



# SERVICE PROFILE

## SERVICE AREAS

Development and Environmental			Corporate Governance			Finance and Business		Community Development					Community Infrastructure			Civil and Operational	
SERVICES																	
Planning and Development	Public Health	Community Safety	Governance	Human Resources	Strategy	Finance	Business	Community Wellbeing	Library and Information	Tourism and Events	Art and Culture	Economic Development	Council Properties and Facilities	Public Places	Water Resources Management	Field Services and Civil Assets	Sustainable Resource Management
Activities By Services																	
Lead the development of planning policy to enhance the liveability of the City	Lead implementation of the Regional Public Health plan	Respond to and manage abandoned vehicles	Support the operations and functions of the Office of the Mayor and Chief Executive Officer	Co-ordinate staff recruitment, Job and Persons Spec and new staff inductions	Lead strategic planning and policy development, monitoring and review across the organisation	Lead financial management control and compliance across the organisation	Lead continual improvement and excellence in customer service across the organisation	Advocate for and support community development programs and initiatives	Provide a high quality and reliable library facility and service	Manage the Port Lincoln Visitor Information Centre to provide accessible visitor information	Manage and support art and culture facilities, including the Nautilus Arts Centre	Liaise and advocate for business development and promote employment and training programs	Provide well maintained and accessible community facilities	Provide and maintain a range of walking and cycling paths and trails across the city	Minimise potable water use to Council reserves and buildings	Implement the capital road works programs in an efficient and effective manner	Provide an efficient and effective waste recycling service
Provide an efficient and effective Development Assessment - Planning Service	Educate and inform the community about health	Educate, promote and enforce Council's Dog and Cat management responsibilities	Lead corporate compliance across the organisation	Oversee the implementation of the Work Health and Safety Management System - One System	Monitor and review corporate and strategic risk	Provide Creditor and Debtor services	Manage contracted operators at the PL Leisure Centre	Liaise and provide support to community based programs	Provide, promote and facilitate a range of library based programs and events	Promote, facilitate and support local festivals and events, including the cruise ship program	Support and promote art and culture programs	Support and partner with the RDA (WEP) on economic development initiatives to promote the region	Implement and manage capital projects for upgrade, renewal and construction of council owned building and facilities	Provide and maintain sporting and recreational ovals, courts and facilities across the city	Manage the delivery of recycled water for Council and external parties	Undertake footpath construction and maintenance	Provide an efficient and effective waste collection and disposal service
Provide an efficient and effective Development Assessment - Building Service	Undertake regular food safety and public health inspections	Educate, promote and enforce traffic and parking regulations	Initiate and lead change to develop a high performing organisation*	Facilitate and support staff return to work from injury	Lead governance reporting - Annual Report	Manage the processing of rates, generation of billing and rebates	Provide an efficient and effective information management service	Advocate for and support aged, youth, aboriginal and disabled persons support and facilities		Partner with tourism and event stakeholders to develop tourism activities within the region	Facilitate and support public art initiatives		Actively manage commercial, community leases and public place event co-ordination	Provide well maintained and accessible reserves and open space		Enable and provide cycle lanes on public roads and end of trip facilities	Maintain and operate an efficient and effective resource recovery centre
Provide an efficient and effective Development Act - Compliance Service	Provide and efficient and effective immunisation program	Educate, promote and enforce Local Government Act and Liquor Licencing Act compliance (eg dry zones, alfresco seating)	Facilitate communications and engagement with the community	Co-ordinate workforce planning and HR policy development and review	Lead the emergency management planning and response*	Lead finance reporting - Annual Business Plan, Annual Budget, Financial Statements, Grants Commission	Provide an efficient and effective IT infrastructure and services	Support and facilitate volunteers and volunteering			Support local museum activities - Mill and Settlers Cottage		Manage Council owned and operated cemeteries	Enhance and manage the city's streetscape		Undertake stormwater drainage works	Incorporate Water Sensitive Urban Design in infrastructure design including, stormwater management and re use
Provide support to the Development Assessment Panel	Respond to and monitor insanitary conditions and vertebrate pests	Enable alfresco seating through the provision of permits	Manage and coordinate responses to Freedom of Information requests	Implement the Enterprise Bargaining Agreement		Develop and monitor the Long Term Financial Plan	Lead the regular review of business services across the organisation	Manage Council's external grants relationships					Provide well maintained and serviced public toilets	Undertake fire prevention and vertebrate pest management on Council managed land		Provide professional and technical engineering advice and support for Council	
Provide support to the Building Fire Safety Committee	Monitor and report on instances of communicable diseases.	Respond to and manage overgrown private land	Provide support and training for Elected Members	Manage staff entitlements and payroll		Review, update and monitor the Infrastructure Asset Management Plan		Manage Council's public realm safety and CCTV program					Lead the development and implementation of the Bushfire Prevention Plan			Maintain an effective and efficient Council Depot	
	Provide facilities to enable safe sharps and syringes disposal	Manage litter control and illegal dumping	Coordinate Citizenship and Award Ceremonies*	Co-ordinate staff employment contract renewals									Prevent, respond to and manage vandalism including graffiti on public land			Undertake floodplain mapping and flood management	
	Undertake septic tank inspections and compliance	Bushfire prevention monitoring and compliance on private land	Maintain the Electoral Roll	Co-ordinate staff appraisals, performance reviews, training and professional development													

\* Office of the CEO leading the activity