

# Town of Port Hedland

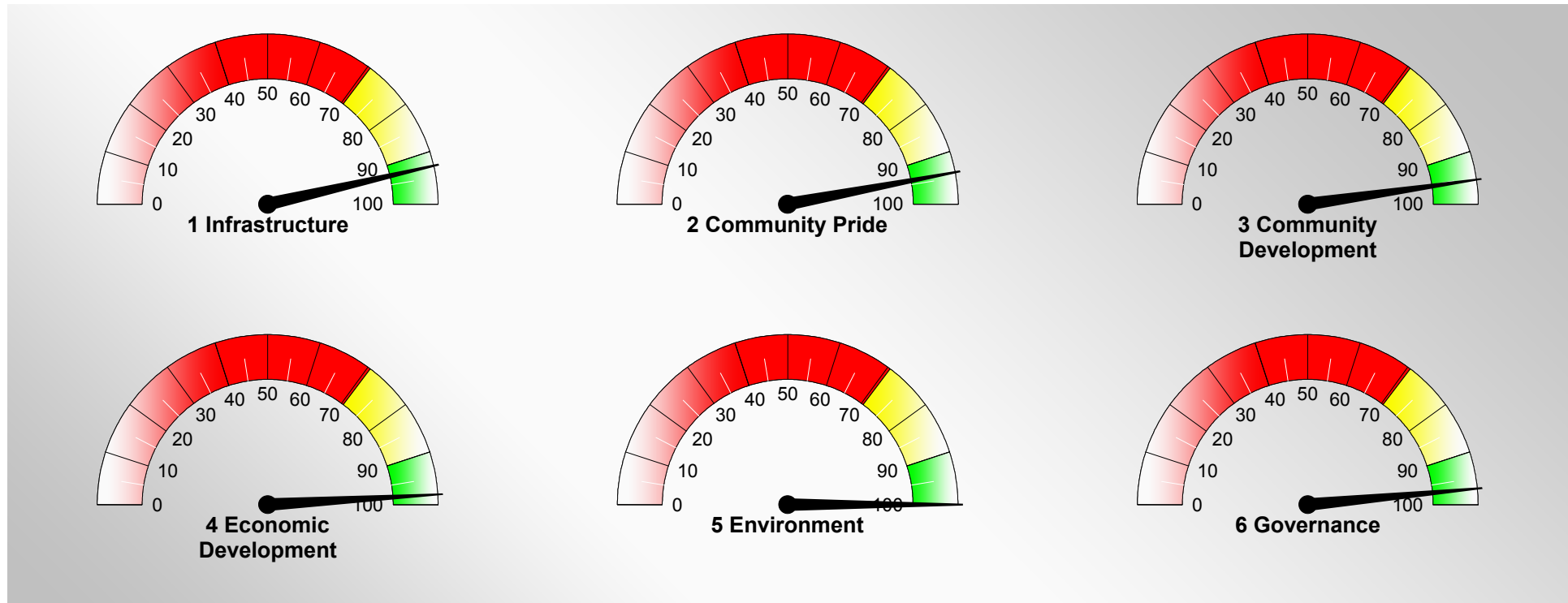


## Town of Port Hedland

Council Quarterly Report

October to December 2011

Action Progress Against Goals



GOAL AREA	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET
1 Infrastructure	49	33	2	5	0	9
2 Community Pride	31	22	0	3	0	6
3 Community Development	63	47	0	5	2	11
4 Economic Development	48	41	0	1	0	6
5 Environment	14	12	0	0	0	2
6 Governance	87	69	1	2	6	15
<b>TOTAL</b>	<b>292</b>	<b>69</b>	<b>3</b>	<b>2</b>	<b>8</b>	<b>49</b>

## BUSINESS HIGHLIGHTS

### Infrastructure

Prepare strategy for the improvement of road permeability in South Hedland

*South Hedland's CBD area has been redeveloped and handed over to the Council.*

Undertake resheeting and drainage improvements on Councils unsealed road network

*Maintenance grading undertaken on all Council unsealed roads.*

Construct the Wallwork Road Bridge

*Design and construction tender closes 11 January 2011. Construction of the bridge is due to commence May 2011, with completion in April 2013.*

Development and Implementation of Airport Land Development Plan

*Adoption of Airport Masterplan*

Install airport paid parking system, including car park modifications

*The installation of paid parking and CCTV is complete and was implemented on 19th December 2011.*

Construct Marquee Park

*Completion date now 23 January 2012. Construction of caretakers residence, kiosk and ablutions facilities complete. Installation of waterplay elements and shade structures complete. Landscaping under way.*

Construct expansion of Cemetery Beach Community Park

*A construction tender has been awarded to DME Contracting. Site works will commence in January 2012. Completion expected in July 2012.*

Progress the upgrade of the Old Port Hedland Cemetery

*Stage 2 consultation completed. Scope for next stage to be developed next quarter*

**BUSINESS HIGHLIGHTS**

## Community Development

Construct MPRC civil works and oval

*Construction of oval, lighting, fencing, goal posts and cricket pitch complete.*

Complete the construction of the Multi Purpose Recreation Centre on budget and on time

*Practical completion date is scheduled for 25 May 2012. All structural work complete. External cladding installation progressing well. External civil design complete. Internal squash courts and fitness room flooring and tiling to ablutions and change rooms complete*

Develop a Management Plan including operational budget for the commencement of operations at the Multi Purpose Recreation Centre

*Selection Criteria endorsed by Council and tender for management of MPRC issued in accordance with Council resolution. Continued discussions with User Groups.*

Construct Stage 1 of South Hedland Aquatic Centre redevelopment

*Construction of upgrades scheduled to commence in February 2012. Completion is scheduled for October 2012. Final site designs and selection of wave machine complete. Scope has been modified to include the addition of a water playground with additional funding from BHP Billiton. Development application and building licence application to be submitted*

Undertake a feasibility study into entertainment facilities in Port and South Hedland

*Study underway and expected to be complete in March 2012*

Stage 1 - Construct six houses for health professionals

*Designs are complete and building license has been issued. Construction to commence January 2012.*

Monitor water quality

*Routine sampling has produced positive results this quarter.*

Minimise mosquitoes

*Mosquito activity for this quarter has been low.*

**BUSINESS HIGHLIGHTS**

Provide support for aboriginal public health initiatives

*Quarterly update meetings with Pilbara Population Health have now been programmed.*

## Economic Development

Implementation of the Airport Development Masterplan

*Concept design for Terminal has been completed. Terminal design under review due to increased passenger and freight movement projections. Construction of Stage 1 carport complete. Paid parking and CCTV system now operational.*

Negotiate the relocation of the hire car operations at the PHIA

*Additional revenue of \$170,510.80 to Airport Leases*

Provide an timely and effective planning approval service

*The majority of planning applications have been processed within statutory time frames this quarter*






Provide general financial management service





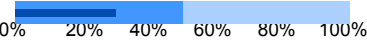

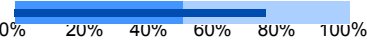

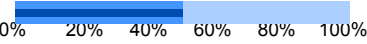

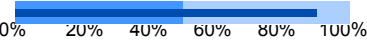

*Unqualified Audit Opinion issued for the Annual Financial Statements.*

Develop and implement a Communication and Consultation Strategy to ensure the community is informed and engaged on local events, issues and decisions

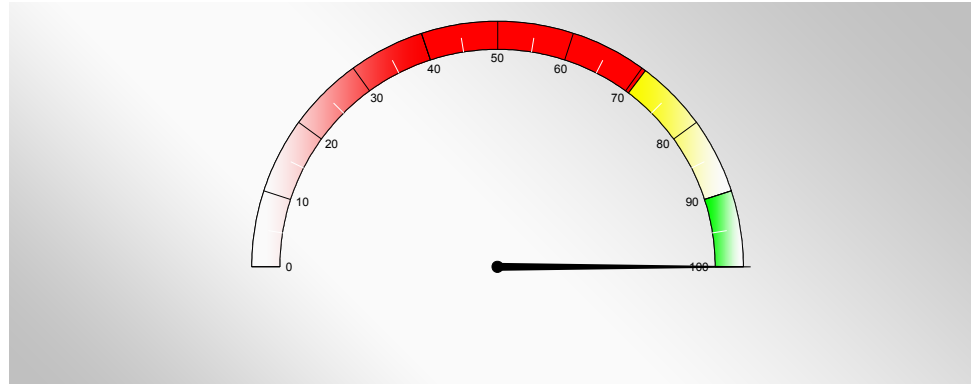
*Community engagement strategy being considered and utilised prior to consultation. High quality community engagement with South Hedland skate facility and youth zone*

### Major Projects

-  At least 90% of action target achieved
  -  Between 70 and 90% of action target achieved
  -  Less than 70% of action target achieved
-  Target
  -  % Complete

Action	Start Date	End Date		Annual Budget	YTD Budget	Actual Expenditure	% Variance
1.1.3.1 Construct the Wallwork Road Bridge	01/07/11	30/06/13	 	\$21,961,485.00	\$11,175,402.00	\$149,019.00	-98.67%
2.1.3.2 Construct expansion of Cemetery Beach Community Park	01/09/11	30/06/12	 	\$3,602,123.00	\$1,680,708.00	\$59,976.00	-96.43%
3.2.2.1 Construct Stage 1 of South Hedland Aquatic Centre redevelopment	01/07/11	30/06/12	 	\$9,773,902.00	\$4,886,402.00	\$33,844.00	-99.31%
2.1.2.1 Construct Marquee Park	01/07/10	30/12/11	 	\$6,696,000.00	\$2,967,211.00	\$4,949,118.00	66.79%
3.2.1.1 Complete the construction of the Multi Purpose Recreation Centre on budget and on time	01/07/11	31/05/12	 	\$16,632,368.00	\$7,276,456.00	\$10,336,768.00	42.06%
1.2.3.1 Investigate needs and prepare concept design for the upgrade of PHIA Terminal building	01/08/10	30/11/11	 	\$2,000,000.00	\$1,000,000.00	\$0.00	-100.00%

## Corporate Plan Actions



<b>Total actions and projects</b>	<b>261</b>
<b>Total operating actions</b>	<b>204</b>
<b>Projects without targets</b>	<b>0</b>
<b>Projects greater than 90% of target</b>	<b>0</b>
<b>Projects greater than 70% of target</b>	<b>0</b>
<b>Projects less than 70% of target</b>	<b>57</b>

**CORPORATE ACTION PROGRESS**



At least 90% of action target achieved



Between 70 and 90% of action target achieved



Less than 70% of action target achieved

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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## Infrastructure

### 1.1.1 Undertake road works in South Hedland to improve road permeability (particularly in the CBD)

Prepare strategy for the improvement of road permeability in South Hedland

Technical Services

In Progress



**PROGRESS COMMENTS**

*Improvement of road permeability in South Hedland CBD is being carried out in conjunction with Main Roads and Landcorp.*

Updated By:

*Anup Paudel - Manager Technical Services*

### 1.1.2 Implement Council's 5 year infrastructure maintenance and development plans across each infrastructure asset type

Implement Council's 5 year Reseals program

Engineering Services

In Progress



**PROGRESS COMMENTS**

*Programme to commence post airport upgrade.*

Updated By:

*Rob Darlington-Brown - Manager Engineering Services*

Development of Asset Management Framework with associated policies

Technical Services

In Progress



**PROGRESS COMMENTS**

*KPMG has been engaged to prepare the Asset Management Framework as part of the Integrated Strategic Planning and Reporting Framework.*

Updated By:

*Anup Paudel - Manager Technical Services*

Assist with development and implementation of the Asset Management Plan

Financial Services

In Progress









**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>PROGRESS COMMENTS</b>			
<i>Request for Proposal for the development of the Asset Management Framework was awarded to KPMG in December with revised timeframes. Work will commence in the new calendar year.</i>			
<i>Updated By:</i>		<i>Jodie McMahon - Manager Financial Services</i>	
Implement Council's 5 year Drainage Construction program	Infrastructure Development	Not Started	
<b>PROGRESS COMMENTS</b>			
<i>Drainage construction program is intended to be re-prioritised pending Council approval for works to be implemented based on the recommendations from the South Hedland Flood study. The proposed works will include the upgrade of culverts in 2 locations and the design of significant drainage basins in South Hedland. This will commence upon Council's decision to re-prioritise works in February. Project may not be completed this financial year due to re-prioritisation of funds and allocation of resources.</i>			
<i>Updated By:</i>		<i>Jenella Voitkevich - Manager Infrastructure Development</i>	
Provide contract management for cleaning services for all Council owned and operated buildings and facilities	Infrastructure Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Cleaning of Airport awarded to Kestral cleaning for a period of six months. Cleaning of all other Council facilities is undertaken under separate contract expiring April 2013. Contractors are monitored closely to ensure performance is of a high standard.</i>			
<i>Updated By:</i>		<i>Jenella Voitkevich - Manager Infrastructure Development</i>	
Undertake resheeting and drainage improvements on Yandeyarra road	Engineering Services	Not Started	
<b>PROGRESS COMMENTS</b>			
<i>Business Unit has refocused on objectives identified in Council's Five Year Plan.</i>			
<i>Updated By:</i>		<i>Rob Darlington-Brown - Manager Engineering Services</i>	





