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| INFRASTRUCTURE SERVICES COMMITTEE 15 FEBRUARY 2012 | 4 |
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2011 / 2012 INFRASTRUCTURE SERVICES OPERATIONAL PLAN – 2ND QUARTER REVIEW

R McKim: 1/3/21: #3445568

RECOMMENDATION:

That Council adopt the 2011/2012 Infrastructure Services Operational Plan – 2nd Quarter Review.

INTRODUCTION:

At the Special (Budget) meeting held on 30 June 2011, Cairns Regional Council adopted the 2011/2012 Operational Plan.

BACKGROUND:

Section 122 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* places a mandatory requirement on Councils to prepare and adopt an operational plan. However, unlike the 1993 Act which required a quarterly review of the Operational Plan, the new Act simply provides Council with the power to amend its Operational Plan by resolution at any time. However, in the interests of good governance, a desk top review has been undertaken by each Department.

COMMENT:

Changes to the Infrastructure Services 2011/2012 Operational Plan are attached. The results of this review will be reflected in the March 2012 monthly report. This review will be conducted again in March 2012.

CONSIDERATIONS:

Corporate and Operational Plans:

The 2009 / 2014 Corporate Plan and associated Operational Plan was prepared in consultation with Councillors, staff and the community.

Statutory:

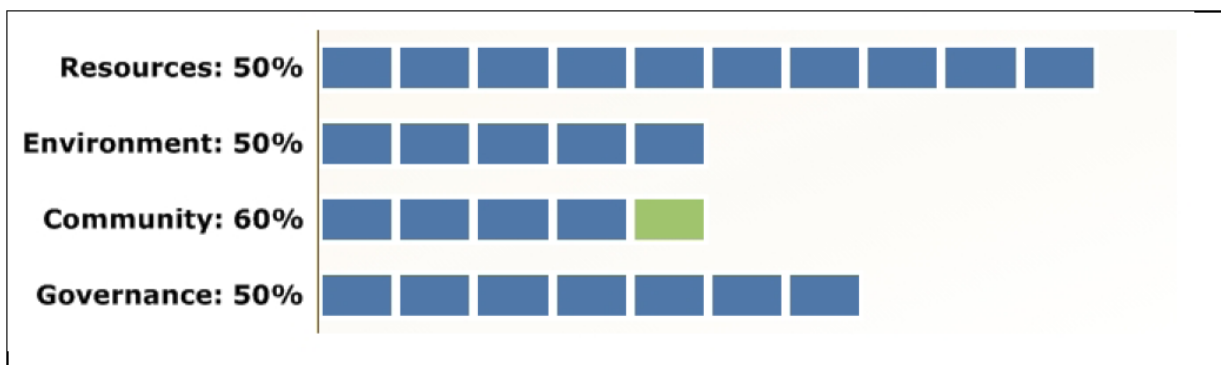
Section 122 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* enables Council to amend its operational plan at any time prior to the end of the financial year.

Financial and Risk:

The Operational Plan defines the expenditure within adopted budget.

Sustainability:

The Operational Planning activity has undergone a Sustainability Scorecard assessment. The results are summarised below:

**CONSULTATION:**

Each of the Branch Managers have provided input into this review.

OPTIONS:

1. That Council accept the proposed changes to the Departmental 2011/12 Operation Plan.
2. That Council seek further clarification on a specific item within the plan

CONCLUSION:

It is appropriate for Council to now adopt the proposed changes to the Departmental Operational Plan.

Ross McKim

General Manager Infrastructure Services

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| BRANCH: TECHNICAL SUPPORT SERVICES |
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Delete the following:

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| ACTIVITY: SYSTEM SUPPORT SERVICES |
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| Operating Initiatives | Relevant linkage(s) | Completion Date |
|--|----------------------------|------------------------|
| 1. Continue and improve implementation of 'MAPS' compliance system | 6.4 | Jun 2012 |
| 2. Undertake a EMS Gap Analysis for Cairns Works | | Jun 2012 |

