ACTING COORDINATOR SUSTAINABILITY
POSITION DESCRIPTION

POSITION NO: 1905/20141175
DIRECTORATE: City Growth
BRANCH: City Strategy & Development
UNIT: City Sustainability
STATUS: Temporary Full Time (Maternity Leave Position)
CLASSIFICATION: Band 7
OCCUPANT: Vacant
LOCATION: Warrnambool
DATE: November 2014

POSITION CONTEXT & OBJECTIVE(S):

- To establish and implement a strategic framework to deliver sustainability programs within the municipality.
- To provide specialist technical and administrative services to Council in the areas of sustainability.
- To co-ordinate the development of and facilitate the ongoing implementation of environmental sustainability policies and strategies initiated by Council including any reviews required.
- To promote the highest standards of environmental sustainability and awareness amongst Councillors, staff and the local community.
- To facilitate and encourage co-ordination of conservation, environmental and general sustainability activities which are carried out by local community groups, Council, government agencies, businesses and other organizations to ensure optimal environmental outcomes.
- To manage actions related to sustainability, including key aspects related to Council’s Climate Action Plan Pursue grant funding for environmental projects.
- Warrnambool City Council is a partner in the Great South Coast Street Smart Lighting Project. This project has commenced and will run through until December 2015.
- The position project manages this innovative project and work with all 6 partner Councils, consultants, contractors and stakeholders to implement in accordance with funding agreements and project plans. The position will be required to report to the Board of the South West Sustainability Partnership.

KEY RESPONSIBILITIES AND DUTIES:

1. Represent Council at management forums/networks relating to environmental sustainability.
2. Oversee implementation and review of the Environmental Sustainability Strategy and other related Council policies.
3. To coordinate Council’s environmental committee to improve Council’s environmental performance.
4. Establish and oversee sustainability indicators and reporting mechanisms for Council.
5. To provide comment on planning applications received on the implications of those developments and uses on the environment, both in its built form and natural state.
6. To provide a strategic framework for environmental sustainability across the municipality.
7. To integrate social, economic and environmental factors in strategic planning and decision making processes.

8. To investigate opportunities to maximise Council community and private sector contributions and partnerships to environmental projects.

9. To develop and collate information about the environmental features of the municipality that will assist with management decisions.

10. To pro-actively investigate all external sources of fund/grant opportunities and to liaise closely with community groups and funding agencies during implementation of successful projects.

11. To work with the Catchment Management Authorities, Department Sustainability & Environment, landholders, conservation groups, businesses and other organizations to develop and implement co-operative environmental sustainability programs.

12. To ensure corporate policies, practices and procedures are implemented in a uniform and timely manner including the preparation of reports and submissions.


14. Prepare and submit applications for funding.

15. Attendance at Council/Community meetings as required and directed by the Manager City Strategy and Development.

16. Coordinate the distribution of information from key agencies to relevant directorates within Council on water and energy conservation, greenhouse gas reduction and other sustainability programs.

17. Oversee Council’s commitment to green purchasing and the Eco-BUY program.

18. Project manage and contract manage of Council projects.

19. Prepare of briefing papers for Council and senior management

Great South Coast Street Smart Lighting Project

20. Project and contract management of the Great South Coast Street Smart Lighting Project across the 6 partner municipalities.

21. To provide liaisons, supervision and assistance to Project partners, consultants, contractors, relevant businesses and stakeholders.

22. To develop and assist in the communications and promotion of the Project.

23. Monitor the Project, report on milestones and develop financial reports to funding bodies and project partners including the Board of the South West Sustainability Partnership.

ORGANISATIONAL RESPONSIBILITIES

The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

FIT 2 WORK CHECK/WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Fit 2 Work Check and/or Working with Children Check.

