



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

The *Local Government Act 1993* requires a Council to prepare and adopt an Operational Plan (OP) showing how it intends to give effect to a year's portion of its Corporate Plan (CP).

On this basis, the OP is a statement of specific works to be undertaken and services to be provided in order to progress the outcomes (goals and objectives) and strategies set out in the CP. It has direct links to the revenue policy and the budget, and takes into account long-term financial planning.

The format of the Weipa Town Authority (WTA) OP follows the Weipa Town Office's budget cost centers and details:

- 1) Levels of service provided
- 2) Goals:
 - major projects
 - performance measures
 - project leader

1) LEVELS OF SERVICE

0. Corporate Governance

	<p>Corporate Governance is the way in which an organisation is controlled and governed in order to achieve its objectives within an acceptable degree of risk.</p> <p>The <i>RTA & WTA Management Protocols V2 (MP)</i> was adopted by the WTA 18 January 2008.</p> <p>The protocols are scheduled for implementation 2008-2010.</p>
--	--

1. Finance

	<p>The Finance Department levies general rates, sources grant funding, and manages the WTA cash flow.</p>
--	---

2. Administration

	<p>Administration expenses are the costs incurred in running the Weipa Town Office, including wages & allowances, civic events, staff training, safety equipment, advertising, IT expenses, office building expenses, motor vehicles, legal expenses, postage, printing, stationery, subscriptions etc</p> <p>The Weipa Town Office is open Monday to Friday 8.30am – 4.30pm</p>
--	--



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

3. Planning & Building	
	<p>WTA process Town Planning and Building applications through external service providers, to comply with WTA Urban Design, Integrated Planning Act (IPA), Far North Queensland Regional Organisation of Councils (FNQROC), Building Code (Acts & Regulations), Qld Development Code, and WTA policies. WTA issues approvals and performs compliance inspections and addresses any issues, concerns or complaints.</p> <p>Average turnaround times from receipt of application, fee and all relevant documents – Town Planning Application 8 weeks, Building Application 4 weeks.</p>
4. Town Works & Engineering	
	<p>WTA maintains roads, bike tracks, footpaths and storm water drainage infrastructure throughout the Weipa Township; performs engineering design, management and installation of projects; requisitions specialist reports & studies; and maintains the town drawing system and documentation.</p>
5. Health, Safety & Environment	
- Safety	<p>WTA develops, maintains, audits, and improves the WTA safety system; embeds safety into the workplace; and follows continuous improvement processes.</p>
- Health	<p>WTA processes Food and Dangerous Goods license applications (to comply with the Food Act and Environment Protection Act); issues approvals; performs compliance inspections; and audits and address any issues, concerns and complaints.</p>
- Environment	<p>WTA processes Environmental Relevant Activity license applications (to comply with the Environment Protection Act); issues approvals; performs compliance inspections; and audits and address any issues, concerns and complaints.</p> <p>WTA also performs pest and noxious weed control (to comply with the WTA Environment Management System and State/Federal Government declared pests & noxious weeds).</p>
- Animal Control	<p>WTA maintains, audits, monitors and enforces animal control requirements (as per Local Laws No.6 & 7), and address any issues, concern and complaints.</p>
-Emergency Services	<p>WTA plays an integral part in ensuring the safety of residents, the town infrastructure, facilities and building sites during emergency situations such as cyclones. WTA reviews, maintains and audits Disaster Management Plans and Policies.</p>



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

6. Town & Community Assets	
- Properties	WTA maintains a number of buildings for casual hire (Assembly Hall, Council Chambers, Convention Centre), long term lease (Potters Club, Community Care, Gymnastics Club, Dance Academy, Pebbles Play Group, Weipa Kindergarten, Malaruch Office), and for general public use (public conveniences).
– Aquatic Centre	<p>After extensive renovations, the new Weipa Aquatic Centre was opened to the public in June 2008. WTA manages and maintains the Weipa Aquatic Centre and address any issues, concerns and complaints. WTA provide life guards and there is a kiosk facility on the grounds.</p> <p>The Aquatic Centre is open 7 days per week 6-11am plus 2-6pm with exception of being closed Tuesday mornings for cleaning.</p>
– Parks, Sports & Recreational Facilities	WTA maintains and improve a number of parks (including play equipment), sporting grounds, green belts and recreational areas throughout Weipa. Some of these are available for casual hire or long term lease.
– Library	<p>WTA manages the Hibberd Centre Library (the Weipa Public Library) and provides reading material and internet services to the town residents. An average of 1,000 books are borrowed each month. The Library also houses the Cape York Collection.</p> <p>The Library is open Monday 2pm-4.30pm & Tuesday to Friday 9am – 4.30pm and from 4.30 to 7pm on Thursday night.</p>
– Cultural	WTA provides grants to community and sporting groups each year. It also subsidises the provision of radio and television services to Weipa residents.
7. Town Utilities & Infrastructure	
– Cleansing	WTA provide cleansing services to Weipa Township, including household rubbish collection and recycling facilities.
– Sewerage	WTA manages, maintains and improves gravity mains, sewer connections, sewerage stations and the sewerage treatment plant.
– Water	<p>WTA manages, maintains and improves water infrastructure including town bores, water treatment plant, town dam, booster pumps, water mains and water connections.</p> <p>Water meters are read quarterly as data collection with the view to charging for actual use in the future.</p>
8. RTA Funded Capital & Operating Projects	
	WTA is not a Local Government therefore do not receive any funding from the State or Commonwealth Governments. Major capital and roads operating projects are funded by Rio Tinto Alcan.



