



General Information for the Position of
DIVISIONAL MANAGER FINANCE & ADMINISTRATION

Applications Close: 4.00 pm Thursday, 10th November 2022

Further Information can be obtained from:

Mr Gary Woodman, General Manager
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WARREN NSW 2824

Email: hr@warren.nsw.gov.au

File: (S12-25.2)

SCHEDULE 1

POSITION ADVERTISEMENT

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

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 Finance and Administration Services Department to ensure that the operations in the areas of Finance (Information Technology, Investments, Creditors, Payroll, Debtors, Rating, Water Billing, Long Term Financial Planning, Asset Management, Chief Financial Officer), Administration (Customer Service, Administration, Records, Corporate Planning, Public Officer, Insurance Management, Property Register, Leases and Licences, Service NSW Agency, Corporate and Staff Training) and Library 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 \$207,219.54 including superannuation, housing subsidy and overtime. A vehicle with full private use is available in accordance with Council Policy.

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

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

- Tertiary Qualification in Finance, Accounting and/or Local Government Management or extensive industry experience;
- Class 'C' Drivers Licence;
- Extensive experience in a senior management role with well developed leadership and management skills;
- Extensive knowledge of matters relating to revenue, financial management, budgeting, governance and information technology in a local government context including the ability to construct, model, analyse and review complex budgets;
- Well developed communication, interpersonal, conflict resolution and problem solving skills;
- Extensive experience in project and program management in the finance and administration 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; and
- Desirable to have post-graduate qualifications in a field relevant to Finance and Administration Services.

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

Applications Close: 4.00 pm, Thursday 10th November 2022.

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

SCHEDULE 2

GENERAL POSITION DETAILS

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

The position of Divisional Manager Finance & Administration will be the head of Council's Finance and Administration Services Department and forms part of Council's Senior Management Team and Management Executive (Manex). The successful applicant is responsible to ensure the efficient delivery of services provided by the Finance and Administration 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 Divisional Manager Finance & Administration will be employed under the conditions of the Local Government (State) Award.

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

A Total Salary Package up to \$207,219.54 is being offered which includes subsidised housing, overtime allowance, motor vehicle private use and superannuation at 10.5% under Council's policies.

The salary component of this Package is in line with Council's Salary System, Executive Level 4 Band 2 (\$3,281.44 per week). The Total Salary Package is made up as follows:

Salary inclusive of Civil Liability Allowances, Overtime Allowance	\$170,634.88
Superannuation at 10.5%	\$17,916.66
Housing Subsidy (50%) of House Rental (currently \$145.00/week)	\$7,540.00
Private use of Motor Vehicle (currently \$214.00/week)	\$11,128.00
Total	\$207,219.54

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

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

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

Organisational KPI's

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

Motor Vehicle

Council provides a motor vehicle and the Divisional Manager Finance & Administration is entitled to full private use including fuel as per Council Policy under a lease back arrangement, currently at \$214.00 per week. The vehicle provided currently is a 2018 Toyota Kluger GXL AWD Wagon which is expected to be replaced in the near future with a similar class of vehicle.

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

Housing

Council offers a 3 bedroom house at 11 Pittman Parade, Warren at a rental of 50% market value as assessed by a Valuer each two (2) years. The current rental for 11 Pittman Parade, Warren is \$145.00 per week following subsidy. The rent may be salary sacrificed.

The plan of the house and photos are detailed in Schedule 8.

Telephone

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

Removal Expenses

Council will reimburse all reasonable removal expenses to a maximum amount of \$5,000, subject to your ongoing employment with Council for a minimum of two (2) years. If, for whatever reason, you leave Council's employ within that minimum period, then you will be required to refund Council's prepaid removal expenses on a pro rata basis. 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.

Work Place Assessment (Medical)

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

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

Work place 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

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

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 nearly completed Equestrian Arena;
- New Warren sewerage treatment works that is being 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 which is expected to be officially opened in early 2023; and
- Victoria Park and Oval including new netball courts and 300 lux sports field lighting.

