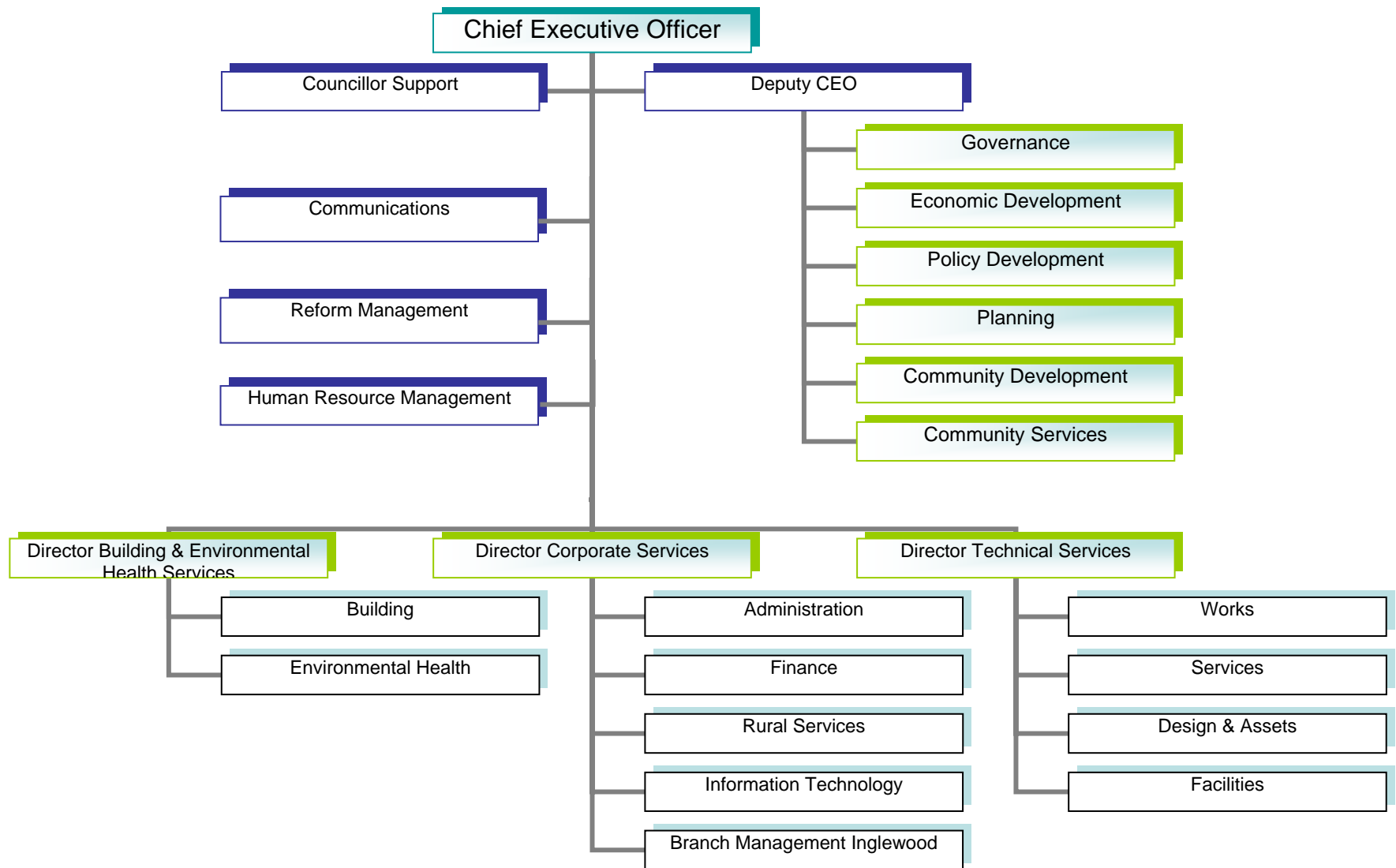


Option Four



EXECUTIVE OFFICE	
Councillor Support	Ordinary Meeting agendas and minutes, appointment coordination, secretarial support, accommodation and travel arrangements, civic ceremonies (Anzac Day, citizenship ceremonies etc.), research as required, general administrative support
Human Resources	Human Resource Management, staffing culture development (activities / programs to integrate workforces)
Reform Management	Reform progress reviews, coordination of reform activities across Departments, reform reporting (budgets, issues, projects), branding implementation
Communications	community engagement, website coordination, media releases, staff newsletters

DEPUTY CEO	
Governance	Corporate Planning, strategic planning (governance), elections, annual reports, operational plan coordination
Economic Development	Business development, shire promotion, tourism
Policy Development	operational policy development, local laws development, strategic plans etc.
Planning Services	Development applications, subdivisions, levee banks, advertising signage
Community Development	Service level reviews, community development, small town sustainability, grant applications and funding
Community Services	HACC, RADF, aged care, youth development, libraries, cultural centre, halls, golden age, aerodrome, PCYC, Cemetery Administration, Water Park Administration, Botanic Gardens, Sporting Ovals, Visitors Centre, Family History, Service and Welfare Groups

CORPORATE SERVICES	
Administration	customer service, records management, risk management, WHS, facilities operations, libraries, staff housing, insurance, legal, disaster management, property management, land tenures, council history
Finance	Rates, debtors, payroll, creditors, accounting functions, budget coordination and monitoring, financial asset management
Information Technology	Intranet development, hardware and software maintenance and implementation, electronic communication systems (phones, two-ways)
Rural Services	Stock Routes, Dingo fence, Natural Resource management, Landcare, water user groups, pest management
Branch Management Inglewood	Oversight of Inglewood and Texas operations and staff

TECHNICAL SERVICES	
Works	Roads, RMPC, depot operations & maintenance, capital works, footpaths
Assets	Design services, forward planning, physical asset management, , fleet management, GIS
Services	water supply, sewerage, parks and gardens
Facilities	Building maintenance, pools, water park, aerodrome, roadside maintenance, streetscaping, rural towns beautification works, public amenities, sporting ovals, walkways / bikeways

BUILDING & ENVIRONMENTAL HEALTH SERVICES	
Building	Building inspections and applications
Environmental Health Services	Licensing, dumps, DrumMuster, local law enforcement, cemeteries, urban pest management