

ACCEPTABLE REQUESTS GUIDELINES

Intent The purpose of these Guidelines is to inform Councillors of their obligations in dealing with Council employees and to provide a framework for constructive interactions between Councillors and Council employees.

PROVISIONS

These Guidelines have been adopted by Council as 'acceptable requests guidelines' under section 170A(6) of the *Local Government Act 2009* (Qld) (**LGA**). These Guidelines are a policy or procedure of Council the contravention of which:

- by a Councillor, may be 'misconduct' under the LGA; or
- by a Council employee, may involve disciplinary action being taken against the employee.

These Guidelines do not deal specifically with issues regarding attempts to influence Council employees. Under section 175I(3) of the LGA, it is an offence for a Councillor who has a material personal interest, real conflict of interest or perceived conflict of interest in a matter, other than an ordinary business matter, to influence, or attempt to influence, a Council employee or a Council contractor who is authorised to decide or otherwise deal with the matter to do so in a particular way.

1.0 SCOPE

- 1.1 Councillors may require information or advice from Council employees in order to perform their responsibilities under the LGA.
- 1.2 In order to uphold the integrity of the relationship between the elected and administrative elements of Council, these Guidelines specify:
 - (a) the way in which Councillors may request information or advice from Council employees, including the reasonable limits on requests that a Councillor may make;
 - (b) from whom within the organisation Councillors may request information or advice; and
 - (c) the manner in which Council employees are to respond to Councillor requests for information or advice.

2.0 APPLICATION

- 2.1 These Guidelines apply to all Councillors and Council employees.
- 2.2 To the extent that a Councillor, other than the Mayor or the chairperson of a committee if the request relates to the role of the chairperson, makes a request for advice or information from a Council employee that does not comply with these Guidelines, that request is of no effect.

3.0 LEGISLATION AND POLICIES

- 3.1 These Guidelines are to be read in conjunction with the following legislative provisions and Council policies:
 - (a) sections 4, 12, 13, 170, 170A, 171 and 171A of the *Local Government Act 2009* (Qld) (**LGA**);
 - (b) the *Public Sector Ethics Act 1994* (Qld);
 - (c) Council's Employee and Councillor Codes of Conduct;
 - (d) any code of conduct made by the Minister administering the LGA which has taken effect and applies to Council.
- 3.2 A word used in these Guidelines that is not defined in **Appendix 1** has the meaning given to it by the following:
 - (a) the LGA; or
 - (b) if the word is not defined in the LGA, the Macquarie Dictionary.

4.0 INFORMATION OR ADVICE THAT A COUNCILLOR MAY REQUEST FROM A COUNCIL EMPLOYEE

- 4.1 Subject to clauses 5.0, 6.0, 7.0 and 8.0 of these Guidelines, a Councillor may ask a Council employee to:
- (a) provide advice to assist the Councillor to carry out his or her duties under the LGA; or
 - (b) provide information that Council has access to, relating to Council.

5.0 INFORMATION FROM PUBLICLY AVAILABLE SOURCES AND SUBSCRIPTION SERVICES

- 5.1 Wherever practicable, Councillors are encouraged to obtain information themselves from publicly available sources without making a request under these Guidelines, such as:
- (a) Council's PD Online system;
 - (b) Council's website; and
 - (c) State Government websites, including Queensland Globe.
- 5.2 Councillors are also encouraged to obtain information themselves from library and other services that Council has access to on a subscription basis, including the Local Government Association of Queensland.
- 5.3 Any requests from a Councillor about how to access or utilise the platforms referred to in clauses 5.1 and 5.2 above should ideally be directed to Admin Officer Councillor Support either orally or in writing, and need not comply with clause 8.0 below.
- 5.4 However, these guidelines recognise that requests for publicly available information can be made to any Council officer and need not comply with clause 8.0 below, provided those requests are limited to Publicly Available Information.