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Implement Council's 5 year Light Vehicle Replacement Program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Database to produce the replacement program for light vehicle is prepared.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Anup Paudel - Manager Technical Services</i></p>	
<p>Review Council's Engineering 5 year programs</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Inspections to verify the road and kerb program is completed.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Anup Paudel - Manager Technical Services</i></p>	
<p>Manage and undertake building maintenance on Council owned commercial and community facilities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Works undertaken to date include upgrade of airport parking office, annual pest inspections and treatment, fire extinguisher tagging to all facilities and annual air conditioning servicing.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Jenella Voitkevich - Manager Infrastructure Development</i></p>	
<p>Undertake resheeting and drainage improvements on Hillside-Woodstock road</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Drainage improvements to commence post cyclone season.</i></p>	<p>Engineering Services</p>	<p>In Progress</p>	 <p>RED</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Rob Darlington-Brown - Manager Engineering Services</i></p>	





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Manage and undertake all building and garden maintenance on Council owned staff housing</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Works undertaken to date include bathroom upgrade to 2 properties, replacement of 3 solar hot water units, landscaping improvements to several properties, annual pest inspections and treatment and annual air conditioning servicing.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>			
<p>Provide tender and contract management services for Engineering Directorate Period Contracts</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Supply and delivery of asphaltic concrete surfacing awarded to BGC Asphalt. Contract for supply and delivery of spray bitumen surfacing has been awarded</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p>Undertake resheeting and drainage improvements on Councils unsealed road network</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Maintenance grading undertaken on Shoata Rd, Quartz Quarry Rd, 6 Mile Rd, Spoil Bank Rd, landfill Access Rd, Speed Way Rd, De Gray &amp; Indee Stn Rd.</i></p>	<p>Engineering Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Rob Darlington-Brown - Manager Engineering Services</i></p>			
<p>Implement Council's 5 Year Kerbing Construction program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>This years program was deferred until the 2012/2013 Financial Year due to budgetary restraints.</i></p>	<p>Technical Services</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p style="text-align: right;"><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p>Implement Council's 5 year Footpath construction program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No budget allocation 2011/2012</i></p>	<p>Engineering Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			



**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Implement Council's Regional Road Group Main Roads WA Road Grant Program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Upgrades to Pipingarra Road have been completed.</i></p> <p>.....</p>	<p>Technical Services</p>	<p>In Progress</p>	
<p>Updated By: Anup Paudel - Manager Technical Services</p>			
<p>Construct dual lanes and roundabout to MPRC on Hamilton road</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Detailed design is complete. Currently reviewing opportunities to construct in conjunction with external civil works required for Multipurpose Recreation Centre construction. Expect construction to commence in March for completion in June.</i></p> <p>.....</p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
<p>Updated By: Jenella Voitkevich - Manager Infrastructure Development</p>			
<p>Implement Council's 5 Year Drainage Construction program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Drainage construction program need to be reviewed by Technical Services. Will commence in 3rd and 4th quater of the year.</i></p> <p>.....</p>	<p>Engineering Services</p>	<p>In Progress</p>	
<p>Updated By: Anup Paudel - Manager Technical Services</p>			
<p>Implement Council's Blackspot funding Grant</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Upgrades on Limpet Crescent have been completed this quarter</i></p> <p>.....</p>	<p>Engineering Services</p>	<p>In Progress</p>	
<p>Updated By: Anup Paudel - Manager Technical Services</p>			
<p>Implement Roads to Recovery Program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Tenders have been awarded for spray seal and asphalt. Upgrade to Butwell Road will commence in 4th quater.</i></p> <p>.....</p>	<p>Technical Services</p>	<p>In Progress</p>	
<p>Updated By: Anup Paudel - Manager Technical Services</p>			





## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Improve public lighting in Council's POS and walkways</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Reviewing lighting along Murdoch drive exercise trail for 11/12 program in conjunction with feature lighting installed by BHP. Quote received for entire walkway lighting in excess of budget allocation therefore options are being reviewed.</i></p>	Infrastructure Development	In Progress	 YELLOW
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
<p>Reconstruct Buttweid road</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Original construction tender submissions in excess of budget allocation. Internal resources have been reassessed to enable Council to undertake works utilising a combination of staff and contractors. Works now due to commence after cyclone season to minimise risk.</i></p>	Infrastructure Development	In Progress	 GREEN
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
<p><b>1.1.3 Construct a bridge on Wallwork Road to improve traffic access between Port and South Hedland</b></p>			
<p>Construct the Wallwork Road Bridge</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Design and Construct tender has been advertised, closing in January. After assessment the Design &amp; Contract Tender is expected to be awarded in May 2012.</i></p>	Infrastructure Development	In Progress	 RED
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
<p><b>1.1.4 Ensure that the \$200 M Port Hedland Road Project progresses in a timely manner</b></p>			
<p>Participate in Project Control Group meetings for the MRWA \$200M Port Hedland road project</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project progressing well.</i></p>	Technical Services	In Progress	 GREEN
<i>Updated By: Anup Paudel - Manager Technical Services</i>			


**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p><b>1.1.5 Review current and future public transport needs within the Town and commence planning for improvements</b></p> <p>Review current and future public transport needs in conjunction with the City Growth Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Works pending outcomes of City Growth Plan. Request sent to Department of Transport for review.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Anup Paudel - Manager Technical Services</p>
<p><b>1.1.7 Review resources that are required to maintain current and future assets</b></p> <p>Develop comprehensive Asset Management Plans to integrate with (Growth Plan) Council's 10 year Strategic Community Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Asset Management Plans will be developed as a second stage of this project. An Asset Management Framework and Policies will be developed first.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Anup Paudel - Manager Technical Services</p>
<p><b>1.1.8 Undertake traffic study</b></p> <p>Monitor traffic data throughout the town and identify requirements for traffic management, improvements and calming</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Schedule to collect the traffic data from various road is completed.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	<p>Targets Not Yet Determined</p>
		<p>Updated By:</p>	<p>Anup Paudel - Manager Technical Services</p>

**CORPORATE ACTION PROGRESS**



ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Undertake a traffic study for Port and South Hedland</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>The traffic study report has been submitted by the consultant for review by the Engineering team. Once finalised, this will form the basis of some of Council's future engineering works and funding submissions.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
<p><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>			
<p>Monitor and provide assessment for the provision of Restricted Access Vehicle networks throughout the town</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No applications for road train access received in this period.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
<p><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p><b>1.2.1 Complete the development of the Airport Land Development Plan and commence implementation of the key initiatives that are identified.</b></p>			
<p>Investigate and design sewerage disposal plan and works for Transit Worker Accommodation located within the Airport</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Designs for a sewerage treatment package plant on Airport land is currently in progress. Construction costs will be estimated and likely to be budgeted in stages to accommodate required growth.</i></p>	<p>Airport</p>	<p>In Progress</p>	
<p><i>Updated By: Bob Couzens - Manager Airport</i></p>			
<p>Development and Implementation of Airport Land Development Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Input has provided to the Planning and Development Directorate of future developments at Airport to facilitate regional economic growth. Agenda items to Council included Adoption of the Airport Master Plan, Lease for RFDS Relocation of Hire Car operations.</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	
<p><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>			

**CORPORATE ACTION PROGRESS**





ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Investigate and plan for the relocation of hire car storage/workshop areas</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Subdivision and civil works plans for the development of the hire car storage/workshop and freight lots as identified in the Airport Land Development Plan are progressing well. Heritage, environmental and servicing investigations are complete. Construction cost estimates are to be obtained upon completion of design, to be incorporated in the 2012/13 budget.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p>Updated By: Jenella Voitkevich - Manager Infrastructure Development</p>			
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<p><b>1.2.2 Upgrade runways, taxiways and aprons to facilitate efficient aircraft movement</b></p>			
<p>Develop and implement a 5 year Airport Maintenance Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Second quarter maintenance uncompleted due unservicability of airport essential plant and inclement weather.</i></p>	<p>Airport</p>	<p>In Progress</p>	 <p>RED</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			
<hr/>			
<p>Strengthen main apron parking bays 1 to 5 to accommodate 230,000kg aircraft</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Now linked to terminal upgrade project. Apron works will accommodate 6 hard stand parking bays.</i></p>	<p>Airport</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			
<hr/>			
<p>Extend main apron 20 metres south and reposition taxiway lights and centreline markings</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Linked to terminal upgrade project.</i></p>	<p>Airport</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			





## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Extend main apron (West) to maximise aircraft parking bays</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Linked to terminal extention project.</i></p>	Airport	Not Started	Targets Not Yet Determined
<i>Updated By: Bob Couzens - Manager Airport</i>			
<p><b>1.2.3 Progress planning and design for an upgraded and extended terminal building.</b></p>			
<p>Investigate needs and prepare concept design for the upgrade of PHIA Terminal building</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Final concept designs are complete, however on review of current circumstance design parameters are being reviewed to accommodate larger international flights. Potential changes in capacity forecast and international requirements may result in changes to concept design before being adopted by Committee. Further information being obtained to enable designs to progress.</i></p>	Infrastructure Development	In Progress	
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
<p><b>1.2.4 Undertake upgrades to the terminal and surrounds to improve the functionality of the facility including:</b></p> <p><b>a. Creating more common-user check in points</b></p> <p><b>b. Improving airport security screening arrangements</b></p> <p><b>c. Review parking options and implement an agreed Airport Parking Plan</b></p>			
<p>Install airport paid parking system, including car park modifications</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Paid parking was completed and implemented on 19th December 2011, including commissioning of CCTV. Currently being monitored by external contractors.</i></p>	Infrastructure Development	Completed	
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Undertake works to the new RFDS Hanger</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>RFDS hangar construction nears completion. Final works to apron pavement adjacent hangar and the reinstatement of the perimeter fence are currently underway.</i></p>	<p>Airport</p>	<p>In Progress</p>	<p> GREEN</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			
<p>Upgrade Airport electronic security gates</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter. Project to commence in third quarter. Invitations to quote gate upgrades have been extended.</i></p>	<p>Airport</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			
<p>Construct airport parking expansion, including lighting, CCTV, shade, expansion of paid parking system into new carpark</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Parking layout modifications to suit paid parking system complete, including installation of CCTV. Shade structures and lighting programmed to be installed early 2012.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	<p> GREEN</p>
<p>Updated By: Jenella Voitkevich - Manager Infrastructure Development</p>			
<p>Replace secondary emergency power generators</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Quotes received. Design required to ensure adequate size and scope of works required. Project will commence in third quarter.</i></p>	<p>Airport</p>	<p>In Progress</p>	<p> RED</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			
<p>Upgrade Airport residence 12 - construct and erect carport</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project cancelled. Residence to be demolished.</i></p>	<p>Airport</p>	<p>Completed</p>	<p> GREEN</p>
<p>Updated By: Bob Couzens - Manager Airport</p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Upgrade Airport Terminal PA system</p> <p><b>PROGRESS COMMENTS</b></p> <p>Sontec completed project. Awaiting fire panel technician to activate this feature.</p>	<p>Airport</p>	<p>Completed</p>	 <p>GREEN</p>
		<i>Updated By:</i>	<i>Bob Couzens - Manager Airport</i>
<p>Manufacture and install weather protection roofing over exposed CBS conveyor system</p> <p><b>PROGRESS COMMENTS</b></p> <p>Project to commence after taxiway extension is complete in third quarter.</p>	<p>Airport</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
		<i>Updated By:</i>	<i>Bob Couzens - Manager Airport</i>
<p>Create more common use check-in points</p> <p><b>PROGRESS COMMENTS</b></p> <p>Linked to terminal upgrade.</p>	<p>Airport</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
		<i>Updated By:</i>	<i>Bob Couzens - Manager Airport</i>
<p><b>1.2.5 Develop a Capital Improvement Plan for airport infrastructure that ensures Airport infrastructure can cater for projected growth</b></p>			
<p>Develop a Capital Improvement Plan for the airport</p> <p><b>PROGRESS COMMENTS</b></p> <p>Terminal Concept design will be completed next quarter.</p>	<p>Airport</p>	<p>In Progress</p>	 <p>GREEN</p>
		<i>Updated By:</i>	<i>Bob Couzens - Manager Airport</i>

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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## Community Pride

### 2.1.1 Undertake projects that upgrade the appearance of verges and streetscapes along major thoroughfares within the District




Improve park and suburb entry statement signage	Infrastructure Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Designs have been finalised and construction/installation contract awarded. Installation now due early 2012.</i>			
<i>Updated By:</i>		<i>Jenella Voitkevich - Manager Infrastructure Development</i>	
Maintain street verges	Engineering Services	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Street verge maintenance still progressing. Major tidy up undertaken in West End in preparation for Cruise Ship visit in November.</i>			
<i>Updated By:</i>		<i>Rob Darlington-Brown - Manager Engineering Services</i>	
Implement the Boulevard Tree Planting project	Infrastructure Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Tree planting program complete. Water truck has been ordered however is experiencing delays in Perth. Due early 2012.</i>			
<i>Updated By:</i>		<i>Jenella Voitkevich - Manager Infrastructure Development</i>	
Implement Royalties for Regions Public Infrastructure Upgrade Programs	Infrastructure Development	Completed	
<b>PROGRESS COMMENTS</b>			
<i>Royalites for Regions funding on public infrastructure upgrades complete. Included footpath construction and installation of street and park furniture and bus shelters.</i>			
<i>Updated By:</i>		<i>Jenella Voitkevich - Manager Infrastructure Development</i>	

