

INFRASTRUCTURE SERVICES COMMITTEE**17 AUGUST 2011****3****INFRASTRUCTURE SERVICES MONTHLY REPORT FOR MONTH OF JULY 2011**

Ross McKim: sjc: 1/3/21: #3237123

RECOMMENDATION:**That Council notes this report.**

INTRODUCTION:

The Infrastructure Services Monthly Report for July 2011 includes Branch Reports from:

Infrastructure Services – Management & Support
Infrastructure Management
Project Services
Technical Support Services
Cairns Works (Annual Performance Plan)
Cairns Fleet
Business Support Services

CONSIDERATIONS:**Comment:**

This document reports on performance against the 2011 / 2012 Operational Plan. It should be noted that it only incorporates those activities that are reported on a monthly basis.

Ross McKim
General Manager Infrastructure Services

Infrastructure Services (excluding Cairns Works) - Variance Report

For the period ended JUL 2011

	Note	YTD Actual \$	YTD Budget \$	Variance \$	Variance %
Operating Revenue					
Fees and Charges	1	318,165	195,700	122,465	63
Other Revenue	2	293,081	101,300	191,781	189
Internal Revenue	3	4,182,378	3,445,927	736,451	21
Competitive Neutrality Revenue	4	671,612	737,466	(65,854)	(9)
Operating Subsidies and Grants	5	125,000	787,521	(662,521)	(84)
Total Operating Revenue		5,590,235	5,267,913	322,322	6 %
Operating Expenditure					
Employee Costs	6	1,435,023	1,606,549	171,526	11
Overtime	7	38,669	36,450	(2,219)	(6)
Agency/Temp Staff Costs	8	38,902	3,000	(35,902)	(1,197)
Materials	9	333,570	362,525	28,955	8
External Services	10	1,048,164	1,145,617	97,453	9
Consultancy Services	11	-	42,000	42,000	100
Travel Expenses	12	185	1,200	1,015	85
Other Services		366,233	375,375	9,142	2
Internal Charges	12	3,529,628	4,519,826	990,197	22
Competitive Neutrality Charges	13	809,479	920,189	110,710	12
Depreciation and Amortisation Expenses	14	3,620,484	3,749,766	129,282	3
Other Expenses		58	-	(58)	n/m
Contributions and Donations	15	63,000	10,000	(53,000)	(530)
Total Operating Expenses		11,283,395	12,772,496	1,489,102	12 %
NET OPERATING RESULT		(5,693,159)	(7,504,583)	1,811,424	24 %

Explanations

1	Daintree Ferry revenue was higher than expected due high visitor numbers to the region
2	Pest Management/Natural Areas Regeneration Works budgeted last year & received this year. Recovery of HECS Fees for Engineering Support \$22K. Diesel Fuel Rebate budget based on expected claim amounts - July's figures include some adjustments made on equipment not included in past claims.
3	Fleet recoveries in Yellow Plant are higher than expected due to works on Cyclone Yasi - The expenses for this are capital
4	Branch management costs transfers only - corresponding decreases to expenditure as costs distributed to operating units - has a reverse effect on the corresponding expenditure accounts
5	The amount budgeted for the claim for Yasi was budgeted to operational income this process was changed to capital at the end of 2010/11 - the changes to the budget will be reflected in the first budget review. This will not affect the operating position as expenditure will be reduced proportionally
6	Effect of unfilled vacancies in several positions throughout the department
7	Additional overtime is in the Fleet area - this will be investigated & further information will be available at the meeting
8	Vacancy in electrical services & Fleet resulted in unplanned budgeted expenditure for essential staff to cover temporarily costs offset by salary saving
9	Purchases of Fleet Parts in July were lower than expected - this cost will vary & is dependent on many factors
10	External contractors for Facilities Maintenance is less than expected for July. There were no dredging works in July this will even out as the year progresses. There were no Asset Management Engineering Services in July
11	Asset revaluation consultancy services will occur over the next few months
12	The process for internal charges from NDRRA in operations has changed and the expenses will be going through capital works. This process changed late in the year and the budget hasn't change to reflect this. This will be reviewed and updated the 2nd review
13	See note 4 Branch management costs transfer are reduced and the corresponding reduction in expenditure is reflected here
14	Figures will vary based on a number of factors eg: revals, remainder of life etc
15	Expenses unbudgeted - Terrain - 3rd Payment of Natural Resource Activities re CRC/Terrain Memo.of Understanding & Tree Removals

Cairns Works - Variance Report

For the period ended JUL 2011

	Note	YT Actual \$	YT Budget \$	Variance \$	Variance %
Operating Revenue					
Other Revenue	1	223,229	203,638	19,591	10%
Internal Revenue	2	5,739,698	6,662,007	(922,309)	(14)%
Total Operating Revenue		5,962,927	6,865,645	(902,718)	(13)%
Operating Expenditure					
Employee Costs	3	1,673,492	1,831,890	158,398	9%
Overtime	4	114,453	102,100	(12,353)	(12)%
Agency/Temp Staff Costs	5	111,198	222,000	110,802	50%
Materials	6	524,121	787,500	263,379	33%
External Services	7	1,238,622	1,642,575	403,953	25%
Travel Expenses		147	150	3	2%
Other Services	8	30,663	23,100	(7,563)	(33)%
Internal Charges	9	2,699,523	2,205,773	(493,750)	(22)%
Competitive Neutrality Charges	10	402,965	504,432	101,467	20%
Total Operating Expenses		6,795,183	7,319,520	524,336	7 %
Net Operating Result before Tax & Dividend		(832,256)	(453,875)	(378,381)	83 %
Tax & Dividend					
Income Tax Expense	11	(249,677)	(175,513)	74,164	(42)%
Dividend Expense/ (Income)	12	(582,580)	(409,530)	173,050	(42)%
NET OPERATING RESULT		0	131,168	131,168	100 %

Explanations

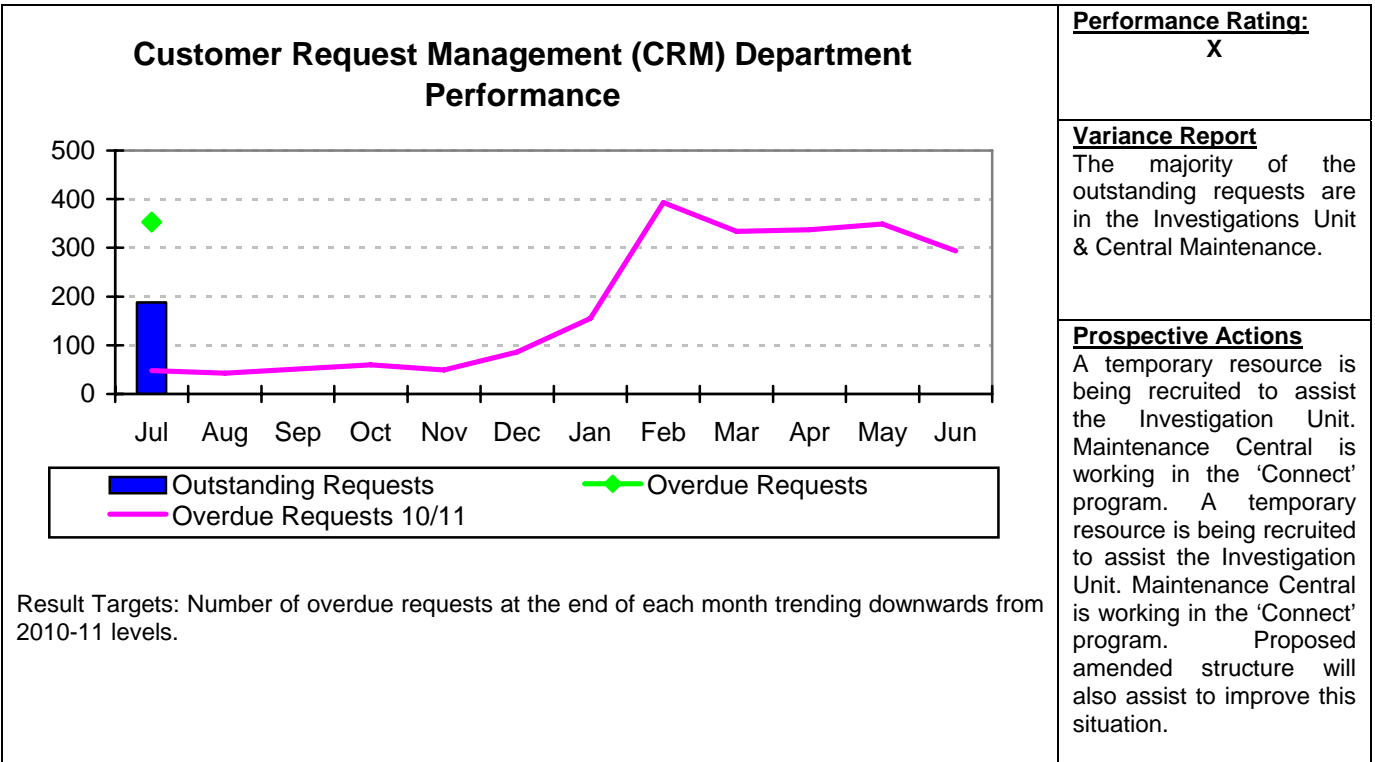
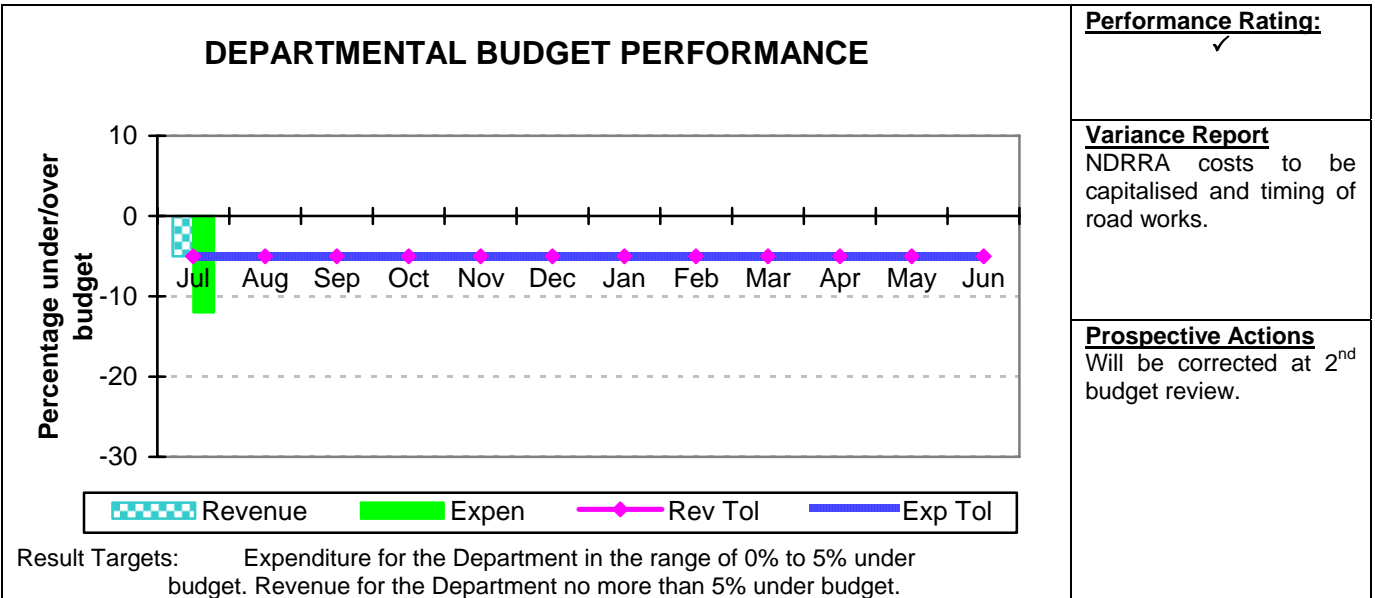
1	The DTMR works for July are not in the current budget as when the budgets were set the contract wasn't in place. This will be reviewed at 2nd budget review. The timing of budgeted works for DTMR is variable and dependent on whether they have the funds. Works can begin at any time
2	\$938K of additional revenue to be recognised in August due to capitalisation of NDRRA works . A further \$300K has been earned after the job charging cut-off which will be added next month & accrued in future months
3	Effect of unfilled vacancies in several positions and or staff on leave
4	Higher than expected overtime in Internal Maintenance - Budget will be adjusted at the 2nd budget review
5	The expenditure on extra agency staff to fill vacancies in the department is under budget due to tight controls in this area. Agency staff costs are in NDDRA, Construction & Internal Maintenance areas
6	Mixed classification of services and materials - refer services over expenditure in the construction and maintenance area. The under budgeted expenditure in this area will even out during the year
7	Mixed classification of services and materials - refer services over expenditure in the construction and maintenance area. The under budgeted expenditure in this area will even out during the year
8	Increased usage of Owner Driver Hire in the Maintenance Contract & NDRRA area. NDRRA is fully recoverable
9	Additional charges due to Cyclone Yasi (Plant Hire) fully recoverable under NDRRA - see note 2 revenue will be adjusted in August
10	Superannuation is adjusted to private enterprise levels and as staff costs were lower than budgeted an adjustment was posted to July
11	Income tax expense reflects operating position deficit to budget - due mainly to non-recovery of NDRRA income. This will be rectified in August
12	Dividend expense reflects operating position deficit to budget - due mainly to non-recovery of NDRRA income. This will be rectified in August

DEPARTMENT INFRASTRUCTURE SERVICES

Mission By being business focused, innovative and consultative, provide community infrastructure and services (transport, drainage, parks, foreshores) to a level of excellence that significantly contributes to Cairns becoming a thriving and inspirational region which balances economic development, environmental management and social well-being.

Officer Responsible General Manager Infrastructure Services – Ross McKim

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)



Operating Budget Assessment:

WS08	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	11,553,163	12,133,558	(580,396)	(5)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: Timing of NDRRA payments. • Implications / Actions: Continue to work closely with the QRA.
Expenditure	17,246,321	19,506,973	2,260,652	12	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Start of new financial year. • Implications / Actions: Continue programs.