6.0 INFORMATION/ADVICE THAT CANNOT BE REQUESTED

- 6.1 Section 170A(3) of the LGA provides that a Councillor may not request information:
- (a) that is a record of the Regional Conduct Review Panel or the Local Government Remuneration and Discipline Tribunal or Councillor Conduct Tribunal; or
 - (b) if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
 - (c) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 6.2 In addition, a Councillor may not request information or advice involving any of the following:
- (a) information or advice which is not of the type stated in clause 4.0 of these Guidelines;
 - (b) information which is a public interest disclosure under the *Public Interest Disclosure Act 2010* (Qld);
 - (c) personal information under the *Information Privacy Act 2009* (Qld);
 - (d) the employment records of a Council employee;
 - (e) matters relating to the conduct of any Councillor, including any complaint, referral or investigation about that conduct to the extent it is not Publicly Available Information;
 - (f) confidential information under the *Crime and Corruption Act 2001* (Qld); and
 - (g) information about recruitment of an individual or a recruitment process for a particular role within Council.
- 6.3 However, a Councillor may request information or advice that is confidential information of Council (other than information noted in clause 6.2 above or section 170A(3) of the LGA) or involves a confidential matter provided that:
- (a) the request is made under clause 8.0 of these Guidelines but only to the CEO (and no other Council officer); and
 - (b) any information is immediately returned to the CEO at his or her request.
- 6.4 Clause 6.2(e) does not apply to a Councillor who is managing the investigation of suspected inappropriate conduct of other Councillors in accordance with an investigation policy adopted by Council under section 150AE of the LGA.

7.0 DIRECTIONS

- 7.1 Under no circumstances may a Councillor give a direction to a Council employee.
- 7.2 Despite clause 7.1, the Mayor may give a direction to the CEO or a Senior Executive Employee in accordance with section 170 of the LGA.

8.0 MANNER IN WHICH A COUNCILLOR CAN REQUEST INFORMATION FROM A COUNCIL EMPLOYEE

- 8.1 A Councillor may only request information from a Council employee if all of the following criteria are satisfied:
- (a) the request is made to:
 - (i) the CEO; or
 - (ii) an employee acting in a position identified in Column 1 in the table in **Appendix 2**, if:
 - (A) the request is made in relation to a subject area identified as appropriate for that position in Column 3 of that table; and
 - (B) the request is of an appropriate type identified for that employee in Column 4 of that table; and
 - (b) the request is made in writing, unless:
 - (i) the request involves information which is generally accessible to the public;
 - (ii) in the case of a request made to the CEO, a GM or a BM, the employee agrees that a verbal request is sufficient in the circumstances and the employee records the details of a request in a file note;
 - (iii) in the case of any other employee identified in Column 1 in the table in **Appendix 2**, the BM or GM to whom that employee reports has agreed that a verbal request is sufficient in the circumstances and the employee records the details of a request in a file note; or
 - (iv) in the case of an emergency;
 - (c) the request is made in good faith; and
 - (d) the request would not involve an unreasonable use of a Council employee's time having regard to the resources available to Council.

9.0 RESPONDING TO COUNCILLOR REQUESTS

- 9.1 If a Council employee receives a request from a Councillor that the employee considers does not comply with these Guidelines, the employee may refuse to deal with that request by:
- (a) in the case of the CEO, taking an Action in accordance with clause 9.4 of these Guidelines;
 - (b) in the case of a GM, notifying the CEO about the request and the reasons for the employee's concerns;
 - (c) in the case of a BM, notifying the GM to whom they report about the request and the reasons for the employee's concerns; or
 - (d) in the case of any other employee, notifying the BM or GM to whom they report about the request and the reasons for the employee's concerns.
- 9.2 If a BM or a GM receives a notification pursuant to clause 9.1 of these Guidelines, or a GM receives a notification from a BM pursuant to sub-paragraph (c) below, that person must consider the concerns identified and make one of the following decisions:
- (a) the Councillor's request does not comply with these Guidelines, in which case that person must take an Action in accordance with clause 9.4 of these Guidelines;
 - (b) the Councillor's request complies with these Guidelines, in which case that person will direct the relevant employee to comply with the Councillor's request in accordance with clause 9.5 of these Guidelines; or
 - (c) the concerns raised in relation to the Councillor's request need to be elevated to a more senior employee for consideration.
- 9.3 If the CEO receives a notification pursuant to either clause 9.1 or clause 9.2 of these Guidelines, the CEO must consider the concerns identified by the employee and make one of the following decisions:
- (a) the Councillor's request does not comply with these Guidelines, in which case the CEO must take an Action in accordance with clause 9.4 of these Guidelines; or
 - (b) the Councillor's request complies with these Guidelines, in which case the CEO will direct the relevant employee to comply with the Councillor's request in accordance with clause 9.5 of these Guidelines.
- 9.4 If a BM, a GM or the CEO decides that a request made by a Councillor does not comply with these Guidelines, that person must notify the Councillor that an Action is required to be taken in relation to the request for information or advice.