### 2.1.2 Construct the Marquee Park and ensure that a new park is built in Koombana





## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Management and operation of the Marquee Water Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Draft Management Plan has been adopted by Council. Report to Council has outlined fees and charges, terms and conditions and hours of operation.</i></p> <p style="text-align: right;"><i>Updated By: Gordon MacMile - Director Community Development</i></p>	Recreation	In Progress	 GREEN
<p>Develop and regularly report on the business plan for Marquee Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Marquee Park operational plan was adopted by Council in November 2011.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	CEO Office	In Progress	 GREEN
<p>Construct Marquee Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project has experience significant delays for various reasons including weather conditions and contractor availability. All built form is now complete (kiosk, ablutions, caretakers residence, pump station, shade structures). Landscaping is 75% complete. Water play area is complete and is currently being tested and commissioned. Expected opening in February 2012</i></p> <p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>	Infrastructure Development	In Progress	 GREEN
<p>Construct a new park in Koombana</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Koombana park has been completed as part of the South Hedland New Living program (Department of Housing) however pending final handover to Council. Additional funds are currently being sourced by Council to add value to the park area. Expect designs will be completed by June 2012.</i></p> <p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>	Infrastructure Development	Completed	 GREEN
<p><b>2.1.3 Develop plans for the upgrades of existing parks (Cemetery Beach, Rock of Ages and Marrapikurinya) plus the development of new parks. Install public art to improve sense of place.</b></p>			


## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Construct expansion of Cemetery Beach Community Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A construction tender has been awarded to DME Contracting and is within the adopted budget for the project. Construction will commence in January 2012 with ordering of materials, site establishment and earthworks. Fortnightly meetings taking place.</i></p>	Infrastructure Development	In Progress	 GREEN
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
.....			
<p><b>2.1.4 Establish an incentive scheme for residents to develop the verge adjacent to their property.</b></p>			
<p>Review Engineering Verge Treatment policy to include establishment of an incentive scheme for residents to develop the verge adjacent to their property</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter</i></p>	Technical Services	In Progress	 GREEN
<i>Updated By: Anup Paudel - Manager Technical Services</i>			
.....			
<p><b>2.1.5 Install more shade in parks and public areas (both trees and shade structures), including shade facilities at skate parks.</b></p>			
<p>Construct shade structure at Port Hedland Skate Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Shade and lighting installation complete. Skaters now able to enjoy facility during cooler times. Additional power supply added for events.</i></p>	Infrastructure Development	Completed	 GREEN
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
.....			
<p>Improve shade and lighting at Civic Centre park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project scope and budget is currently under review. Commencement delayed due to unavailability of resources.</i></p>	Infrastructure Development	In Progress	 RED
<i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i>			
.....			

**CORPORATE ACTION PROGRESS**




ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p><b>2.1.6 Implement a whole-of-community anti litter education, information and action campaign, including:</b>  <b>a. Allocate more Council resources towards the enforcement of the Litter Act.</b>  <b>b. Explore additional statutory alternatives to achieve Council’s Local Laws with a focus on Litter Act</b>  <b>c. Tidy Towns</b></p>			
<p>Introduced 'Litter Report Cards' as a mechanism for council and community to enforce the Litter Act</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Report cards actioned as they are submitted.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
		<p><i>Updated By:</i></p>	<p><i>Darryal Eastwell - Manager Environmental Health</i></p>
<p>Implement a whole of community anti litter education, information and action campaign to support Council's participation in the Tidy Town Awards</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Town of Port Hedland winner in two categories of this years Awards.</i></p>	<p>Community Development</p>	<p>Completed</p>	
		<p><i>Updated By:</i></p>	<p><i>Lorna Secrett - Manager Community Development</i></p>
<p>Proactively investigate illegal dumping with a view to gaining evidence to prosecute the offender</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Rangers on duty monitor for illegal dumping.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
		<p><i>Updated By:</i></p>	<p><i>Darryal Eastwell - Manager Environmental Health</i></p>
<p>Undertake a review of the Town of Port Hedland Local Laws</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
		<p><i>Updated By:</i></p>	<p><i>Darryal Eastwell - Manager Environmental Health</i></p>

**CORPORATE ACTION PROGRESS**






ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p><b>2.1.8 Ensure that regular audits of the functionality of streetlights and other public lighting are undertaken, with faulty lights being repaired in a timely manner.</b></p>			
<p>Liaise with Horizon Power regarding ongoing auditing, reporting and repair of public lighting</p>	<p>Technical Services</p>	<p>In Progress</p>	<p>Targets Not Yet Determined</p>
<p><b>PROGRESS COMMENTS</b></p>			
<p><i>All faulty street lights requests to the Council are forwarded to Horizon Power to action.</i></p>			
<p style="text-align: right;"><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p>Undertake regular audit of Council's lighting infrastructure and repair faults as required</p>	<p>Technical Services</p>	<p>In Progress</p>	<p>Targets Not Yet Determined</p>
<p><b>PROGRESS COMMENTS</b></p>			
<p><i>Process to record the inventory of council's lighting infrastructure in prepared.</i></p>			
<p style="text-align: right;"><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p><b>2.1.9 Develop attractive, usable rest nodes along cycle and pedestrian links.</b></p>			
<p>Construct Stanley/Kennedy greenbelt POS link</p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
<p><b>PROGRESS COMMENTS</b></p>			
<p><i>Project is under construction as part of the South Hedland New Living program (Department of Housing). Completion expected early 2012.</i></p>			
<p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>			
<p><b>2.1.10 Upgrade the appearance of Council's Cemeteries.</b></p>			






**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Prepare masterplan for the long term development of the South Hedland Cemetery</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project is on hold pending outcomes of the Growth Plan report and Precinct 3 (Airport) development. Cemetery development must include buffer area to separate future Precinct 3 commercial/industrial area.</i></p>	<p>Infrastructure Development</p>	<p>Deferred</p>	 <p>RED</p>
<p><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>			
<p>Progress the upgrade of the Old Port Hedland Cemetery</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Stage 2 consultation completed. Scope for next stage to be developed next quarter.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Lorna Secrett - Manager Community Development</i></p>			
<p><b>2.2.1 Play an integral role in the coordination, operation and communication of community events by:</b></p> <ul style="list-style-type: none"> <li><b>a. Assisting Celebrate Hedland Inc. in the management and operation of major community events per annum.</b></li> <li><b>b. Developing and operating series of smaller community events.</b></li> <li><b>c. Supporting community groups who are operating community events through training, support, advice and, where appropriate, financial support.</b></li> <li><b>d. Operating neighbourhood events and competitions.</b></li> </ul>			
<p>Prepare and deliver an annual calendar of events presented by the Town of Port Hedland</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Planning underway for 2012/2013 calendar.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Lorna Secrett - Manager Community Development</i></p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Assisting Celebrate Hedland Inc in the management and operation of major annual community events</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Celebrate Hedland Inc. undertaking Heritage Festival 2011. Other major events presented by TOPH.</i></p>	<p>Community Development</p>	<p>Completed</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Lorna Secrett - Manager Community Development</i></p>	
<p>Developing and operating a series of smaller community events</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continuing to operate West End Movies and other smaller community events including the community concept to welcome the Governor General and working on the Cruise Ship projects.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Lorna Secrett - Manager Community Development</i></p>	
<p>Support community groups operating community events through training, support and advice</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>TOPH continues to provide advice and support to community groups holding events through staff interaction and Community Donations Working Group.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Lorna Secrett - Manager Community Development</i></p>	
<p>Operate neighbourhood events and competitions</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Facilitated the Christmas lights competition and Great Northern Clean-up held in South Hedland.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Lorna Secrett - Manager Community Development</i></p>	
<p>Facilitate funding and support to community groups through the implementation of Council's Community Donation Policy</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Donations Working Group dissolved, with requests now through quarterly Audit and Finance Committee.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Gordon MacMile - Director Community Development</i></p>	

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>2.2.2 Install new signage on thoroughfares that promotes upcoming events</b>			
Install new signage on thoroughfares that promotes upcoming events	Community Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Effective use of variable message board (VMB) for a number of events.</i>			
		Updated By:	Lorna Secrett - Manager Community Development
.....			
<b>2.2.3 Actively seek to attract 'draw card' entertainers and events to the Town of Port Hedland.</b>			
Actively promote and encourage draw card entertainers and events to the Town of Port Hedland	Community Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Developed a partnership with KULCHA to attract more multicultural entertainment.</i>			
		Updated By:	Lorna Secrett - Manager Community Development
.....			
<b>2.2.4 Actively seek to attract or establish a nationally significant event to Port Hedland.</b>			
Tender for an events management business to deliver the 'high profile event' as per the feasibility study	Community Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Funding applications in to external organisations, advisement expected in January 2012.</i>			
<i>Insufficient funding raised for event.</i>			
		Updated By:	Lorna Secrett - Manager Community Development
.....			

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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## Community Development

### 3.1.1 Convert the JD Hardie Centre into an integrated Youth Centre

Transition JD Hardie Youth Center

Community Development

In Progress



**PROGRESS COMMENTS**

*Pre lease agreement signed with Youth Involvement Council. Funds for landscaping and car parking will be sourced in budget review.*

Updated By:

*Lorna Secrett - Manager Community Development*

Develop and regularly report on business plans for the JD Hardie Centre

CEO Office

In Progress



**PROGRESS COMMENTS**

*The tenancy mix for JD Hardie Centre was adopted by Council in September and first tenants now occupy the building.*

Updated By:

*Paul Martin - Chief Executive Officer*

### 3.1.2 Support and operate Youth Leadership and Development programs

Initiate and develop programs and activities for youth development

Community Development

In Progress







**PROGRESS COMMENTS**

*South Hedland Skate Park consultation completed mid-november results contributing to concept design & 2 free skateboarding workshops mid-december reaching 45 young people participating.*




Updated By:

*Lorna Secrett - Manager Community Development*





## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Provide support and advice to youth organisations in the Town of Port Hedland</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Community Development interacts with local youth organisations particularly HYSAG on an ongoing basis.</i></p>	Community Development	In Progress	 GREEN
<i>Updated By:</i>		<i>Lorna Secrett - Manager Community Development</i>	
<p>Work with community representatives to increase aboriginal and multi cultural participation in youth programs and activities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Community Development continues to integrate diversity into activity programs. Aboriginal Quarterly Forums has focused in issues related this youth this year</i></p>	Community Development	In Progress	 GREEN
<i>Updated By:</i>		<i>Lorna Secrett - Manager Community Development</i>	
<p><b>3.1.3 Attract and retain young people in our Town through operating a series of events, information and activities</b></p>			
<p>Operate a series of events, provide information and activities that attract and retain young people in our town</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Working with HYSAG to integrate TOPH events to the youth community.</i></p>	Community Development	In Progress	 GREEN
<i>Updated By:</i>		<i>Lorna Secrett - Manager Community Development</i>	
<p>Participate in the development of an engagement strategy to facilitate the detailed design ready for calling of construction tenders for the South Hedland Skate Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Recreation Officer identified as part of project team and has provided input as required.</i></p>	Recreation	In Progress	 GREEN
<i>Updated By:</i>		<i>Graeme Hall - Manager Recreation</i>	




## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop an engagement strategy to facilitate the detailed design ready for calling of construction tenders for the South Hedland Skate Park</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Community engagement strategy developed and completed, concept designs presented and endorsed by Council December 2011.</i></p>	Community Development	Completed	 GREEN
<i>Updated By:</i>		<i>Lorna Secrett - Manager Community Development</i>	
<p>Coordinate Youth Week event</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Planning three days of workshops and one show around circus skills to young people.</i></p>	Community Development	In Progress	 GREEN
<i>Updated By:</i>		<i>Lorna Secrett - Manager Community Development</i>	
<p><b>3.1.5 Plan for the development of a new library and community centre in South Hedland</b></p>			
<p>Undertake detailed design and costings for the proposed construction of the South Hedland Community Centre and Library to be tender ready by July 2012</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Consultants appointed to undertake feasibility study in December 2011</i></p>	Community Development	In Progress	 GREEN
<i>Updated By:</i>		<i>Lorna Secrett - Manager Community Development</i>	
<p><b>3.1.6 Pursue improved education facilities and additional education choice within the Town</b></p>			
<p>Lobby state government to improve educational facilities and choices within the Town</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Hedland High School (stage 1) works commencing (administration and classrooms)</i></p>	Community Development	Not Started	Targets Not Yet Determined
<i>Updated By:</i>		<i>Gordon MacMile - Director Community Development</i>	

**CORPORATE ACTION PROGRESS**


ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>3.2.1 Build the Multi Purpose Recreation Centre</b>			
Construct MPRC civil works and oval	Infrastructure Development	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Construction of oval, lighting, fencing and goal posts complete. Oval now operational. Playground shade structures relocated, playground equipment to be installed Feb/Mar 2012. Cricket pitch installed. Civil works commenced with partial installation of drainage swales. Obtaining quotes for civil works at front of MPRC building (entrance road and carpark).</i>			
<i>Updated By:</i>		<i>Jenella Voitkevich - Manager Infrastructure Development</i>	
.....			
Complete the construction of the Multi Purpose Recreation Centre on budget and on time	Recreation	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Construction program achieved this quarter. Installation of external panels nearing completion, internal fitout nearing completion.</i>			
<i>Updated By:</i>		<i>Gordon MacMile - Director Community Development</i>	
.....			
Develop and regularly report on the business plan for the Multipurpose Recreation Centre	CEO Office	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Council has endorsed the criteria and called tender for MRPC management. Tenders have closed and are being assessed and will be considered by Council in the next quarter.</i>			
<i>Updated By:</i>		<i>Paul Martin - Chief Executive Officer</i>	
.....			
Develop a Management Plan including operational budget for the commencement of operations at the Multi Purpose Recreation Centre	Recreation	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Selection Criteria endorsed by Council and tender for management of MPRC issued inaccordance with Council resolution. Discussions with User Groups have continued.</i>			
<i>Updated By:</i>		<i>Gordon MacMile - Director Community Development</i>	
.....			

