



## WEIPA TOWN AUTHORITY POLICY Operational Plan 2010-11

**Policy Number:** WTA – P – CG03  
**Version:** 2010-11

**Date Adopted:** Jun-10  
**Review Date:** Jun-11

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

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.

The *RTA & WTA Management Protocols V2 (MP)* was adopted by the WTA 18 January 2008.

The protocols are scheduled for implementation 2008-2011.

#### 1. Finance

The Finance Department levies general rates, sources grant funding, and manages the WTA cash flow.

#### 2. Administration

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

The Weipa Town Office is open Monday to Friday 8.30am – 4.30pm



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<b>3. Planning &amp; Building</b>	
	<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 &amp; 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 12 weeks, Building Application 5-6 weeks.</p>
<b>4. Town Works &amp; Engineering</b>	
	<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 &amp; studies; and maintains the town drawing system and documentation.</p>
<b>5. Health, Safety &amp; Environment</b>	
- 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 &amp; noxious weeds).</p>
- Animal Control	<p>WTA maintains, audits, monitors and enforces animal control requirements (as per Local Laws No.6 &amp; 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>



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<b>6. Town &amp; Community Assets</b>	
- 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>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 Saturday 9am-12 noon; Monday 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.
<b>7. Town Utilities &amp; Infrastructure</b>	
– 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>
<b>8-10. Capital Projects</b>	
	Capital projects are funded from the WTA Rates budget and RTA. WTA does not receive standard local government funding, although some projects are funded by other government bodies (eg Sport and Recreation, fluoridation, emergency services).



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<b>2) GOALS</b>			
<i>Cost Centre</i>	<i>Project</i>	<i>2009/10</i>	<i>Project Leader</i>
<b>0. Corporate Governance</b>			
	MP 5.2 Tendering guidelines & major contracts	Jun-11	DP&I
	MP 6 Develop and implement the WTA WH&S Improvement Program	Jun-11	DP&I
	MP 9.1 Develop and implement <i>Development Approval Process</i> and <i>Developer Charges</i> policy	Jun-11	DP&I
	MP 4 Legal Issues	Dec-10	CEO
	MP 5.6 Develop a WTA Member Code of Conduct	Dec-10	CEO
	MP 12.4 Detail RTA / WTA Management Authorities	Dec-10	CEO
	Continue to lobby government for the removal of GST on rates	Ongoing	CEO
	Continue to lobby all levels of government for funding	Ongoing	CEO
	General development of Policies, Procedures and Registers in all departments	Ongoing	All
	STAGE 1 Weipa Governance Project: Fact finding	Oct-10	All
	STAGE 2 Weipa Governance Project: Decision making	Nov-10 to Apr-11	All
	STAGE 3 Weipa Governance Project: Implementation	May-11 to ongoing	All
<b>1. Finance</b>			
<b>2. Administration</b>			
	Implementation of an electronic filing system	Jun-11	DC&F
	Focus on maintaining and updating the WTA Website	Jun-11	DC&F
	Review of WTA Local Laws	Jun-11	CEO
<b>3. Planning &amp; Building Applications</b>			
	Focus on approvals, audit, inspections and compliance	Ongoing	DP&I
	Review of WTA Town Planning Advisory Development Plan	Jun-11	DP&I
	Review and update procedures	Jun-11	DP&I
<b>4. Town Works &amp; Engineering</b>			
	Review and erect court/street safety barriers to reduce vehicle access to green belts	Ongoing	DP&I
	Upgrade Materials Storage Yard	Jun-11	DP&I



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<b>5. HSE</b>			
– Health	Focus on Food licensing and audits	Ongoing	DP&I
- Environment	Focus on ERA and Trade Waste licensing and audits	Ongoing	DP&I
– Animal Control	Review Local Laws 6 & 7	Dec-10	DC&F
	Develop a database for dog registrations and permits	Jul-10	DC&F
	Focus on animal patrols / being visible to the general public, policing of local laws, and public education.	Ongoing	DC&F
- Pest & noxious weed control	Review of EMS	Jun-11	DP&I
– Emergency Services	Review system for general Disaster Management (incl. Cyclones)	Dec-10	CEO
<b>6. Community</b>			
- Properties			
– Swimming Pool	Develop service agreements for pool equipment & chemical supplies	Aug-10	DP&I
	Focus on the Management of New Contract	Ongoing	DP&I
– Parks, Sports & Recreation	Implement Local Law 8 – Parks & Reserves	Jun-11	CEO
	Source funding for Stage 2 of the Weipa Sport & Aquatic Centre	Ongoing	CEO
	Improve playground facilities	Ongoing	DP&I
- Cemetery	Development of the Town Cemetery	Feb-11	DP&I
– Library			DC&F
- Cultural	Installation of SBS digital transmitter	Sep-10	DP&I
<b>7. Town Utilities</b>			
- Cleansing	Liaise with local pubs and clubs regarding recycling / reduction of land fill	Ongoing	DP&I
– Sewerage	Develop a service agreement with RTA for the maintenance and repairs of the town sewerage stations and treatment plant	Jun-11	DP&I
– Water			I
	Develop a service agreement with RTA for the maintenance and repairs of the town water system prior to town valve after tower	Jun-11	DP&I
<b>8. WTA Funded Capital Projects</b>			
	Skate Park Project	Jun-11	DP&I
	The Lakes Project	Jun-11	DP&I
	Bore Sites – upgrade infrastructure, new bore drilling required	Jun-11	DP&I



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<b>9. Government Funded Capital Projects</b>			
	Drinking water fluoridisation	Ongoing	DP&I
<b>10. RTA Funded</b>			
	2009 Road Reseal & Rehabilitation	Jul-10	DP&I
	2010 Road Reseal and Rehabilitation	Dec-10	DP&I

### PROJECT LEADER KEY

CEO – Chief Executive Officer

DC&I – Director Corporate & Finance

DP&I – Director Planning & Infrastructure