Warren Shire is a great place to live and visit.

The value of community infrastructure grants over the past five (5) years has amounted to over \$27 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 Divisional Manager Finance & Administration is responsible for the areas of Finance (Information Technology, Investments, Creditors, Payroll, Debtors, Rating, Water Billing, Long Term Financial Planning, Asset Management, Chief Financial Officer), Administration (Customer Service, Administration, Records, Corporate Planning, Public Officer, Insurance Management, Property Register, Leases and Licences, Service NSW Agency, Corporate and Staff Training) and Library Services.

The value of the Finance and Administration Services Department budget is more than \$2 million this year exclusive of depreciation.

All standard management requirements of a Divisional Manager are involved in this position. The Divisional Manager is required to attend Council Meetings, Senior Management Team Meetings, Manex Meetings, Committee Meetings and any other regular meetings which requires having the Divisional Manager Finance & Administration's input.

Council's Finance and Administration Services Department employs a permanent workforce of 13 indoor staff. (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 Divisional Manager shall form part of the review process and discussion on project and program delivery options.

SCHEDULE 4

POSITION DESCRIPTION

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

Position Description

Divisional Manager Finance & Administration

Division/Department	Finance and Administration
Location	Warren
Classification/Grade/Band	Band 4 Level 2
Position Code	
Immediate Supervisor	General Manager
Responsible Officer	General Manager
Date position description approved	8th October 2022

Council Overview

Warren Shire Council is a large and diverse organisation employing over 75 full time equivalent staff and is responsible for assets in excess of \$300 million and an annual budget of approximately \$34 million. The Warren Shire Local Government Area covers approximately 10,860 km² and has a population of approximately 3,000 people. Within the Shire is the town of Warren (Administration Centre) on the Macquarie River, population 2,000 and the villages of Collie, population 38 and Nevertire, population 103.

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

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

Council Values

- 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 it's young people.

Primary Purpose of the Position

The Divisional Manager Finance & Administration leads and manages the Finance and Administration Services Department to ensure that the operations in the areas of Finance (Information Technology, Investments, Creditors, Payroll, Debtors, Rating, Water Billing, Long Term Financial Planning, Asset Management, Chief Financial Officer), Administration (Customer Service, Administration, Records, Corporate Planning, Public Officer, Insurance Management, Property Register, Leases and Licences, Service NSW Agency, Corporate and Staff Training) and Library 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), Council and the community to implement the Community Strategic Plan, Delivery Program and Operational Plan for the Shire;
- Ensure the sound financial position of the Council and provision of best practice financial planning, management accounting, revenue management and 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 Challenges

- Develop and maintain effective working relationships with key internal stakeholders;
- Ensuring business continuity for finance and administration functions through the effective management of staff capability development and succession planning;
- Ensuring the effective governance of all finance and administration 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, and 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

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

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

Customer Service

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

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	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 To ensure effective management of Council's investments and cash control
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 Divisional Manager 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 and Council as well as for effective management of 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

- Treasurer;
- Asset Manager;
- Librarian; and
- Accountant.

Estimated number of indirect reports

Up to 9 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 \$2 million.


Essential Requirements

- Tertiary Qualification in Finance, Accounting and/or Local Government Management or extensive industry experience;
- Class 'C' Drivers Licence;
- Extensive experience in a senior management role with well developed leadership and management skills;
- Extensive knowledge of matters relating to revenue, financial management, budgeting, governance and information technology in a local government context including the ability to construct, model, analyse and review complex budgets;
- Well developed communication, interpersonal, conflict resolution and problem solving skills;
- Extensive experience in project and program management in the finance and administration 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; and
- Desirable to have post-graduate qualifications in a field relevant to Finance and Administration Services.