| Outputs/services | | | | |
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| Title | Description | Customer(s) | Corporate Objective/Notes | Result Measures |
| 1. Safety, Quality and Environmental (SQE) technical advice on WS planning, construction and maintenance activities. | <ul style="list-style-type: none"> Review of SQE management plans for construction. | Infrastructure Management, Fleet, Project Services, Technical Support Services, Cairns Works | 3.1, 4.4 | |
| 2. SQE systems and processes monitoring for QWS planning, construction and maintenance activities. | <ul style="list-style-type: none"> Provision of technical advice for the maintenance of Cairns Works QA certification. Audit of the completion of inspection and test plans. | Cairns Works Corporate Safety Unit | 3.1, 6.2 | Percentage of SQE audits completed in accordance with annual schedule. |
| 3. Legislative / Standard / Code advice and compliance | <ul style="list-style-type: none"> Provision of advice on new legislation and changes and amendments to existing legislation. Obtaining environmental approvals for construction and maintenance activities. Facilitation of Riskwatch Meetings and compilation of incident reporting statistics in accordance with legislative requirements. | Infrastructure Services Corporate Safety Unit | 3.1, 6.5, 1.9 | Percentage of environmental approvals obtained, notifications approved and reporting submitted for compliance. |

| Performance Measurement | | | | |
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| Result Measures (Title) | Result Measure (Description) | Result Targets | Source of Data | Reporting Frequency |
| 1. Percentage of SQE audits completed in accordance with annual schedule. | Internal & external audits of Infrastructure Services systems (QA cert., SafePlan, safety / contract / environment due diligence) will be scheduled and reviewed quarterly. This will be the audits completed versus the number scheduled. | 90% of audits completed to schedule. | Systems Support Unit records including emails, meeting actions, memos and WIN's | Monthly |
| 2. Percentage of environmental approvals obtained, notifications approved and reporting submitted for compliance. | This measure will be a percentage of approvals / notifications / reports in place for the activities audited from the scheduled SQE audits and regular monthly statistics. | 90% compliance to approval and reporting requirements. | Systems Support Unit records including WIN's. | Monthly |

Reason: Activity/Unit has been moved to Business Support Branch.

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| BRANCH: BUSINESS SUPPORT |
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Add the following:

Reason: Unit/Activity has been moved from Technical Support Services to Business Support. The activity name change has occurred as it better describes the actual activities carried out by the Unit.

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| ACTIVITY: SAFETY QUALITY ENVIRONMENT |
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| Operating Initiatives | Relevant linkage(s) | Completion Date |
|--|---------------------|-----------------|
| 1. Continue and improve implementation of 'MAPS' compliance system | 6.4 | Jun 2012 |
| 2. Review and implement Marine Plant Strategy (MPMS) | | Jun 2012 |

| Outputs/services | | | | |
|--|--|--|---------------------------|--|
| Title | Description | Customer(s) | Corporate Objective/Notes | Result Measures |
| 1. Safety, Quality and Environmental (SQE) technical advice on WS planning, construction and maintenance activities. | <ul style="list-style-type: none"> Review of SQE management plans for construction. | Infrastructure Management, Fleet, Project Services, Technical Support Services, Cairns Works | 3.1, 4.4 | |
| 2. SQE systems and processes monitoring for QWS planning, construction and maintenance activities. | <ul style="list-style-type: none"> Provision of technical advice for the maintenance of Cairns Works QA certification. Audit of the completion of inspection and test plans. | Cairns Works Corporate Safety Unit | 3.1, 6.2 | Percentage of SQE audits completed in accordance with annual schedule. |

| Outputs/services | | | | |
|--|--|---|----------------------------------|--|
| Title | Description | Customer(s) | Corporate Objective/Notes | Result Measures |
| 3. Legislative / Standard / Code advice and compliance | <ul style="list-style-type: none"> Provision of advice on new legislation and changes and amendments to existing legislation. Obtaining environmental approvals for construction and maintenance activities. Facilitation of Riskwatch Meetings and compilation of incident reporting statistics in accordance with legislative requirements. | <p>Infrastructure Services</p> <p>Corporate Safety Unit</p> | 3.1, 6.5, 1.9 | Percentage of environmental approvals obtained, notifications approved and reporting submitted for compliance. |

| Performance Measurement | | | | | |
|---|-----------------|--|---|---|----------------------------|
| Result (Title) | Measures | Result Measure (Description) | Result Targets | Source of Data | Reporting Frequency |
| 1. Percentage of SQE audits completed in accordance with annual schedule. | | <p>Internal & external audits of Infrastructure Services systems (QA cert., SafePlan, safety / contract / environment due diligence) will be scheduled and reviewed quarterly.</p> <p>This will be the audits completed versus the number scheduled.</p> | 90% of audits completed to schedule. | Systems Support Unit records including emails, meeting actions, memos and WIN's | Monthly |
| 2. Percentage of environmental approvals obtained, notifications approved and reporting submitted for compliance. | | This measure will be a percentage of completed/submitted/notifications/reports in place for the LIS PCP licences and permits. | 100% compliance to permit and licensing requirements (reporting, notification etc). | Permit Register | Monthly |