

PORTFOLIOS SUMMARY OF FUNCTIONS

Corporate Services

Councillor

- **CORPORATE COMMUNICATION**

- ◇ Graphic Design and Publications
- ◇ Marketing
- ◇ Media Relations
- ◇ Public Relations/marketing
- ◇ Web Content Management

- **GOVERNANCE AND ADMINISTRATION**

- ◇ Community Awards (e.g. Australia Day Awards)
- ◇ Corporate Wardrobe
- ◇ Council and Committee Support, Portfolios and Council Business (incl. Audit Committee)
- ◇ Freedom of Information Review
- ◇ Mayoral and Councillor Support
- ◇ Mobile Phone Administration
- ◇ Property Management
- ◇ Reception and Customer Service Standards
- ◇ Spring Bluff Railway Statement Trust Management Committee

- **HUMAN RESOURCES**

- ◇ Employment Services
- ◇ Worker Rehabilitation
- ◇ Workplace Health and Safety
- ◇ Workplace Relations



PORTFOLIOS SUMMARY OF FUNCTIONS

Corporate Services (continued)

Councillor

- **INFORMATION MANAGEMENT**

- ◊ **Corporate Applications**

- > Custom Solutions
- > Enterprise System Support
(Document Management; Property; Finance and GR; GIS; eMail and productivity)
- > Systems Projects

- ◊ **Corporate Information**

- > Document Management and Collaboration
- > Freedom of Information and Privacy
- > Information storage, Archival and Disposal
- > Organisational GIS and spatial data management
- > Records Management
- > Web Management (internet and intranet)

- ◊ **Customer Engagement**

- > Info Help Desk
- > Service Standards
- > Training

- ◊ **Governance**

- > Architecture
- > Policy
- > Risk Management
- > Security
- > Strategic planning

- ◊ **Technology Services**

- > Data Centre Management
- > Network Management
- > Telecommunications (PABX, Smartphones - but not mobile phones)

- **INTERNAL AUDIT**

- **LEGAL SERVICES**

- **PROCUREMENT AND TRADE SERVICES**

- ◊ **Procurement**

- > Fleet procurement
- > General procurement
- > Supply and stores

- ◊ **Trade Services**

- > Building
- > Electrical
- > Mechanical

PORTFOLIOS SUMMARY OF FUNCTIONS

Cultural, Heritage and Facilities Services

Councillor Ros Scotney

- **LIBRARY AND CULTURAL SERVICES**

- ◇ Art Galleries
- ◇ Cultural Centres
- ◇ Empire Theatres
- ◇ Libraries
- ◇ Museums
- ◇ Regional Arts Development Funds (RADF)

- **COMMUNITY FACILITIES**

- ◇ Caravan parks/camping grounds
- ◇ Cemeteries
- ◇ Childcare/kindergarten facilities
- ◇ Community halls
- ◇ Medical facilities
- ◇ Showgrounds
- ◇ Swimming Pools (excluding aquatic centres)

- **HERITAGE**

- ◇ Regional Culture and Heritage Advisory Committee

PORTFOLIOS SUMMARY OF FUNCTIONS

Customer Service

Councillor Anne Glasheen

Areas of Responsibility

- ◇ District representation (e.g. Anzac Day)
- ◇ Community liaison
- ◇ Acland Heritage Advisory Committee
- ◇ Millmerran Power Community Benefit Program Committee
- ◇ Regional Pest and Noxious Weeds Management Advisory Committee

PORTFOLIOS SUMMARY OF FUNCTIONS

Engineering Services

Councillor Carol Taylor

- **CONSTRUCTION AND MAINTENANCE - URBAN**

- ◇ Bikeway construction
- ◇ Flood mitigation works
- ◇ Footpaths and minor works
- ◇ Road construction (public and private)
- ◇ Road maintenance
- ◇ Storm water drainage (SWD) construction

- **CONSTRUCTION AND MAINTENANCE - DISTRICT**

- ◇ Bikeway construction
- ◇ Flood mitigation works
- ◇ Footpaths and minor works
- ◇ Quarries
- ◇ Road construction (public and private)
- ◇ Road maintenance
- ◇ Storm water drainage (SWD) construction

- **PROJECT SERVICES (ENGINEERING)**

- ◇ Contract management
- ◇ Design
- ◇ Engineering capital works project management
- ◇ Project development

- **INFRASTRUCTURE ASSET MANAGEMENT**

- ◇ Airports
- ◇ Engineering GIS
- ◇ Fixed assets (buildings, depots, facilities etc.)
- ◇ Footpaths
- ◇ Quality systems (including HACCP)
- ◇ Roads and streets
- ◇ Storm water drainage
- ◇ Street lighting
- ◇ Survey
- ◇ Traffic/parking management planning

PORTFOLIOS SUMMARY OF FUNCTIONS

Environmental and Community Services

Councillor Bill Cahill

- **ENVIRONMENTAL HEALTH SERVICES**

- ◇ Animal Management Centre
- ◇ City Safe Operations
- ◇ Immunisation Programs
- ◇ Local Laws Enforcement
 - > animals
 - > environmental health
 - > on-street and off-street parking (including bus interchange)
 - > water restrictions
- ◇ Waste management (including weighbridge, refuse collection and recycling)