☐/☒ YES ☐/☒ NO

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Manager City Strategy &amp; Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Project Officers &amp; Consultants</td>
</tr>
</tbody>
</table>
### Internal Contacts: Directors, Managers & Staff

### External Contacts:
- Department of Environment & Primary Industries, Glenelg Hopkins Catchment Management Authority, South West Sustainability Partnership, Great South Coast Group relevant statutory authorities, utilities, Horizon 21 Pty Ltd, community groups and environmental organisations.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to the Manager City Strategy and Development for the conduct of duties in a professional and competent manner.
- To ensure that the Manager City Strategy and Development is kept fully informed on activities.
- To provide sound advice to the general public and other officers of the Council on environmental, conservation, sustainability and other matters.
- Responsible for proper and efficient resource management of the environment sustainability budget allocations.
- Accountable for forward planning, programming of tasks, policy development and efficient utilisation of resources.
- Accountable for ensuring compliance with those Acts and Regulations and Council policies, delegations and budgets which impact upon and/or which relate to the position.
- Accountable for the management of the Council’s climate change programs and the purchase of energy for municipal purposes.
- To be accountable for the achievement of approved goals, objectives, policies and strategies of Council.
- Undertakes policy development.
- Reports regularly to demonstrate adherence to allocated responsibilities and indicate progress.
- The position requires creativity, originality and initiative.
- Understand and observe the Risk Management Policy & related procedures.

### JUDGEMENT AND DECISION MAKING:

- Freedom to act, although limited by standards and procedures, with some scope for using initiative.
- Decisions and actions impact on performance of Council staff including the Manager City Strategy and Development.
- Problem solving supported by technical knowledge and relevant experience.
- The position will be required to deal with complex problems.
- Actions and decisions are subject to periodic review.

### SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Provide specialist advice on biodiversity, climate change, energy and water conservation and general sustainability initiatives for Council and the community.
- Knowledge and understanding of the nature and functioning of natural systems.
- Understanding of the principles and practices of sound sustainability management.
- Understanding of principles and practices of conservation of built environmental management.
• Ability to motivate and educate individuals, groups and organizations on key aspects of sustainability and energy and water conservation and negotiate successful outcomes.

• A working knowledge and demonstrated experience in environmental planning and related legislation.

• Ability to analyse complex applications efficiently and effectively.

• Understanding and general appreciation of the long-term goals of the organization.

• Understanding of cultural heritage planning and natural landscapes as important assets.

• A working knowledge of computer and record keeping skills including word processing, e-mail and financial software programs.

• Ability to present development related concepts both orally and in writing in a clear and succinct manner.

• Proven leadership skills to promote ownership of sustainability initiatives across Council and the community.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

• Skills in managing time, setting priorities, planning and organising own work within a flexible and generally independent framework.

• Ability to lead & coordinate internal working group and cross-directorate programs in sustainability related issues.

• Ability to co-ordinate and lead the sustainability activities of business and community interest groups.

• Sound project management skills.

• Proven contract management skills.

• Sound knowledge of budgeting and financial management systems relating to Council budget and external funding programs.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

• Well developed skills in communication, the ability to operate in a corporate environment with evidence of excellent personal attributes for application in problem solving, negotiation, public relations, conflict resolution and human relations.

• The ability to impart and display high levels of personal conduct, integrity and motivational skills.

• Proven leadership skills across all levels within the community and Council.

• Ability to work effectively with community groups. Understanding of group dynamics and group facilitation skills.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

• Tertiary qualifications in Environmental Science, Natural Resources Management, Environmental Planning or an associated environmental discipline relevant to the responsibilities of the position.

• Experience in sustainability management.

• Knowledge of the Federal and State Government sustainability programs and their objectives and knowledge of local issues and strategies currently in place for sustainability management.

• A knowledge of the climate change adaptation and mitigation strategies.
• A working knowledge of key aspects relating to ecological sustainable development principles and key aspects relating to sustainability.

• Experience in developing educational and interpretive programs.

• Experience and/or qualification in community development, liaison and/or education would be well regarded.

• Experience in preparing and attracting external funding, implementing projects and preparing acquittal reports.

• Drivers Licence

**RELEVANT PHYSICAL RESPONSIBILITIES**

**Location of work:** This position will require working in the following environments:

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<thead>
<tr>
<th>Environment</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>Indoor (office / workshop)</td>
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<tr>
<td>Outside</td>
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**Physical activities:** The work is likely to require a certain amount of physical activity, such as:

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<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>Standing</td>
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<td>Sitting</td>
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<tr>
<td>Bending</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Repetitive hand work</td>
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<td>Heavy lifting (&gt;15kg)</td>
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**Plant and Equipment:** This role involves working with or near plant or equipment:

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<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>Rotating parts</td>
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<tr>
<td>Noisy Environment</td>
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<tr>
<td>In proximity of Mobile or Moving plant</td>
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<tr>
<td>Strobe or similar lights</td>
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<tr>
<td>Operating plant controls</td>
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<tr>
<td>Driving plant or vehicles</td>
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<tr>
<td>Machinery Vibration</td>
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<tr>
<td>Ability to distinguish between colours</td>
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<tr>
<td>Using hand held tools</td>
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<tr>
<td>Working with irritants, chemicals, fumes and/or dust</td>
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<td>Working in hot surroundings</td>
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**Other activities:** This role may also include:

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<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
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<tr>
<td>Talking on the phone</td>
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<td>Direct contact with people</td>
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<tr>
<td>Working at heights</td>
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<td>Working with animals/ wildlife</td>
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CONDITIONS OF EMPLOYMENT:
The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature: Date:

KEY SELECTION CRITERIA:
Applicants should address the following in their applications

1. Tertiary qualification in a relevant field
2. Demonstrated experience and capacity to manage projects with multiple stakeholders.
3. Contract management experience with evidence of monitoring projects, reporting on milestones, developing financial reports to project partners producing high quality results within budget and to a specified timeframe.
4. Strong leadership skills, engagement experience and demonstrated ability to work with staff and colleagues across the organisation and with partnership agencies and groups.
5. Demonstrated experience in managing staff and work plans.
6. High level of written communication with the ability to write reports, strategies and policies relevant to Sustainability, Environmental and Climate Change.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.
The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose to through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.
Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure effective utilisation of Council’s corporate records management, library and data storage systems.
- Observe and comply with Council’s IT, Computer Use and other electronic resources Policies.
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

Emergency Management

• As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

• Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
• Within the the scope of their position complt with sustainable principles when procuring goods and services on behalf of Council.
• Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June - September. The Review comprises as a minimum assessment of the following:

• Meeting of established performance objectives.
• Acquisition and satisfactory utilisation of new or enhanced skills.
• Satisfactory service according to Council criteria.
• Review of salary grading based on adopted remuneration management system.

HOURS OF DUTY:

Hours of duty will be 38 hours per week Monday to Friday with a Rostered Day Off per month

TENURE:

The tenure of this position is temporary full time (6 month Maternity Leave position)

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.
**SALARY:**

This position is a Band 7 with a salary range of $84,431 (Band 7A) to $94,268 (Band 7D), (inclusive of 9.5% employer superannuation) in accordance with Warrnambool City Council’s Enterprise Agreement, Part B-Award.

The actual salary will be agreed with the successful applicant taking into account skill level and experience.

**LEAVE ENTITLEMENTS:**

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

*Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.*

**SUPERANNUATION:**

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

**RESIGNATION/TERMINATION:**

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

**SMOKING:**

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

**EMPLOYEE BENEFITS:**

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
• Active Social Club
• Employee Assistance Program – free counselling and support
• Discounted pool/gym memberships

APPLICATIONS:

Applications close 5.00 P.M. FRIDAY 21 NOVEMBER 2014
Applications can be forwarded to the following postal address:

Recruitment - Human Resources Unit
Warrnambool City Council
P.O. Box 198
Warrnambool 3280

Or e-mailed to: hr@warrnambool.vic.gov.au

All applicants are requested to include the following details in their application:

Personal:
Full name, address and telephone number.

Educational:
Qualifications held, including date of issue.

Experience:
Full details of past experience, including the present position held.

References:
At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they may be contacted. No contact will be made with these referees without prior approval of the applicant.

Privacy Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.
**PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION**

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

**FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:**

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

**DRIVERS LICENCE:**

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.
PLEASE COMPLETE AND RETURN WITH YOUR APPLICATION

Pursuant to Section 82 of the Accident Compensation Act 1985 as amended by Section 23 of the Accident Compensation (Miscellaneous Amendment) Act 1997;

1. You are advised that the nature of your employment with Warrnambool City Council will be as follows:- (description of job duties).

   Unless stated as detailed in the Position Description

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

Please note that Section 82(8) of the Accident Compensation Act 1985 (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 82(8), any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Warrnambool City Council does not entitle you to compensation under the Accident Compensation Act 1985 (as amended).

I acknowledge receipt of this document

_________________________________________________________

DATED the    day of