



WEIPA TOWN AUTHORITY 2011 - 2012 OPERATIONAL PLAN

Version: WTA-P-CG03

Date Adopted: 17/06/2011
Revision Date: 30/06/2012

Responsibility	Project	Status	2011-12 Plan	Project Leader
0. Corporate Governance				
Safety	MP 6 WTA WH&S System RTA Approval & Implementation	<i>RTA Approval & Implementation Carried over from 2010/11 Plan</i>	Dec-11	DP&I
Legal	MP 4 Legal Issues	<i>Carried over from 2010/11 Plan - Currently with Weipa RTA GM</i>	Dec-11	CEO
	MP 12.4 Detail RTA / WTA Management Authorities	<i>Carried over from 2010/11 Plan - Currently with Weipa RTA GM</i>	Dec-11	CEO
	REGISTER OF INTERST - identified in gap analysis		Dec-11	CEO
Policies	Develop WTA Policies identified in WTA Gap Analysis 2010: Investment, Entertainment & Hospitality, Advertising Spending, Community Engagement, Community Organisation Grants		Dec-11	CEO
	Develop Asset Management Policy		Dec-11	CEO
Corporate Planning	Community Plan		Dec-11	CEO
Lobbying Government	Continue to lobby government for the removal of GST on rates	<i>Carried over from 2010/11 Plan</i>	Ongoing	CEO
	Continue to lobby all levels of government for funding - Sport & Rec funding eligibility obtained		Ongoing	CEO
Governance Project	STAGE 1 Weipa Governance Project: Fact finding	<i>Carried over from 2010/11 Plan - 90% Complete</i>	Ongoing	All
	STAGE 2 Weipa Governance Project: Decision making		Ongoing	All
	STAGE 3 Weipa Governance Project: Implementation		Ongoing	All
1. Finance				
	Preparation of Financial Statements: Identified in WTA Gap Analysis 2010		Dec-11	DC&F
2. Administration				
	Implementation of an electronic filing system	<i>Carried over from 2010/11 Plan</i>	Aug-11	DC&F
	Focus on maintaining and updating the WTA Website	<i>Carried over from 2010/11 Plan</i>	Ongoing	DC&F
	Review of WTA Local Laws	<i>Carried over from 2010/11 Plan</i>	Oct-11	DC&F
3. Planning & Building Applications				
Planning	Processing Planning Applications (investigation, inspections & compliance)		Ongoing	DP&I
	WTA Town Planning Advisory Development Plan Adopted & Implemented	<i>Carried over from 2010/11 Plan</i>	Aug-12	DP&I
	Audit previous Town Planning Approvals for compliance with conditions		Ongoing	DP&I
	Focus on "property use" compliant with Town Planning Approval		Ongoing	DP&I
Certification	Processing Building Applications (investigation, inspections & compliance)		Ongoing	
	Audit shipping container use when not for temporary use		Ongoing	DP&I
	Close out of older Building Application files		Ongoing	DP&I



