



General Information for the Position of

ASSETS MANAGER

Further Information can be obtained from:

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File: S12-25.6/22

SCHEDULE 1

POSITION ADVERTISEMENT

ASSETS MANAGER

ASSETS MANAGER

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

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

Reporting to the Divisional Manager Engineering Services, you manage Council's infrastructure assets management system in collaboration with other officers to ensure that Council meets its obligations under the Australian Accounting Standards, and that assets are optimally managed throughout their lifecycle.

A Total Salary Package ranging between \$117,911 - \$136,777 is being offered which includes salary, overtime and civil liability allowances, superannuation currently at 12%. Any pro rata on-call allowances are over and above the Total Salary Package detailed. This position does not attract housing allowance or subsidy. However, Council would assist in finding appropriate housing if required.

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

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

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

1. Professional/Specialist Band 3, Level 3: A Tertiary Qualification in Civil Engineering.
2. Demonstrated experience in the operations of the data entry equipment and/or its base station.
3. Demonstrated knowledge and skills in civil engineering construction and maintenance work or a combination of substantial years of relevant experience, knowledge and skills sufficient to perform the duties and responsibilities of the position.
4. A sound level of computer literacy and keyboard skills including the ability to use Microsoft Word, Excel and the web as required.
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution skills, negotiation skills and dealing with challenging customers and key stakeholders.
6. Demonstrated ability to employ initiative, set priorities, plan and organise own work and coordinate with other staff.
7. Demonstrated knowledge of reading and interpreting maps, civil designs and engineering plans.

8. Proven experience in the organisation, and asset management of the Engineering Services Department.
9. Computer skills with experience in the collection and upkeep of asset data.
10. A demonstrated commitment to providing professional customer service to Council's standards.
11. Understanding and proven ability to submit all asset data documents.
12. Ability to work effectively as part of a team.
13. A commitment to continual improvement.
14. Ability to prepare reports on the state of Council's Assets.
15. Current NSW Class C Driver's License.
16. Knowledge of Australian Accounting Standards.

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

Applications

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

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

Council is an Equal Employment Opportunity employer.

SCHEDULE 2

GENERAL POSITION DETAILS

ASSETS MANAGER

The position of Assets Manager will deliver Council's assets management program within the Engineering Services Department, reporting directly to the Divisional Manager Engineering Services.

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

Salary and Conditions

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

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

A Total Salary Package ranging between \$117,911 - \$136,777 is offered, which includes overtime allowance, civil liability allowances and superannuation at 12% under Council's policies. This position does not attract housing allowance or subsidy. However, Council would assist in finding appropriate housing if required.

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

	Grade 1 – Grade 5	
Salary inclusive of Civil Liability Allowances, Overtime Allowances per	\$105,277	\$122,122
Superannuation at 12%	\$12,634	\$14,655
Total	\$117,911	\$136,777

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

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

The position's hours are based on a 19-day month flexi time system, 37.5-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 flextime (or accrued annual leave if not sufficient flextime).

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

Council's Motor Vehicle Policy is attached in Schedule 9.

Telephone

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

Removal Expenses

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

Superannuation

Superannuation is paid in accordance with conditions of Local Government Superannuation or varied by agreement with Council.

Workplace Assessment (Functional Review)

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 Council-approved provider at your location.

SCHEDULE 3

OVERVIEW OF LOCATION AND ROLE

ASSETS MANAGER

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

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

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

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

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

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

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

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

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

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

SCHEDULE 4

POSITION DESCRIPTION

ASSETS MANAGER

Position Description

PART 1: POSITION DETAILS

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

PART 2: POSITION PURPOSE:

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

PART 3: POSITION ACCOUNTABILITIES

The position has the following requirements.

