES187	Swimming Pool Act 1992 Section 23.	Swimming Pools - Notice to Comply	Issue notices to comply to any pool owner to ensure that the swimming pool or premises comply with the requirements of the Act.
PES188	Swimming Pools Act 1992 Section 24.	Swimming Pools - Certificate of Compliance	On application by the owner of premises, issue a certificate of compliance if satisfied that the swimming pool complies with the requirements of the Act.
PES189	Swimming Pools Act 1992 Section 27.	Inspector - Swimming Pools	To be an inspector for the purposes of the Act.
PES190	Swimming Pools Act 1992	Appeals	Authority to represent the Council in relation to an appeal against a decision of the Council. Pursuant To – Section 26
PES191	Swimming Pools Act 1992	Authority to carry out inspection	Authority to carry out inspection of swimming pool, including on request of owner and charge a fee Pursuant To – Sections 22B, 22C, 22F
PES192	Swimming Pools Act 1992	Authority to issue a certificate of compliance	Authority to issue a certificate of compliance and charge a fee Pursuant To –Sections 22D
PES193	Swimming Pools Act 1992	Directing a person to act	Authority to direct a person to act as "a person acting under the direction of a local authority" for the purposes of section 23A. Pursuant To – Section 23A
PES194	Swimming Pools Act 1992	Direction to comply	Authority to serve a direction requiring compliance with the access to swimming pools provisions. Pursuant To –Section 23

CODE	SOURCE	TITLE	DESCRIPTION
PES195	Swimming Pools Act 1992	Exemption from compliance	Authority to grant an exemption from all or any of the requirements of the access to swimming pools provisions, unconditionally or subject to conditions. Pursuant To –Section 22
PES196	Swimming Pools Act 1992	Investigation of complaint	Authority to investigate a complaint of non-compliance with the Act or Regulations. Pursuant To –Section 29A
PES197	Swimming Pools Act 1992	Notice of intention	Authority to serve on the occupier of the premises a notice of intention to carry out the requirements of a direction given under section 23 (requiring compliance with the access to swimming pools provisions). Pursuant To — Section 23A
PES198	Swimming Pools Regulation 2008	Application for exemption	Authority to determine the form of an application for exemption. Pursuant To - Clause 12
PES199	Swimming Pools Regulation 2008	Authority to Give Notice of Decisions	Pursuant to - Clauses 15, 18B
PES200	Tattoo Parlours Act 2012	All Functions	Pursuant to Tattoo Parlours Act 2012
PES201	Threatened Species Conservation Act 1995	Biodiversity Certification	Authority to apply to the Minister for biodiversity certification in accordance with Part 7AA Division 3, and vary such an application under section 126N(3), and enter into an agreement with a person who requests the council to make an application for biodiversity certification for the payment of any costs and expenses incurred by the authority in undertaking studies and other matters required in relation to the application under section 126M(6). Pursuant To Sections 126J and 126M(6)
PES202	Threatened Species Conservation Act 1995	Give notice of proposed departure	Authority to give notice of proposed departure from recovery plan or threat abatement plan and consult with Director General Pursuant to— Sections 71, 72
PES203	Threatened Species Conservation Act 1995	Make submissions	Authority to make submissions on recovery plan, and threat abatement plan Pursuant To — Sections 68, 79
PES204	Wilderness Act 1987	Proposals by statutory authorities affecting certain wilderness areas	Authority to give notice of proposed development in wilderness area Pursuant To - Section 15
P01	Local Government (General) Regulation 2021 – Part 7.	Calling and Consideration of Tenders	To fulfil the role of "Council" referred to in the Regulation, limited by the acceptance of tenders which cannot be delegated under the Act, but including entering into contracts on behalf of Council once a tender has been accepted in accordance with Section 19 of the Regulation within Council's financial delegations.

CODE	SOURCE	TITLE	DESCRIPTION
P02	Local Government (General) Regulation 2021 – 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 2021, 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 2021, 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.
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.
S17		Signing of Correspondence	The authority to sign all correspondence emanating from their particular departmental responsibilities but not including correspondence to Councillors, Members of State and Federal Parliament and documents that are required to be executed under the seal of Council; correspondence to staff approving salary increases.