## CORPORATE ACTION PROGRESS


ACTION	BUSINESS UNIT	STATUS	PROGRESS
Management and operation of the Multi Purpose Recreation Centre	Recreation	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<p><i>Tender for the Management of the Town of Port Hedland Leisure Centres was advertised in November 2011. Report making a recommendation on the future management of the leisure facilities has appointed the YMCA as the facility manager for the next four years.</i></p>			
<p style="text-align: right;"><i>Updated By: Graeme Hall - Manager Recreation</i></p>			
.....			
<b>3.2.2 Undertake sports facility developments including:</b> <ul style="list-style-type: none"> <li>• <b>Construction of the Colin Matheson Oval Clubhouse.</b></li> <li>• <b>Construction of a new Tennis/Bowling Club in South Hedland.</b></li> <li>• <b>Stage I of the South Hedland Aquatic Centre re-development.</b></li> <li>• <b>Upgrading of lighting at sports facilities.</b></li> </ul>			
Undertake a feasibility study for the co-location of the Port Hedland Turf Club, the Port Hedland Golf Club with a Caravan Park	Recreation	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<p><i>Tender for consultant to complete feasibility project has been completed. Project will be completed by July 2012</i></p>			
<p style="text-align: right;"><i>Updated By: Graeme Hall - Manager Recreation</i></p>			
.....			
Construct Stage 1 of South Hedland Aquatic Centre redevelopment	Infrastructure Development	In Progress	 RED
<b>PROGRESS COMMENTS</b>			
<p><i>Final site designs and selection of wave machine complete. Scope has been modified to include the addition of a water playground with additional funding from BHP Billiton. Development application and building licence application to be submitted. Construction to commence in February, with completion expected in October 2012.</i></p>			
<p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>			
.....			





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Upgrade of lighting at sports facilities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project deferred until funding is obtained.</i></p>	<p>Recreation</p>	<p>Deferred</p>	
		<p>Updated By:</p>	<p>Anup Paudel - Manager Technical Services</p>
<p>Upgrade to the exterior of the existing change room facility at the CMO</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Site assessment nearing to completion, project details are being finalised. Obtaining all previous design information to ensure correctness of plans. Works must not impact on use of change rooms during football season.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Jenella Voitkevich - Manager Infrastructure Development</p>
<p>Complete internal fitout of the CMO clubhouse</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Construction element has reached practical completion. Furniture, fit out and equipment has commenced in conjunction with the Port Hedland Rovers Football Club. All items have been researched and awaiting feedback from the club.</i></p>	<p>Recreation</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Graeme Hall - Manager Recreation</p>
<p>Prepare detailed designs for the redevelopment of the South Hedland Bowls and Tennis Club</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Concept designs are undergoing final review to ensure compliance with all stakeholder and statutory requirements prior to obtaining quotes for detailed design. Scope to include new clubhouse, car parking, landscaping, tennis court and bowling green upgrade and fencing. Budget allocation is for building and carparking only. Must obtain more funding for remainder of scope or decrease scope. Funding partners expectations to be assessed.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Jenella Voitkevich - Manager Infrastructure Development</p>





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Construct parking along Tinder street (Colin Matheson Oval)</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Preliminary site investigations and concept designs complete. Design and construct tender to be advertised early 2012.</i></p> <p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	<p> RED</p>
<p><b>3.2.3 Plan for the development of fishing wharfs/jetties within the Town and expand costal recreational opportunities</b></p>			
<p>Develop a plan to provide additional opportunities for coastal recreation inclusive of fishing wharfs and jetties</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	<p>Economic Development and Strategic Planning</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p><b>3.2.4 Operate a range of programs and initiatives that promote an active, integrated community</b></p>			
<p>Operate a range of programs and initiatives that promote an active, integrated community</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>All programs and initiatives have been implemented or are proceeding according to planned time frames.</i></p> <p style="text-align: right;"><i>Updated By: Graeme Hall - Manager Recreation</i></p>	<p>Recreation</p>	<p>Ongoing</p>	
<p>Work with the Community Committee to establish a Men's Shed</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Due to less than optimal take up of project by appointed community committee, Council has deferred this project until the new calendar year. Enquiries are being made to offer men's programs to the community in an attempt to raise awareness and test the readiness of the community for a men's shed concept.</i></p> <p style="text-align: right;"><i>Updated By: Lorna Secrett - Manager Community Development</i></p>	<p>Community Development</p>	<p>In Progress</p>	<p> RED</p>





## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Work with the community committee to progress plans for a community garden</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>22 sites have been assessed and the preferred site is the JD Hardie Centre. This site has no complications and provides synergies with the users of the centre and a focus for young people and the environment. A site meeting with the committee is scheduled to take place in January to progress the project at this site.</i></p> <p style="text-align: right;"><i>Updated By: Lorna Secrett - Manager Community Development</i></p>	Community Development	In Progress	 GREEN
.....			
<p><b>3.2.5 Establish plans for the managed public access to key coastal areas</b></p>			
<p>Prepare plans for improved coastal access and managed camping</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Options for management plan and access currently under review in conjunction with Pilbara Regional Council project.</i></p> <p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>	Infrastructure Development	In Progress	 RED
.....			
<p><b>3.2.6 Develop plans for future recreation and leisure facility upgrades to accommodate population growth</b></p>			
<p>Complete maintenance associated with the implementation of the recommendations from the Sports Facilities Audit</p> <p><b>PROGRESS COMMENTS</b></p> <p>No Comments</p>	Infrastructure Development	Ongoing	
.....			
<p>Plan for the redevelopment of McGregor Street Reserve</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter. Awaiting finalisation of City Growth Plan and Active Open Space Strategy.</i></p> <p style="text-align: right;"><i>Updated By: Graeme Hall - Manager Recreation</i></p>	Recreation	Not Started	Targets Not Yet Determined
.....			




## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Manage the implementation of the recommendations from the Sports Facilities Audit</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Recommendations from the audit undertaken as per timeframes and budget allocation.</i></p>	Recreation	In Progress	 GREEN
<i>Updated By: Graeme Hall - Manager Recreation</i>			
<p><b>3.2.7 Actively seek funding for implementing Stages 2 and 3 of Redevelopment Plan for South Hedland Aquatic Centre.</b></p>			
<p>Actively seek funding for implementing Stages 2 and 3 of Redevelopment Plan for South Hedland Aquatic Centre</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Elements from planned stages 2 and 3 included in expanded scope for Stage 1.</i></p>	Recreation	In Progress	 GREEN
<i>Updated By: Graeme Hall - Manager Recreation</i>			
<p><b>3.3.1 Work with stakeholders to develop an Aboriginal Arts and Culture Centre</b></p>			
<p>Develop a masterplan for an Aboriginal Arts Centre in consultation with stakeholders</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Council endorsed Aboriginal Art Strategy and established Aboriginal Art Centre Working Group in December 2011.</i></p>	Community Development	Completed	 GREEN
<i>Updated By: Lorna Secrett - Manager Community Development</i>			
<p>Participate on the Aboriginal Cultural Centre Working Group</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continuing to attend meetings and provide input into Working Group, participated in study tour with Wangka Maya Cultural Centre in November.</i></p>	Community Development	In Progress	 GREEN
<i>Updated By: Lorna Secrett - Manager Community Development</i>			






## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>3.3.2 Undertake a feasibility study on the potential development of an entertainment complex/cinema in South Hedland</b>			
Undertake a feasibility study into entertainment facilities in Port and South Hedland	Community Development	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Study underway and expected to be complete in March 2012.</i>			
		<i>Updated By:</i>	<i>Lorna Secrett - Manager Community Development</i>
.....			
<b>3.3.3 Implement the recommendations of the Library Services Plan</b>			
Implement actions from the Library Services Plan	Community Development	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Review of operational hours completed and actioned. Other recommendations relate to the new library facility.</i>			
		<i>Updated By:</i>	<i>Lorna Secrett - Manager Community Development</i>
.....			
Implement, monitor and review Library policies	Community Development	Completed	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Review of Library Service Procedures developed and endorsed by Council on 16 November .</i>			
		<i>Updated By:</i>	<i>Lorna Secrett - Manager Community Development</i>
.....			
<b>3.3.4 Work with the Port Hedland Authority to develop the Marrapikurinya Tower project</b>			
Negotiate the development of the Marrapikurinya Tower project	Investment and Business Development	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>No action this quarter</i>			
		<i>Updated By:</i>	<i>Sara Bryan - Acting Manager Investment and Business Development</i>
.....			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p><b>3.4.1 Implement plans for the development of subsidised housing for General Practitioners</b></p> <p>Stage 1 - Construct six houses for health professionals</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Design and Construction contract for the development of 7 houses has been awarded to Pilbara Constructions. Will consist of a combination of 3 bedroom and 4 bedroom homes on Dempster street, Port Hedland. Building Licence has been approved. Construction commencing end January 2012, completion end December 2012.</i></p> <p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
<p><b>3.4.2 Establish a program for control of unwanted dogs in disadvantaged communities</b></p> <p>Implement the Dog Health program for the control of unwanted dogs in disadvantaged communities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Program has been temporarily suspended due to resources and will recommence upon recruitment of new staff.</i></p> <p style="text-align: right;"><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><b>3.4.3 Implement the Public Health Plan, including the Town's mosquito Management Plan</b></p> <p>Monitor food safety</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Regular food inspection have been undertaken this quarter. Implementation of the requirement for food safety programs by high risk food services. Food recall notices have been forwarded to relevant businesses. Implementing and reviewing changes to Trading In Public Places permits which is now complete.</i></p> <p style="text-align: right;"><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	

**CORPORATE ACTION PROGRESS**




ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Monitor waste disposal activities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Twice yearly bore sampling of ground water is to be undertaken. Regular advice provided to contractors in regards to safe handling of asbestos.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p>Process waste water disposal applications</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Ongoing service provided by the Environmental Health Service Unit to regulate waste water disposal systems.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p>Monitor water quality</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Ongoing regulatory assessment of aquatic facilities and reuse water quality undertaken this quarter.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p>Minimise mosquitoes</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continue to monitor primary breeding sites and take action as required.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p>Undertake public health promotions</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Public Health alerts/promotions are undertaken from time to time in relation to mosquito borne disease food recalls and other public health matters.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			

**CORPORATE ACTION PROGRESS**




ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Provide support for aboriginal public health initiatives</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Support and advice provided to Pilbara Population Health as required with respect to Environmental Health matters.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p>Ensure community is informed about the dangers of Cyclones and other emergency arrangements</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A public presentation on Cyclone Awareness and Preparedness was held in October.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p>Develop an Environmental Health Plan for the Yandeyarra Community</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Final plan has been submitted to the Department of Health and this project is completed.</i></p>	<p>Environmental Health</p>	<p>Completed</p>	 <p>GREEN</p>
<p style="text-align: right;"><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p><b>3.4.5 Explore opportunities for the development of a lifestyle/retirement village within the Town</b></p>			
<p>Undertake feasibility study into the development of a lifestyle/retirement village within the Town</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter.</i></p>	<p>Investment and Business Development</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p style="text-align: right;"><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>			
<p><b>3.5.1 Work with State Government and Federal Government's to develop and implement a sustainable model for the delivery of municipal services to Aboriginal Communities</b></p>			



## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Work with State Government and Federal Government to develop and implement a sustainable model for the delivery of municipal services to Aboriginal Communities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Pilbara Regional Council has been representing the TOPH along with other Pilbara Councils on a working group between state and local government organisations to scope out the issues and costs of services to aboriginal communities.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	CEO Office	In Progress	 GREEN
.....			
<p><b>3.5.2 Develop and implement new mechanisms for the engagement and involvement of traditional owners and Aboriginal people in the Town of Port Hedland related activities</b></p>			
<p>Develop and implement engagement strategies to increase the involvement of aboriginal people in Town of Port Hedland related activities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continued to improved relationships with aboriginal service agencies and NGO's. FORM indigenous community survey as part of companion document to Growth Plan and implementation strategy</i></p> <p style="text-align: right;"><i>Updated By: Gordon MacMile - Director Community Development</i></p>	Community Development	In Progress	 GREEN
.....			
<p>Develop and implement engagement strategies to increase the involvement of aboriginal people in sport and recreation activities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Offer an ongoing range of recreation programs and activities to engage aboriginal people in sport and recreation.</i></p> <p style="text-align: right;"><i>Updated By: Graeme Hall - Manager Recreation</i></p>	Recreation	In Progress	 GREEN
.....			
<p><b>3.5.3 Engage in forums that seek to develop tangible strategies relating to reducing the gap between Indigenous and non-Indigenous Australians</b></p>			

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Facilitate quarterly forums to discuss issues of importance identified by aboriginal people</p> <p><b>PROGRESS COMMENTS</b></p> <p>Quarterly forums continue to receive strong support and attendance. October forum focussed on education and training involving representatives from all resource companies to discuss indigenous training.</p> <p style="text-align: right;"><i>Updated By:</i> Gordon MacMile - Director Community Development</p>	Community Development	In Progress	 GREEN
.....			
<p><b>3.6.1 Ensure that CCTV network is working at its optimum and identify further CCTV growth opportunities</b></p>			
<p>Monitor and action activities covered by CCTV cameras</p> <p><b>PROGRESS COMMENTS</b></p> <p>Random monitoring is undertaken focusing on areas of identified concern.</p> <p style="text-align: right;"><i>Updated By:</i> Darryal Eastwell - Manager Environmental Health</p>	Environmental Health	In Progress	 GREEN
.....			
<p><b>3.6.2 Develop and implement a new Community Safety Crime Prevention Plan which supports achievable grass roots outcomes to benefit members of the community</b></p>			
<p>Implement the Community Safety Crime Prevention Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p>Implemented the strategies identified by the Committee in the Community Safety Crime Prevention Plan for this quarter.</p> <p style="text-align: right;"><i>Updated By:</i> Darryal Eastwell - Manager Environmental Health</p>	Environmental Health	In Progress	 GREEN
.....			
<p><b>3.6.3 Investigate community security alternatives and implement agreed action plan</b></p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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Upgrade street lighting

Infrastructure Development

Completed



**PROGRESS COMMENTS**

*Project complete with no additional funds allocated within the 2011/12 financial year. Works to commence shortly by Horizon Power for the installation of underground power and improved lighting throughout South Hedland.*

*Updated By: Jenella Voitkevich - Manager Infrastructure Development*

**3.6.4 Continue working with the police and the courts to provide avenues to ensure that offenders help fix the damage they cause**

Implement the Young Offenders Graffiti Removal Program

Environmental Health

In Progress



**PROGRESS COMMENTS**

*A partnership has been formed with Department of Corrective Services to involve young people in graffiti removal as a first stage on the implementation of the program.*

*Updated By: Darryal Eastwell - Manager Environmental Health*

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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## Economic Development

### 4.1.1 Ensure that new caravan park/backpacker facilities are developed within the Town

Undertake a feasibility study into the creation of a backpackers facility on the Gratwick Aquatic Centre grounds

Economic Development and Strategic Planning

In Progress



**PROGRESS COMMENTS**

*Project brief for a Request for Proposal being prepared.*

*Updated By:*

*Eber Butron - Director Planning and Development*

### 4.1.2 Progress the development of the Spoilbank Marina Precinct

Establish and support the Spoilbank Marina Stakeholder Committee.

CEO Office

In Progress



**PROGRESS COMMENTS**

*Council has endorsed a final draft concept which is now being presented to the State Government for funding. Landcorp committed \$200,000 towards the planning and feasibility for Spoilbank Marina.*

*Updated By:*

*Paul Martin - Chief Executive Officer*

Identify and develop long term customer relationships with all stakeholders

CEO Office

In Progress




**PROGRESS COMMENTS**

*Aquital of previous projects and establishment of a reporting framework inclusive of financial information has been negotiated this quarter with BHPBilliton Iron Ore. Working Group has been established for Hancock Prospecting and Atlas Iron. Meetings have been scheduled in the next quarter with Hancock Prospecting and Atlas to coincide with company construction programs. A strategic forum will occur with FMG in the next quarter.*

*Updated By:*

*Paul Martin - Chief Executive Officer*

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p><b>4.1.3 Construct the Turtle Boardwalk project and the Stairway to the Moon project and work with stakeholders to identify other tourism product development initiatives</b></p>			
<p>Construct the Turtle Interpretive Loop (additional scope)</p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
<p><b>PROGRESS COMMENTS</b></p>			
<p><i>Concept plans and cost estimates have been obtained. Currently reviewing technology options for audio component. Reviewing options on management/responsibilities of audio system and information to ensure it's kept up to date.</i></p>			
<p style="text-align: right;"><i>Updated By: Jenella Voitkevich - Manager Infrastructure Development</i></p>			
<p>Work with stakeholders to identify additional tourism initiatives</p>	<p>Economic Development and Strategic Planning</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p><b>PROGRESS COMMENTS</b></p>			
<p><i>No activity this quarter.</i></p>			
<p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>			
<p><b>4.1.4 Develop additional tourist information at Town entry points and other focal points within the Town</b></p>			
<p>Improve tourist information at entry points and other areas within the Town</p>	<p>Economic Development and Strategic Planning</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p><b>PROGRESS COMMENTS</b></p>			
<p><i>No activity this quarter.</i></p>			
<p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>			
<p><b>4.1.5 Develop camping facilities at popular coastal and river bed recreation areas</b></p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Plan for additional camping facilities at popular coastal and river bed areas</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A Plan is currently being developed</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	 <p>GREEN</p>
<i>Updated By: Eber Butron - Director Planning and Development</i>			
<hr/>			
<p><b>4.1.6 Develop a Tourism Plan that focuses on the tourism strengths that exist within the Town such as industrial/port tourism, ecology/biology and indigenous culture</b></p> <p>Develop a Tourism Plan that focuses on existing and newly identified tourist opportunities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity this quarter.</i></p>	<p>Economic Development and Strategic Planning</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<i>Updated By: Eber Butron - Director Planning and Development</i>			
<hr/>			
<p><b>4.2.1 Actively seek funding partnerships with mining companies and contractors on the development of services and facilities within the community</b></p> <p>Continue to seek funding partnerships with industry partners for the development of future services and facilities within the community</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continued liaison with Compass Group (Port Haven), Lifestyle coordinators (FMG). Community benefit contributions close to agreement with Auscorp site, improved communication and consideration (funding) of initiatives with Atlas Iron.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<i>Updated By: Gordon MacMile - Director Community Development</i>			
<hr/>			
<p><b>4.2.2 Actively pursue integration of FIFO workers into the local community</b></p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Facilitate the PHIA TWA Integration Working Group</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Group meetings held in accordance with agreed frequency and terms of reference.</i></p>	<p>Community Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Gordon MacMile - Director Community Development</i></p>			
<p><b>4.2.3 Ensure that integrated accommodation options are available for resource related projects that do not artificially inflate the local real estate market</b></p>			
<p>Negotiate additional Transit Workers Accommodation in South Hedland</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Assessments completed. Petition to Council from Community members. Agenda Item to Council, resolution to further assess feasibility.</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>			
<p>Negotiate additional Transit Workers Accommodation in precinct 2 and precinct 3 on Airport land</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Precinct 2: Preparation of Business plan for Auzorp extension of lease. Preparation of new Business Plan for Mineral Resources, addressing issues raised in submission process of previously advertised Business Plan.</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>			
<p>Finalise negotiations and contractual arrangements with Mineral Resources Limited for lease of land at the Airport</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Negotiations with Council put forward in a revised Business Plan. Advertised with submission period to end in next quarter.</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>			





**4.3.1 Participate in the development of a Port Hedland Economic Development Strategy**

**CORPORATE ACTION PROGRESS**





ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop a Port Hedland Economic Development Strategy</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>The Pilbara Port City Growth Plan provides a strong basis for the development of the Economic Development Strategy. The public advertising for this plan has been completed. The draft Pilbara Port City Implementation Plan is being reviewed and compiled.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	
<p>.....</p>			
<p><b>4.3.2 Review the alternatives for additional business opportunities at the PHIA including air freight, aircraft maintenance, tourism and industrial uses</b></p>			
<p>Implementation of the Airport Development Masterplan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Masterplan is complete. Regional Airport Development Funding application for \$25million for construction of the new Terminal will be submitted next quarter.</i></p> <p style="text-align: right;"><i>Updated By: Bob Couzens - Manager Airport</i></p>	<p>Airport</p>	<p>Completed</p>	
<p>.....</p>			
<p>Negotiate the relocation of the hire car operations at the PHIA</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Agenda item to Council to dispose of bays, overflow parking area and booths in terminal. New areas occupied by Hire Car companies as of 19 December 2011. Currently awaiting finalised agreement documents.</i></p> <p style="text-align: right;"><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	
<p>.....</p>			
<p>Seek expressions of interest for the development of a hotel on Airport land</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Assessed 11 submissions. Agenda Item to Council inviting all 10 respondents to make a submission on the RFP. Workshop held with Airport Committee to set criteria for RFP.</i></p> <p style="text-align: right;"><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>	<p>Investment and Business Development</p>	<p>Completed</p>	




**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>4.3.3 Actively seek extension of air services with a focus on additional interstate and international services</b>			
Pursue extension of additional interstate and international air services	Investment and Business Development	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Continuing to work with Airport Manager to create a Port Hedland Singapore Direct flight to work in conjunction with an international freight service. Positive take-up by major airlines and steady progress with freight hub concept.</i>			
<i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i>			
<b>4.3.4 Investigate new business/revenue streams for the Town</b>			
Seek expressions of interest for the operations of a commercial restaurant/coffee shop in 'the Greenhouse'	Investment and Business Development	Completed	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>EOI assessed and recommendation made to Council. Preferred respondent has conducted briefing to Council on the EOI. Draft RFP completed</i>			
<i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i>			
Develop a Developer Contribution Policy	Economic Development and Strategic Planning	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Preliminary policy has been commenced. AEC have been engaged to undertake the project. Preliminary data being collected. Economic modelling being undertaken as part of the City Growth Plan.</i>			
<i>Updated By: Eber Butron - Director Planning and Development</i>			
Investigate the opportunities of a Solar Farm	Investment and Business Development	In Progress	 RED
<b>PROGRESS COMMENTS</b>			
<i>No activity this quarter as awaiting Airport Hotel concept through a RFP as the building will create shading on the long term carpark and the extent of which is unknown at this stage. Interested parties have carpark concept plans.</i>			
<i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i>			




**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Actively pursue new business opportunities and increased revenue streams for the town</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Leasing Policy, Six major land transactions, Audit of existing leases, progression of 13 new leases, working with Planning and Community Development on new and existing revenue streams, advocate of community contributions on new TWAs. Invoiced \$300K in arrears revenue, opportunities currently being pursued on 6 major land transactions which will gross in excess of \$63 million (not including CPI or market reviews) and potentially community contributions in excess of \$63 Million</i></p> <p style="text-align: right;"><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	
<p>Conduct ongoing audit and review of property leases</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continuation of strategy to audit current leases held with the Town to manage portfolio effectively. Ongoing project continues to ensure all leases are current and in line with Council objectives.</i></p> <p style="text-align: right;"><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	
<p>Provide internal stakeholder advice and support in identifying new business and revenue streams for the Town</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continuation of liaison with internal stakeholders to ensure education of purpose of Business Unit is fed through departments.</i></p> <p style="text-align: right;"><i>Updated By: Sara Bryan - Acting Manager Investment and Business Development</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	
<p><b>4.3.5 Identify land areas for the development of market gardens, aquaculture and agriculture development</b></p>			
<p>Incorporate opportunities for the development of market gardens, aquaculture and agriculture development in the Town's Strategic Land Use Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Some of these elements examined through Pilbara Port City Growth Plan.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>4.3.6 Provide support and incentives for entrepreneurs who are interested in establishing tourism related within the Town</b>			
Identify strategies to support and provide incentives to encourage establishment of tourism based businesses within the Town	Economic Development and Strategic Planning	Not Started	Targets Not Yet Determined
<b>PROGRESS COMMENTS</b>			
<i>No activity this quarter.</i>			
<i>Updated By:</i>		<i>Eber Butron - Director Planning and Development</i>	
<b>4.4.1 Fast-track the release and development of commercial, industrial and residential land</b>			
Provide timely support to internal and external stakeholders on the proposed use and development of commercial, industrial and residential land	Planning Services	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Counter telephone and written services remain effective. Consultation with developers and state agencies regarding throughout Port Hedland.</i>			
<i>Updated By:</i>		<i>Leonard Long - Manager Planning Services</i>	
Negotiate with relevant stakeholders to facilitate timely release of land for commercial, industrial and residential development	Economic Development and Strategic Planning	In Progress	 GREEN
<b>PROGRESS COMMENTS</b>			
<i>Significant consultation undertaken with Pilbara Cities, Landcorp, Department of Housing and other property developers to support development and bring land on line as soon as possible.</i>			
<i>Updated By:</i>		<i>Eber Butron - Director Planning and Development</i>	

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Promote Stage 2 South Hedland CBD with Developers</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Extension to shopping centre lodged with Council for planning approval. South Hedland Town Centre opened by Minister. Humphrey's development being assessed by Council's Building Services Unit. Landcorp have publicly tendered sites in South Hedland CBD precinct for development.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	Economic Development and Strategic Planning	In Progress	 GREEN
<p><b>4.4.2 Develop and maintain a register of development sites and project opportunities within the municipality. Promote this register widely.</b></p> <p>Develop maintain and promote a register of development sites and development opportunities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Pilbara Port City Implementation Plan providing timeline for release of land.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	Economic Development and Strategic Planning	In Progress	 GREEN
<p><b>4.4.3 Undertake Council operated land and building projects including:</b></p> <ul style="list-style-type: none"> <li><b>a. Catamore Court housing development</b></li> <li><b>b. Airport Housing</b></li> <li><b>c. Land Rationalisation Land Projects</b></li> <li><b>d. Relocation of the Wedgefield Depot to the Airport</b></li> <li><b>e. Civic Centre Redevelopment Project</b></li> </ul> <p>Undertake housing development at Catamore Court</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Options being reviewed and discussions being held with Department of Housing, Pilbara Cities and Department of Corrective Services for potential land/housing swap.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	Economic Development and Strategic Planning	In Progress	 GREEN

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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Construct Airport Staff Housing

Infrastructure Development

Completed



**PROGRESS COMMENTS**

All 3 homes including fencing and landscaping are now complete. Staff allocations are complete and staff have moved into the new homes.