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	Highly Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Create and Innovate	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Highly Advanced
	Assets and Tools	Advanced
	Technology and Information	Highly Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Highly 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	<ul style="list-style-type: none"> • 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	Highly Advanced	<ul style="list-style-type: none"> • Is comfortable with constant change, and able to adjust accordingly • Provides sound rationale for agreed positions while remaining open to valid suggestions for change • Creates a climate which encourages openness and debate around critical issues • Raises critical issues and makes tough decisions • Persists in the face of significant, complex and novel challenges • Manages own emotions and acts as a stabilising influence in emotionally charged situations
Personal Attributes Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> • Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Creates a climate in which people feel supported to take responsibility for outcomes • Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate and Engage	Highly Advanced	<ul style="list-style-type: none"> • Puts forward compelling arguments • Explains complex concepts appropriately for diverse audiences • Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure • Invites, actively listens and responds respectfully to questions, comments and suggestions
Relationships Community and Customer Focus	Highly Advanced	<ul style="list-style-type: none"> • 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 Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"> • Quickly grasps unfamiliar concepts and deals comfortably with complexity • Demonstrates deep knowledge and expertise across numerous subject areas • Critically analyses information and seeks diverse perspectives to formulate effective responses to policy issues • Identifies and evaluates broader impacts of proposed policies and solutions • Makes good decisions based on available evidence, observed patterns and evaluation of risks and benefits
Results Deliver Results	Highly Advanced	<ul style="list-style-type: none"> • Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of sustainable outcomes
Results Finance	Highly Advanced	<ul style="list-style-type: none"> • Sets organisational strategies and plans with reference to key financial indicators • Ensures that strategic decisions are made with appropriate advice from finance professionals • Identifies the most appropriate financing and funding strategies to meet operational and capital needs • Inspires a culture which respects the obligation to manage public monies and other resources responsibly • Establishes effective governance to ensure the ethical and honest use of financial resources • Actively pursues financial risk minimisation strategies, plans and outcomes
Resources Technology and Information	Highly Advanced	<ul style="list-style-type: none"> • Ensures effective governance enables efficient and effective applications of technology in the organisation • Ensures effective governance of information and communications security and use policies • Encourages research and expert advice on the application of emerging technologies • Critically assesses business cases to introduce new technologies

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Advanced	<ul style="list-style-type: none">• Knows the individual strengths, weaknesses, goals and concerns of members of the team• Fosters high performance through effective conversations and feedback and by providing stretch opportunities• Identifies and develops talent across the organisation• Coaches and mentors staff to foster professional development and continuous learning• Implements performance development frameworks to align capability with the organisation's current and future priorities• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Workforce Leadership Inspire Direction and Purpose	Highly Advanced	<ul style="list-style-type: none">• Articulates a shared vision of the organisation's future, described in measurable terms• Champions the organisational vision and strategy, and communicates the way forward• Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation• Communicates the context and parameters surrounding organisational strategies• Celebrates success and high performance and supports regular workplace activities to build a positive culture

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

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

INSTRUMENT OF DELEGATION

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

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

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

DELEGATION SUMMARY

Position Title	Chief Financial Officer / Divisional Manager Finance and Administration
Department	Finance and Administration Services
Commencement of Delegation	
Review Date	26th September 2024
Incumbent	

SCHEDULES

SCHEDULE 1

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

SCHEDULE 2

- 1) Subject to the provisions of the Local Government Act, 1993 and other legislation relevant to the delegations.
- 2) Council may by resolution direct to the General Manager in the exercise of any function herein delegated.
- 3) The Chief Financial Officer / Divisional Manager Finance and Administration 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
F01	Local Government (General) Regulation 2005	Debts - write off	To write off individual bad debts up to \$5,000.
F02	Local Government (General) Regulation 2005.	Responsible Accounting Officer	To act as Council's Responsible Accounting Officer.
F03	Local Government Act 1993 Section 514.	Categorisation of land.	Determine and declare the categorisation of land for purposes of ordinary rates under Section 514.
F04	Local Government Act 1993 Section 525.	Applications – determine categorisation	Determine applications to change the categorisation of rateable land in accordance with section 525.
F05	Local Government Act 1993 Section 527.	Rate adjustment	Make an adjustment of rates following a change in the category of rateable land, pursuant to section 527.
F06	Local Government Act 1993 Section 567.	Interest on Rates or charges	Write off accrued interest on rates or charges payable by a person, if in the opinion of the officer: the person is unable to pay the accrued interest of reasons beyond the person's control; payment of the accrued interest would cause the person hardship.
F07	Local Government Act 1993 Sections 575 and 582.	Rates - waive or reduce rate	Waive or reduce rates, charges and interest due by a person who is an eligible pensioner or is in receipt of a pension, benefit or allowance, pursuant to sections 575 and 582 up to \$5,000.
F08	Local Government Act 1993 Section 577.	Rates – grant concession	Make an order pursuant to section 577 directing that a person is an eligible pensioner and grant concessions from rates and charges to that person so as to avoid hardship.
F09	Local Government Act 1993 Section 601.	Rates – waive or reduce due to hardship	Determine an application to waive, reduce or defer payment of the whole or part of a rate increase attributable to a valuation increase on grounds of substantial hardship pursuant to section 601 up to \$5,000.