- 9.5 If an employee receives a request for information or advice from a Councillor that the employee considers, or that the employee has been directed pursuant to clause 9.2(b) or 9.3(b) of Guidelines, complies with these Guidelines, the employee must:
- (a) in writing to the Councillor:
 - (i) confirm receipt of the request and the scope of the request;
 - (ii) indicate the turnaround time to provide the information or advice requested; and
 - (b) provide the information or advice requested to the Councillor within that turnaround time and as soon as reasonably practicable.

10.0 COUNCILLOR CHALLENGE

- 10.1 If a Councillor is dissatisfied with an Action required under clause 9.4 of these Guidelines, other than in relation to an Action required to be taken by the CEO, the Councillor may notify his or her concerns to the person to whom the employee reports.
- 10.2 If a Councillor is dissatisfied with either the proposed or actual turnaround time for a request or with the type or extent of information provided in response to a request under clause 9.5 of these Guidelines, other than in relation to a request made to the CEO, the Councillor may notify his or her concerns to the person to whom the employee reports.
- 10.3 If a Councillor has notified a person about a concern under clauses 10.1 or 10.2 of these Guidelines, the person must undertake a review as soon as practicable and advise the Councillor in writing about how the concern will be addressed (if at all).
- 10.4 If a Councillor is dissatisfied with a review decision made pursuant to clause 10.3, and the person who made the review decision is not the CEO, the Councillor may notify his or her concerns to the CEO. The CEO must undertake a review as soon as practicable and advise the Councillor in writing about how the concern will be addressed (if at all).
- 10.5 If a Councillor (other than the Mayor) is dissatisfied with:
- (a) an Action required by the CEO pursuant to clause 9.4 of these Guidelines;
 - (b) the CEO's proposed or actual turnaround time for a request under clause 9.5 of these Guidelines;
 - (c) the type or extent of information provided by the CEO in response to a request under clause 9.5 of these Guidelines; or
 - (d) a decision made by the CEO under either clause 10.3 or clause 10.4 of these Guidelines,
- the Councillor may notify the Mayor about his or her concern.
- 10.6 Clause 10.7 applies if:
- (a) a Councillor notifies the Mayor of a concern under clause 10.5 of these Guidelines; or
 - (b) with respect to a request by the Mayor under these Guidelines, the Mayor is dissatisfied with the response to the request.
- 10.7 The Mayor may bring the matter to the attention of the CEO (either orally or in writing).
- 10.8 Unless the Mayor gives a direction to the CEO under section 170(1) of the LGA, the CEO may deal with the concern brought to his or her attention under clause 10.7 as the CEO considers appropriate.

11.0 COUNCILLOR USE OF INFORMATION

A Councillor must only use information or advice obtained from a Council employee for a proper purpose, and must not use the information or advice in contravention of section 171 or 171A of the LGA.

◆◆◆◆◆

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

Human Resources & Organisational Change

ORIGINALLY ADOPTED: 29/11/2018

CURRENT ADOPTION: 29/11/2018

DUE FOR REVISION: 29/11/2023

REVOKED/SUPERSEDED:



.....
John Andrejic
CHIEF EXECUTIVE OFFICER

Appendix 1 – Definitions

Each of the terms in **Column 1** in the below Table has the meaning given in **Column 2**.