Updated By:

Jenella Voitkevich - Manager Infrastructure Development

Implement land rationalisation projects

Economic Development and Strategic Planning

In Progress



**PROGRESS COMMENTS**

Land rationalisation project being implemented through rezoning of land, road closures and subdivision and developments being undertaken.

Updated By:

Eber Butron - Director Planning and Development

**4.4.4 Regularly update the community on the status of key land development projects**

Implement a communication strategy to regularly inform the community on the status of key land development projects

Economic Development and Strategic Planning

In Progress



**PROGRESS COMMENTS**

Information being updated through draft Pilbara Port City Implementation Plan and Pilbara Cities own projects.

Updated By:

Eber Butron - Director Planning and Development

**4.4.5 Work with the State Government to enact civil infrastructure projects that will enable additional land developments to occur including:**

- a. Port Hedland Infill Sewerage**
- b. Relocation of the Port Hedland Sewerage Treatment Ponds**
- c. Upgrading water pressure in the West End**

**CORPORATE ACTION PROGRESS**





ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Work with Watercorp to facilitate the completion of the Port Hedland Infill Sewerage Project</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Watercorp has announced commencement of project.</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	 <p>GREEN</p>
<i>Updated By:</i>		<i>Eber Butron - Director Planning and Development</i>	
<p>Work with Watercorp to facilitate the relocation of the Port Hedland Sewerage Treatment Ponds</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Regularly communicating with Watercorp.</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	 <p>GREEN</p>
<i>Updated By:</i>		<i>Eber Butron - Director Planning and Development</i>	
<p>Work with Watercorp to facilitate the upgrade to waterpressure in the West End</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Regularly communicating with Watercorp.</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	 <p>GREEN</p>
<i>Updated By:</i>		<i>Eber Butron - Director Planning and Development</i>	
<p>Work with key state government agencies to enact civil infrastructure projects that will enable additional land developments</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Regularly communicating with Watercorp, Horizon Power, Main Roads, Pilbara Cities and State Development.</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	 <p>GREEN</p>
<i>Updated By:</i>		<i>Eber Butron - Director Planning and Development</i>	

**4.4.6 Ensure that the South Hedland Underground Power Project proceeds in a timely manner**

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Work with Horizon Power to ensure the timely implementation of the South Hedland Underground Power Project</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Consultation with Horizon Power continuing.</i></p>	Economic Development and Strategic Planning	In Progress	 GREEN
		<i>Updated By:</i>	<i>Eber Butron - Director Planning and Development</i>
.....			
<p><b>4.5.1 Develop a Town Plan that identifies opportunities for the following initiatives:</b></p> <ul style="list-style-type: none"> <li><b>a. Identification of new areas for future growth (urban and industrial)</b></li> <li><b>b. Bulky goods retail area development along Port Hedland Rd</b></li> <li><b>c. New entry ways into South Hedland</b></li> <li><b>d. Water related developments in South Hedland</b></li> <li><b>e. The re-zoning of Wedgefield in accordance with the Land Use Master Plan</b></li> <li><b>f. Location of community and government facilities</b></li> <li><b>g. Ensure that provision is made for industrial and transport corridors within the District.</b></li> </ul>	Economic Development and Strategic Planning	In Progress	 GREEN
		<i>Updated By:</i>	<i>Eber Butron - Director Planning and Development</i>
.....			
<p><b>4.5.2 Develop Structure Plans for key precinct areas with a particular focus on the Spoilbank Precinct, Airport and Pretty Pool</b></p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop Structure Plans for key precinct areas</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Development Plans progressed for Area A and Telstra Site. Development Plan progressed for Hamilton Road Precinct/ Subdivision. Development Plan being progressed for Osprey Subdivision Precinct. Structure plans being developed for East End and land south of South Hedland.</i></p> <p style="text-align: right;"><i>Updated By: Eber Butron - Director Planning and Development</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	
<p>.....</p>			
<p><b>4.5.3 Review building and planning resources and ensure that turn-around times for applications are at or above industry best practice</b></p>			
<p>Provide an timely and effective building approval service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Application processing times continue to be reduced significantly. \$680m of building approvals were processed this quarter. Consequences of the new Building Act on the organisation still unknown with delays for implementation continuing into the new year.</i></p> <p style="text-align: right;"><i>Updated By: Paul Bennett - Acting Manager Building Services</i></p>	<p>Building Services</p>	<p>In Progress</p>	
<p>.....</p>			
<p>Provide an timely and effective planning approval service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>46 Development Applications have been received this quarter. 40 Development Applications were determined with an average turnaround time of 53 days. The majority of planning applications have been processed within statutory time frames this quarter.</i></p> <p style="text-align: right;"><i>Updated By: Leonard Long - Manager Planning Services</i></p>	<p>Planning Services</p>	<p>In Progress</p>	
<p>.....</p>			
<p>Conduct statutory swimming pool inspection program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Development of procedures and guidelines and determination of sufficient staffing and resources for a more systematic and effective inspection regime to coincide with new building legislation. Routine inspections continue in the interim when requested.</i></p> <p style="text-align: right;"><i>Updated By: Paul Bennett - Acting Manager Building Services</i></p>	<p>Building Services</p>	<p>In Progress</p>	



**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Conduct inspections on newly constructed class 2 - 9 buildings</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Some resistance to Inspections of this class of building continues. Education program has continued to encourage compliance.</i></p>	<p>Building Services</p>	<p>In Progress</p>	 <small>GREEN</small>
<p>Updated By:</p>		<p>Paul Bennett - Acting Manager Building Services</p>	
<p>Provide appropriate support and advice to the private sector to ensure building developments proceed in a timely manner</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Backlog of Building Licence Applications cleared with improved approval time frames continuing.</i></p>	<p>Building Services</p>	<p>In Progress</p>	 <small>GREEN</small>
<p>Updated By:</p>		<p>Paul Bennett - Acting Manager Building Services</p>	
<p><b>4.5.4 Play a leadership role in good design by building Council facilities that are aesthetically pleasing, environmentally sustainable and promote new technology within the District</b></p>			
<p>Participate on and provide support and advice to internal project teams responsible for the design and construction of Council facilities</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Colin Mathieson Clubhouse and JD Hardie Youth Centre have been completed on time and are now compliant with all required legislation.</i></p>	<p>Building Services</p>	<p>In Progress</p>	 <small>GREEN</small>
<p>Updated By:</p>		<p>Paul Bennett - Acting Manager Building Services</p>	

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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## Environment

### 5.1.1 Progressively re-develop the South Hedland Landfill Facility in accordance with the Landfill Strategic Plan

Redevelop the South Hedland Landfill Facility in accordance with the Landfill Strategic Plan

Engineering Services

In Progress



**PROGRESS COMMENTS**

*Discussions held with New Energy Corporation to discuss possible impacts of future landfill requirements.*

Updated By:

*Rob Darlington-Brown - Manager Engineering Services*

### 5.1.2 Develop strategies that encourage separation of waste by ratepayers to promote more effective and efficient landfill management and additional reuse/recycling opportunities

Develop strategies that encourage more effective landfill management inclusive of reuse/recycling opportunities

Engineering Services

In Progress



**PROGRESS COMMENTS**

*Following attendance at Waste Management Conference in September, investigation has commenced to secure funding to develop required strategy. Discussed possible of 65% of waste to divert to New Energy Corporation facility.*

Updated By:

*Rob Darlington-Brown - Manager Engineering Services*

### 5.1.3 In conjunction with other Pilbara Regional Council's review the feasibility of establishing a domestic recycling service

Undertake a feasibility study into the establishment of a regional domestic recycling service

Engineering Services

Not Started

Targets Not Yet Determined





**PROGRESS COMMENTS**

*Project not commenced this quarter.*




Updated By:

*Rob Darlington-Brown - Manager Engineering Services*

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<b>5.1.4 Install improved waste water re-use facilities to Baler Primary School, Cassia Primary School, Hedland Senior High School and South Hedland Primary School</b>			
Install improved waste water reuse facilities - Baler Primary School	Engineering Services	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>At present water treatment via Biothis method on a trial basis. Sprinklers have been changed out to low angle nozzles to avoid over spray on new buildings. Odour reduced significantly.</i>			
Updated By:		Rob Darlington-Brown - Manager Engineering Services	
Install improved waste water reuse facilities - Cassia Primary School	Engineering Services	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Installation of new maxicom controller to all 4 South Hedland primary schools.</i>			
Updated By:		Rob Darlington-Brown - Manager Engineering Services	
Install improved waste water reuse facilities - Hedland Senior High School	Engineering Services	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Installation of new irrigation control cabinet pump start and maxicom compliant controller. Sprinklers set to low angle high flow to eliminate wind drift and to run in evening.</i>			
Updated By:		Rob Darlington-Brown - Manager Engineering Services	
Install improved waste water reuse facilities - South Hedland Primary School	Engineering Services	In Progress	
<b>PROGRESS COMMENTS</b>			
<i>Installation of new irrigation control cabinet pump start and maxicom compliant controller. Sprinklers set to low angle high flow to eliminate wind drift and to run in evening.</i>			
Updated By:		Rob Darlington-Brown - Manager Engineering Services	
<b>5.1.5 Explore opportunities for the expansion of the Town's waste water re-use scheme</b>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Expand the Town's waste water re-use scheme</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Upgrade in the quality of reuse water to Colin Mathieson Oval, Kevin Scott Oval and McGregor Street are under way this quarter.</i></p>	<p>Engineering Services</p>	<p>In Progress</p>	
<p><i>Updated By: Rob Darlington-Brown - Manager Engineering Services</i></p>			
<p><b>5.2.1 Implement reticulation projects where bore water is used as an alternative to mains water</b></p>			
<p>Implement bore water based reticulation projects</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>No activity on this project this quarter.</i></p>	<p>Engineering Services</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>
<p><i>Updated By: Rob Darlington-Brown - Manager Engineering Services</i></p>			
<p><b>5.2.2 Actively protect dune, creek and wetland eco-systems from degradation by off-road vehicles and other inappropriate uses</b></p>			
<p>Undertake beach and foreshore upgrade and maintenance</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Maintenance undertaken as per schedule of works this quarter.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
<p><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p>Continue to protect foreshore areas through the ongoing implementation of fencing programs to restrict the entry of offroad vehicle</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Fencing has been installed to restrict access to foreshore areas and reserves.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			

**5.2.3 Explore opportunities for the installation of additional solar lighting**

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Investigate additional use of solar lighting</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Investigation underway to install solar lighting wherever possible.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
<p><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p><b>5.2.4 Partner with other agencies on foreshore rehabilitation/protection projects</b></p>			
<p>Implement the Dune Rehabilitation Program in partnership with BHP Billiton</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Materials has arrived and works are scheduled to be undertaken in January 2012.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			
<p><b>5.2.5 Water Planning - partner with SG to implement water initiatives to support the growing community and industry based in Town</b></p>			
<p>Work with Water Corp to implement water initiatives to support the growing needs of community and industry</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Regular communication with Watercorp</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	
<p><i>Updated By: Eber Butron - Director Planning and Development</i></p>			

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
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## Governance

### 6.1.1 Actively market the achievements that the Town has made and the plans that are in place for the future

Actively market the achievements of the Town of Port Hedland

CEO Office

In Progress



#### PROGRESS COMMENTS

The ToPH actively promotes its achievements and milestones through regular media releases and newsletters. The Town is also working towards regular contributions in both intrastate and interstate publications.