CODE	SOURCE	TITLE	DESCRIPTION
F10	Local Government Act 1993 Section 603.	Rates – issue a rate certificate	Issue a certificate as to rates and charges in accordance with section 603.
F11		Sign declarations	Sign declarations for Fringe Benefit Tax and Business Activities Statements on behalf of the Council.
F12	Local Government Act or General Regulation and Council Investment Policy.	Investment of funds	To invest Council funds, subject to the investment being in any security authorised by the Trustee Act 1925 or a form of investment notified by order of the Minister published in the Gazette.
F13	Valuation of Land Act 1916.	Make application for valuation of land	Exercise Council's functions, including the making of applications for the valuation of land within the Council's local government area.
F14	Valuation of Land Act 1916 Section 31.	Valuations - Objections	To object to valuations.
F15	Commonwealth Government Law and Child Support (Collections) Act - Child Support Agency	Garnishees / Child Support orders	To approve the payment of a fixed sum of money in respect of court judgments and Child Support Agency directives applying Council employees.
F16		Cheques/EFT Payment - Authority to Sign/Authorise	To sign cheques and authorise EFT payments as signatory and/or counter signatory.
F17		Payroll	To certify payment and authorise EFT payments in relation to payroll.
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.
G04		Petty cash	To approve petty cash reimbursements.
G05	Government Information (Public Access) Act 2009.	Provision of information to the public – open access/proactive/informal	Subject to the provisions of the Act, to disclose any information in any format of Council that is deemed to be in the public interest.

CODE	SOURCE	TITLE	DESCRIPTION
G06	Government Information (Public Access) Act 2009.	Provision of information to the public – formal applications for access	Subject to the provisions of the Act, to disclose any information in any format of Council that is deemed to be in the public interest after formal processing.
HR01		Finalise Workers Compensation Claims	Determine and finalise all workers compensation claims lodged by Council staff in consultation, where appropriate, with legal/professional advice, and subject to the requirement that any financial settlement, ie termination or lump sum, require the approval of the General Manager.
HR02		Interview expenses	To approve reimbursement of expenses incurred by an applicant for a position attending an interview, in accordance with Council's policy.
HR03		Speak to media	Speak on behalf of the Council to the media.
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.
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.
P01	Local Government (General) Regulation 2005 – Part 7.	Calling and Consideration of Tenders	To fulfil the role of "Council" referred to in the Regulation, limited by the acceptance of tenders which cannot be delegated under the Act, but including entering into contracts on behalf of Council once a tender has been accepted in accordance with Section 19 of the Regulation within Council's financial delegations.