Term	Meaning
Action	<p>An action that may be taken in relation to a Councillor request pursuant to clause 10.4 of the Guidelines.</p> <p>An Action may include, for example, that:</p> <ul style="list-style-type: none"> (a) the request be directed to another employee; (b) the scope of the request be re-drafted; or (c) the request be made in writing.
BM	<p>Branch Manager.</p> <p>A BM is a senior Council employee, who reports directly to a GM.</p>
CEO	<p>The Chief Executive Officer of Council appointed pursuant to section 194 of the LGA.</p>
Council	<p>Cairns Regional Council</p>
Councillor	<p>An elected member of Council, including the Mayor.</p>
Emergency	<p>An event or situation that involves an imminent and definite threat requiring immediate action (whether before, during or after the event or situation).</p> <p>An emergency may include a storm, fire, flood or similar happening, or a riot or open violence.</p>
GM	<p>General Manager.</p> <p>A GM is a Senior Executive Employee.</p>
Guidelines	<p>This document, which is Council's 'acceptable requests guidelines' under section 170A(6) of the LGA.</p>
LGA	<p><i>Local Government Act 2009</i> (Qld)</p>
Publicly Available Information	<p>Information in a register or other instrument required to be kept by Council under a relevant Act or Regulation, including under the LGA, the <i>Planning Act 2016</i> (Qld) or the <i>Environmental Protection Act 1994</i> (Qld), that is accessible by a member of the public either free of charge or on payment of a fee.</p>
Senior Executive Employee	<p>A Council employee:</p> <ul style="list-style-type: none"> (a) who reports directly to the chief executive officer; and (b) whose position ordinarily would be considered to be a senior position in the local government's corporate structure. <p>For clarity, a GM is a Senior Executive Employee.</p>
Technical advice	<p>Advice strictly limited to the mechanics or technicalities of a particular subject area of a Council employee's employment.</p>