ACTIVITY: INFRASTRUCTURE SERVICES MANAGEMENT & SUPPORT

Mission To enable the Departmental Managers and staff to provide best value services to all their customers.

Operating Budget Assessment:

WSGM	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	34,311	14,544	19,767	136	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Payment timing. • Implications / Actions: Continue programs.
Expenditure	74,510	100,772	26,262	26	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Payment timings. • Implications / Actions: Continue programs.

BRANCH BUSINESS SUPPORT

Mission: Working together to deliver a tailored Business Support solution aligned with our client's goals and expectations.

Officer Responsible: Manager Business Support – Stephen Agius

ACTIVITY: BUSINESS SUPPORT

Officer Responsible: Manager Business Support – Stephen Agius

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Monitoring of all wildly important goals (WIGS) and show improvement in all areas by June 2012.	4.3, 6.2	Jun 2012		✓	

* Variance Report for Initiatives not on target:

* Prospective Actions for Initiatives not on target:

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

Improvement / Achievement in Key Performance Indicators as agreed with various customers

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Financial Support	100	100	100	100	100	100	100	100	100	100	100	100
Asset Accounting	95	95	95	95	95	95	95	95	95	95	95	95
Logistical Support	70	70	70	70	70	70	70	70	70	70	70	70
Target	100	100	100	100	100	100	100	100	100	100	100	100

Legend: Financial Support (Blue), Depot Admin Support (Purple), Administration Support (Green), Asset Accounting (Orange), Logistical Support (Yellow), Target (Pink line)

Result Target – Various lead and lag indicators which are aggregated to give a simple final pass or fail score.

Performance Rating:
✓

Variance Report
Decreased Financial Support is temporary & due to Team Leader taking leave. Logistics is due to installation of new fuelscan system.

Prospective Actions
Actions are in place to improve performance next month.

Operating Budget Assessment:

WSBS	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	293,976	277,326	16,650	6	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Small plant recoveries greater than budget. • Implications / Actions:
Expenditure	362,137	378,959	16,823	4	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Expenditure on light plant less than anticipated. • Implications / Actions:

BRANCH	PROJECT SERVICES
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Mission Together, we deliver quality projects on cost and on time.

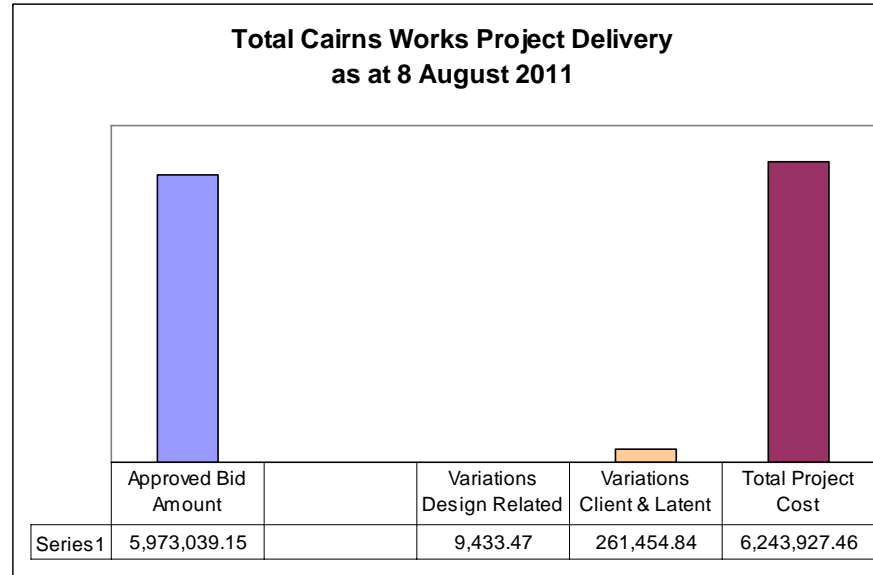
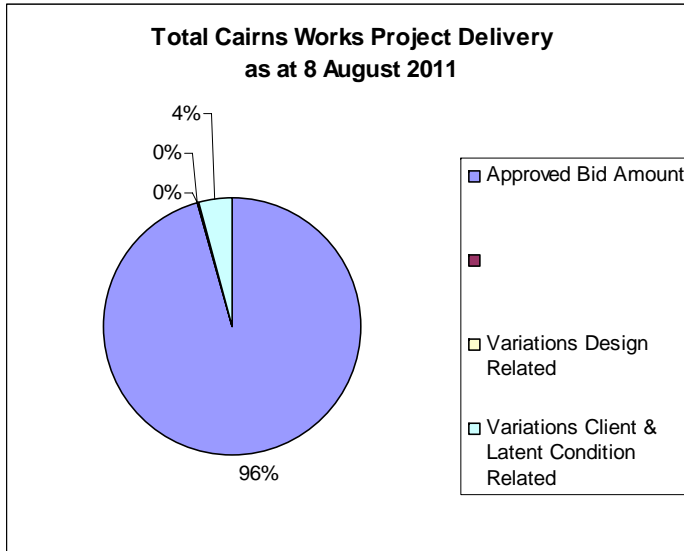
Officer Responsible Manager Project Services – Brad Finegan

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Consolidate the use of the new formal project management framework within Project Services.	Corporate Plan 6.1,6.2 IS Risk Register-IS007/020/IM Project Services Self Assessment 12.3, 12.2, 6.2	Jun 2012	8%	✓	
2. Assist internal Council asset owners to accelerate the preconstruction of capital works projects to allow completion of a substantial portion of project designs the year before they are constructed. <i>"Plans in the drawer the year before"</i>	Corporate Plan 6.4 IS Risk Register-IS004/009/IM Self Assessment 2.2	Jun 2012	8%	✓	
3. Conduct a team based business planning exercise for future branch improvements.	Corporate Plan 6.4, 6.7	Jun 2012	8%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

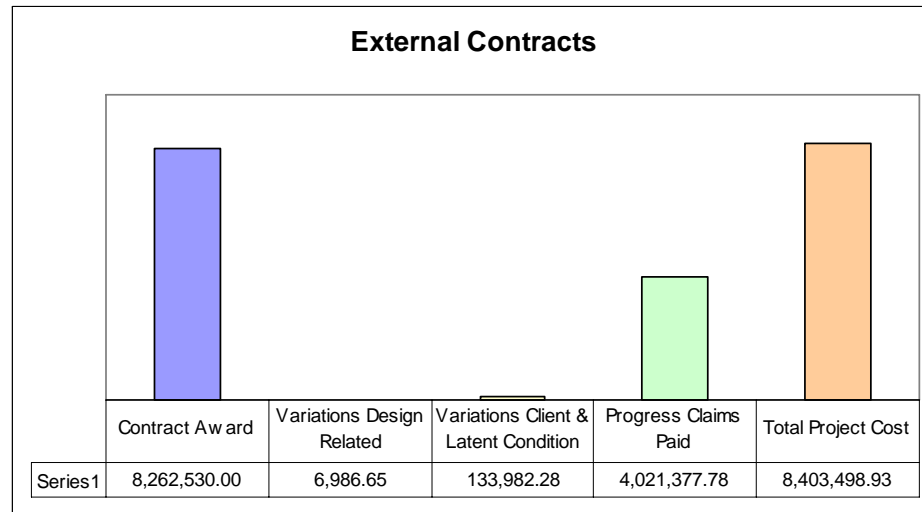
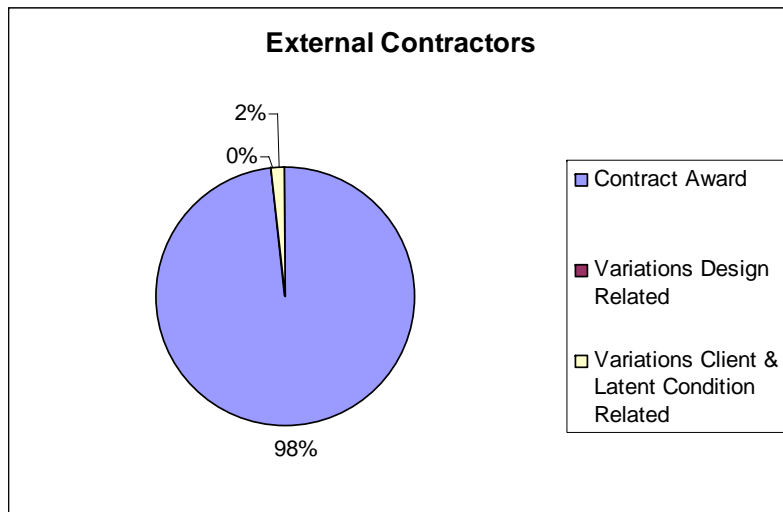
Operating Budget Assessment:

WSPS	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	198,152	227,819	(29,667)	(13)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: Unbudgeted vacancies of skilled technical staff. • Implications / Actions: Issues with COIL transferring times to project expenditure.
Expenditure	245,704	242,902	(2,801)	(1)	

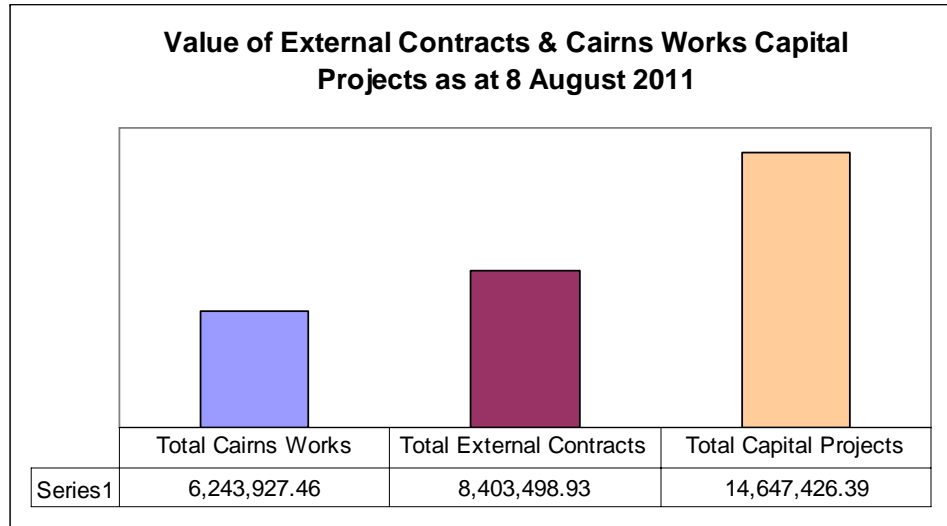
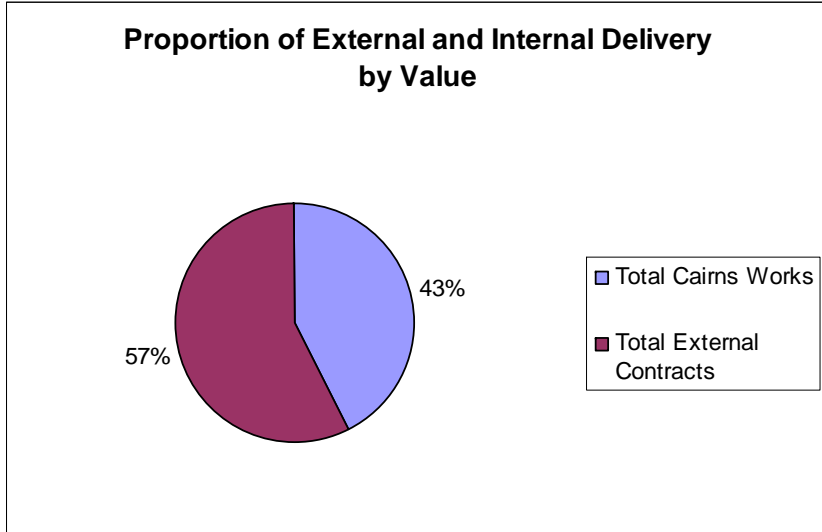
PROJECT DELIVERY CAIRNS WORKS



EXTERNAL CONTRACTORS CAPITAL WORKS EXPENDITURE REPORT



VALUE OF EXTERNAL CONTRACTS & CAIRNS WORKS CAPITAL PROJECTS



BRANCH	INFRASTRUCTURE MANAGEMENT
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Mission To provide efficient and effective Transport, Drainage, Coastal, Estuarine, Local Parks and Natural Resource service management to the community.

Officer Responsible Manager Infrastructure Management – Stephen Tyter

Operating Budget Assessment:

WSIM	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	541,305	1,091,848	(550,543)	(50)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: NDRRA claim for Cyclone Yasi budgeted as operational income. Process changed at end of 2010/11 to capital. • Implications / Actions: Changes to budget will be effected at first budget reviews.
Expenditure	6,642,461	8,162,805	1,520,344	19	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Process for internal changes from NDRRA now changed from operational to capital. • Implications / Actions: Budget to be adjusted at first review opportunity.