CODE	SOURCE	TITLE	DESCRIPTION
P02	Local Government (General) Regulation 2005 – Clause 164.	Receive or deal with tenders submitted	Act as an appropriate person, within the meaning of clause 164 of the Local Government (General) Regulation 2005, to receive or deal with tenders submitted to Council. The functions of an "appropriate person" under the Act and Regulations include: Council. The functions of an "appropriate person" under the Act and Regulations include: 1. Placing tenders submitted by facsimile in a sealed envelope (cl 173); 2. Store in an information system tenders submitted by electronic means (cl 174); 3. Open tenders in presence of one other person designated by the General Manager (cl 175); 4. Prepare a tender list (cl 175). Authority to decide, pursuant to clause 166 of the Local Government (General) Regulation 2005, the method of tendering to be used where Council is required to invite tenders in accordance with section 55 of the Local Government Act 1993. Pursuant to Clause 166.
P15	Council Policy	Expenditure - operating budget up to \$250,000	To incur expenditure up to \$250,000.00 subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget.
S01		Appointment of Staff	To recommend appointment of, and to control, staff within the Department under the control of the Director, in accordance with the approved organisation structure and resources of Council.
S02		Advertisement of position vacancies	To authorise the advertisement of position vacancies, in all operational areas of Council in accordance with Council policy, where approval has been given by the General Manager to fill the position.
S03		Fees - reductions	To reduce a particular individual fee in a particular circumstance – Limit \$5,000.
S04		Funding certificates	To issue funding certificates.
S05		Funding acquittals	Forward funding acquittals and project reports to funding bodies.
S07		Meetings	To approve staff attendance and payment of travel and other expenses for meetings within NSW.
S08		Jury Service	To approve the absence of staff for Jury Service.
S09		Recognition of previous service	To approve the recognition of previous service for long service leave purposes in accordance with the award for staff in any operational area of Council.
S10		Recruitment Action - Casual Staff	To approve appointment of casual staff
S11		Retirement of staff	To approve the retirement of staff in any operational area of Council on the grounds of age or ill health.

CODE	SOURCE	TITLE	DESCRIPTION
S12		Rostered working times	To approve variations to rostered working times.
S13		Termination of staff	To reduce the term of employment of temporary Council or agency staff in any operational area of Council.
S14		Termination of Staff	Make recommendations to the General Manager with respect to the dismissal and suspension of employees within the position holder's area of responsibility
S15		Timesheets and Leave	To authorise staff timesheets and all forms of staff leave except Leave without pay more than 5 continuous days and Long Service Leave longer than 6 weeks.
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.
S18		Signing of Correspondence	The authority to sign returns, forms and notices relating to the operations of Service NSW and customer service section.
CS01	Local Government Act 1993, Section 666 and the State Records Act 1998.	Records maintenance and disposal	To dispose of non-current Council records in accordance with relevant legislative requirements and Council policy.
CS02		Insurance claims – to excess	Settlement of all insurance claims to the amount of the excess.
CS03		Insurance claims – above excess	Authorise settlement of insurance claims by insurer above the excess.
CS04	Local Government (General) Regulation 2005 – Section 243.	Minutes	To supervise inspection of minutes of meetings of Council or committees

SCHEDULE 3

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

1) The Role

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

2) Chief Financial Officer / Divisional Manager Finance and Administration:

- 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: ***** 2022

SCHEDULE 6

ORGANISATIONAL KPI'S

DIVISIONAL MANAGER FINANCE & ADMINISTRATION

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

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

File Ref: P13-1, S12-20

DOCUMENT CONTROL

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

1. INTRODUCTION

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

2. POLICY OBJECTIVE

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

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

3. SCOPE

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

4. DEFINITIONS

Executive

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

Manager

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

Partner

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

5. POLICY STATEMENT

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

6. ENVIRONMENTAL SUSTAINABILITY

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

7. ENTITLEMENT

7.1 POOL USE

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

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

7.2 ALLOCATION CRITERIA

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

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

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

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

Group 4 (All other staff on leaseback)

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

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

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

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

OR

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

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

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

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

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

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

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

7.3 ASSESSMENT & SUBMISSION

For positions below Group 3, the relevant Manager will:

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

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

7.4 VARIATION

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

8. MAKES AND MODELS OF VEHICLES

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

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

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

9. FRINGE BENEFITS TAX (FBT) AND ANNUALISED KILOMETRES

(a) FBT Calculation

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

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

(b) Annualised Kilometres

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

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

Table 1:

LEVEL	CAR GROUP STANDARD	Employee Contributions
Group 1 General Manager (Full Private Use)	Vehicle to the value of \$75,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$214 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 2 Divisional Managers (Full Private Use)	Vehicle to the value of \$70,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$214 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 3 Managers (Full Private Use)	Vehicle to the value of \$60,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$161 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 4 Other Employees where circumstances dictate the need for the provision of a Council motor vehicle (as per paragraph 7.2 of this policy). (Private use determined by the General Manager on a case by case basis)	Type of vehicle determined by the Executive where primary consideration is work/duty suitability – such as a utility.	Where the General Manager approves private use – \$161 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.