CODE	SOURCE	TITLE	DESCRIPTION
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 perfomance 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 Health and Development Services 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 Manager Health and Development Services:

- 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: xxx xxxx 2026

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

…… ……..
Signature Date

SCHEDULE 6

ORGANISATIONAL KPI'S

MANAGER HEALTH AND DEVELOPMENT SERVICES

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 1st 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).
Manager Health and Development Services												
Environmental Health and Building Surveyor												
Building & Maintenance Officer												
Sporting and Cultural Centre Manager												
Ranger												
Swimming Pool Manager												
Department Admin Officer												

SCHEDULE 7

MOTOR VEHICLE POLICY

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 Kilometres - 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 2022	Amendment to Table 1 Car Group Standard Values and Employee Contributions Amounts	Yearly amendment of Leaseback Fees
1.4	General Manager April 2023	Amendment to Table 1 Car Group Standard Values and Employee Contributions Amounts	Yearly amendment of Leaseback Fees
1.5	General Manager April 2024	Amendment to Table 1 Car Group Standard Values and Employee Contributions Amounts	Yearly amendment of Leaseback Fees
1.6	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)
1.7	General Manager April 2026	Amendment to Table 1 Car Group Standard Values and Employee Contributions Amounts	Yearly amendment of Leaseback Fees

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 members remuneration package, they have the option of applying for a Novated Lease. For more information relating to Novated Leases, please see Clause 21 of this Policy.

Group 4 (All other staff on leaseback)

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

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

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

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

OR

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

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

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

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

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

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

7.3 ASSESSMENT & SUBMISSION

For positions below Group 3, the relevant Manager will:

a) Document an assessment of the requirement for a vehicle to be allocated to the position, consistent with the preceding (7.2) criteria.

b) Further to Clause (a) above, an Application for the Allocation of a Motor Vehicle form (as included in this Policy) must be completed along with an Employee Requisition for all new employees.

c) Obtain endorsement of their Divisional Manager to submit an application for consideration, which will then be forwarded to the General Manager for determination. This determination will take into account not only the nominated criteria but also the availability of resources to acquire, maintain and operate the vehicle.

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

7.4 VARIATION

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

8. MAKES AND MODELS OF VEHICLES

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

Council will only purchase vehicles that are suitable to the employees 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 Kilometres

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

In order to optimise the usage of all vehicles, distances will be monitored through fuel usage data by 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 kilometres for the purpose of optimising Councils FBT position. This will also ultimately assist in keeping leaseback rates paid by employees to a minimum.

Table 1:

LEVEL	CAR GROUP STANDARD	Employee Contributions
Group 1 General Manager (Full Private Use)	Vehicle to the value of $80,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	$245.79 per week adjusted as at 1st 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 at 1st 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 at 1st 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.

10. OPTIMUM REPLACEMENT PERIODS

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

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

11. REPLACEMENT MOTOR VEHICLES & DISPOSAL OF MOTOR VEHICLES

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

12. LEASEBACK RATES

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

The review will also determine if:

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

Leaseback rates will be calculated by the Divisional 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 licenced. When the employee is present in the vehicle any competent fully licenced driver may drive the vehicle.

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

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

Any form of Leave Without Pay - any period of more than one (1) week taken by employees from the Council, the motor vehicle is to be retained in the Pool for general Council use, (unless otherwise approved by the 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 is agreeing to pay the leaseback fee for the entire period that they are entitled to a leaseback vehicle. The employee will be expected to continue payments for the vehicle whilst on leave of any type.

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

14. EMPLOYEE CONTRIBUTIONS

All employees who have private use of a Council motor vehicle will be required to sign the declaration found at the end of this Policy. The amount proposed for employee contributions

will be advised prior to commencing a leaseback agreement and will be reviewed annually. The amount will be deducted at from the 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) tonne.

Employees should seek their own independent tax advice.

