




# ORGANISATIONAL STRUCTURE




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**Goal 1:**  
To facilitate ecological and economical sustainable development in the Shire.

**Goal 2:**  
To foster and enhance effective social, cultural and community relations building respect and civic pride.

**Goal 3:**  
To plan and fund the Shire's infrastructure and service needs.

**Goal 4:**  
To pursue beneficial relationships with regional neighbours and other levels of Government.

**Goal 5:**  
To ensure leadership and effective, efficient accountable management.

**Planning & Natural Resources**

- Acid sulphate soils
- Climate change adaptation
- Coastal environment
- Development control
- Development of long term plans to manage environmental impacts of development
- Environmental health of estuaries
- Flood mitigation planning
- Processing of development applications
- State of Environment Reporting
- Vegetation Management (including weed control)

**Economic Sustainability**

- Assisting business in expansion or relocation
- Assisting in increasing tourism visitations and length of stay
- Beach patrols
- Review and implement economic development strategies
- Review and implement tourism strategies
- Review ways to maximise return or minimise cost of service through business models

**Health & Building**

- Building control
- Regulatory enforcement
- Onsite sewerage management systems (septic program)
- Public health matters
- Food premises inspections
- Environmental pollution
- Complying development applications and construction cert's
- Companion animals
- Ranger services

**Service Delivery**

- Customer Service**
- Provide information to answer questions/needs where possible
  - Provide one point for first contact
  - Receive payments and information from Council's customers/stakeholders
- Social Needs**
- Assist the aged
  - Access/Services for the disabled
  - Cemetery bookings and arrangements
  - Macleay Community Care Options services
  - Senior Citizens Week
- Cultural Development**
- Art gallery
  - Library services

**Community Relations**

- Development of Strategic/Delivery/Operational Plans
- Ensure consistency and co-ordination of plans of Council
- Heritage
- Undertake community engagement
- Undertake staff engagement
- Aboriginal community engagement
- Assist events
- Donations and contributions to community groups
- Management of community buildings
- Newsletter and media information
- Youth community engagement
- Emergency Services contract/ administrative support

**Assets & Design**

- Civic infrastructure asset management
- Development of major works schedules
- Development of required maintenance standards
- Strategic asset management planning
- Works design and costing
- Management of corporate buildings

**Operations**

- Transport Infrastructure**
- Bridges
  - Car parking
  - Pedestrian infrastructure
  - Quarries
  - Roads
  - Private Works
  - Street lighting
- Open Space and Recreation Facilities**
- Beach foreshores
  - Boat ramps
  - Parks & open space
  - Sporting grounds
  - Swimming pools
- Community Use Infrastructure**
- Airport
  - Caravan parks
  - Cemetery
  - Flood Mitigation (infrastructure & operations)
  - Public toilets
  - Saleyards
  - Stormwater
  - Waste management

**Water Process**

- Water treatment and quality
- Sewer treatment and disposal
- Water and sewer compliance issues

**Water Strategy**

- Major project management
- Meter readings
- Sewer blockages
- Strategic planning for water and sewer infrastructure needs
- Water supply interruptions

- Resource sharing
- Lobbying
- Information sharing
- Developing partnerships

**Finance**

- Development of budgets
- Fleet resources
- Financial planning
- Raise and collect revenue

**Human Resources**

- Employment
- Training & development
- Payroll
- Occupational health & safety

**Information Management and Governance**

- Information technology and communications support
- Preparation of minutes from meetings
- Preparation of business papers
- Provide administrative support
- Records management and control