10. OPTIMUM REPLACEMENT PERIODS

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

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

11. REPLACEMENT MOTOR VEHICLES & DISPOSAL OF MOTOR VEHICLES

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

12. LEASEBACK RATES

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

The review will also determine if:

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

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

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

13. PRIVATE USE OF COUNCIL VEHICLE

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

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

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

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

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

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

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

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

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

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

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

14. EMPLOYEE CONTRIBUTIONS

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

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

15. MAINTENANCE OF MOTOR VEHICLE

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

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

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

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

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

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

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

16. PROCEDURES TO BE FOLLOWED

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

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

17. SMOKING IN COUNCIL VEHICLES & ANIMALS IN COUNCIL VEHICLES

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

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

18. INSURANCE

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

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

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

19. USE OF FUEL CARD

Council will supply all vehicles with a fuel credit card.

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

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

(a) Other Purchases

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

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

(b) Card Cancellation

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

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

20. REPORTABLE FRINGE BENEFITS

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

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

21. NOVATED LEASES

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

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

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

22. GENERAL CONDITIONS

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

23. IMPLEMENTATION

Roles and Responsibilities

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

Support and Advice

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

Communication

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

Procedures and Forms

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

24. REVIEW

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

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

DECLARATION

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

Signature of Employee

Date

\$ _____
Leaseback Fee Payable Weekly

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

DIVISIONAL MANAGER ENGINEERING SERVICES TO COMPLETE

Vehicle Description:

Registration:

Date Received:

Starting Odometer Reading:

Drivers Name:

Department:

ATTACHMENT 1

WEAR & TEAR DEFINITIONS

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

The following damage is deemed to be REASONABLE WEAR AND TEAR

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

The following are examples of UNREASONABLE WEAR AND TEAR

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

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

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

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

ATTACHMENT 2

APPLICATION FOR THE ALLOCATION OF A MOTOR VEHICLE

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

DIVISION: _____ SECTION: _____

SALARY GRADE: _____ BUDGETED COST: Yes / No

CRITERIA:

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

MOTOR VEHICLE POOL:

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

POSITION INTEGRITY & EFFICIENCY:

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

MARKET FORCES (Where Applicable):

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

Submission by: _____
Manager Date

Endorsed for consideration: _____
Divisional Manager Date

DETERMINATION BY THE GENERAL MANAGER:

To Manager _____ Date: _____

Your application for the allocation of a motor vehicle to the position of:
_____ has been /not been approved.

Reasons why your application has not been successful include:

Motor Vehicle Allocation Group as per the Motor Vehicle Policy

Please tick appropriate box

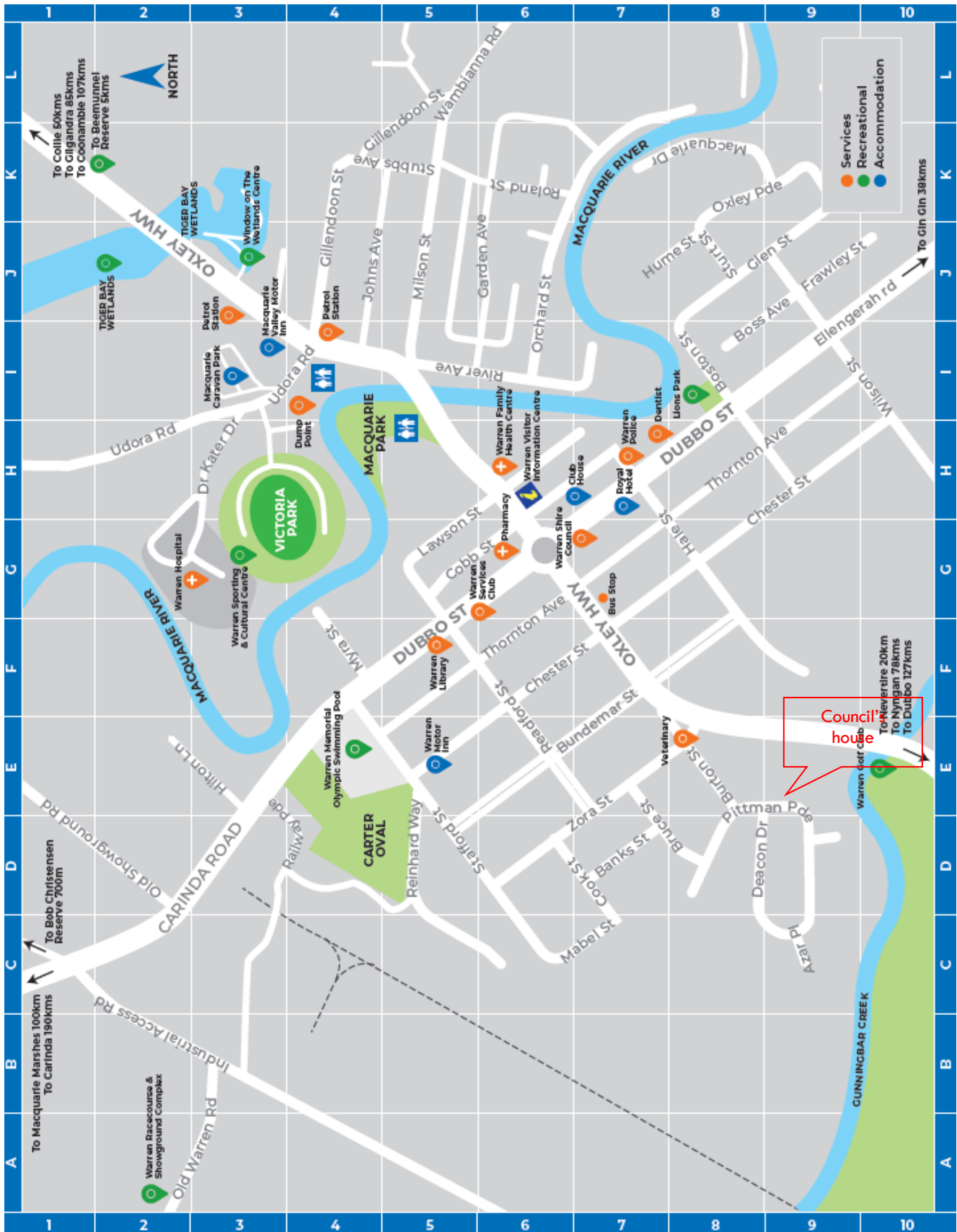
- Group 1 General Manager
- Group 2 Director
- Group 3 Manager
- Group 4 All other employees

Copy to be forwarded to the Finance Clerk – Payroll.

SCHEDULE 8

INFORMATION ON 11 PITTMAN PARADE, WARREN

Town Map



Photos of House 11 Pittman Parade, Warren



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 \$34 million per annum including depreciation.

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

History of Warren

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

Physical Structure

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

Soils

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

Climate

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

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

Fauna

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

Land Use

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

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

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

Water Resources

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

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

Minerals

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

Town Facilities

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

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

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

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

Education

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

Transport and Communications

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

The Council

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

The Organisation

Council's Finance and Administration Services Department permanent workforce currently numbers 13, indoor staff. A copy of the Finance and Administration Services Department Structure is attached.

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

The Finance and Administration Services Department consists of: Finance, Administration and Library Services.

The Finance and Administration Services Department has an estimated expenditure of \$2 million this year.