15. MAINTENANCE OF MOTOR VEHICLE

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

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

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

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

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

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

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

16. PROCEDURES TO BE FOLLOWED

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

All employees who are given approval for the use of any Council vehicle are to sign the declaration at the end of this Policy that states that they have read and understood the

contents of this Policy and how it relates to them. This declaration will be distributed for resigning on an annual basis.

17. SMOKING IN COUNCIL VEHICLES & ANIMALS IN COUNCIL VEHICLES

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

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

18. INSURANCE

An excess of up to $1,000 will be payable by the lessee for second and subsequent 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 employees 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 express prior permission of the Divisional Manager Engineering Services or General Manager.

c) Wherever possible, vehicles are to be garaged off-street at the employee's expense.

d) In the event of an employees drivers licence being cancelled, suspended or not renewed, the leaseback of Councils vehicle will be withdrawn. The employee must advise Council of any licence cancellation, suspension or non-renewal immediately.

e) Employees are required to obey all traffic and parking laws, with any infringements being the employee's responsibility. Employees are not able to seek legal protection or reimbursement from Council for any penalty incurred.

23. IMPLEMENTATION

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

Support and Advice
The main contact for advice regarding this Policy is the Divisional Manager Engineering Services.

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

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

24. REVIEW

This Policy will be reviewed annually and 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 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 costs charged to the employee.

In the case of a dispute, an independent assessor will be engaged, the cost of which will be shared equally by Council and the employee. In general terms, the independent assessors 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 employees 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 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 HOUSING IN WARREN

Housing

Currently, Council does not have a Council owned property (house or villa) available to rent in Warren. Council would partner with the employee to find a suitable property in Warren to rent for the employee to sub-lease from Council on the basis that 50% of the property rental up to a maximum of $200.00 per week would be subsidised by Council.

The rent may be salary sacrificed.

If a suitable Council owned property (house or villa) in Warren becomes available, arrangements would be made for the transfer of the employee to that property if deemed suitable by the employee. Transfer of the employee and their possessions would be undertaken at Council's cost.

SCHEDULE 9

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 $45 million per annum including depreciation.

The Shire Administration Centre is located 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 close proximity and are offshoots of the Warrumbungle Range which may be seen in the distance. The elevation of Warren is 197m and the general slope of the land is less than 3 degrees.

Soils

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

Climate

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

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

Fauna

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

Land Use

Traditionally the Warren District has been based on a grazing economy and lies in one of the most suitable tracts of Merino sheep breeding country in Australia. Many of the most famous Merino Studs in

Australia are situated in the Shire with several established for over 100 years (eg. Haddon Rig, Raby, Egelabra). The Lower Macquarie region supports large herds of cattle as well. There has been a tremendous upsurge of interest in farming activity and large areas of country are sown to wheat, oats and fodder crops.

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

Water Resources

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

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

Minerals

Apart from fine grained porphry 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 Little Possums Child Care and Early Learning Centre, Warren Preschool and Kindergarten, Family Day Care, Playgroups, K-12 Warren Central School and St Mary’s Parish School (Infants and Primary).

The Warren Shire Library offers several unique services and is the headquarters of the North Western Library. The Western Institute of TAFE College has a well developed campus in Warren and offers a variety of courses.

Transport and Communications

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

The Council

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

The Organisation

Council's Health and Development Services Department employs a workforce of 17 staff, both full time and part time permanent and casual. A copy of the Health and Development Services Department Structure is attached.

Council's first General Manager was appointed in August, 1993. 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 is attached.

The Health and Development Services Department consists of: Administration, Health and Development, Ranger, Waste, Corporate and Community Services and Environmental Health Services.

The Health and Development Services Department has an estimated expenditure of $1 million this year.

Health and Development Services Department Structure

A review of the organisational Work Force Plan and Strategy 2020 is being undertaken. The structure identified may be changed or modified based on future work force requirements.