Updated By:

Paul Martin - Chief Executive Officer

### 6.1.2 In conjunction with other stakeholders, develop and implement a coordinated, lobby campaign for additional resources from the State and Federal Governments for infrastructure and community projects that are needed to transform the Town into a City

Develop and maintain effective channels of communications and networks with various government bodies

CEO Office

In Progress



#### PROGRESS COMMENTS

The Premier and the Minister for Regional Development have visited Port Hedland. Water Corporation briefed Council of issues relevant to Port Hedland. Agreement signed with Horizon Power committing \$30 million for underground power in South Hedland and Wedgefield which has been negotiated and executed funding agreement. \$3.6 million was committed towards SHAC redevelopment, \$1.5million for park development, \$1.5million for GP Housing. \$2million was received for South Hedland Bowls and Tennis Club.

CEO has been appointed onto a number of State Government Committees including a WALGA Policy Forum on Mining Communities, and an approvals group for the Outer Harbour by Department of State Development.

Updated By:

Paul Martin - Chief Executive Officer

## CORPORATE ACTION PROGRESS



ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop a Town of Port Hedland local, intrastate and interstate marketing campaign</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continued liaison between Council, State and Federal Government. Premier Colin Barnett visited Port Hedland in early October and met with Council and CEO. Minister Regional Development and Lands Brendon Grylls visited in early December for South Hedland Town Centre opening and met with local business owners and other stakeholders.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	CEO Office	In Progress	
<p><b>6.1.3 Ensure that the Pilbara Regional Council grows and develops into an organisation that clearly delivers value for money for Pilbara residents</b></p> <p>Contribution of best practice input into PRC initiatives</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Town of Port Hedland has participated in the IT Governance survey and Governance survey instigated by the Pilbara Regional Council. The Town has also participated in the assessment of a consultancy to undertake a study into the feasibility of shared regional resources inclusive of a Perth based office.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	CEO Office	In Progress	
<p>Identify and agree upon one action for coordinated implementation by more than one local government authority in the Pilbara.</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>CEO has progressed the Country Local Government Fund's initiative of Roadside Stops. CEO exploring an affordable housing project across the regional.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	CEO Office	In Progress	
<p><b>6.1.4 Ensure that the Town of Port Hedland continues to grow and develop into an organisation that supports the changing demands of its community</b></p>			

**CORPORATE ACTION PROGRESS**



ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Provide people leadership and management services in accordance with management KPIs - Community Development</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Performing in accordance with all Generic Management Key Performance Indicators.</i></p>	<p>Community Development</p>	<p>In Progress</p>	<p> GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Lorna Secrett - Manager Community Development</i></p>	
<p>Provide people leadership and management services in accordance with management KPIs - Airport</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Business Unit has been restructured to reflect airport activities.</i></p>	<p>Airport</p>	<p>In Progress</p>	<p>Targets Not Yet Determined</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Bob Couzens - Manager Airport</i></p>	
<p>Provide people leadership and management services in accordance with management KPIs - Engineering Services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continue to work closely with the Engineering Coordinators and senior administration staff to ensure key works are carried out in a safe manner and within budget.</i></p>	<p>Engineering Services</p>	<p>In Progress</p>	<p> GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Rob Darlington-Brown - Manager Engineering Services</i></p>	
<p>Provide people leadership and management services in accordance with management KPIs - Investment and Business Development</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Continuation of people leadership in communciations across organisation to ensure consistency in approach and position for the organisation as a whole. Continuation of management services both within and beyond Business Plan, providing assistance, information, guidance and sharing knowledge to educate the organisation on business development objectives.</i></p>	<p>Investment and Business Development</p>	<p>In Progress</p>	<p> GREEN</p>
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Sara Bryan - Acting Manager Investment and Business Development</i></p>	



**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Manage corporate records</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Following approval from SRO large volumes of organisational records have been sentenced waiting disposal. All paper based vital records have now been stored electronically.</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>			
<p>Review and implement the Town of Port Hedland Code of Conduct</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Best practice approach has been taken through sourcing examples from other local government authorities and the Department of Local Government. Identification of Internal Operating Procedures to be reviewed for inclusion in Code of Conduct for Employees has been undertaken.</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Debra Summers - Manager Organisational Development</i></p>			
<p>Provide people leadership and management services in accordance with management KPIs - Building Services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>New Manager Building Services appointed. Senior Building Surveyor position currently being filled by external consultant on a trial basis.</i></p>	<p>Building Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Paul Bennett - Acting Manager Building Services</i></p>			
<p>Provide people leadership and management services in accordance with management KPIs - Environmental Health Services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Business Unit continues to experience resource challenges.</i></p>	<p>Environmental Health</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By: Darryal Eastwell - Manager Environmental Health</i></p>			


**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Development of a 10 year Strategic Community Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>KPMG were appointed to undertake this work at the December Council meeting with revised timeframes.</i></p>	<p>CEO Office</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Paul Martin - Chief Executive Officer</i></p>			
<p>Update the Towns Engineering Civil and POS standard drawings and developer guidelines</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Draft subdivision guideline is ready for comments.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	<p>Targets Not Yet Determined</p>
<p><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p>Provide payroll service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Payroll service provided this quarter. EBA entitlement with regards to Travel Allowance actioned. Review of liability associated with transportable leave and the payroll audit trail report has commenced.</i></p>	<p>Financial Services</p>	<p>Ongoing</p>	
<p><i>Updated By: Jodie McMahon - Manager Financial Services</i></p>			
<p>Provide people leadership and management services in accordance with management KPIs - Economic Development and Strategic Planning</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Business Unit remains under resourced. Recruitment for staff to commence next quarter.</i></p>	<p>Economic Development and Strategic Planning</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Eber Butron - Director Planning and Development</i></p>			
<p>Provide people leadership and management services in accordance with management KPIs - Recreation</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Performing in accordance with all Generic Management Key Performance Indicators.</i></p>	<p>Recreation</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Graeme Hall - Manager Recreation</i></p>			


**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Design and implement a backup plan for all sites so that the system can be restored to these locations with minimal disruption</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Disaster Recovery component of Network Upgrade has been included in Phase 1 and 2 of the Project. The details of this strategy and the proposed DR Site yet to be confirmed.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<p>Introduce best practice process and procedures for Recruitment through the implementation of revised forms and workflows</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A best practice work flow for the recruitment process has been developed, indicating roles and responsibilities and interdependencies between all participants.</i></p> <p style="text-align: right;"><i>Updated By: Debra Summers - Manager Organisational Development</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
<p>Provide general financial operations services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Normal activities for BAS and FBT returns undertaken.</i></p> <p style="text-align: right;"><i>Updated By: Jodie McMahon - Manager Financial Services</i></p>	<p>Financial Services</p>	<p>Ongoing</p>	
<p>Implement the Service Management software through the intranet that will record and prioritise the number of requests for assistance by the ICT staff.</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Anticipate commencement to be after the network upgrade has been completed in July 2012.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>Not Started</p>	<p>Targets Not Yet Determined</p>

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Development of a Corporate Business Planning Framework that support the 10 year Strategic Community Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>The development of the Corporate Business Planning Framework has been completed. The Annual Corporate Plan has been adopted, supported by Directorate Plans and Business Unit Plans. The next stage is to deliver the other required plans and strategies required of the Integrated Strategic Planning and Reporting Framework.</i></p> <p style="text-align: right;"><i>Updated By: Debra Summers - Manager Organisational Development</i></p>	<p>Organisational Development</p>	<p>Completed</p>	
<p>Provide people leadership and management services in accordance with management KPIs - Financial Services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Business Unit has continued to develop well, however staff turnover has been a continuous issue. Audit of Financial Statements completed and Statements lodged timely with the Department. Performance reviews for staff have been completed in accordance with corporate timeframes.</i></p> <p style="text-align: right;"><i>Updated By: Jodie McMahon - Manager Financial Services</i></p>	<p>Financial Services</p>	<p>In Progress</p>	
<p>Implement a new standard operating environment upgrade to Windows 7 and Office 2010</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Network upgrade has been designed to be completed in 2 stages. This particular component will take place during Phase 1. Design and implementation documentation being created.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<p>Develop aligning policies and processes to support the organisation and each business unit</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Several draft internal operating procedures have been developed and will be reviewed by Staff Consultative Committee in the next quarter.</i></p> <p style="text-align: right;"><i>Updated By: Debra Summers - Manager Organisational Development</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Provide rating service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Legal Action has commenced on outstanding rates. PUPP Model approved by Council at its Special Meeting held on the 30th of November. Further investigation has commenced relating to potential rebates for PUPP as per the Council resolution.</i></p>	Financial Services	Ongoing	<p>Updated By: Jodie McMahon - Manager Financial Services</p>
<p>Investigate the implementation of an on-line leave application process</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Investigation has been undertaken on the software, however the project is now deferred until 2012/13.</i></p>	Financial Services	Deferred	<p>Updated By: Jodie McMahon - Manager Financial Services</p>
<p>Develop a performance management framework</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A Performance Management Framework and supporting Internal Operating Procedures have been developed. Staff Consultative Committee will review next quarter.</i></p>	Organisational Development	In Progress	<p>Updated By: Debra Summers - Manager Organisational Development</p> 
<p>Undertake ongoing staff training in Records Management</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Records staff will need to complete course based training to ensure all records staff are able to complete FOI related applications. Training for existing organisational staff is offered by Records staff on a scheduled basis as a refresher or introduction to Synergy.</i></p>	Information Services	Ongoing	<p>Updated By: Kate Reid - Manager Information Services</p>
<p>Investigate the Implementation of an on-line purchase requisition process</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Project will commence in 2012/13 after network upgrade.</i></p>	Financial Services	Deferred	<p>Updated By: Jodie McMahon - Manager Financial Services</p>




**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop a Retention and Destruction of Records Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Records staff have created a schedule as per the GDA requirement that allows existing records to be sentenced and archived or destroyed correctly.</i></p>	<p>Information Services</p>	<p>Completed</p>	 GREEN
<p>Updated By: Kate Reid - Manager Information Services</p>			
<p>Undertake a financial risk and efficiency assessment</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>This project will be scoped in the next quarter.</i></p>	<p>Financial Services</p>	<p>Deferred</p>	 RED
<p>Updated By: Debra Summers - Manager Organisational Development</p>			
<p>Review Town of Port Hedland Records Keeping Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Existing Records Keeping Plan is valid until 2013.</i></p>	<p>Information Services</p>	<p>In Progress</p>	 GREEN
<p>Updated By: Kate Reid - Manager Information Services</p>			
<p>Establish and maintain financial procedures</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Compilation of procedures documentation has commenced.</i></p>	<p>Financial Services</p>	<p>In Progress</p>	 GREEN
<p>Updated By: Jodie McMahon - Manager Financial Services</p>			
<p>Review Customer Service Charter and associated internal operating procedures</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A Customer Service Plan and Stakeholder Engagement Strategy is included in the scope of work for the 5 Year ICT Strategy.</i></p>	<p>Information Services</p>	<p>In Progress</p>	 GREEN
<p>Updated By: Kate Reid - Manager Information Services</p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop an ICT Strategy</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>ICT Strategy will work in parallel to KPMG Integrated Planning and Reporting Framework whereby works were awarded in December with revised time frames.</i></p>	<p>Information Services</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Kate Reid - Manager Information Services</i></p>			
<p>Manage the organisations balance sheet</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>New reserve bank account established for BHP Billiton Iron Ore. Governance arrangements are being finalised.</i></p>	<p>Financial Services</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Jodie McMahon - Manager Financial Services</i></p>			
<p>Review and implement an Induction Program to ensure new employees have the skills and knowledge to support organisational practices and procedures</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Aspects of the Induction Program have been scheduled for review and update as part of the revision of the Equal Employment Opportunity Plan for 2011/2014.</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Debra Summers - Manager Organisational Development</i></p>			
<p>Assessment of the efficiency and effectiveness of our services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Consultant appointed to undertake Community Survey in December. Survey to be completed by March 2012 to support consultation as part of development of Strategic Community Plan.</i></p>	<p>CEO Office</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Paul Martin - Chief Executive Officer</i></p>			
<p>Review records policy and procedure documents</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Existing Record Keeping Plan valid until 2013.</i></p>	<p>Information Services</p>	<p>In Progress</p>	 <p>GREEN</p>
<p><i>Updated By: Kate Reid - Manager Information Services</i></p>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Provide people leadership and management services in accordance with management KPIs - Technical Services</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Management of the Business Unit undertaken as required this quarter.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	<p>Targets Not Yet Determined</p>
		<p><i>Updated By:</i></p>	<p><i>Anup Paudel - Manager Technical Services</i></p>
<p>Provide people leadership and management services in accordance with management KPIs - Infrastructure Development</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Fortnightly team meetings ongoing. Technical Services team has now been established, including training and responsibilities handover. Staff performance review timeframes and processes under review. 1st quarter budget review completed and reported back to staff. Attendance at newly established fortnightly Managers Meetings.</i></p>	<p>Infrastructure Development</p>	<p>In Progress</p>	
		<p><i>Updated By:</i></p>	<p><i>Jenella Voitkevich - Manager Infrastructure Development</i></p>
<p>Provide corporate governance service - Organisation Development</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A complete review of Committees, Working Groups and Forums was undertaken following the first postal ordinary election in October.</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
		<p><i>Updated By:</i></p>	<p><i>Debra Summers - Manager Organisational Development</i></p>
<p>Provide investment and loan management service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Invested \$10m of Reserve funds with BankWest.</i></p>	<p>Financial Services</p>	<p>In Progress</p>	
		<p><i>Updated By:</i></p>	<p><i>Jodie McMahon - Manager Financial Services</i></p>



## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Encourage continuous improvement in project management processes and outcomes</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Commenced development of Interplan Integrated Project Management (IPM) application and framework. To be implemented into organisation March 2012. Attended International Project Management Association World Congress in Brisbane. Commenced dialogue with Australian Institute of Project Management regarding Port Hedland events and support.</i></p>	Infrastructure Development	In Progress	 GREEN
		Updated By:	Jenella Voitkevich - Manager Infrastructure Development
<p>Conduct regular staff meetings</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Weekly Executive meetings held this quarter. Quarterly organisational sundowners and meetings were held during the year with all staff invited. Directorate meetings were also regularly held.</i></p>	CEO Office	In Progress	 GREEN
		Updated By:	Paul Martin - Chief Executive Officer
<p>Review and update Council's Engineering Directorate policies</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Council's Engineering policies have been reviewed to incorporate styleguide and are available on Council's intranet.</i></p>	Technical Services	In Progress	 GREEN
		Updated By:	Anup Paudel - Manager Technical Services
<p>Provide information technology support</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Support of organisation is provided on a daily basis. Phase 1 of network upgrade has commenced with DELL being chosen as the preferred supplier.</i></p>	Information Services	In Progress	 GREEN
		Updated By:	Kate Reid - Manager Information Services




**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Implement the recommendations of the ICT Strategy</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Creation and implementation of the ICT Strategy has been provisioned to start in Phase 2 of the Network upgrade and will be developed in conjunction with the Integrated Strategic Planning and Reporting Framework.</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<p><i>Updated By: Kate Reid - Manager Information Services</i></p>			
<p>Assess and monitor developments for compliance with Engineering Directorate policies, standard drawings and guidelines</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Works ongoing - subdivision and development applications assessed. Liaised with Planning Department for improvements to referral process. Council's own ToPH subdivision guidelines has been drafted.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
<p><i>Updated By: Anup Paudel - Manager Technical Services</i></p>			
<p>Provide grant management service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Year end acquittal reports have been completed, audited and submitted to relevant agencies.</i></p>	<p>Financial Services</p>	<p>In Progress</p>	
<p><i>Updated By: Jodie McMahon - Manager Financial Services</i></p>			
<p>Develop and implement a Housing Strategy to provide affordable accommodation to support the Workforce Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A Request for Proposal for consultancy to undertake the development of the Housing Strategy was called for, assessed and awarded in this quarter. The consultant has been appointed and will commence in the next quarter.</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
<p><i>Updated By: Debra Summers - Manager Organisational Development</i></p>			





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Provide accurate &amp; timely advice to Council</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>CEO has ensured Council receives accurately and timely advice to ensure good governance. Efforts have been made to ensure Councillors are up to date regarding major projects and other important initiatives.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	<p>CEO Office</p>	<p>In Progress</p>	
<p>Provide people leadership and management services in accordance with management KPIs - Organisation Development</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>The new team has developed well and delivered on projects and initiatives as required. A restructure of the HR team will secure needed expertise in Occupational Health and Safety</i></p> <p style="text-align: right;"><i>Updated By: Debra Summers - Manager Organisational Development</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
<p>Provide general financial management service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Unqualified Audit Opinion issued for the Annual Financial Statements. Monthly Council financial reporting completed.</i></p> <p style="text-align: right;"><i>Updated By: Jodie McMahon - Manager Financial Services</i></p>	<p>Financial Services</p>	<p>In Progress</p>	
<p>Ensure Directors acknowledge budget requirements</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Quarterly budget reviews undertaken. Budget remained in balance.</i></p> <p style="text-align: right;"><i>Updated By: Paul Martin - Chief Executive Officer</i></p>	<p>CEO Office</p>	<p>In Progress</p>	




**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Ensure Engineering queries, complaints and minor works requests are actioned in accordance with Council's Customer Service policy and relevant asset management plans</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>New customer service database is prepared to record the customer request.</i></p>	<p>Technical Services</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Anup Paudel - Manager Technical Services</p>
<p>Provide budget development and monitoring service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>First quarter Budget review completed. Second quarter Budget review meetings scheduled.</i></p>	<p>Financial Services</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Jodie McMahon - Manager Financial Services</p>
<p>Process FOI requests</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Procedures and guidelines compliant with the FOI Act are now in place. Training of staff in new procedures will occur in next quarter.</i></p>	<p>Information Services</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Kate Reid - Manager Information Services</p>
<p>Ensure that the Executive Management team has the skills to implement effective management</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Monthly meetings held with individual Directors to discuss performance and professional development issues. KPIs allocated to Directors, inclusive of a bonus system. Six monthly performance reviews completed with Directors. Executive development program implemented.</i></p>	<p>CEO Office</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Paul Martin - Chief Executive Officer</p>





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Prepare a Business Continuity Plan</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>The BCP was removed from the Integrated Planning Framework as this component can be completed after all strategic documents and ICT strategy are written and approved. The development of the Business Continuity Plan will commence in the 2012/2013 financial year.</i></p>	<p>Information Services</p>	<p>Deferred</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Kate Reid - Manager Information Services</i></p>	
<p>Provide asset management service</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Normal ongoing activity this quarter. This activity will be reviewed as part of the Asset Management Framework developed as part of the Integrated Strategic Planning and Reporting Framework.</i></p>	<p>Financial Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Jodie McMahon - Manager Financial Services</i></p>	
<p>Develop and commence implementation of a Workforce Plan that ensures the organisational resource capacity to meet the services and programs required by the Community.</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A Request for Proposal for consultancy to undertake the development of the Workforce Plan was called for, assessed and awarded in this quarter. The consultant has been appointed and will commence in the next quarter.</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Debra Summers - Manager Organisational Development</i></p>	
<p>Progress and implement Councils top 10 priority projects</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Progress reports on Council's top 10 priority projects included in October- December 2011 Quarterly Report.</i></p>	<p>CEO Office</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Paul Martin - Chief Executive Officer</i></p>	





**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop and implement a Corporate Travel Policy that represents a balance between best practice and supporting local industry</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Best Practice examples have been sourced to ensure maximum benefit</i></p>	<p>Organisational Development</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Debra Summers - Manager Organisational Development</i></p>	
<p>Implement desktop computer replacement program in line with Council's current ICT Strategy</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Computers that are due for replacement have been identified and computers ordered and replaced as per existing ICT Strategy schedule.</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Kate Reid - Manager Information Services</i></p>	
<p>Provide accounts payable service (creditors)</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Normal ongoing activity this quarter.</i></p>	<p>Financial Services</p>	<p>Ongoing</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Jodie McMahon - Manager Financial Services</i></p>	
<p>Manage the day to day operations of the CEO's Office</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Day to day management of the CEO's office, including CEO, Mayor and Councilors has continued effectively this quarter.</i></p>	<p>CEO Office</p>	<p>In Progress</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Paul Martin - Chief Executive Officer</i></p>	
<p>Provide accounts receivable service (debtors)</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Normal ongoing activity this quarter.</i></p>	<p>Financial Services</p>	<p>Ongoing</p>	
<p style="text-align: right;"><i>Updated By:</i></p>		<p><i>Jodie McMahon - Manager Financial Services</i></p>	

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop and implement a leadership program</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Managers Group has established its commitment to meeting as a group to support the Executive in the implementation of cross organisational initiatives.</i></p>	Organisational Development	In Progress	 GREEN
<i>Updated By: Debra Summers - Manager Organisational Development</i>			
<p>Implement a photocopier and printer replacement program in line with Council's current ICT Strategy</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>All of the 10 existing photocopiers have contracted agreements spanning from 2012 until 2015. A replacement strategy will be developed as part of the budget development process.</i></p>	Information Services	In Progress	 GREEN
<i>Updated By: Kate Reid - Manager Information Services</i>			
<p><b>6.2.2 Town of Port Hedland corporate style guidelines that ensure a consistent clear image of the Town is being delivered</b></p>			
<p>Ensure organisational compliance with the Town of Port Hedland Style Guide</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Gradual introduction of ToPH branding still being implemented internally and externally.</i></p>	CEO Office	In Progress	 GREEN
<i>Updated By: Paul Martin - Chief Executive Officer</i>			
<p><b>6.2.3 Redevelop and regularly update the Town of Port Hedland website and other social networking mechanisms, ensuring that it is both interactive and contemporary</b></p>			
<p>Improve internal web presence through upgrading current website</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>This will be developed after the network upgrade in 2012/13</i></p>	Information Services	Deferred	 GREEN
<i>Updated By: Kate Reid - Manager Information Services</i>			

**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop and Implement a Social Media Policy</p> <p><b>PROGRESS COMMENTS</b></p> <p>No Comments</p>	<p>CEO Office</p>	<p>Completed</p>	
<p>Improve external web presence through upgrading current website</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>This will be developed after the network upgrade in 2012/13</i></p>	<p>Information Services</p>	<p>Deferred</p>	
		<p>Updated By:</p>	<p>Kate Reid - Manager Information Services</p>
<p><b>6.2.4 Continue to inform and consult with the community regarding local events, issues and decisions through a variety of communication mechanisms</b></p>			
<p>Develop and implement a Communication and Consultation Strategy to ensure the community is informed and engaged on local events, issues and decisions</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Community engagement strategy being considered and utilised prior to consultation.</i></p>	<p>CEO Office</p>	<p>Completed</p>	
		<p>Updated By:</p>	<p>Paul Martin - Chief Executive Officer</p>
<p>Generate regular media opportunities to inform and engage with the community</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Information is regularly distributed through publication's including Council News @ Your Fingertips (weekly e-newsletter), Town Talk (monthly double page spread), articles and photos in WALGA's monthly newsletter and media releases. Information is also provided on the website.</i></p>	<p>CEO Office</p>	<p>In Progress</p>	
		<p>Updated By:</p>	<p>Paul Martin - Chief Executive Officer</p>
<p><b>6.3.1 Work with other Pilbara LGA's to develop a standard Information Technology platform as the precursor to potentially regionalisation of some local government service delivery</b></p>			




**CORPORATE ACTION PROGRESS**

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Work with other Pilbara LGA's to develop a standard information technology platform that supports the potential for future shared service delivery</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Pilbara Regional Council IT Governance Audit completed in September 2011.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>In Progress</p>	
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<p><b>6.3.2 Expand opportunities for community to interact with Council via the internet including electronic lodgement of applications, GIS expanded payment alternatives and customer comments/complaints</b></p>			
<p>Upgrade network servers</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>DELL have been awarded upgrade Project and are currently creating the Scope of Works and relevent documentation that will be presented to Executive in February 2012.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<hr/>			
<p>Upgrade network communications infrastructure</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>An audit of the existing network communications infrastructure has been identified as a starting point and key requirement of the network upgrade.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>In Progress</p>	
<hr/>			
<p>Investigate eCouncil opportunities to increase community interaction with Council via the internet</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>This will be undertaken as part of the ICT Strategy.</i></p> <p style="text-align: right;"><i>Updated By: Kate Reid - Manager Information Services</i></p>	<p>Information Services</p>	<p>In Progress</p>	

**6.3.3 Redesign the financial system to allow for more effective and efficient financial management**

## CORPORATE ACTION PROGRESS

ACTION	BUSINESS UNIT	STATUS	PROGRESS
<p>Develop a 5 year financial plan for the organisation</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>Request for Proposal for the development of the 10 Year Financial Plan was awarded to KPMG. Project will commence next quarter.</i></p>	Financial Services	In Progress	 YELLOW
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Jodie McMahon - Manager Financial Services</i></p>	
<p>Evaluate Councils economic values</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>New income streams for the organisation identified this quarter include voluntary community contributions associated with development applications in lead up to community contribution policy, identification and facilitation of Precinct 3 opportunity with BHPB at the Airport which will bring significant long term financial sustainability to the TOPH and installation of paid parking at the Airport. The organisation is actively investigating other income opportunities including waste water sale, future waste treatment options.</i></p>	CEO Office	In Progress	 GREEN
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Paul Martin - Chief Executive Officer</i></p>	
<p><b>6.3.4 Review Council's Standing Orders Local Law</b></p>			
<p>Review Council's Standing Orders and Local Laws</p> <p><b>PROGRESS COMMENTS</b></p> <p><i>A Town of Port Hedland Committees, Working Groups and Forums Policy has been drafted to support the newly introduced governance framework.</i></p>	Organisational Development	In Progress	 GREEN
<p style="text-align: right;"><i>Updated By:</i></p>		<p style="text-align: right;"><i>Debra Summers - Manager Organisational Development</i></p>	