Assets Management

1. Preparing Asset Management Plans and any related strategic documents and plans for all Council's asset classes in consultation with all relevant stakeholders, including community consultation where appropriate.
2. Collaborate with the other functional managers to develop, implement, maintain, and review Annual Work Plans and Service Standards relevant to Council's assets that reflect Council's corporate direction and the community's requirements.
3. Administer Council's corporate assets management information system (Metrix) and its integration to the GIS system (QGIS/Pozi), including the development of mobile solutions and a maintenance management system.
4. Update the Assets Management Information System (Metrix) with new assets, renewals and disposals, and provide relevant reports to the Finance team.
5. Development and implementation of strategies and tools for the continuous monitoring, evaluation, and improvement of asset performance, including data collection, condition assessment, valuation, and depreciation of assets.
6. In conjunction with Divisional Manager Engineering Services and other asset owners, develop and drive improvement initiatives through the synchronisation of sound budgets, pragmatic schedules and quality assurance principles that optimise asset utilisation and articulate business benefits.
7. Development of Council's 10-year capital works programs including programs and projects for the renewal, upgrade, and construction of new infrastructure assets, according to the asset management plan strategies and renewal intervention levels for Council's major asset classes.
8. Lead the ongoing development and maturity of Council's Asset Management framework and asset management practice.
9. Prepare and maintain Council's Assets Management Policy and Strategy.
10. Prepare data, information and reports as required that reflect the status of assets.
11. Undertake and organise for assets revaluation in accordance with Assets Management Strategy.
12. Regularly review plans and report to Council with up-to-date improvement plans, on achievement of targets set and ensure best appropriate practice within the industry is applied.
13. Evaluate options for Asset Management Plans to ensure that they contribute to the identified need (including Whole Life Cost analysis, impact on performance and serviceability and quantified impact on the risk profile of the asset system).
14. Actively contribute to and assist in the management of enterprise risk.
15. Actively liaise with other staff, working collaboratively with other departments across the organisation in a positive team atmosphere when required.
16. Exhibit Council's corporate values in all that you do and say, demonstrating behavior above the line, setting a positive example to inspire staff around you to do the same.
17. Organise assets management training to staff, management and councilors as required.
18. Any duties reasonably requested by Council within the skillset of the job holder.

PART 4: SELECTION CRITERIA

Essential Criteria:

1. Professional/Specialist Band 3, Level 3: A Tertiary Qualification in Civil Engineering.
2. Demonstrated experience in the operations of the data entry equipment and/or its base station.
3. Demonstrated knowledge and skills in civil engineering construction and maintenance work or a combination of substantial years of relevant experience, knowledge and skills sufficient to perform the duties and responsibilities of the position.
4. A sound level of computer literacy and keyboard skills including the ability to use Microsoft Word, Excel and the web as required.
5. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution skills, negotiation skills and dealing with challenging customers and key stakeholders.
6. Demonstrated ability to employ initiative, set priorities, plan and organise own work and coordinate with other staff.
7. Demonstrated knowledge of reading and interpreting maps, civil designs and engineering plans.
8. Proven experience in the organisation and asset management of the Engineering Services Department.
9. Computer skills with experience in the collection and upkeep of asset data.
10. A demonstrated commitment to providing professional customer service to Council's standards.
11. Understanding and proven ability to submit all asset data documents.
12. Ability to work effectively as part of a team.
13. A commitment to continual improvement.
14. Ability to prepare reports on the state of Council's Assets.
15. Current NSW Class C Driver's License.
16. Knowledge of Australian Accounting Standards.

Desirable Criteria:

1. Demonstrated experience in using an assets management information system, preferably Metrix.
2. Demonstrated knowledge of GIS – QGIS or similar.
3. Demonstrated experience in using management information systems Microsoft systems such as Word, Excel and MS Project.
4. Demonstrated experience in using design software such as Auto CAD.

5. Membership of a relevant professional body such as, the Institute of Public Works Engineering Australasia and/ or Engineers Australia, and
6. Post graduate qualifications in Assets Management.

PART 5: POSITION DUTIES:

1. Support Council's Values

Key Principles

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

Integrity

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

Leadership

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

Impartiality

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

Accountability

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

Openness

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

Honesty

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

Respect

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

Judgement & Problem Solving

This position makes recommendations on the day-to-day operation of the Section and is required to:

1. Work in accordance with Council's policies and procedures.
2. Inspect infrastructure assets, make quantifiable assessments of condition and recommend appropriate type and levels of remedial work.
3. Recommend solutions of a technical & operational nature to the Divisional Manager Engineering Services as well as the other appropriate key internal & external key contacts.
4. Continually review work methods where related to this position's work activities regarding best practice in productivity, environmental, quality and WH&S.
5. Identify problems and non-conformances in the delivery of work and legal requirements and ensure all problems and conflicts are resolved in a timely manner.
6. Investigate and provide relevant factual advice to the Divisional Manager Engineering Services as well as the other appropriate key internal & external key contacts and other Council Staff and external clients as required.
7. Complete forms and prepare reports and make recommendations to the appropriate officer/officers.
8. Attend fortnightly planning meetings and keep the Engineering Services Department Management Staff aware of the state of the assets.
9. Undertake ongoing development and training considered by the Divisional Manager Engineering Services to be appropriate and necessary for the position and proposed technology changes.
10. Support the Divisional Manager Engineering Services as well as the other appropriate key internal & external key contacts in their other duties.