WEIPA TOWN AUTHORITY 2011 - 2012 OPERATIONAL PLAN

Version: WTA-P-CG03

Date Adopted: 17/06/2011
Revision Date: 30/06/2012

Responsibility	Project	Status	2011-12 Plan	Project Leader
4. Town Works & Engineering				
roads	Linemarking, installation of RRPMS, Guide posts, barrier reflectors		Ongoing	DP&I
roads	Pothole repairs		Ongoing	DP&I
roads/drainage	Street Sweeping program		Ongoing	DP&I
Engineering	Service Provider 534 - Prepare and submit Drinking Water Quality Management Plan (DWQMP) to Regulator		Jun-12	DP&I
Engineering	Service Provider 534 - Revise and Issue Strategic Asset Management Plan (SAMP) to the Regulator		Jun-12	DP&I
Engineering	Service Provider 534 - Revise and Issue Drought Management Plan (DMP) to the Regulator		Jun-12	DP&I
Engineering	Service Provider 534 - Revise and Issue System Leakage Management Plan (SLMP) to the Regulator		Jun-12	DP&I
5. HSE				
- Health	Focus on Food licensing and audits (min of 1 quality inspection per business within period Aug-June)	<i>Carried over from 2010/11 Plan</i>	Jun-12	DP&I
- Environment	Focus on ERA and Trade Waste licensing and audits	<i>Carried over from 2010/11 Plan</i>	Ongoing	DP&I
- Safety	Staff Training WTA Health & Safety System		Jan-12	DP&I
	Imbedding of the WTA Health & Safety System		Jun-12	DP&I
- Animal Control	Review Local Laws 6 & 7	<i>Carried over from 2010/11 Plan</i>	Dec-10	DC&F
	Focus on animal patrols / being visible to the general public, policing of local laws, and public education.	<i>Carried over from 2010/11 Plan</i>	Oct-11	DC&F
- Pest & noxious weed control			Ongoing	DP&I
6. Community				
- Properties	Cleaning Contract Management		Ongoing	DP&I
	Painting of public ablutions at Footy Oval & Cricket Grounds, improve signage		Dec-11	DP&I
	Assembly Hall - paint internal/external		Jun-12	DP&I
Weipa Sports & Recreation Plan 2011	Employ Sports & Recreation Officer (part time) to Implement Plan		Aug-11	DC&F
- Swimming Pool	Management of Aquatic Centre - repairs, maintenance		Ongoing	DP&I
- Parks, Sports & Recreation	P&G Contract Management		Ongoing	DP&I
	Stage 1 Green Belts/Parks Hazard reduction/control for public areas - removal of tree stumps, holes in the ground, trip hazards and clearly define drain heads (through the use of markers &/or barriers)		Jun-12	DP&I
	Irrigation repairs & maintenance		Ongoing	DP&I
- Radio/TV	Radio Room Repairs & Maintenance (prevent flooding, dust ingress, electrical improvements)		Jun-12	DP&I
- Cemetery	General Repairs & Maintenance - completion of garden beds		Ongoing	DP&I



WEIPA TOWN AUTHORITY 2011 - 2012 OPERATIONAL PLAN

Version: WTA-P-CG03

Date Adopted: 17/06/2011
Revision Date: 30/06/2012

<i>Responsibility</i>	<i>Project</i>	<i>Status</i>	<i>2011-12 Plan</i>	<i>Project Leader</i>
7. Town Utilities				
- Cleansing	Contract Management		Ongoing	DP&I
- Sewerage	Repairs & Maintenance		Ongoing	DP&I
- Water	Repairs & Maintenance		Ongoing	DP&I
	6 monthly water meter readings		Ongoing	DP&I
	Weekly water testing & Monthly bore checks		Ongoing	DP&I
	Regulator Reporting		Ongoing	DP&I
	Hydrant & service valve maintenance		Ongoing	DP&I
	Water Meter Installations (new & areas found without meters)		Ongoing	DP&I