ACTIVITY:	Infrastructure Management Administration
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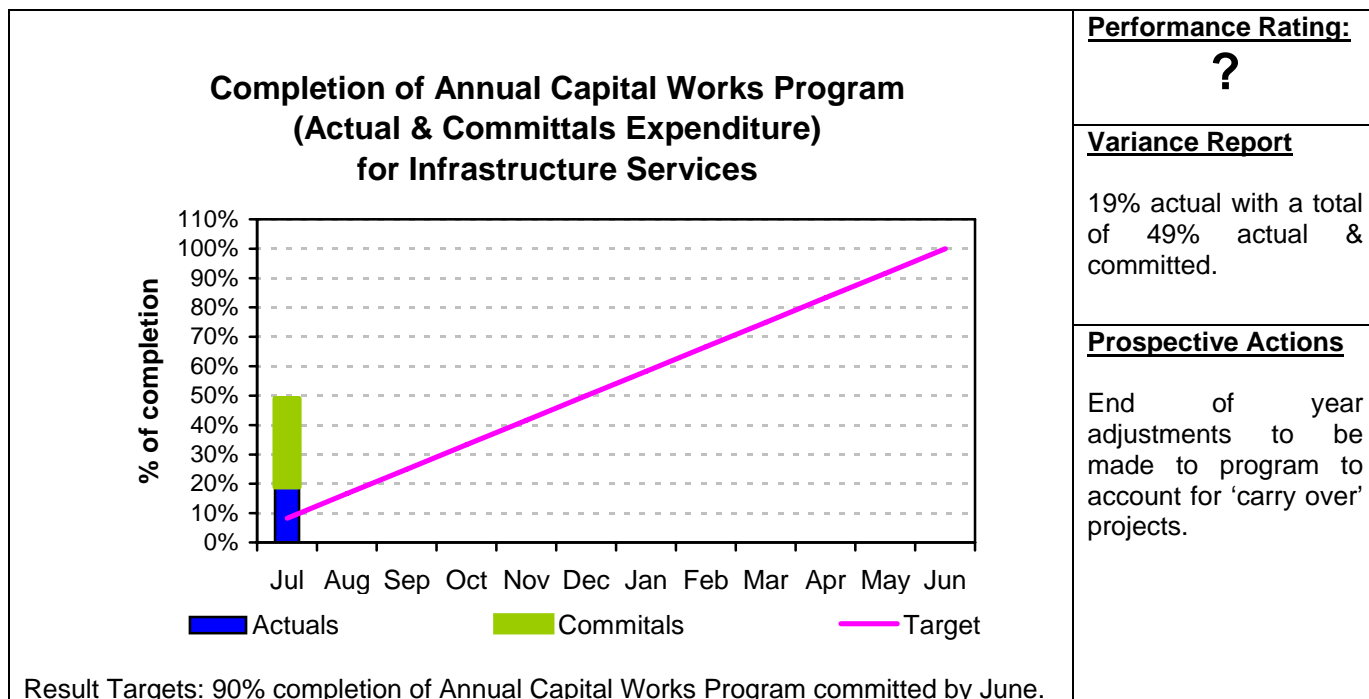
Officer Responsible: Manager Infrastructure Management – Stephen Tyter

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Review of Trunk Infrastructure Plans	Corporate Plan 3.1 & 3.2	Jun 2012	1%	✓	
2. Refine Asset Management Plans to satisfy new legislative requirements.	Corporate Plan 4.4	Jun 2012	1%	✓	

* **Variance Report for Initiatives not on target:**

* **Prospective Actions for Initiatives not on target:**

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)



ACTIVITY: Transport

Officer Responsible: Manager Infrastructure Management – Stephen Tyter

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Review Transport Strategy and Asset Management Plan	Corporate Plan 4.3	Jun 2012	1%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

ACTIVITY: Drainage & Coastal

Officer Responsible: Manager Infrastructure Management – Stephen Tyter

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Develop a Drainage Management Plan for a critical catchment	Corporate Plan 1.6, 4.6	Jun 2012	1%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

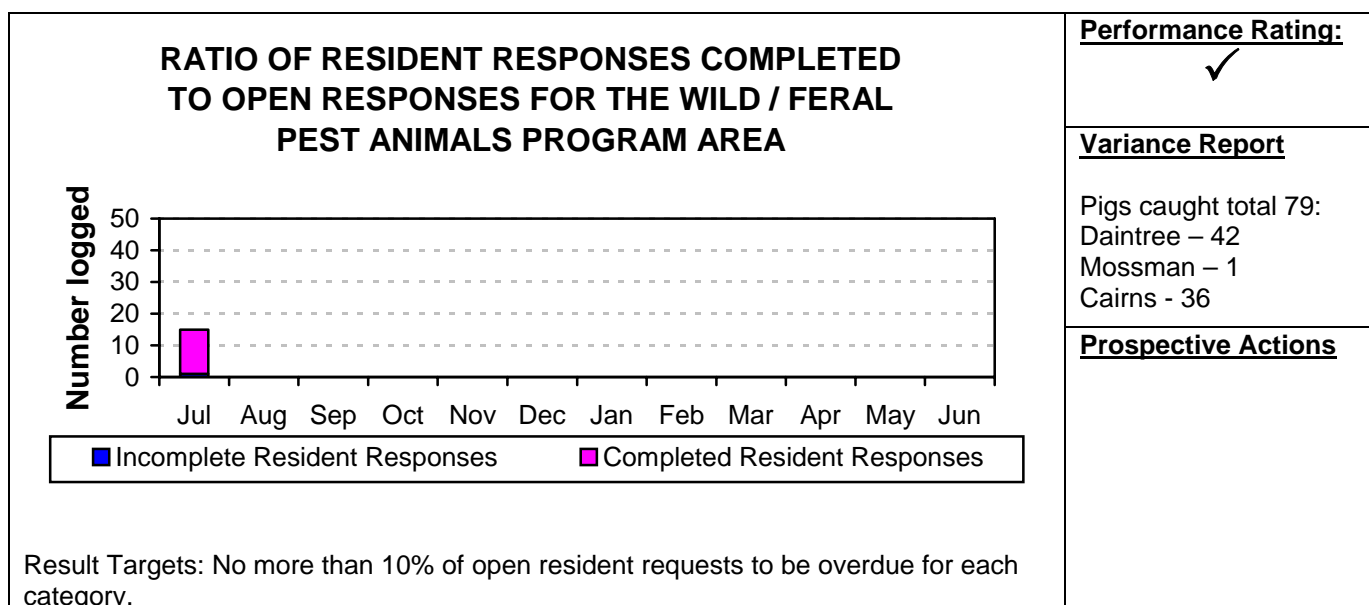
ACTIVITY: Local Parks**Officer Responsible:** Manager Infrastructure Management – Stephen Tyter

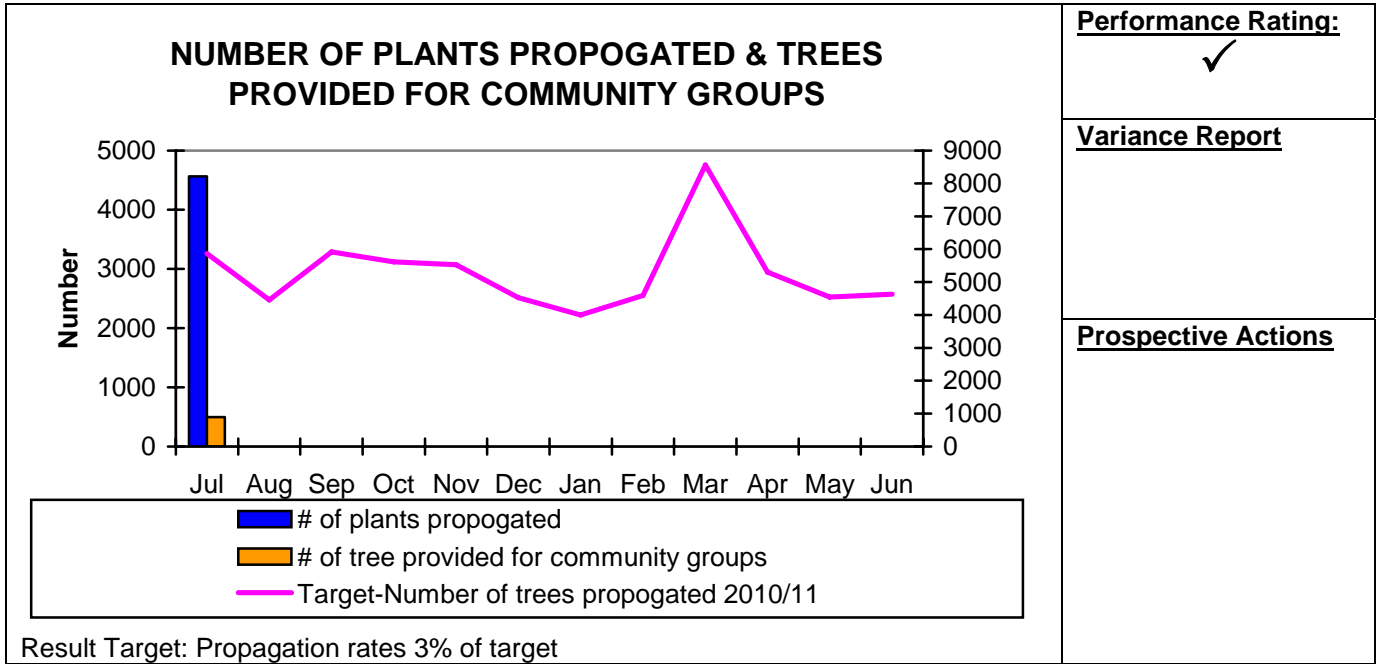
Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Develop Local Parks Strategy	Corporate Plan 3.2, 3.6	Jun 2012	1%	✓	
2. Refine Asset Management Plan	Corporate Plan 3.2,3.6	Jun 2012	1%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

ACTIVITY: Natural Resource Management**Officer Responsible:** Co-ordinator Natural Resources Management – Russell Wild

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Increase awareness and build capacity of landowners to effectively manage their land of pest plants and animals	Corporate Plan 1.9	Jun 2012	10%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)





BRANCH	TECHNICAL SUPPORT SERVICES
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Mission: To provide enthusiastic, professional and good value services to our customers.

Officer Responsible: Manager Technical Support Services – Anton MacSuibhne

Operating Budget Assessment:

3800	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	1,168,095	886,686	281,409	32	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Unbudgeted funding for Disaster Management Officer received. Will be offset by expenditure of salary. Additional works carried out in Facilities Management. • Implications / Actions:
Expenditure	1,014,369	1,094,335	79,966	7	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Use of materials less than budget due to nature of works carried out. • Implications / Actions:

ACTIVITY: Technical Support – General Administration
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Officer Responsible: Manager Technical Support Services – Anton MacSuibhne

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Implement Corporate Service Quality requirements for TSS and its customers		Jun 2012		✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

ACTIVITY: Facilities Maintenance
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Officer Responsible: Facilities Management Manager – Massimo Zaini

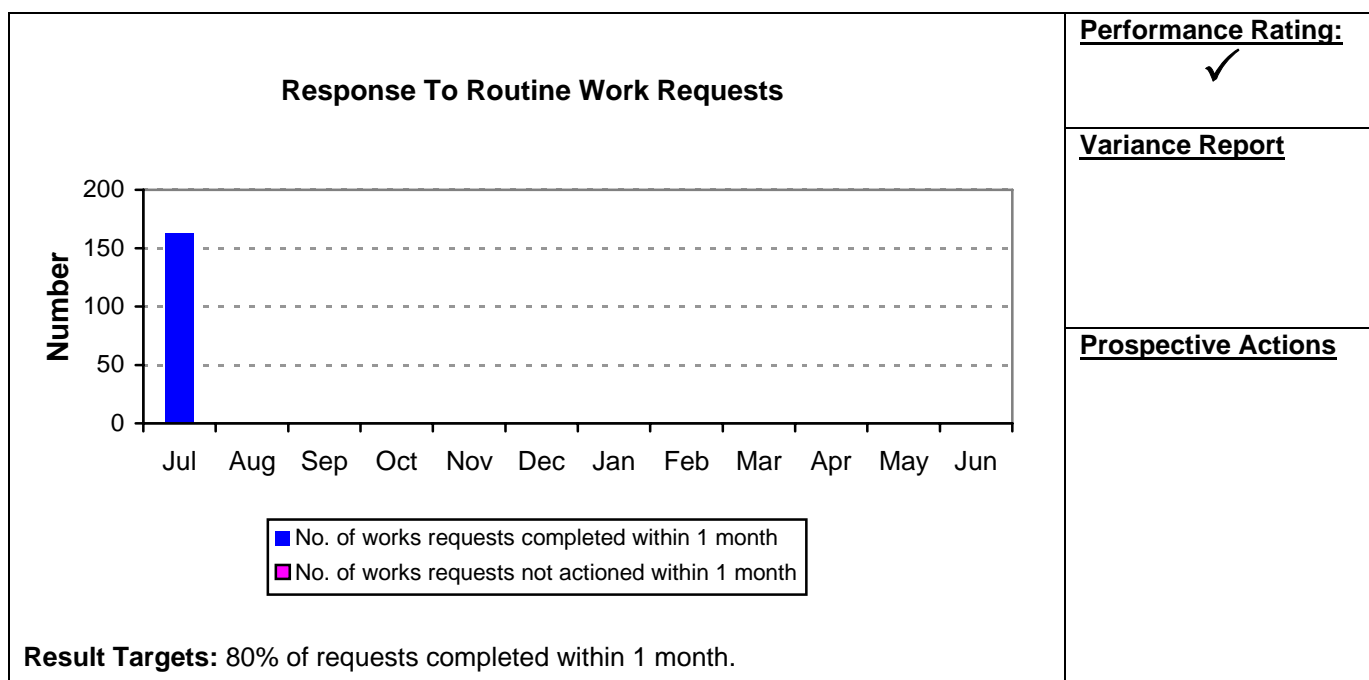
Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Transition of management of Councils' Statutory Compliance Testing to Corporate WH&S (2 year transition period)	Corporate Plan 4.4	Jun 2012	5%	✓	
2. Develop a corporate systems based maintenance management hierarchal structure.	Corporate Plan 4.4	Jun 2012	5%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

<h3 style="text-align: center;">Response To Life Threatening Work Requests</h3> <p style="font-size: small;"> ■ No. of works requests actioned/made safe within 60 Minutes ■ No. of works requests not actioned within 60 minutes </p>	<p>Performance Rating:</p> <hr/> <p>Variance Report</p> <hr/> <p>Prospective Actions</p>
<p>Result Targets: 100% of jobs received actioned / made safe, within 60 minutes.</p>	