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

2) GOALS

<i>Cost Centre</i>	<i>Project</i>	<i>Performance Measure</i>	<i>Project Leader</i>
0. Corporate Governance			
	MP 5.6 Develop a WTA Member Code of Conduct	Jul-08	CEO
	MP 12.4 Detail RTA / WTA Management Authorities	Aug-08	CEO
	MP 5.1 Implement a Corporate Governance Improvement Program	Dec-08	DC&F
	MP 6 Develop and implement the WTA WH&S Improvement Program	Dec-08	DP&I
	Continue to lobby government for the removal of GST on rates	Ongoing to Jun-09	CEO
	Continue to lobby all levels of government for funding	Ongoing to June-09	CEO
	General development of Policies, Procedures and Registers in all departments	Ongoing to Jun-09	All
1. Finance			
	Compile & publish the 2008/09 Annual Report	Nov-08	DC&F
2. Administration			
	MP 9.3 Develop and implement an electronic Records System for property and other WTA files	Nov-08	DC&F
	Systematically review all office overheads with the view to minimise expenditure without reducing services provided	Jun-09	DC&F
3. Planning & Building Applications			
	MP 9.1 Develop and implement <i>Development Approval Process</i> and <i>Developer Charges</i> policy	Dec-08	DP&I
	Approvals, audit, inspections and compliance	Ongoing Jun-09	DP&I



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

<i>Cost Centre</i>	<i>Project</i>	<i>Performance Measure</i>	<i>Project Leader</i>
4. Town Works & Engineering			
	Develop a program for road line markings	Oct-08	DP&I
	Develop a program for the maintenance and cleaning of the town drainage system	Oct-08	DP&I
	Develop a System Leakage Management Plan (SLMP)	Dec-08	DP&I
	Implement street house numbering on kerbs in new estates	Jun-09	DP&I
	Develop a program for the general maintenance and upkeep of the Rocky Point boat ramp	Jun-09	DP&I
	Review and erect court/street safety barriers to reduce vehicle access to green belts	Ongoing Jun-09	DP&I
	Develop an Asset Management Plan combined with a 5-10 year Plan for Roads (footpaths etc), buildings, public areas, and parks & reserves	Ongoing Jun-09	DP&I
	Develop a Local Law for roads	Ongoing to Jun-09	DP&I
5. Health, Safety & Environment			
- Health	Establish procedures for dangerous goods business registrations, licensing, audits, and general compliance	Jun-09	DP&I
- Animal Control	Employment of a Local Laws Officer who will focus on this area	Aug-08	DP&I
	Relocation of the town pound	Jun-09	DP&I
	Develop a database for dog registrations and permits (similar to the food license database)	Jun-09	DP&I
	Review Local Laws Nos. 6 & 7	Jun-09	DP&I
	Focus on policing, and educating the public in regards to Local Laws	On going to Jun-09	DP&I
- Pest & noxious weed control	Review & Implement the Environment Management System (EMS)	Jun-09	DP&I
	Develop a program for the general maintenance of pests & weeds	Jun-09	DP&I



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

<i>Cost Centre</i>	<i>Project</i>	<i>Performance Measure</i>	<i>Project Leader</i>
– Emergency Services	Review system for cyclone preparedness	Oct-Nov-08	DP&I
	Review system for general Disaster Management (incl. Cyclones)	Jun-09	All
6. Town & Community Assets			
- Properties	Develop an equitable system for leasing public buildings that supports community organisations whilst incorporating 'user pay' principles	July-08	DC&F DP&I
	Implement monthly general building inspections for all WTA buildings	Jun-09	DC&F DP&I
	Develop a long term plan for the upkeep of WTA buildings	Jun-09	DP&I
	Testing & Tagging	Ongoing Jun-09	DP&I
	Fire equipment checks	Ongoing Jun-09	DP&I
	Investigate Local Laws for venues	Ongoing to Jun-09	DP&I
– Swimming Pool	Develop a Facilities Management Agreement	July-08	DC&F DP&I
	Implement a lease for the running of the pool kiosk	July-08	DP&I
	Develop a system for the collection of pool entry fees and entry number data	Aug-08	DC&F
	'Close out' of Aquatic centre project	Aug-09	DP&I DC&F
	Implement lease agreements for all regular pool users	Sept-08	DC&F DP&I
	Develop service agreements for the servicing and maintenance of pool equipment	Oct-08	DP&I
	Develop a service agreement for the supply of chemicals (combined with town water agreement)	Oct-08	DP&I
	Develop systems for the management & day to day running of the pool (including general maintenance & repairs, garden & grounds maintenance)	Ongoing Jun-09	DP&I