Finance and Administration Services Department Structure

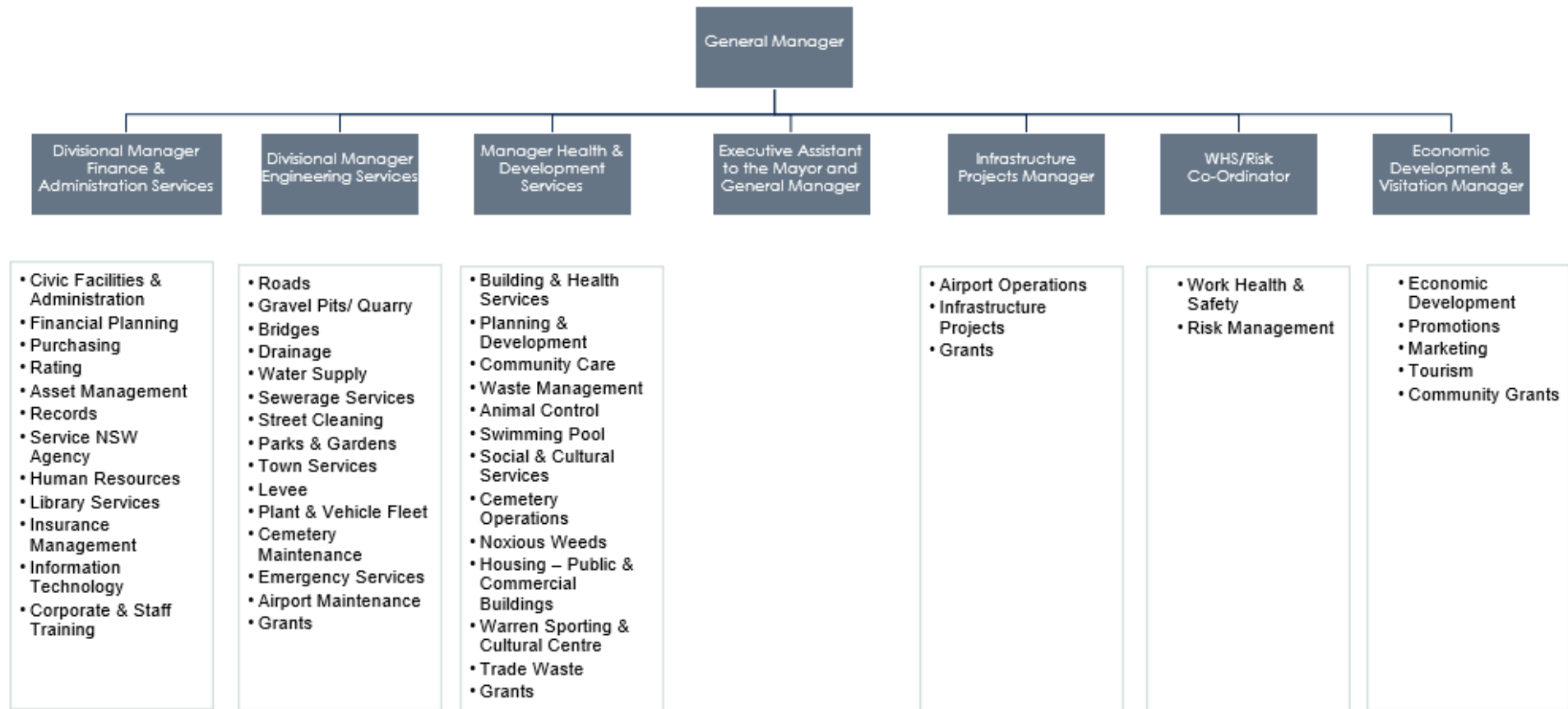
A review of the organisational Work Force Plan and Strategy 2020 is being undertaken. The structure identified may be changed or modified based on future work force requirements.

SCHEDULE 10

ORGANISATIONAL STRUCTURE &

FINANCE AND ADMINISTRATION SERVICES DEPARTMENT

ORGANISATIONAL STRUCTURE



Finance & Administration Structure