<h3 style="text-align: center;">Response To Operationally Critical Work Requests</h3> <p style="font-size: small;"> ■ No. of works requests completed within 48 hours ■ No. of works requests not actioned within 48 hours </p>	<p>Performance Rating:</p> <p style="text-align: center; font-size: 2em;">✓</p> <hr/> <p>Variance Report</p> <hr/> <p>Prospective Actions</p>
<p>Result targets: 75% of requests received, completed within 48 hours.</p>	

<h3 style="text-align: center;">Response To Operationally Non-Critical Work Requests</h3> <p style="font-size: small;"> ■ No. of works requests completed within 2 weeks ■ No. of works requests not actioned within 2 weeks </p>	<p>Performance Rating:</p> <p style="text-align: center; font-size: 2em;">✓</p> <hr/> <p>Variance Report</p> <hr/> <p>Prospective Actions</p>
<p>Result Targets: 80% of requests received completed within 2 weeks</p>	


ACTIVITY: Design Services
Officer Responsible: Design Services Manager

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Enhance design capabilities to assist in strategic planning requirements of Infrastructure Services / Planning and Environment (eg. TNP, PIP, Munsys, Cairns Plan, Master planning and strategies)	Corporate Plan 6.7	Jun 2012	5%	✓	
2. Expand 3d capabilities of Design Services to support and enhance current standard delivery methodology.		JUN 2012	5%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

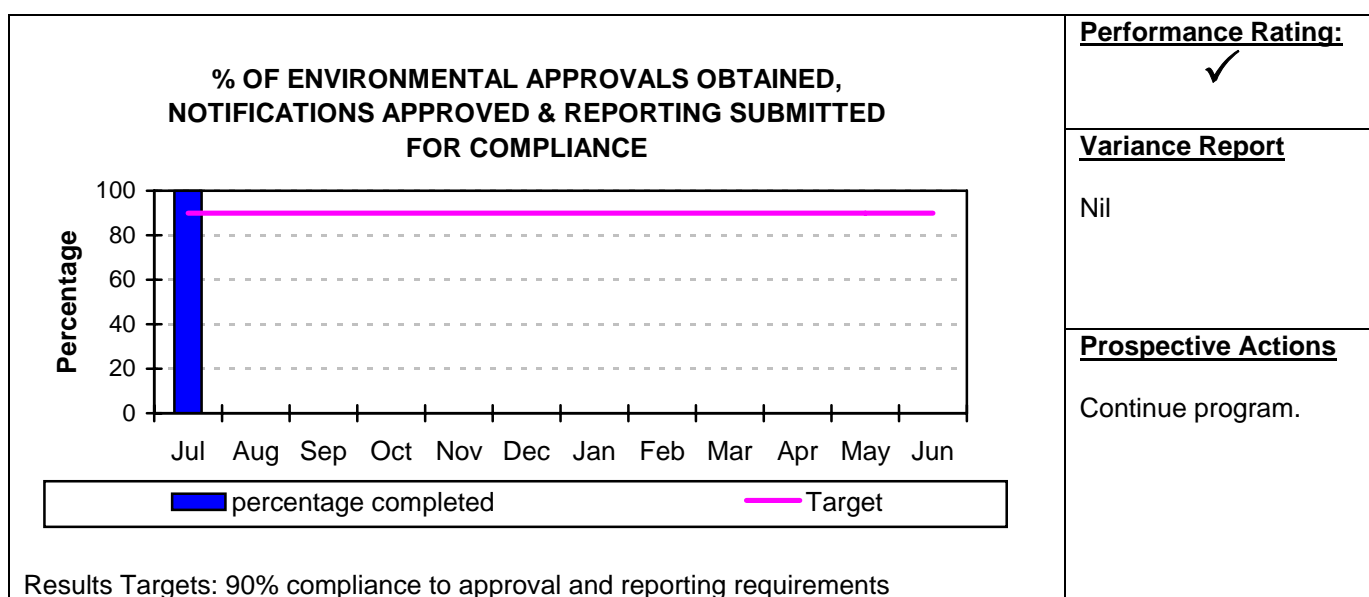
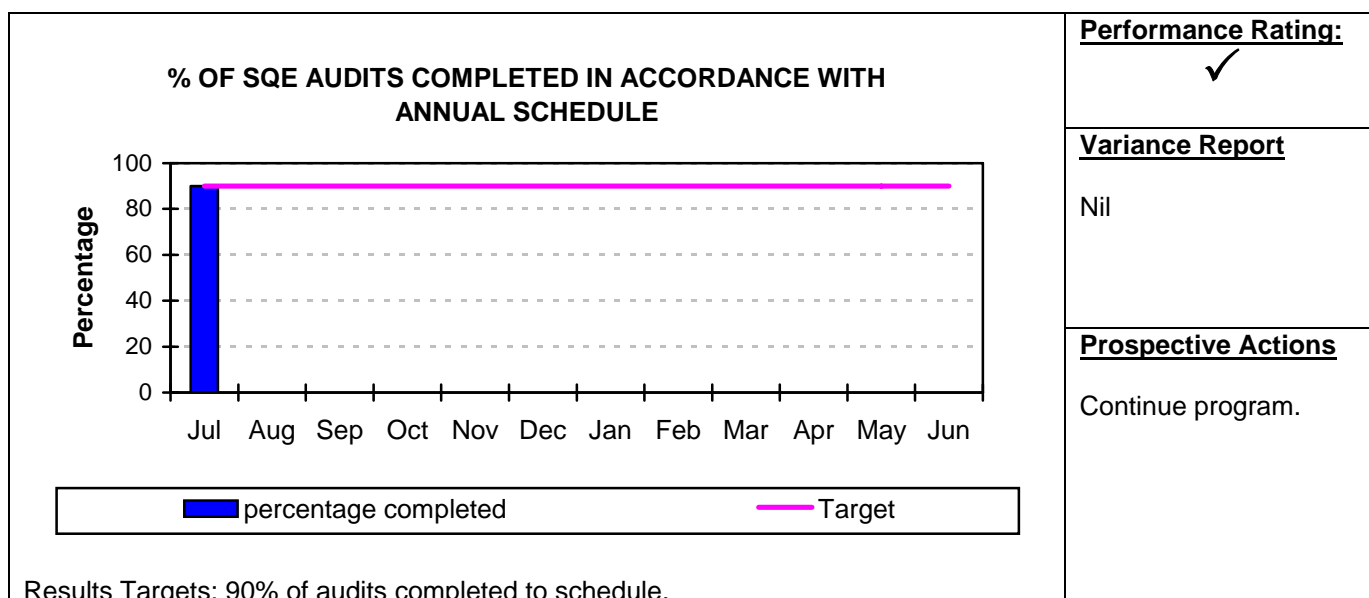
ACTIVITY: Survey Services
Officer Responsible: Coordinating Surveyor – Bruce Keable

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Continue development of Exponare Enquiry 3.5 layer from completed surveys.	Corporate Plan 6.3	Jun 2012	5%	✓	
2. Improve / enhance survey data presentation within 12D & imaging total station.	Corporate Plan 6.3	Jun 2012	10%	✓	
3. Continue development of GPS / GNSS applications to assist Survey Services delivery.	Corporate Plan 6.3	Jun 2012	5%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

ACTIVITY: System Support Services**Officer Responsible:** Coordinator Systems Support Services – Nick Bloomfield

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Continue and improve implementation of 'MAPS' compliance system	Corporate Plan 6.4	Jun 2012	5%	✓	
2. Undertake a EMS Gap Analysis for Cairns Works		Jun 2012	5%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)



ACTIVITY: Disaster Management

Officer Responsible: Coordinator Disaster Management – Cheryl-Lee Fitzgerald

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Implementation of dedicated Disaster Management Community Education Strategy.	Corporate Plan 4.5, 3.5	Jun 2012	30%	✓	
2. Implementation of SES Capital Works Program.	Corporate Plan 4.5	Jun 2012	0%	✓	
3. Develop Evacuation Centre Management Training and Coordination Procedures.	Corporate Plan 4.5	Jun 2012	10%	✓	
4. Improve Disaster Management Exponare GIS Workspace.	Corporate Plan 4.5, 3.5	Jun 2012	20%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

BRANCH	CAIRNS WORKS (COMMERCIAL BUSINESS UNIT – ANNUAL PERFORMANCE PLAN)
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Mission: To be the supplier of choice through provision of best practice services to Council and external clients.

Best practice relates to an Environmentally compliant, Socially acceptable, Culturally aware and Economically sustainable service that is on time, to specified quality and within estimated cost.

Services delivered include construction of municipal civil engineering projects, programmed & reactive maintenance activities and operational tasks on Cairns Regional Council transport, drainage and parks assets in accordance with agreed levels of service. Externally won work will be undertaken when and where there is an overall benefit for CRC and the community.

Officer Responsible: Manager Cairns Works

Operating Budget Assessment:

CWMA	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	998,934	1,171,037	(172,103)	(15)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: Branch overheads recoveries under budget. • Implications / Actions:
Expenditure	452,488	601,849	149,361	25	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Expenditure lower than budget will even out year as year progresses • Implications / Actions:

ACTIVITY:	Cairns Works Management
------------------	--------------------------------

Officer Responsible: Manager Cairns Works

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Training & Personal Development – review and ensure that supervisory staffs have, where possible, a nominated successor and required training has been carried out or planned.	Corporate Plan 6.4	Jun 2012	10%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

ACTIVITY: Cairns Works Construction

Mission To safely construct civil engineering projects for Cairns Regional Council and external clients that are on time, within budget and to specification.

Officer Responsible: Construction and Commercial Works Manager – Martin Perkowicz

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Project Management – Improve the process issuing all variations to project scopes	Corporate Plan 6.2 & 6.3	Dec 2011	10%	✓	
2. Continuous improvement in delivery of Construction Services by reviewing the usage of internal and external providers	Corporate Plan 6.2 & 6.3	Jun 2012	9%	✓	

* **Variance Report for Initiatives not on target:**

* **Prospective Actions for Initiatives not on target:**

FINANCIAL PERFORMANCE (Internal) - 3659		Performance Rating: ✓
<p>Result Targets: Minimum 2% profit margin</p>		Variance Report
		Prospective Actions

FINANCIAL PERFORMANCE (External) - 3656 & 3658		Performance Rating: ✓
<p>Result Targets: Minimum 7% profit margin</p>		Variance Report Timing issues have affected revenue. Figures will even out as year progresses.
		Prospective Actions

Operating Budget Assessment:

CWWO	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	2,689,625	3,073,933	(384,308)	(13)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: NDRRA Revenue under budget - additional revenue to be recognised in August due to Capitalisation of NDRRA works. • Implications / Actions: Process has been adjusted for the remainder of the year
Expenditure	3,352,146	3,566,475	214,330	6	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Budgeted expenses in External works DMR did not occur in July. Timing is dependent on DMR and work can begin at any time. This should even out through the year • Implications / Actions:

ACTIVITY: Road Maintenance Performance Contract (RMPC)

Officer Responsible: Construction and Commercial Works Manager

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Data collection – review and implement improvements to the use of RM work orders being used to collect the costs of works being carried out for DTMR	Corporate Plan 5.3 & 6.2	Jun 2012	8%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

Operating Budget Assessment:

3654	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	137,060	124,618	12,442	10	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Revenue is higher due to RMPC contract variations • Implications / Actions: • FAVOURABLE • Reasons: Yellow Fleet Hire – charges from last year coming through • Implications / Actions:
Expenditure	143,215	121,228	(21,987)	(18)	

ACTIVITY: Cairns Works Maintenance

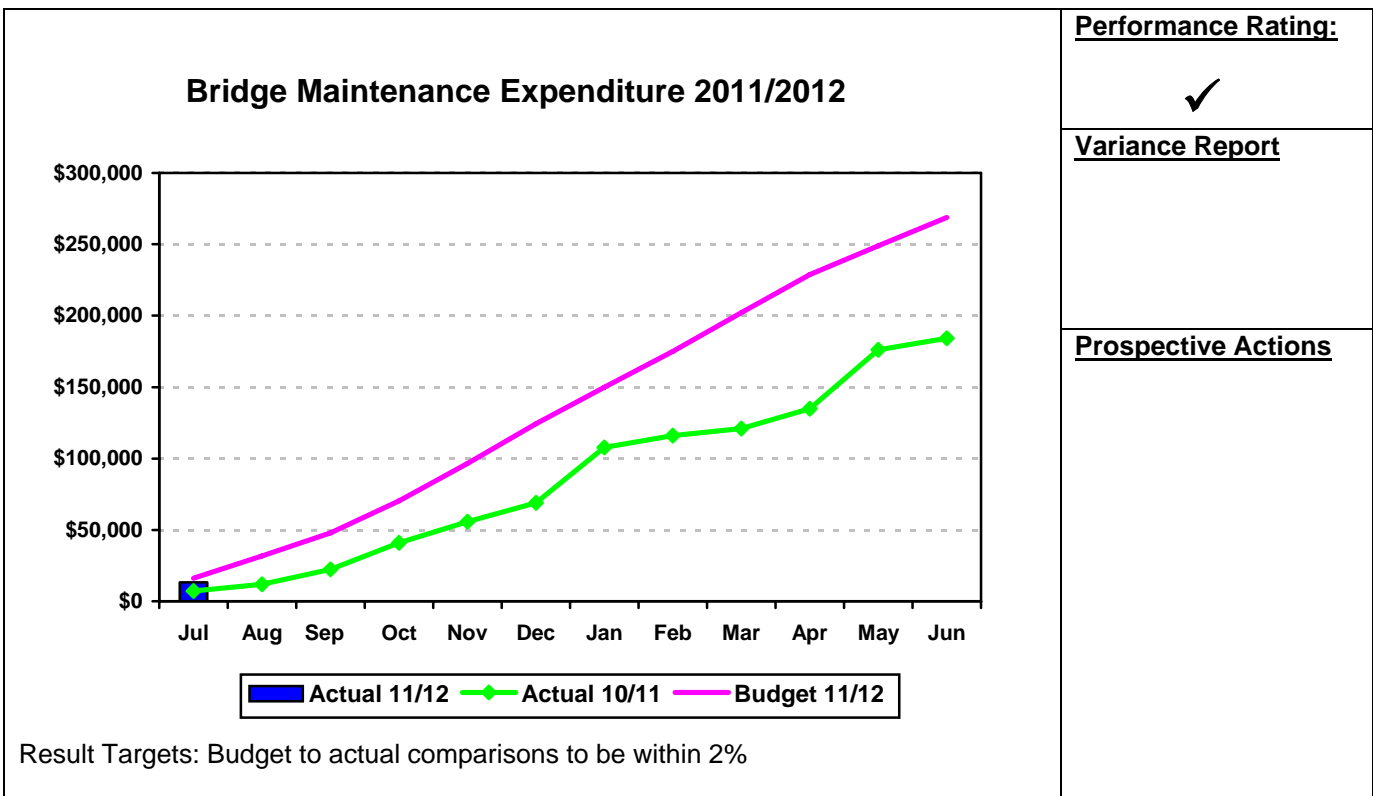
Officer Responsible: District Maintenance Coordinators (DMCs) – Far North, North, Central and Southern Districts