DRAFT

Appendix 2 - Employees from whom Councillors can request information or advice

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
Executive				
Executive Project Officer	EX001	Matters relating to economic development and advice on economic development funding stream – Economic Diversification Fund and Tourism Development Fund	Any	
Program Leader Economic Development	EX063	Matters relating to economic development	Any	
Community, Sport and Cultural				
General Manager Community, Sport & Cultural Services	CU001	Community, Sport and Cultural Services Policy and Operational Issues	Any	
Manager Cultural Services	CU	Tanks Arts Centre, Cairns Performing Arts Centre, Ticketlink and associated services	Any	
Manager Community Development	CU	Inner City Facilities, Sport & Recreation, Leisure Venues (Barlow Park, Swimming Pools, Caravan Park and Camping Grounds); Community Development and Library Operation	Any	
Finance				
Chief Financial Officer	FS001	Finance, Procurement and Payables, Information Services and Shared Services Policy and Operational issues.	Any	
Manager Cairns Shared Services	FS800	Shared Service operations inclusive of Customer Service, Payroll, Rating, Revenue collections and Records.	Any	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
Manager Procurement & Payables	FS941	Procurement, Accounts Payable, Contracts and Stores Operations	Any	
Manager Information Services	FS300	IT Matters and Help Desk	Any	
Manager Finance	FS006	Financial reporting and performance, Budget, Treasury, Taxation and Asset Accounting.	Any	
Infrastructure Services				
General Manager Infrastructure Services	WS001	Works & Services Policy and Operational Issues	Any	
Manager Building & Facilities Management	WS010	Electrical Maintenance, Facilities and Buildings maintenance, Design & Survey, CCTV / Communications, Standards and street lighting issues, Environmental issues related to Council's Operations	Any	
Manager Cns Works Construction	WS201	Capital works construction of Council's roads, drainage, parks and foreshore assets	Any	
Manager Infrastructure Planning	WS009	Strategic Infrastructure Planning (Transport, Drainage, Parks and Foreshores); Emergency Planning; Capital Works Programming; Asset Management; Risk Management; and Works Investigations	Any	
Manager Capital Projects Delivery	WS011	Development and implementation of the 10 year Capital Works program and associated annual works program	Any	
Manager Cairns Works Maintenance	WS200	Business unit issues, business operations, Transport, Natural Area Management, Drainage & Parks Maintenance Operations. Street Litter Collection, Public Conveniences -Cleaning	Any	
Coordinator - Capital Works	WS972	Overall Capital Works, Project Delivery and Investigations Units (excluding Water & Waste)	Technical only	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
Senior Infrastructure Planning Technical Officer	WS3186	Provision of engineering investigation services for Transport, Drainage & Foreshore Activities	Technical only	
Project Manager	WS3196 WS3195	Provision of construction activities for capital works across all of Council's infrastructure programs except water and wastewater.	Technical only	
Coordinator Strategic Planning	WS987	Strategic plans, models, & guidelines relating to the planning, design, implementation and asset management of the Transport, Drainage and Foreshore Programs.	Technical only	
Senior Transport Engineer	WS3086	Transport and traffic planning	Technical only	
Senior Drainage Engineer	WS3093	Provide expert strategic leadership, advice and guidance on Drainage and Foreshore matters, including strategic planning, asset management and operations	Technical only	
Manager Capital Projects Delivery	WS011	Procurement and delivery of the Capital Works Program for the Infrastructure Services Department.	Any	
Coordinator Project Construction	WS3101	Construction activities for capital works across all of Council's infrastructure programs except water and wastewater	Any	
Senior Project Engineer	WS3111	project delivery activities for capital works across all of Council's infrastructure programs except water and wastewater	Any	
Preconstruction Coordinator	WS654	Management and coordination of pre-construction activities for capital works projects except water and wastewater	Any	
Coordinator Design and Survey Services	WS622	Landscape, urban and engineering design, and survey, estimation, documentation and drafting support Transport (Roads, Public Spaces & Traffic), Drainage, Landscape & public spaces,	Technical only	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
		Sports & Recreation Facilities, Building & Structures, Electrical/Mechanical Services (limited to staff capabilities) and Water and Wastewater		
Senior Landscape Architect	WS664	Landscape / Urban Design Projects	Technical only	
Coordinator Central Parks	WS3124	parks, horticultural and curator level maintenance and capital service delivery functions	Technical only	
Dist Maintenance Coordinator South	WS374	Manage the district's maintenance, capital and natural asset service delivery functions	Technical only	
District Maintenance Coordinator North	WS488	Manage the district's maintenance, capital and natural asset service delivery functions	Technical only	
Coordinator Civil Maintenance	WS490	Civil maintenance activities for Central operations asset base, including roads, drains, paths, marine street furniture and related items	Technical only	
Arborist	WS1056	Council's Tree Management Program and its City in a Garden Strategy	Technical only	
Manager Building & Facilities Management	WS010	Building, Engineering, Maintenance and Fleet operations for council assets	Any	
Coordinator Facilities Management	WS689	Manage and coordinate the efficient operations Building, Engineering and Maintenance Services across Council's BFM portfolio.	Technical only	
Coordinator - Safety/Environment/Traffic Services	WS3100	Safety, Environment and Traffic advice and support across Council Departments; in the Construction, Maintenance and enhancement of	Technical only	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
		facilities and the delivery of projects		
Coordinator Fleet	WS1108	Fleet Assets, Fleet Logistics, and Fleet Mechanical teams	Technical only	
Manager Cairns Works Construction	WS201	Construction and business operations	Any	
Construction Engineer/Coordinator	WS481	Delivery of construction services	Technical only	
Construction Supervisor	WS3005	Delivery of construction services	Technical only	
Senior Construction Supervisor	WS3019	Delivery of construction services	Technical only	
Senior Construction Supervisor	WS535	Delivery of construction services	Technical only	