- **COMMUNITY DEVELOPMENT**

- ◇ Aboriginal & Torres Strait Islander people
- ◇ Aged care (including Home and Community Care)
- ◇ Culturally and linguistically diverse people
- ◇ People with a disability
- ◇ Regional Access and Community Safety Advisory Committee
- ◇ Supported housing
- ◇ Windfarm Monitoring and Review Advisory Committee
- ◇ Youth
 - > Regional Youth Advisory Committee

- **COMMUNITY SUPPORT**

- ◇ Anzac Day (Toowoomba)
- ◇ Community Entertainment Scheme (financial support)
- ◇ Community Support Scheme (financial and/or in-kind support for small events)
- ◇ Events Support Scheme (financial support to large events)
- ◇ Music in the Park
- ◇ Regional Access and Community Safety Advisory Committee
- ◇ Town Crier
- ◇ Windfarm Monitoring and Review Advisory Committee

PORTFOLIOS SUMMARY OF FUNCTIONS

Financial and Sporting Services

Councillor Mike Williams

- **FINANCIAL SERVICES**

- ◊ **Operational Financial Management**

- > Carry-overs
- > Fees and Charges
- > Land information systems
- > Payroll
- > Recurrent budget
- > Revenue (rates, water, debtors)

- ◊ **Strategic Financial Management**

- > Accounts payable
- > Asset management
- > Insurance
- > Strategic financial management

- ◊ **Capital Plan Management**

- > Ten year capital plan
- > Works program financial management

- **SPORTING SERVICES**

- ◊ Aquatic, Fitness and Recreation Centres (except swimming pools)

- > Highfields Fitness and Recreation Centre
- > Milne Bay Aquatic Centre

- ◊ Sporting venues

PORTFOLIOS SUMMARY OF FUNCTIONS

Planning and Development Services

Councillor

- **DEVELOPMENT ASSESSMENT - URBAN**
 - ◇ Engineering Assessment
 - ◇ Environmental Assessment
 - ◇ Planning Assessment

- **DEVELOPMENT ASSESSMENT - DISTRICT**
 - ◇ Engineering Assessment
 - ◇ Environmental Assessment
 - ◇ Planning Assessment

- **BUILDING COMPLIANCE**
 - ◇ Building Certification
 - ◇ Building Compliance
 - ◇ Plumbing Certification

- **LAND USE PLANNING**
 - ◇ Infrastructure Charges Schedule (PIPS)
 - ◇ Planning Projects (e.g. Heritage, Sustainable Housing)
 - ◇ Planning Scheme
 - ◇ Planning Strategies

PORTFOLIOS SUMMARY OF FUNCTIONS

Strategic Services

Councillor

- **COMMUNITY AND BUSINESS PLANNING**
 - ◇ Administrative policy development
 - ◇ Annual reporting
 - ◇ Business continuity planning (disaster planning)
 - ◇ Business planning
 - ◇ Community (Corporate) planning
 - ◇ Disaster Management
 - ◇ Local law development
 - ◇ Operational planning
 - ◇ Rural Fire Services
 - ◇ Strategic risk management

- **INTEGRATED REGIONAL PLANNING**
 - ◇ Community safety planning
 - ◇ Economic planning
 - ◇ Environmental planning (including climate change and NRM)
 - ◇ Infrastructure planning
 - ◇ Intergovernmental relationships
 - ◇ Social planning

- **ECONOMIC DEVELOPMENT**
 - ◇ Business partnering
 - ◇ Immigration
 - ◇ Industry 'start up' programs
 - ◇ Project management
 - ◇ Public-private partnerships
 - ◇ Regional promotion

PORTFOLIOS SUMMARY OF FUNCTIONS

Tourism, Events and Parks Services

Councillor

- **PARKS AND RECREATION SERVICES**

- ◇ Bushland Parks
- ◇ Maintenance of Creek and Waterways corridors
- ◇ Maintenance of Parks and Gardens
- ◇ Plant Nursery Operations
- ◇ Provision and Maintenance of Park Facilities
- ◇ Provision and Maintenance of Street Trees

- **TOURISM AND EVENTS**

- ◇ Regional Events
 - > Council organised events
 - > Provide support to external organisations to arrange events on behalf of Council
- ◇ Toowoomba and Golden West Regional Tourist Association liaison
- ◇ Visitor Information Centres
- ◇ Jondaryan Woolshed
- ◇ Sister Cities

PORTFOLIOS SUMMARY OF FUNCTIONS

Water Services

Councillor Paul Antonio

- **WATER AND WASTEWATER OPERATIONS**
 - ◇ Bulk water network and pumping
 - ◇ Dam safety
 - ◇ Laboratory services
 - ◇ Trade waste
 - ◇ Wastewater pumping
 - ◇ Water and sewerage collection, storage, and treatment

- **WATER AND WASTEWATER - STRATEGY AND CO-ORDINATION**
 - ◇ Co-ordination water planning
 - ◇ IEMS water
 - ◇ Quality systems (including HACCP)
 - ◇ SCADA and telemetry
 - ◇ Strategic Asset Management Plans (SAMP)
 - ◇ Total Management Plans (TMP)
 - ◇ Water demand management
 - ◇ Water GIS

- **WATER AND WASTEWATER - CONSTRUCTION AND MAINTENANCE**
 - ◇ Fixed plant management
 - ◇ Water construction
 - ◇ Water maintenance

- **PROJECT SERVICES (WATER AND WASTEWATER)**
 - ◇ Project development
 - ◇ Contract management
 - ◇ Design
 - ◇ Water capital works project management