WEIPA TOWN AUTHORITY 2011 - 2012 OPERATIONAL PLAN

Version: WTA-P-CG03

Date Adopted: 17/06/2011
Revision Date: 30/06/2012

Responsibility	Project	Status	2011-12 Plan	Project Leader
8. WTA Funded Capital Projects - New Projects for 2011-12 Approx. \$1,634,000				
2010-11	Skate Park Project - Includes Government Funding	<i>Construction Complete - Lighting and landscaping to be completed - Carried over from 2010/11 Plan</i>	Aug-11	DP&I
2010-11	The Lakes Project	<i>Construction Complete - Landscaping to be completed - Carried over from 2010/11 Plan</i>	Jul-11	DP&I
2010-11	Replace lighting at Rocky Point Tennis Courts	<i>8/9/10 - New Project listed in place of bores - WTA have purchased lights and install is donated by Tennis Association</i>	Aug-11	DP&I
	Disabled Toilets - Weipa Aquatic Centre, Cricket Oval plus purchase 1 disable portaloos for use at Council Chambers, Assembly Hall & Convention Centre		Jun-12	DP&I
	Convention Centre - Upgrades (flooring, kitchen, painting, meeting equipment, furniture, airconditioning)		Jun-12	DP&I
	Andoom Footy Oval - realign oval fence to correct size (due to res.campus the access to toilets at north end will be restricted - this project will rectify the issue and align the oval size to a regulated sporting field size)		Jun-12	DP&I
	Andoom Footy Oval - Fence entire boundary of lot		Jun-12	DP&I
	Football Grounds - new irrigation southern end		Jun-12	DP&I
	Playground equipment for Flinder Park (to replace equipment burnt)		Jun-12	DP&I
	Rectify Chemical Storage Issues at the Aquatic Centre		Jun-12	DP&I
	Bike Path - Fitness Stations plus lighting & bubbler estimate is for 2 stations (Circular Park, & John Evans Drive Nanum)		Jun-12	DP&I
	New Bike Path - Dalpura through to Annandi (incl. drain crossings)		Dec-11	DP&I
	Redesign Wattle Tce-Merluna bike path footbridge - (issues with drainage, flooding Circular Way)		Jun-12	DP&I
	Stage 1 Trunding Drain Heads redesign and installation		Jun-12	DP&I
	Stage 1 Drain recutting program (to bring drains back to acceptable condition - in the future street sweeping will reduce the build up of dirt in the open drains and drainage pipes).		Jun-12	DP&I
	Disabled Access to WTA Buildings		Jun-12	DP&I
	Security locking system (replace locking devices to ensure security to WTA properties and infrastructure)		Jun-12	DP&I
	Stage 1 Green Belts - barriers to reduce community concerns regarding safety and illegal vehicle access		Jun-12	DP&I
	Statutory Requirements Upgrades to the Chlorine Plant to align with the fluoridation project		Mar-12	DP&I
	Upgrade Town Water Supply Main Valve (with pressure sensing fire fighting valve)		Jun-12	DP&I



WEIPA TOWN AUTHORITY 2011 - 2012 OPERATIONAL PLAN

Version: WTA-P-CG03

Date Adopted: 17/06/2011
Revision Date: 30/06/2012

Responsibility	Project	Status	2011-12 Plan	Project Leader
	Radio Room Electrical Upgrades		Jun-12	DP&I
	Radio Room Renovations		Jun-12	DP&I
	Radio Tower Antenna Design & drawings		Jun-12	DP&I
	SBS Upgrade to Digital		Jun-12	DP&I
	Chlorine Plant relocation/modification due to fluoride plant installation		Jun-12	DP&I
	WTA Yard - Pallet Storage Racks		Jun-12	DP&I
	WTA Forklift - for use in yard, plus water system chemical delivery and storage		Jun-12	DP&I
	WTA Yard - Wash Down Bay (required for vehicle washdown - maybe able to share costs with P&G contractor who currently does not have approved washdown facility)		Jun-12	DP&I
	WTA Yard - Bitument Seal		Nov-11	DP&I
	WTA Yard - Electricity & Water Connection (incl. dist. Board and some lighting & power)		Jun-12	DP&I
9. Government Funded Capital Projects				
	Drinking water fluoridisation		Dec-11	DP&I
10. RTA Funded				
OPEX	2011 Road Reseal and Rehabilitation Project	In Progress	Dec-11	DP&I
OPEX	2012 Road Reseal and Rehabilitation Project		Dec-12	DP&I
Proposed CAPEX 2012	Weipa Water Upgrades		Dec-12	DP&I
Proposed CAPEX 2012	Stage 3 Kerb & Channel		Dec-12	DP&I
Proposed CAPEX 2012	Replace Evans Landing Water Mains - to SPQ & Cultural Centre (current poly pipe on ground)		Dec-12	DP&I
Proposed CAPEX 2012	Replace Evans Landing Water Mains - Wharf Area		Dec-12	DP&I
Proposed CAPEX 2012	WTA Critical Sewer Piping Replacement - Stage 2		Dec-12	DP&I
Proposed CAPEX 2012	WTA Replace Town Water Bore Lines - Stage 3 (SA107 Lines & Supply to Town Dam)		Dec-12	DP&I

KEY

Completed