Senior Construction Supervisor	WS484	Delivery of construction services	Technical only	
Senior Construction Supervisor	WS472	Delivery of construction services	Technical only	
Planning and Environment				
General Manager Planning and Environment	CD001	Planning and Environment Policy and Operational Issues including Regulatory Services	Any	
Manager Strategic Planning & Approvals	CD376	CairnsPlan amendments, Strategic Planning, Heritage Incentives, Open Space Planning, Cities for Climate Protection/Sustainability, Population/Demographics, State of Environment Reporting, Liveability Reporting, Health and Local Law Permits, Cemetery Operations and Property Services	Any	
Manager Regulatory	CD375	Public Health Compliance, Permit Compliance, Local Laws Compliance, Animal Management,	Any	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
Services		Regulated Parking, Vector Control, Planning, Building & Engineering Compliance, City Safe		
Coordinator Licencing & Approvals	CD235	Licensing of Environmental Health and Local Laws Permits (including food businesses, temporary entertainment events, footpath dining etc), Property Services (Council leases and land tenure related matters) and all Cemetery operations.	Technical only	
Supervisor Licencing & App	CD390	Food Act Act 2006, Public Health Act 2005, Public Health (Infection Control for Personal Appearance Services) Act 2003, and Council's local laws and other relevant legislation	Technical only	
Property and Administration Team Leader	CD410	Management of Council Leases and all land tenure related matters	Any	
Program Leader Strategic Planning & Sustainability	CD239	Strategic Planning & Sustainability	Any	
Senior Strategic Planner	CD775, CD776 and CD777	strategic planning matters.	Any	
Energy Management & Sustainability Advisor	CD713	Energy management and sustainability matters	Technical only	
Coordinator Development Approvals	CD236	Development Approvals Unit – Planning Approvals and Engineering Approvals	Any	
Senior Development Engineer	CD419	engineering and technical knowledge on complex development approvals and permit applications.	Technical only	
Planning Officer	various	development applications	Technical only	
Team Leader Planning	CD241 & CD324	development applications	Technical only	
Events Development Officer	CD726	Cairns Regional Council Events Prioritisation	Any	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
		Strategy and TNQ Event Prioritisation Strategy 2015 - 2020.		
Strategy & Sustainability Advisor	CD237	sustainability advice, design input and project management within the Strategic Planning & Approvals branch and other Departments as required.	Technical only	
Coordinator Regulatory Operations	CD234	Local Laws Investigations, Animal Management, CBD & City Safe Patrol, Local Law Patrols, Public Health Compliance, Vector Control, Regulated Parking	Any	
Coordinator Compliance and Enforcement	CD240	Planning, Building, Engineering Compliance, Legal Reviews and Appeals, Permit Compliance, Local Law amendments	Any	
Super Plan, Build & Eng Comp	CD382	Planning, Building, Engineering Investigations	Technical Only	
Sup Local Laws	CD453	Local Laws Investigations, Advice in relation to Councils ability to regulate and enforce over current Local Laws and other associated legislations	Technical only	
Supervisor Animal Management	CD454	Animal Management Initiatives, Dog attack investigations, After Hours Services and Patrols, Pound	Technical only	
Supervisor Regulated Parking & City Patrol	CD448	Parking regulation, Parking Facilities and city patrol officers	Technical only	
Supervisor Permit Compliance	CD383	Public Health Compliance, Vector Control, Noise complaints	Technical only	
City Safe Officer	CD443	CitySafeProgram, Contracted CCTV and Security Patrol Officers, Mobile CCTV trailer	Technical only	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
Human Resources and Organisational Change				
General Manager Human Resources & Organisational Change	HR001	Human Resources, Governance, Workplace Health & Safety, Learning and Organisational Development, Service Quality Policy, Operational Issues and Legal matters	Any	
Manager Marketing & Communications	HR	Media & Public Relations, Civic & other Receptions Events co- ordination, Marketing/Promotion, Council Merchandising, Invitations, Literature, Publications	Any	
Water & Waste				
General Manager Water & Waste	CW001	Cairns Water Policy and Operational Issues	Any	
Manager Operations	CW007	Cairns Water Operations issues, Wastewater Operations, sewer blocks, sewer overflows, Water Operations, main breaks, leaks, water pressure, meter repairs	Any	
Manager Waste	CW581	Waste Disposal, Transfer Stations, Domestic Waste Collections	Any	
Manager Business Development & Compliance	CW510	Compliance reporting, regulatory reporting, strategic planning, business development and improvement, education and training	Any	
Manager Infrastructure	CW320	Cairns Water Strategic Planning, Design, Capital Works, Subdivisions, Asset Plans and Management	Any	
Water Services Coordinator	CW009	Water network distribution systems including rural water intakes	Technical only	
Wastewater Services Coordinator	CW010	wastewater headworks and treatment and collection systems	Technical only	
Principal Engineer	CW436	Provision of technical advice to Water & Waste	Technical only	

Position Name	Position No.	Subject Area	Complexity (within subject area)	Other comments
Operations		regarding the design, installation and operation of aeration systems, pumping systems, mechanical plant		
Project Manager - Smart Water Meter	CW661	SWM project, which is a defined project within the Cairns Water Security Strategy (CWSS) and associated Demand Management Strategy (DMS).	Technical only	
Principal Engineer Strat Plan Asset	CW437	strategic plans for water, wastewater and solid waste infrastructure	Technical only	
Principal Engineer Design & Delivery	CW476	design and delivery of water, wastewater and solid waste infrastructure and associated procurement and contractual processes.	Technical only	
Business Development Coordinator	CW511	Commercial fee for service opportunities, or strategic partnerships, government grant programs and W&W Marketing	Technical only	
Strategic Policy & Compliance Coordinator	CW551	Environmental, drinking water and quality system programs	Technical only	
Laboratory Manager	CW535	Laboratory services	Technical only	
Waste Business Coordinator	CW499	Waste Management Strategy including Waste & Recycling Communication and Education Strategy.	Technical only	
Resource Recovery Coordinator	CW582	Recycling operational activities	Technical only	