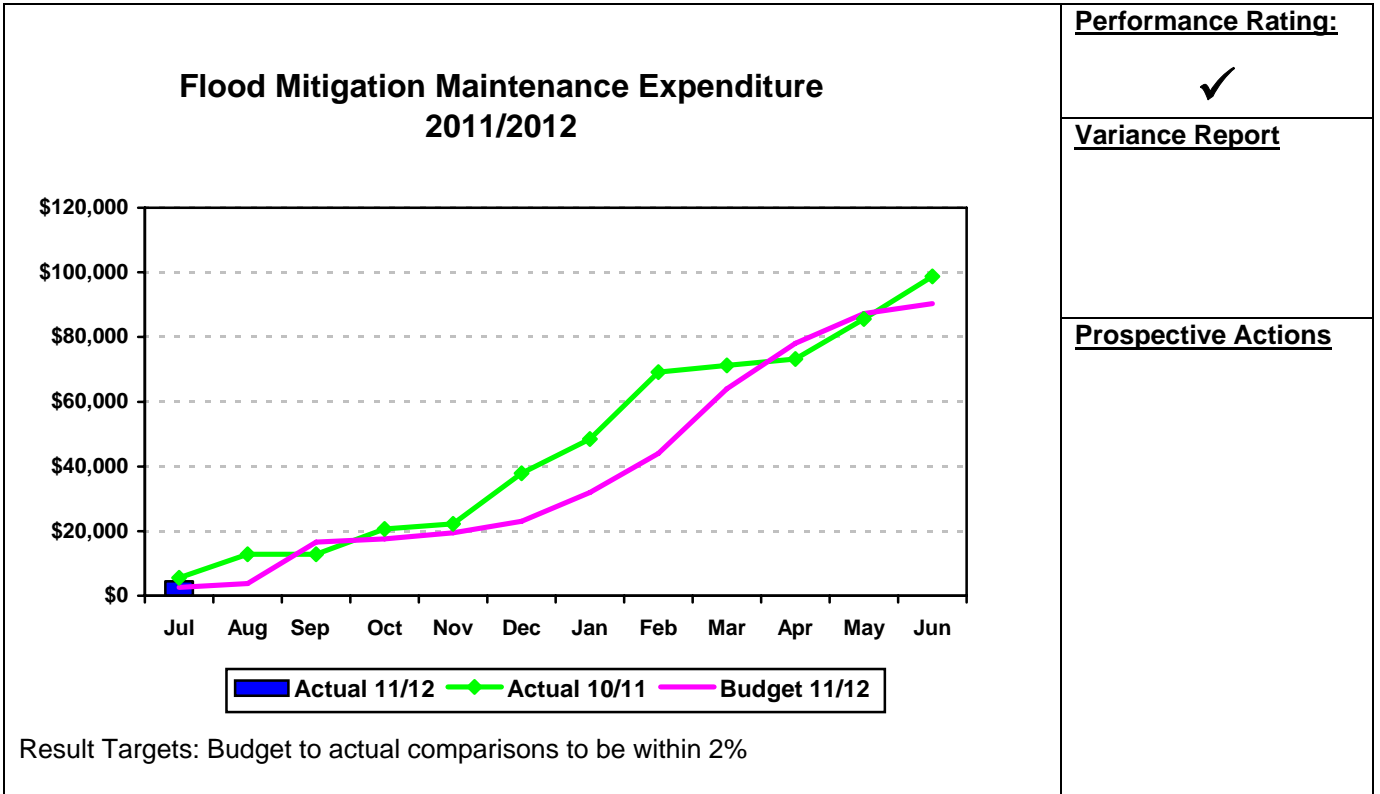
Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Customer Service – Review and implement improvements in responding to customers in an efficient manner by fully utilising the CRM and other systems available to Cairns Works in accordance with Connectivity Program.	Corporate Plan 6.5	Jun 2012	10%	✓	
2. Customer Service – Introduce the collection and actioning of defects as part of the maintenance management system.	Corporate Plan 6.5	Jun 2012	25%	✓	