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

<i>Cost Centre</i>	<i>Project</i>	<i>Performance Measure</i>	<i>Project Leader</i>
– Parks, Sports & Recreational Facilities	Source funding for Stage 2 of the Weipa Sport & Aquatic Centre	Ongoing to Jun-09	CEO
	Implement lease agreements – for groups who regularly use the town facilities	Dec-08	DC&F DP&I
	Progress road closure and openings for Stage 2 Weipa Sport & Aquatic Centre	Jun-09	DP&I
	Develop fees and charges for the use of town facilities	June-09	DC&F DP&I
	Develop a program for maintenance and repairs of town facilities	Ongoing Jun-09	DP&I
	Improve playground facilities	Ongoing Jun-09	DP&I
	Local Law No. 8 Parks & Reserves	Jun-09	CEO DP&I
	Focus on the management of the parks and gardens contract, including a scope review	Ongoing Jun-09	DP&I
	Review grounds sprinklers systems	Jun-09	DP&I
	Investigate signage for remote supervision (in relation to risk management)	Jun-09	DP&I
– Library	Investigate the provision of library facilities on a Saturday morning	Sep-08	DC&F
– Cultural	Fund the upgrade of the radio tower to allow the provision of an additional radio station to the Weipa residents.	Dec-08	DC&F DP&I
	Radio Station upgrade works	Dec-08	DP&I
	Review the WCCCA – for any items the town is required to complete	Dec-08	CEO
7. Town Utilities & Infrastructure			
– Cleansing	Develop a street sweeping program	Oct-08	DP&I
	Liaise with local pubs and clubs regarding recycling of glass, cans and paper	Jun-09	DP&I
	Investigate possibilities for recycling in the wider community	Jun-09	DP&I
	Management of cleansing contract to improve service provided	Ongoing Jun-09	DP&I



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

<i>Cost Centre</i>	<i>Project</i>	<i>Performance Measure</i>	<i>Project Leader</i>
– Sewerage	Develop a service agreement with RTA for the maintenance and repairs of the town sewerage stations and treatment plant	Jun-09	DP&I
– Water	Develop a service agreement for the supply of chemicals (combined with pool)	Oct-08	DP&I
8. RTA Funded Capital & Operating Projects			
- 2008/9 Projects NB – Calendar year not financial year	\$1M RTA donation – Weipa Aquatic Centre (\$500K WTA & \$1.5M Qld Government)		DP&I
Total estimated value of works RTA Funding \$10.258M – 2008/9	\$644K Project - Tonkin Drive Upgrade – Kerb, Channel and sealing		DP&I
	\$854K Project - Trunding Water Mains Upgrade – Replacing copper and other old piping materials with PVC water mains		DP&I
	\$1.704M Project - Stage II Kerb & Channel – Rocky Point courts west of Central Ave		DP&I
	\$1M Project - Improve Drain Safety – Fencing open drains and drain heads plus changing some open drains to underground		DP&I
	\$970K Project - 2008 Road Reseal & Rehabilitation – crack sealing, resealing and rehabilitation as identified through inspection and asset register		DP&I
	\$286K Project - Critical Sewer Replacement – replacing sections of sewer mains identified through CCTV investigations as Class 5 (critical), possibility of near future failure		DP&I
	\$1.8M Project - Intersections Upgrade – Andoom & McLeod plus Evans Landing Kerr Point & John Evans		DP&I
	\$1M+ Project - Weipa Water Upgrade – installing 2 additional bores on Andoom Rd, and booster pumps at Town dam plus backup generator to supply town dam, booster pumps and water treatment plant		DP&I
	\$2M Project - Stage III Kerb & Channel – Rocky Point courts between Northern/Eastern and Cedrella		DP&I



WEIPA TOWN AUTHORITY POLICY Operational Plan 2008/09

Policy Number: WTA – P – CG02
Version: 2008/09

Date Adopted: 20/06/2008
Review Date: June 2009

<i>Cost Centre</i>	<i>Project</i>	<i>Performance Measure</i>	<i>Project Leader</i>
- 2009/10 Projects	Replace Trunding Rising Main		DP&I
	Replace Rocky Point Sewer Mains – Class 4 & 3 identified through CCTV investigations		DP&I
	Intersections Upgrade – Northern & Andoom plus Central and McLeod		DP&I
	2009 Road Reseal & Rehabilitation – crack sealing, resealing and rehabilitation as identified through inspection and asset register		DP&I
	Footpaths – Upgrade works		DP&I

PROJECT LEADER KEY

CEO – Chief Executive Officer

DC&I – Director Corporate & Finance

DP&I – Director Planning & Infrastructure