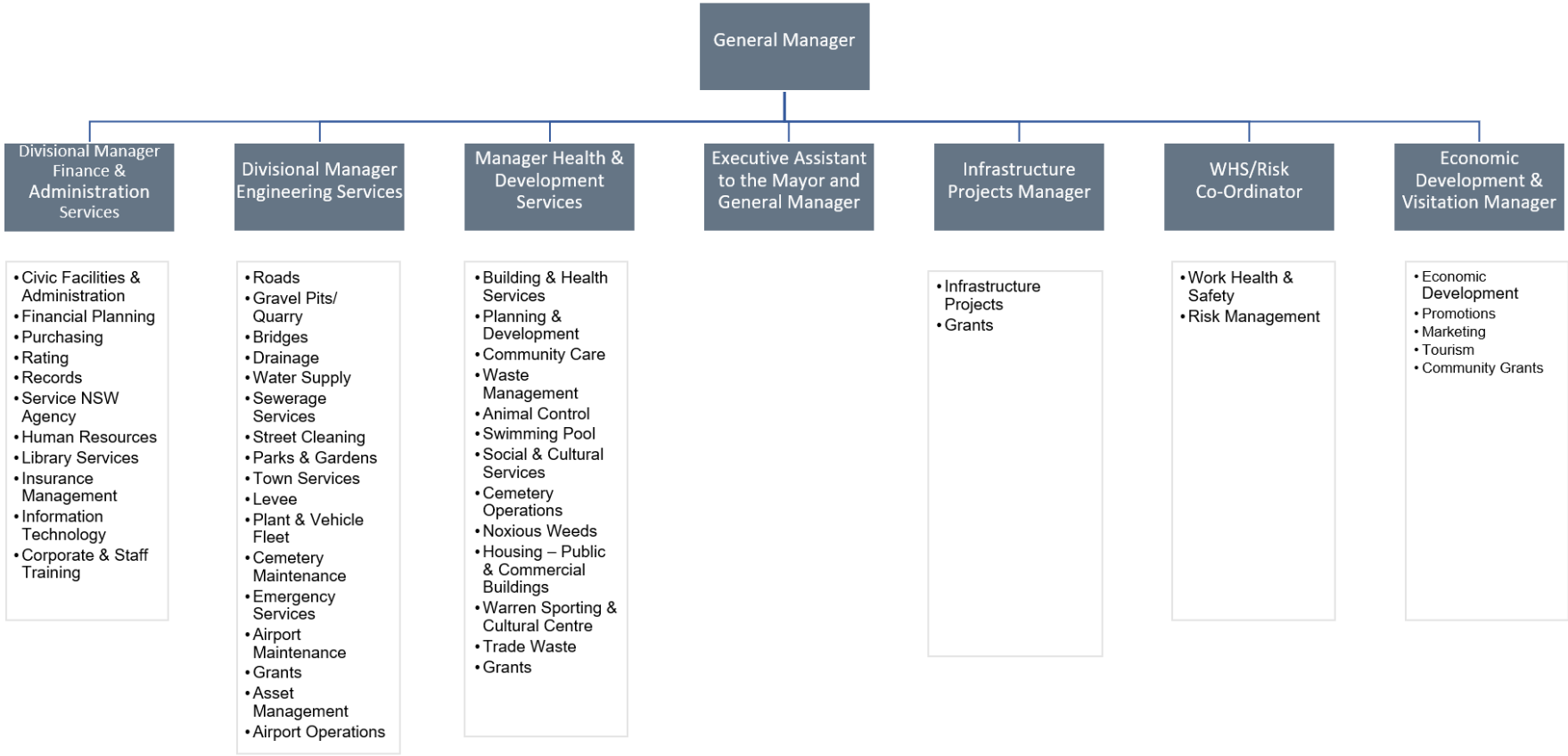
SCHEDULE 10

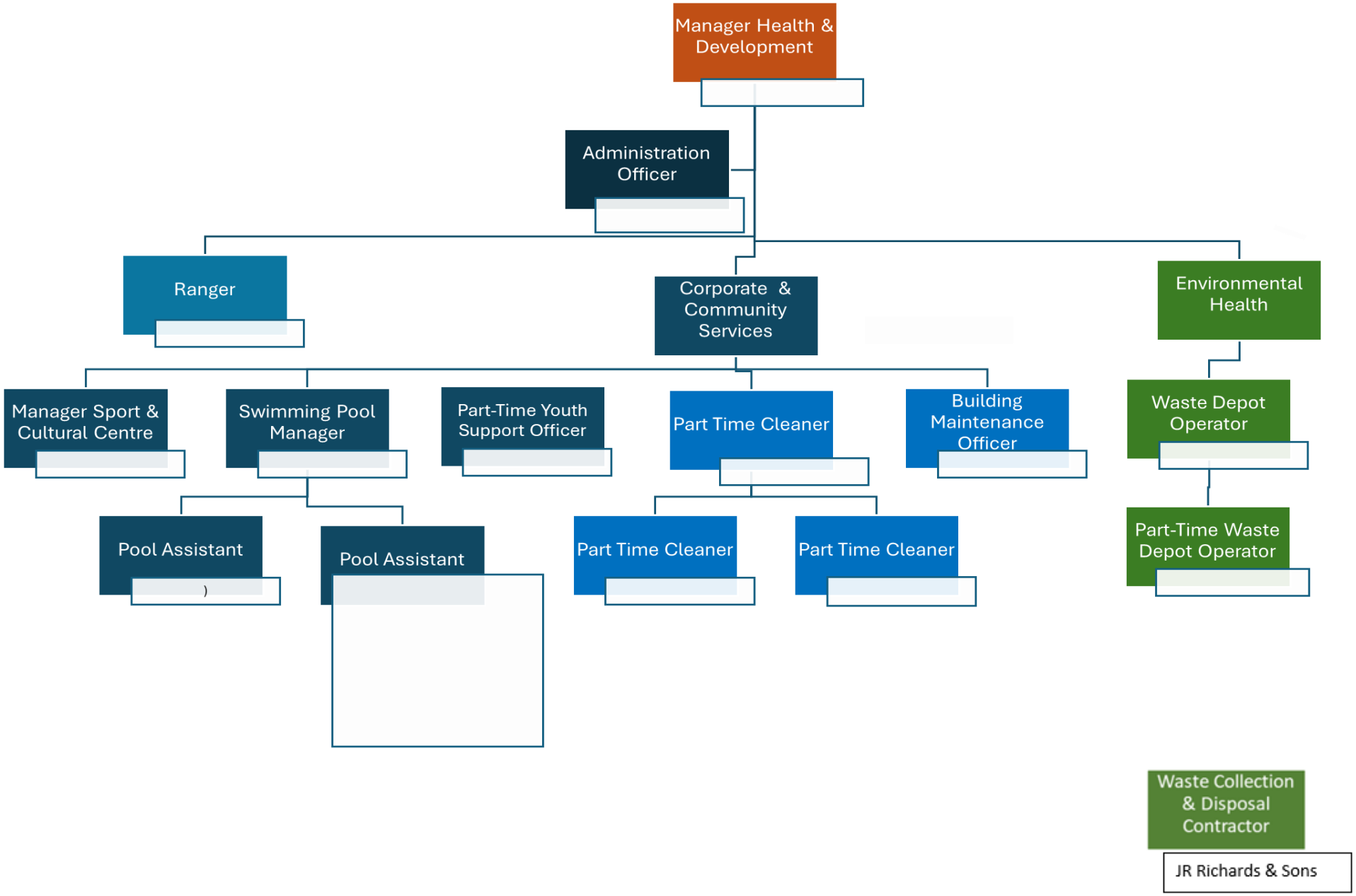
ORGANISATIONAL STRUCTURE &

HEALTH AND DEVELOPMENT SERVICES DEPARTMENT

ORGANISATIONAL STRUCTURE

ORGANISATIONAL STRUCTURE




Manager Health & Development
Administration Officer
Ranger
Corporate & Community Services
Environmental Health
Manager Sport & Cultural Centre
Swimming Pool Manager
Part-Time Youth Support Officer
Part Time Cleaner
Building Maintenance Officer
Waste Depot Operator
Pool Assistant
Pool Assistant
Part Time Cleaner
Part Time Cleaner
Part-Time Waste Depot Operator
Waste Collection & Disposal Contractor
JR Richards & Sons