* **Variance Report for Initiatives not on target:**

* **Prospective Actions for Initiatives not on target:**

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

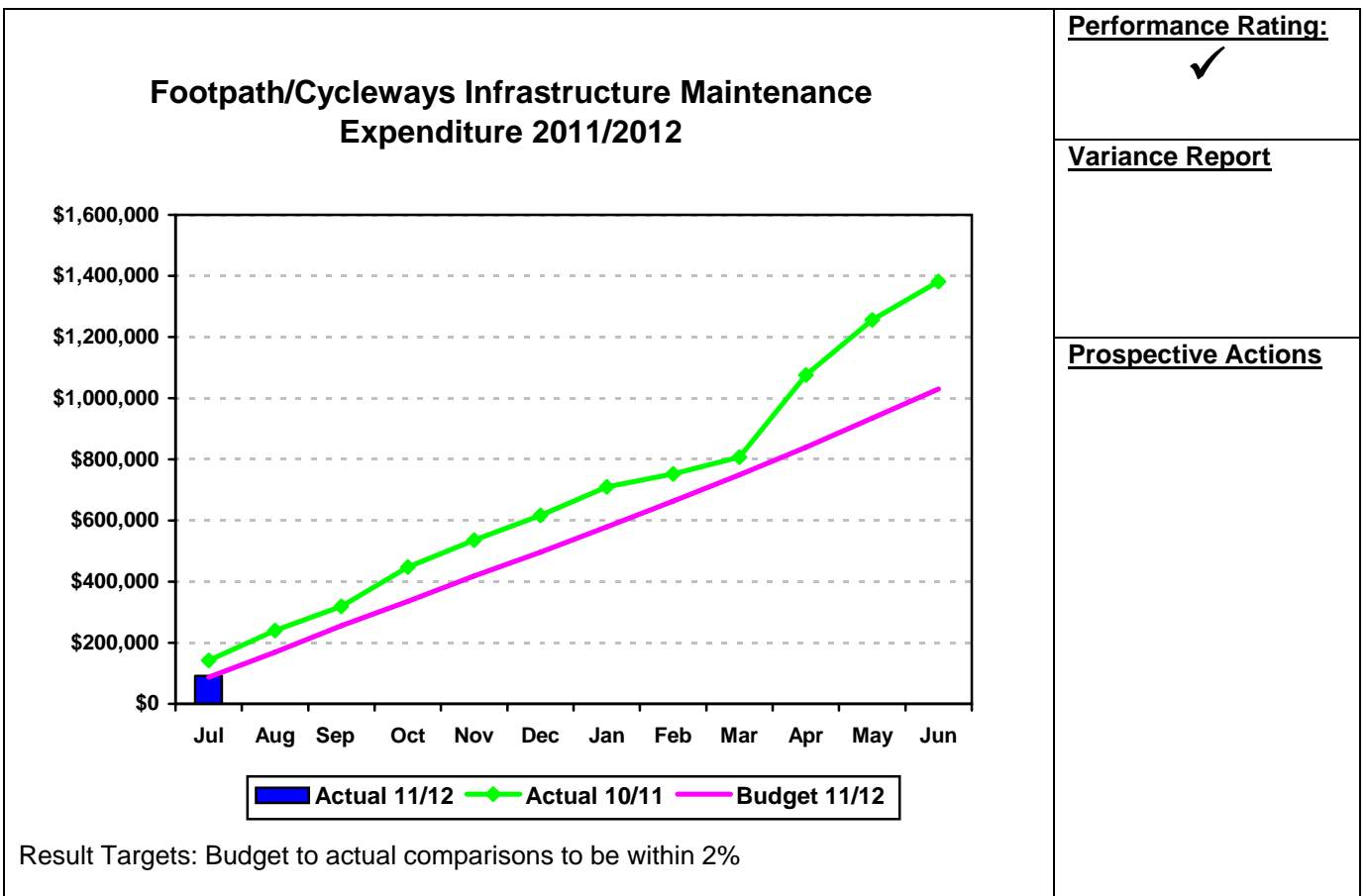




Performance Rating:
✓

Variance Report

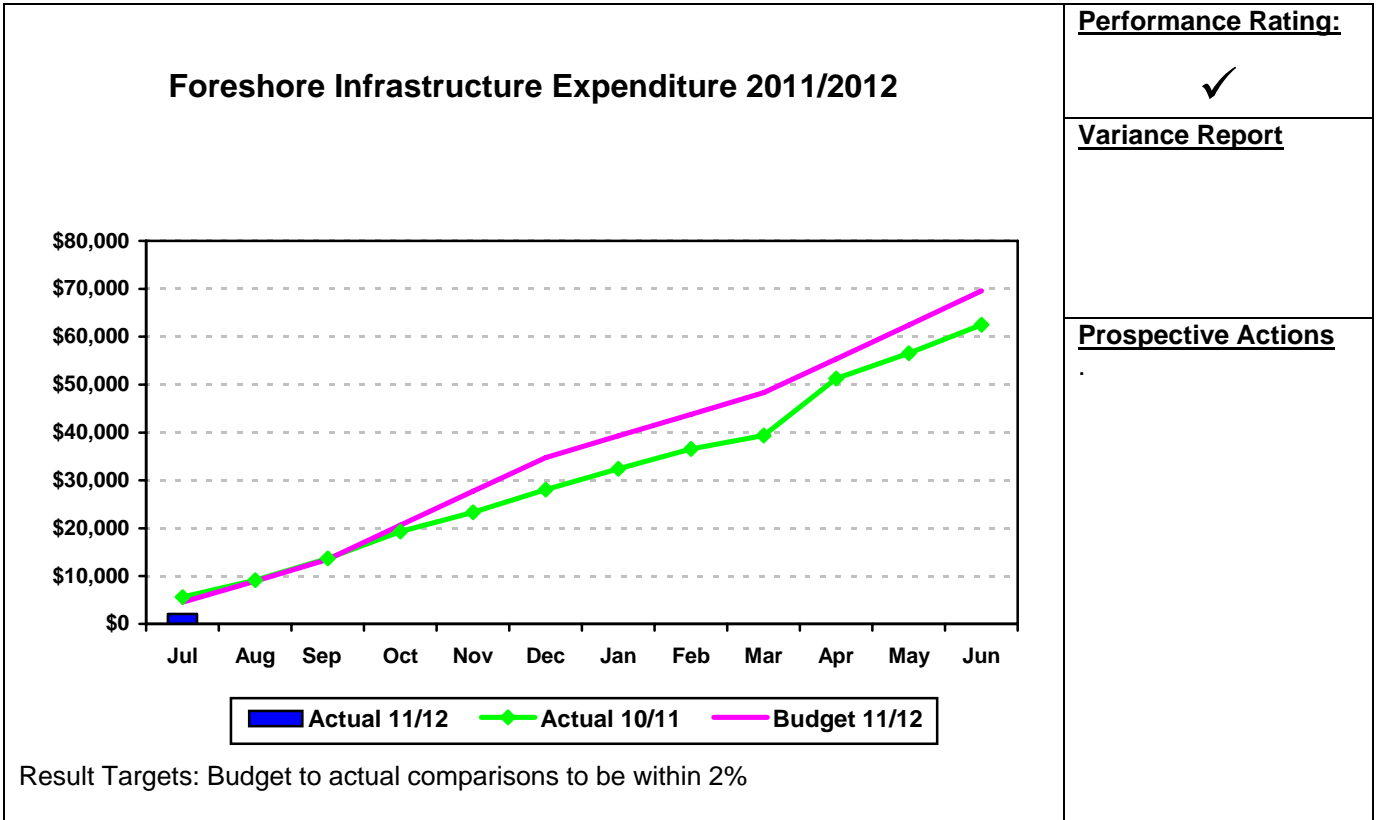
Prospective Actions



Performance Rating:
✓

Variance Report

Prospective Actions

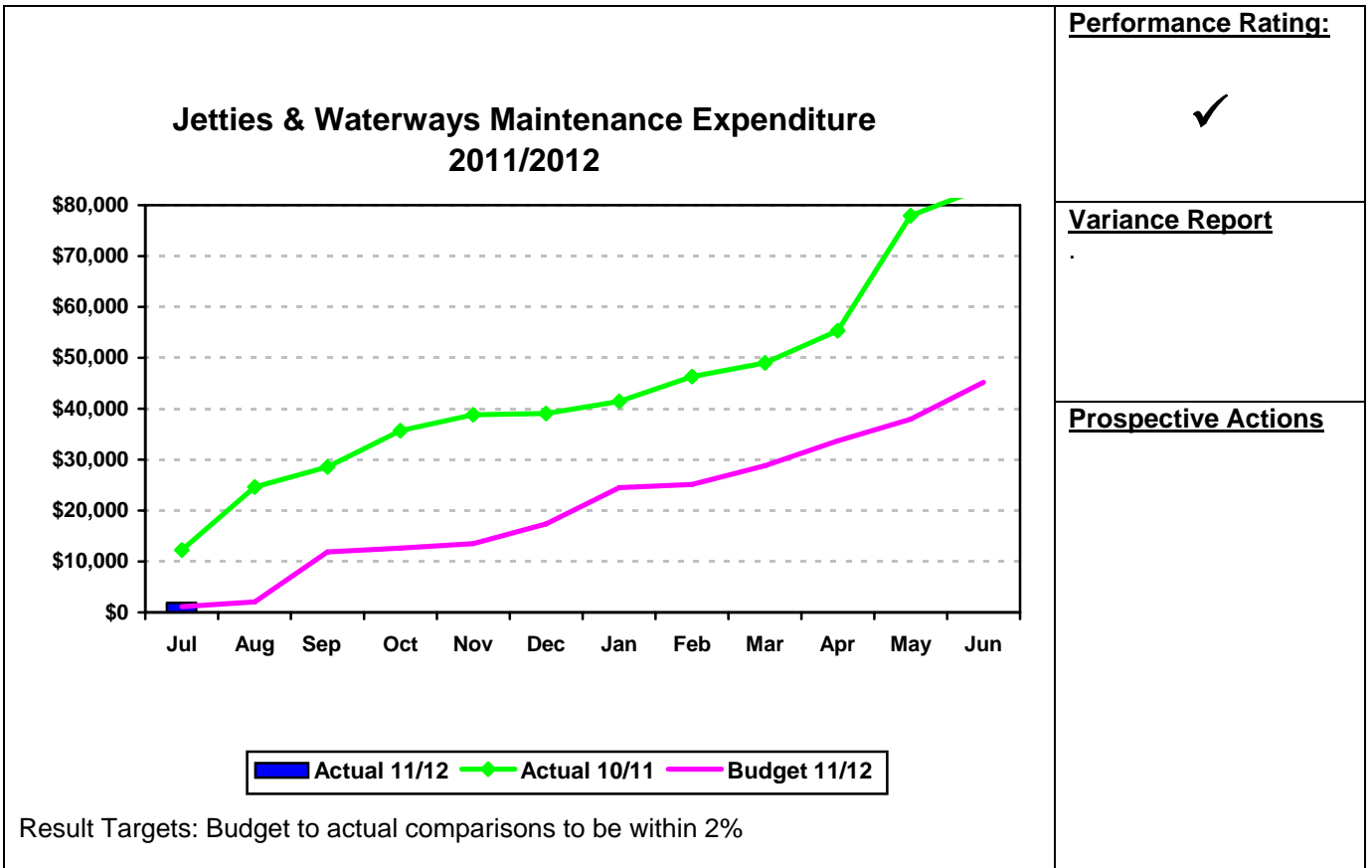


Performance Rating:



Variance Report

Prospective Actions

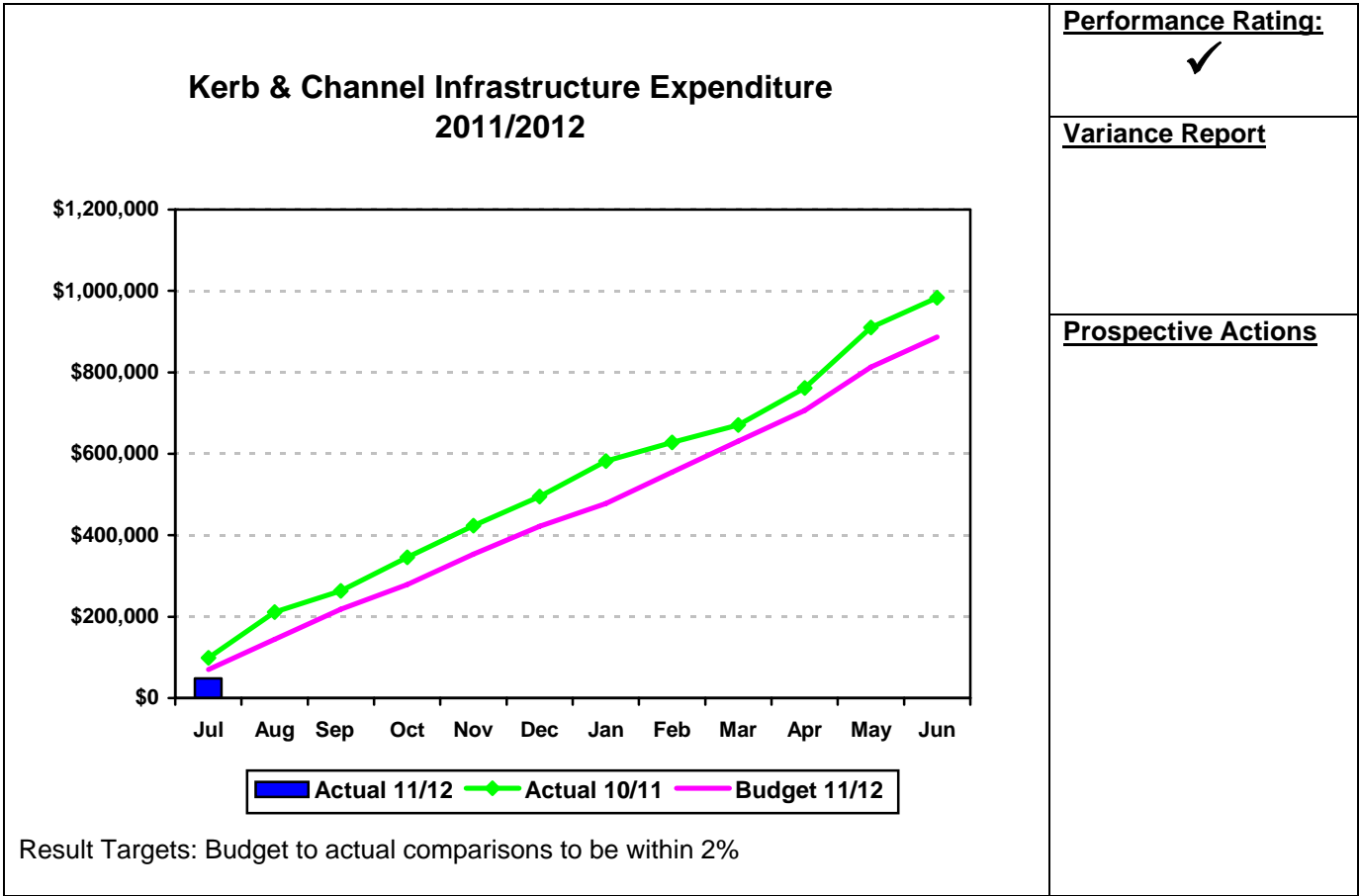


Performance Rating:



Variance Report

Prospective Actions

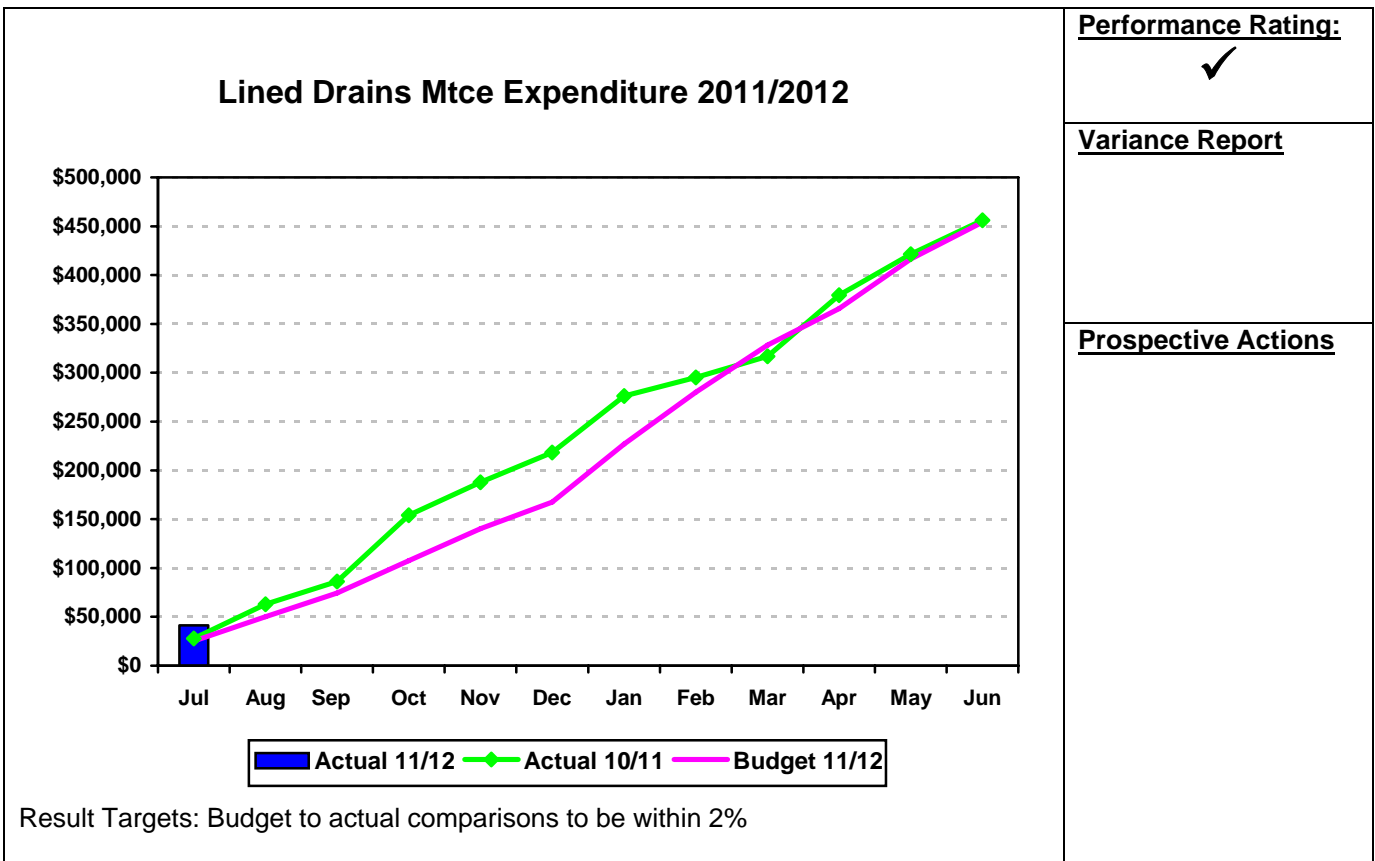


Performance Rating:



Variance Report

Prospective Actions



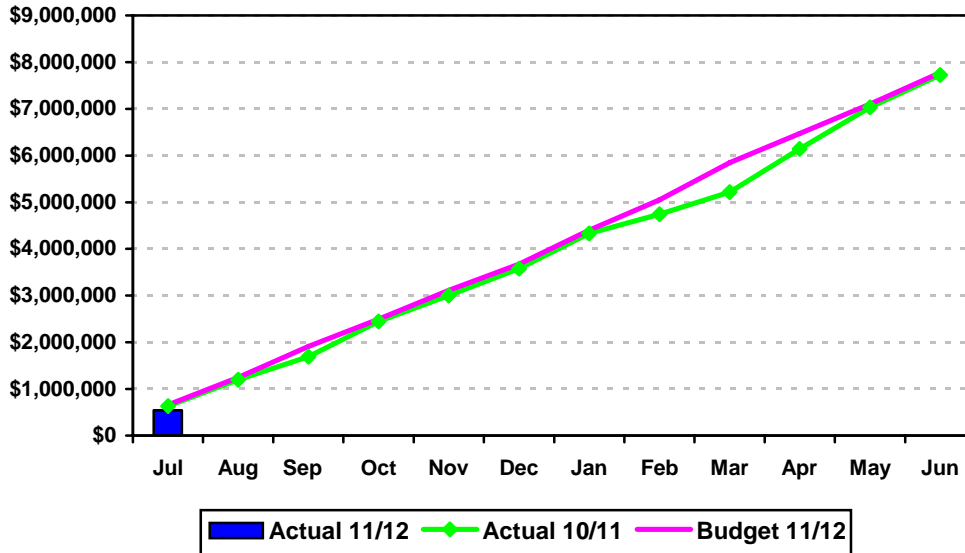
Performance Rating:



Variance Report

Prospective Actions

Parks Infrastructure Mtce Expenditure 2011/2012



Result Targets: Budget to actual comparisons to be within 2%

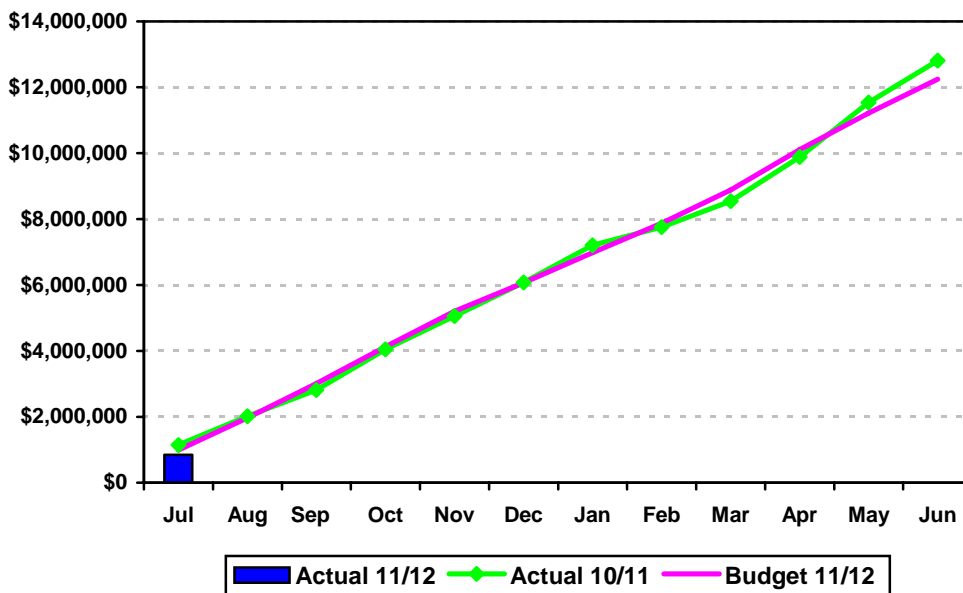
Performance Rating:



Variance Report

Prospective Actions

Road Infrastructure Maintenance Expenditure 2011/2012



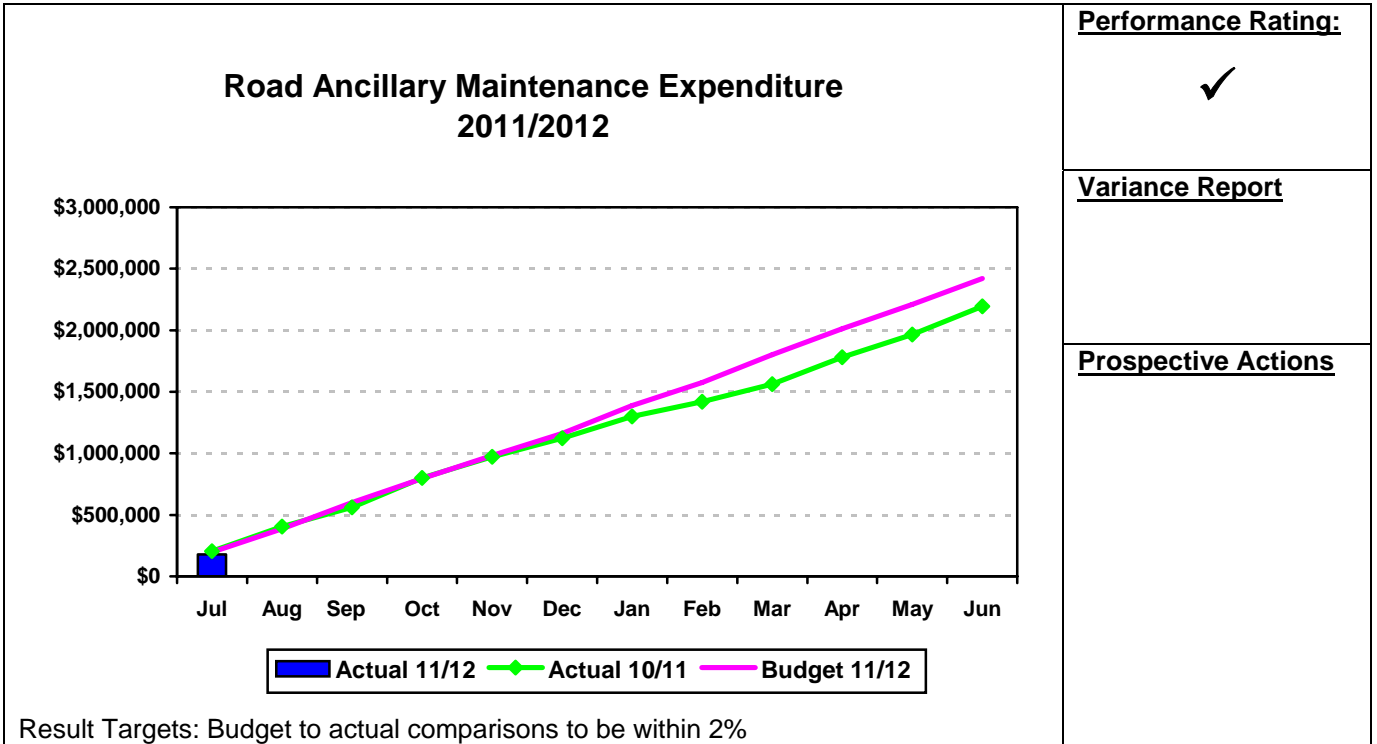
Result Targets: Budget to actual comparisons to be within 2%

Performance Rating:



Variance Report

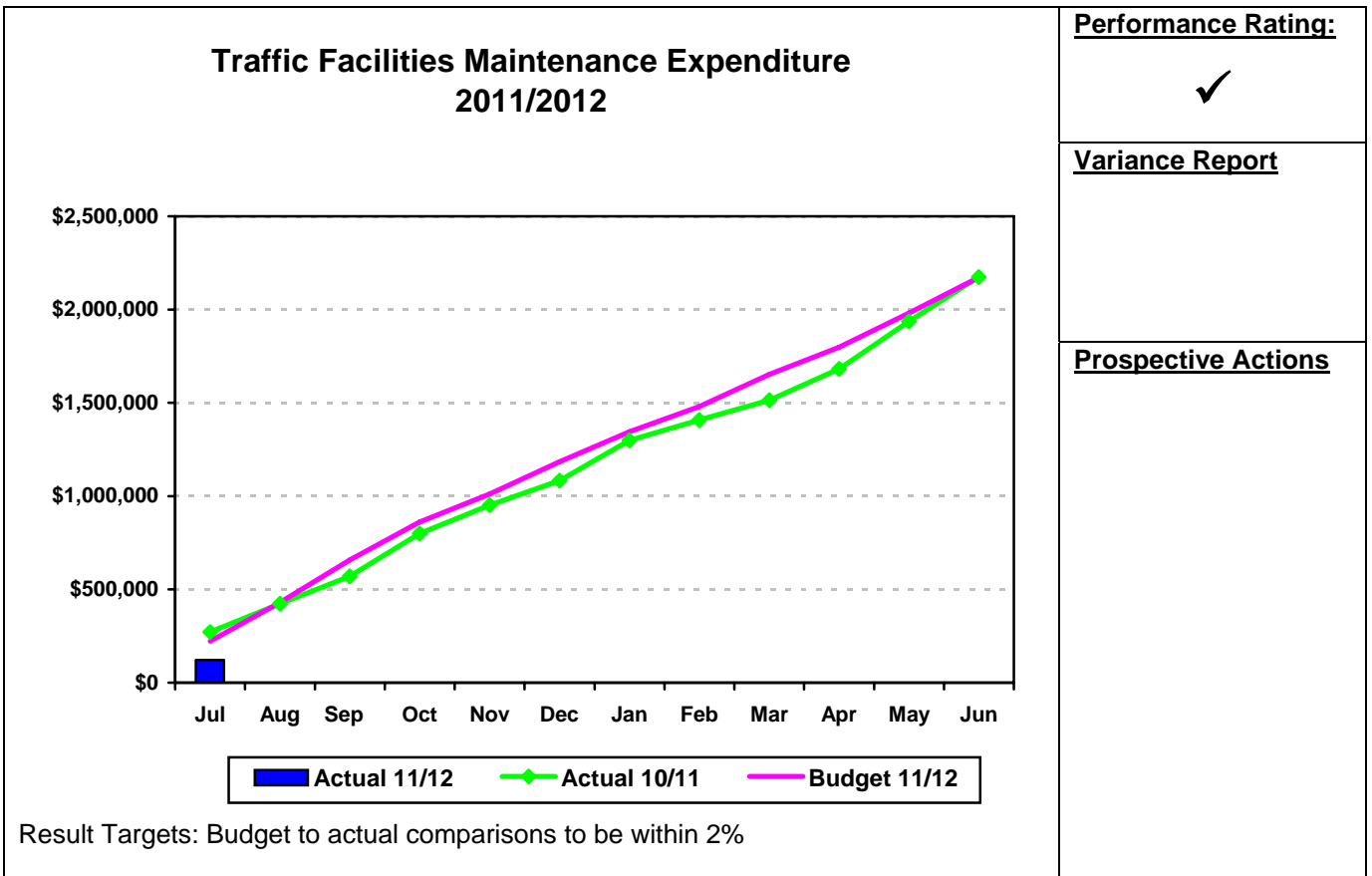
Prospective Actions



Performance Rating:
✓

Variance Report

Prospective Actions

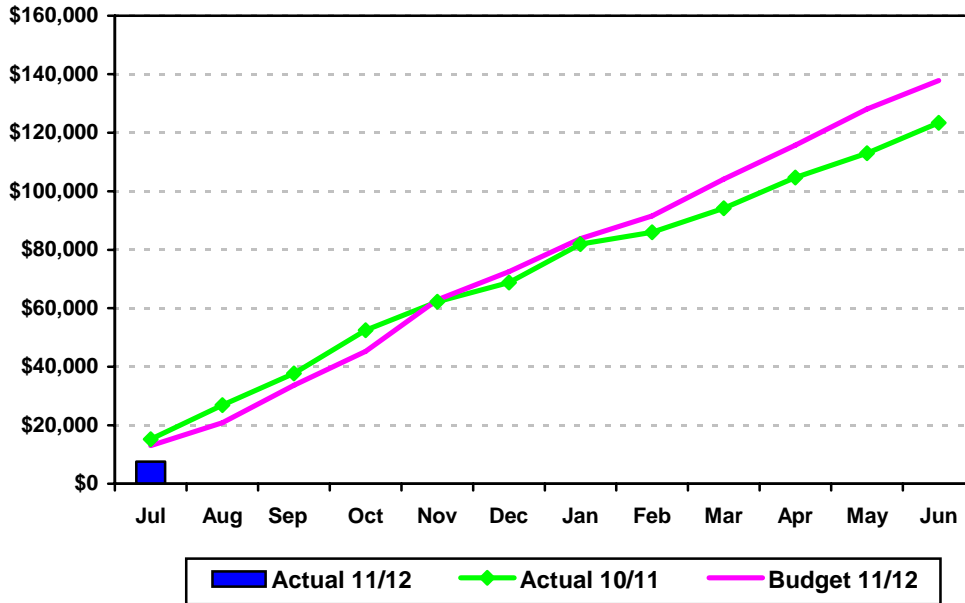


Performance Rating:
✓

Variance Report

Prospective Actions

Transport Facilities Maintenance Expenditure 2011/2012



Result Targets: Budget to actual comparisons to be within 2%

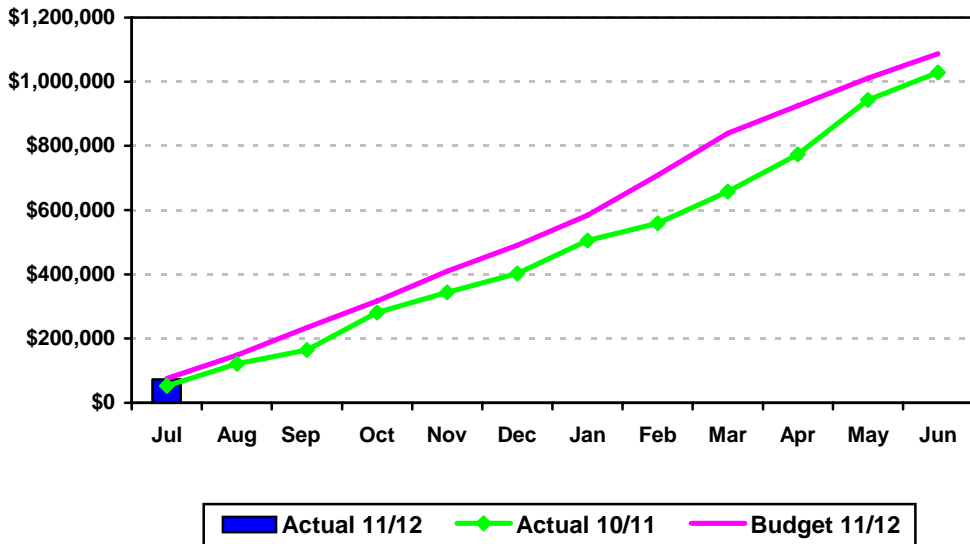
Performance Rating:



Variance Report

Prospective Actions

Underground Drainage Maintenance Expenditure 2011/2012



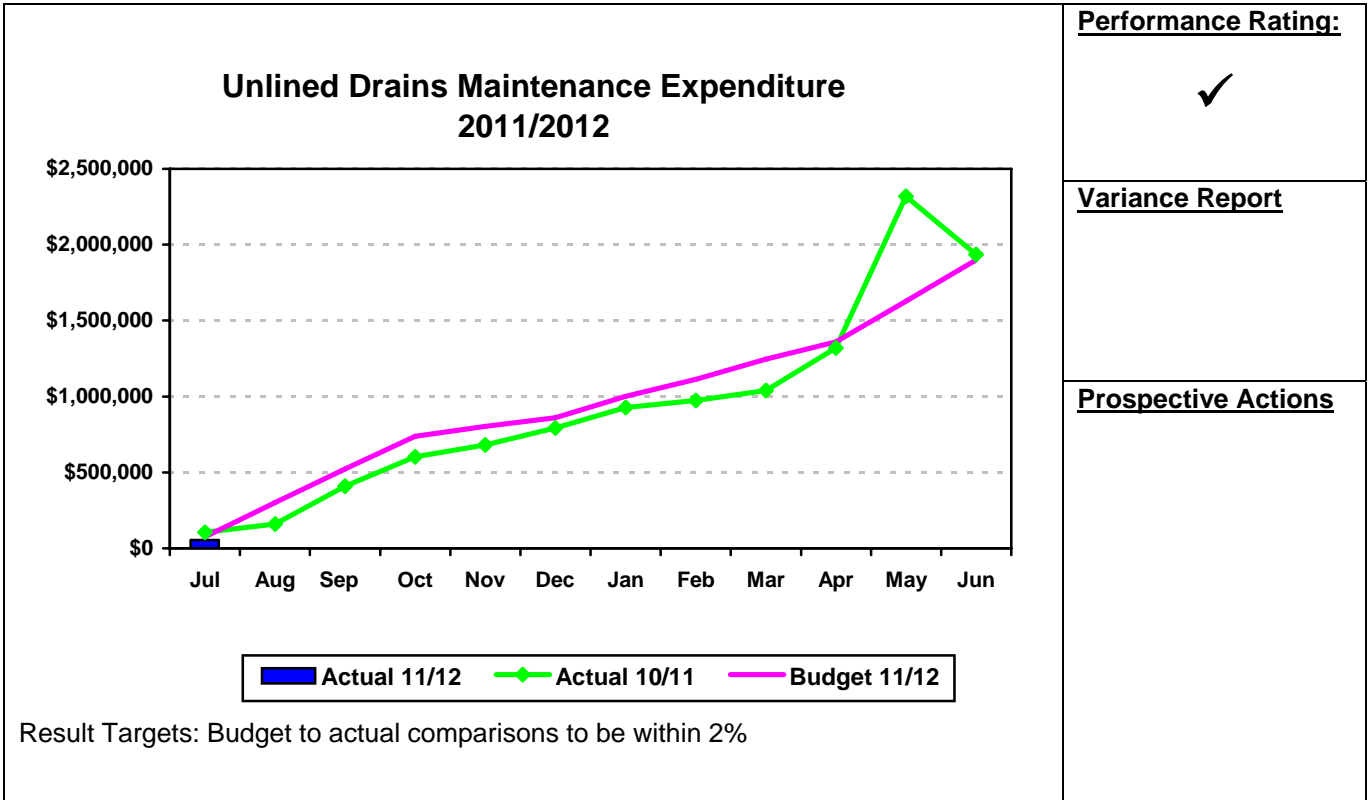
Result Targets: Budget to actual comparisons to be within 2%