Specialist Knowledge and Skills

This position makes recommendations on the day-to-day operational issues and is required to:

1. Report on the Quality, Environmental and WH&S systems relevant to the condition of the asset.
2. Ensure that the quality of work completed is carried out satisfying the requirements of the Divisional Manager Engineering Services as well as the other appropriate staff and the WH&S Coordinator.
3. Investigate and report on required remedial, corrective, and preventative action to all incidents and non-conformances and complaints.
4. Inform the appropriate Officer of all emergencies or sites involving possible danger to staff and the public to ensure prompt and appropriate response.

Management Skills

1. Keep and maintain a daily record of all works performed, site risk assessments, all incidents and accidents that arise including complaints, non-conformances, quality verification, reworks and job failures in accordance with procedure.
2. Be conversant with the asset management maintenance system and utilise this as an operational management tool to its fullest advantage.
3. Collect asset data and validate information, as directed. Provide asset reporting document and computer input reports as requested.

Interpersonal Skills

1. Ensure that all dealings with the public are consistent with Council's commitment and policies to providing a high level of customer service and satisfaction.
2. Respond in a timely and courteous manner to enquiries, complaints, non-

- conformances, incident reports and requests relating to the area of your responsibility.
3. Promote the image of Council in all matters pertaining to the Council and when carrying out your duties.
 4. Assist the Divisional Manager Engineering Services as well as the other appropriate key Internal & external key contacts to prepare quotations and estimates for all internal and external works as directed.
 5. Assist the Divisional Manager Engineering Services prepare periodic and annual reports detailing the state, condition and value of all assets relevant to the Council Operations.

Behavioral Competencies

1. A demonstrated capacity to work well as part of a team.
2. A proactive approach to managing issues and problems.
3. A motivated and enthusiastic approach to work activities
4. Compliance to Policy and procedures
5. Demonstrated initiative, flexible approach and enthusiasm including a willingness to respond to changes in work instructions and to learn new skills.
6. An ability to impart knowledge.
7. An ability to resolve conflict.
8. Good interpersonal skills.

Authority and accountability: Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

Judgement and problem solving: Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

Specialist knowledge and skills: Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

Management skills: May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

Interpersonal skills: In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

Qualifications and experience: Thorough working knowledge and experience of all work procedures for the application of technical/trades or administrative skills, based upon suitable certificate or post-certificate-level qualifications.

Warren Shire Council

Competencies and Skills

Job Title: Assets Manager
Band: 3
Level: 3

Grade 1

Professional/Specialist Band 3, Level 3: A Tertiary Qualification in Civil Engineering

Demonstrated experience in the operations of the data entry equipment and/or its base station.

Demonstrated knowledge and skills in civil engineering construction and maintenance work or a combination of substantial years of relevant experience, knowledge and skills sufficient to perform the duties and responsibilities of the position.

A sound level of computer literacy and keyboard skills including the ability to use Microsoft Word, Excel and the web as required.

Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution skills, negotiation skills and dealing with challenging customers and key stakeholders

Demonstrated ability to employ initiative, set priorities, plan and organise own work and coordinate with other staff.

Demonstrated knowledge of reading and interpreting maps, civil designs and engineering plans.

Ability to work effectively as part of a team.

A commitment to continual improvement.

Ability to prepare reports on the state of Council's Assets.

Current NSW Class C Driver's Licence.

Demonstrated experience in using management information systems Microsoft systems such as Word, Excel and MS Project.

Commitment to WHS and risk management.

Grade 2

Proven experience in Council's structure and functions and asset management section of the Engineering Services Department.

Computer skills with experience in the collection and upkeep of asset data.	
Working knowledge of acts and regulations including Local Government Act, EEO Act, among others.	
A demonstrated commitment to providing professional customer service to Council's standards.	
Knowledge of Australian Accounting Standards.	
Understanding and proven ability to submit all asset data documents.	
Demonstrated experience in using an assets management information system, preferably Metrix.	
Demonstrated experience in using design software such as Auto CAD or Civil CAD.	
Membership of a relevant professional body such as, the Institute of Public Works Engineering Australasia and/ or Engineers Australia.	
Grade 3	
Demonstrated knowledge of GIS – QGIS/Pozi or similar	
Demonstrated experience in project management of major engineering projects.	
Ability to prepare Note 9 and Special Schedule 7 reports.	
Competent development of section budgets, including miscellaneous revenue and expenditure items.	
Grade 4	
Post graduate qualifications in Assets Management.	
Thorough working knowledge of Australian Accounting Standards.	
Expert knowledge of ISO 55000: 2024 or similar.	
Grade 5	
Ability to lead multi-disciplinary meetings and group discussions.	
Demonstrated ability in long-term budgeting having regard to corporate strategies and goals.	

SCHEDULE 5

POSITION DELEGATIONS

ASSETS MANAGER

INSTRUMENT OF DELEGATION

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

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

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

DELEGATION SUMMARY

Position Title	Assets Manager
Department	Engineering Services
Commencement of Delegation	26th May 2023
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 Assets Manager shall exercise the functions herein delegated in accordance with and subject to:
4. The provisions of the Local Government Act, 1993 as amended.
5. All and every policy of the Council adopted by resolution and current at the time of the exercise of the functions herein delegated.
6. The authority to use or expend funds from petty cash is limited to transactions involving expenditure of up to \$100.00.
7. Other Delegations of Authority as listed in the table below:

CODE	SOURCE	TITLE	DESCRIPTION
E01	Roads Act 1993, Sections 164 and 165.	Authorised Officer	To fulfil the role of "Authorised Officer" for the purposes of the Roads Act 1993, limited by the referral of matters which have been the subject of public objections to the General Manager and/or Council.
E09	Roads Act 1993 Section 138.	Roads - works and structures	To approve the carrying out on roads of any of the activities under s138, including erection of structures, carrying out works and digging up or disturbing the surface.
E10	Road Transport Act 2013, Section 122, 123, 124, 125 and 126.	Parking and traffic control measures.	To implement parking and traffic control measures.
PEE21	Local Government Act 1993 Sections 191-201	Entry to land and premises	For the purposes of inspection, investigation, sampling, and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE23	Environmental Planning and Assessment Act 1979, Section 119F.	Entry to land and premises	For the purposes of inspection, investigation, sampling, and any other functions to enter any land and premises in accordance with the enabling legislation.
PEE24	Protection of the	Entry to land	For the purposes of inspection, investigation,

CODE	SOURCE	TITLE	DESCRIPTION
	Environment Operations Act 1997 Sections 111 and 196	and premises	sampling, and any other functions to enter any land and premises in accordance with the enabling legislation.
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.
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.
P05	Council Policy	Expenditure - Operating Budget up to \$500	To incur expenditure up to \$500, 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 general responsibility.
S05		Funding acquittals	Forward funding acquittals and project reports to funding bodies.

SCHEDULE 3

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

1) The Role

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

2) The Assets and Project Manager:

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

3) Duties in relation to the Code of Conduct:

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

Gary Woodman
GENERAL MANAGER

Date: 27th June 2023

SCHEDULE 6

ORGANISATIONAL KPI'S

Organisation KPI's / Staff Position	Finance	Work Health and Safety	Organisational Review	Project Management	Community Relations	General KPI	General KPI	General KPI	General KPI	General KPI	General KPI	General KPI
	Prepare and submit to the DMFA, the yearly budget items for the Department or Section prior to 1 st March.	Provide a safe and healthy workplace where everyone. takes responsibility for a safety culture in accordance with the Work Health and Safety Plan.	Undertake a department or section review of staff requirements, projects to be delivered and financial requirements prior to November each year in accordance with the organisational templates and report procedures and IP&R (budget) process.	Undertake projects as approved in the yearly budget and prepare all projects under the Organisational IT templates	Prepare reports, correspondence, provide verbal advice and provide management updates on projects, financial and community issues and concerns in a timely fashion to ensure that council is portrayed in the best possible circumstance and that Councilors and other staff are aware of delivery or	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	If required, actively implement the Fit for the future changes with the Councils developed Implementation Documents and procedures and positively support. changes to staff and the public.	Undertake and complete all staff Performance Reviews by April each year. (Note: all staff must have a performance review not just those seeking pay increases).
Divisional Manager Engineering Services												
Roads Infrastructure Manager												
Assets Manager												
Flood Restoration and Special Projects Manager												
Town Services Manager												
Assets Technical Officer												
Workshop Co-Ordinator												
Roads Overseer												

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

SCHEDULE 7

INFORMATION ON WARREN SHIRE

Warren Shire

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

The Council was formed by the amalgamation of the Marthaguy Shire and Warren Municipality in 1957 and currently has a budget of \$45 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 (e.g., Haddon Rig, Raby,

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

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

Water Resources

Warren is the center for the Lower Macquarie operations of the State Water. Many of the streams once unreliable and often dry have now become permanent. There are several weirs (Gin Gin, Warren, Bryan Egan, and Marebone) in the district and 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 Councilors. They meet 11 times a year, being the fourth Thursday of the month, with the exception of November and December. There is no November meeting, but an early December meeting. The meetings start at 8.30am in Council's Community Room.

The Organisation

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

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

Organisational Structure

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

SCHEDULE 8

ORGANISATIONAL STRUCTURE & ENGINEERING

SERVICES DEPARTMENT STRUCTURE

ORGANISATIONAL STRUCTURE



ENGINEERING SERVICES DEPARTMENT STRUCTURE