Performance Rating:



Variance Report

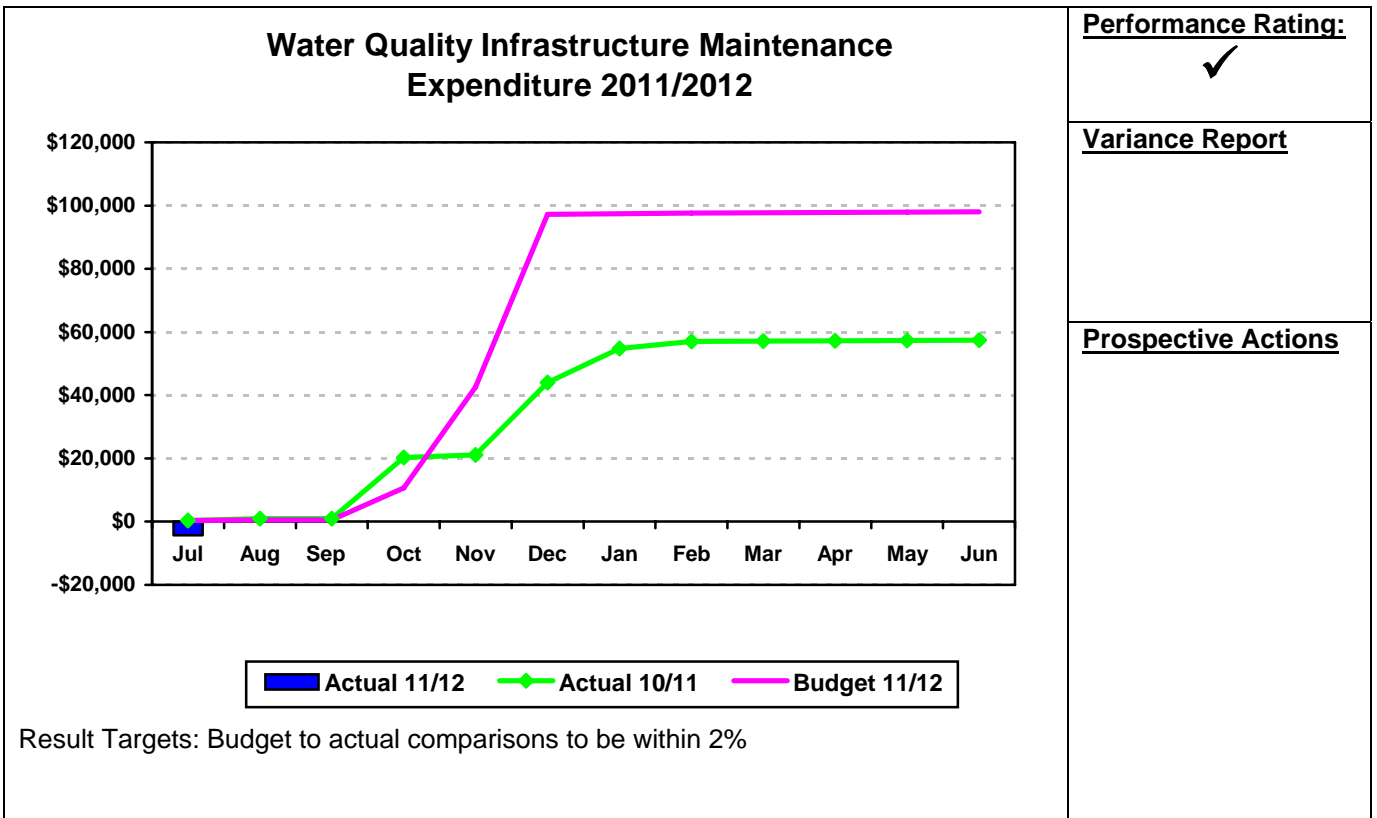
Prospective Actions



Performance Rating:
✓

Variance Report

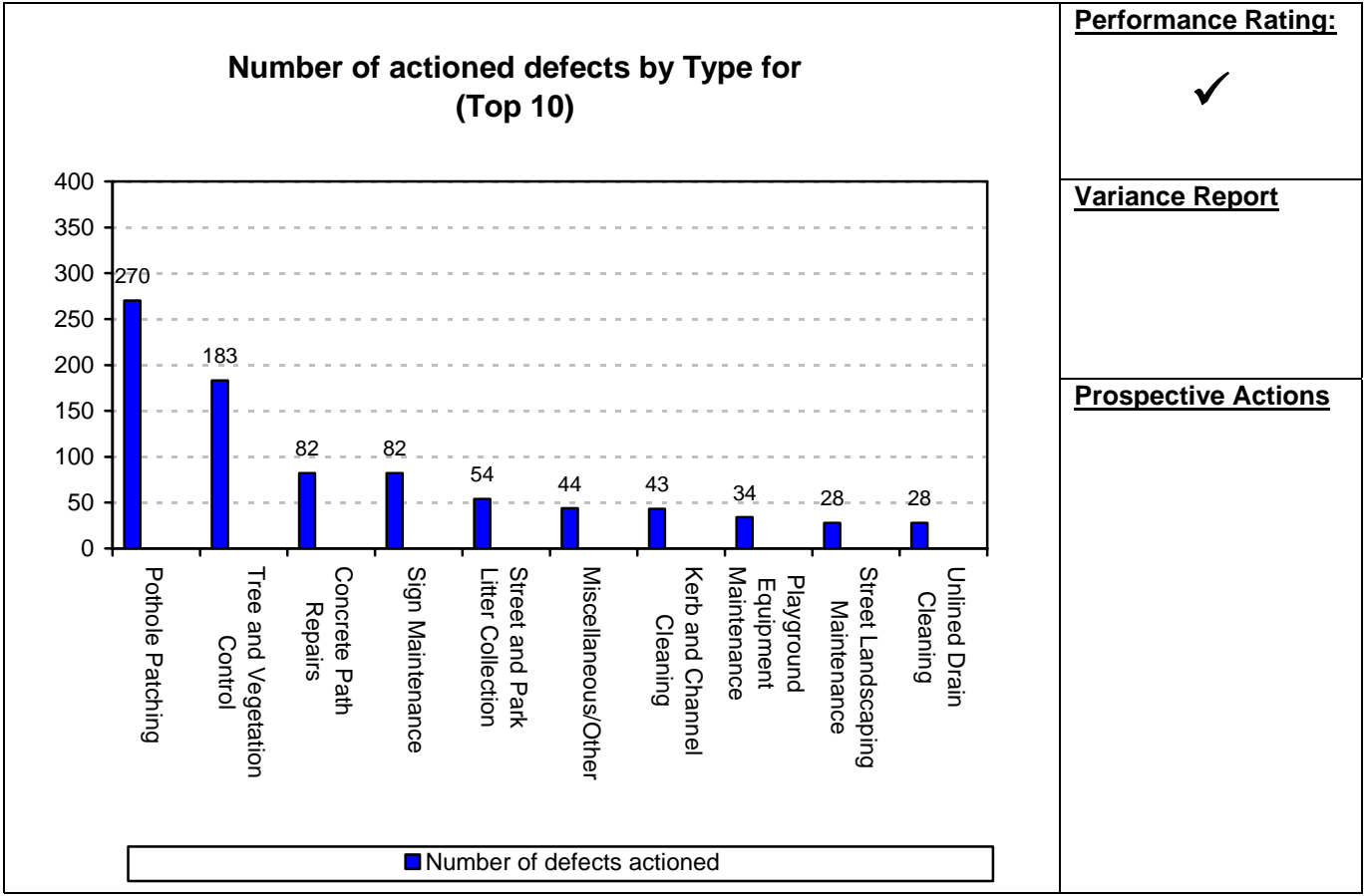
Prospective Actions



Performance Rating:
✓

Variance Report

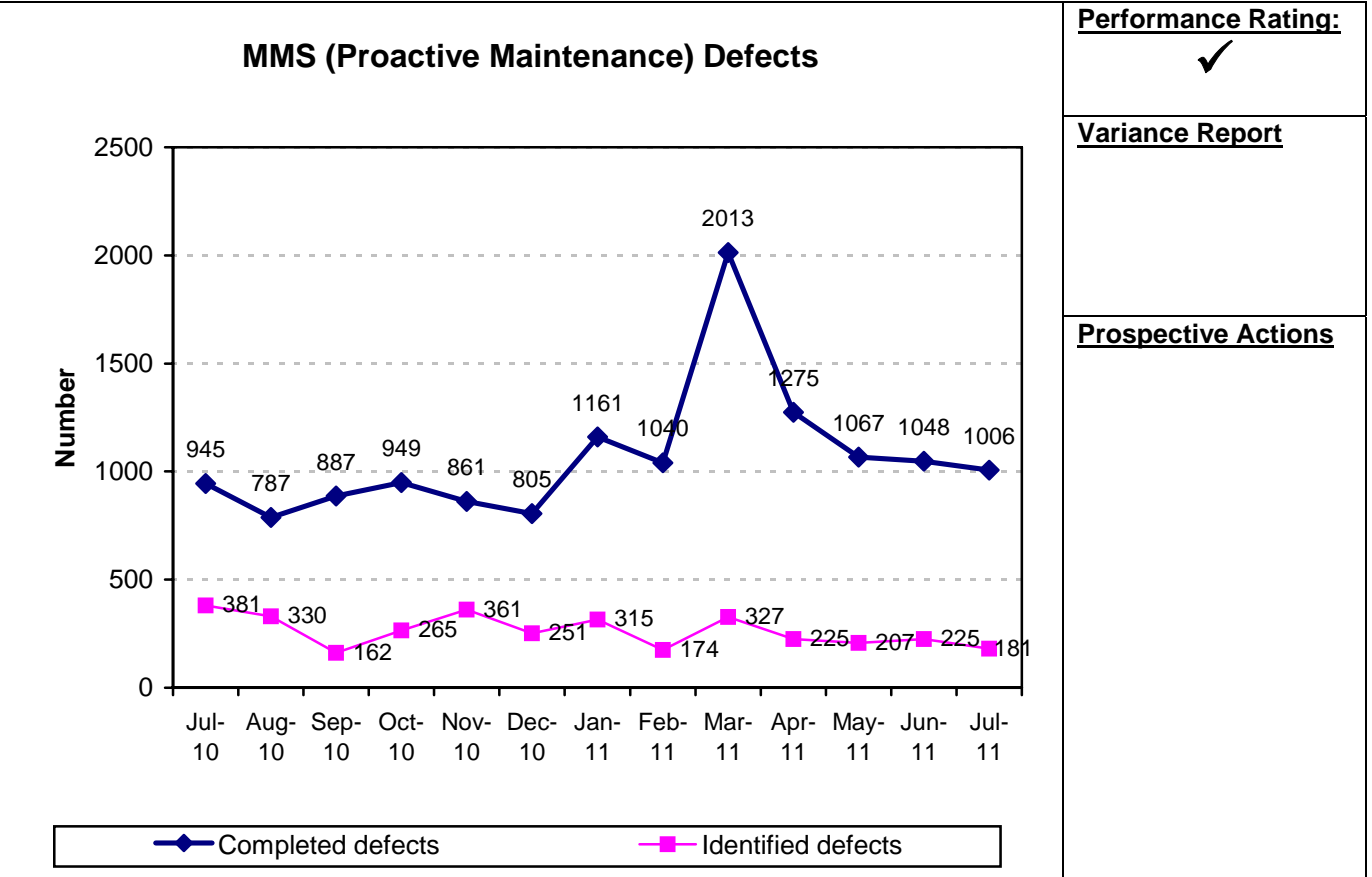
Prospective Actions



Performance Rating:
✓

Variance Report


Prospective Actions



Performance Rating:
✓

Variance Report

Prospective Actions

Result Measure (Title): Frequency of (Operational) Programmed Maintenance rounds.				Performance Rating: 																																																																																																												
<ul style="list-style-type: none"> Result Target: (Horticultural) Rounds to be not greater than 8 weeks Sweeper Rounds to be not greater than 15 weeks Reporting Frequency: Monthly Performance Assessment: 				Variance Report																																																																																																												
<table border="1"> <thead> <tr> <th colspan="4">Programmed Maintenance - Road Sweeping and Parks Precinct</th> </tr> <tr> <th></th> <th>Average Cycle Time (weeks)</th> <th>Target Achieved</th> <th>Comments (mandatory if X)</th> </tr> <tr> <th></th> <th></th> <th>*</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="4">GROUND MAINTENANCE</td> </tr> <tr> <td>Far North</td> <td>10.8</td> <td>x</td> <td></td> </tr> <tr> <td>North</td> <td>7.8</td> <td>✓</td> <td></td> </tr> <tr> <td>Central</td> <td>5.4</td> <td>✓</td> <td></td> </tr> <tr> <td>South</td> <td>5.9</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="4">MOWING</td> </tr> <tr> <td>Far North</td> <td>6.0</td> <td>✓</td> <td></td> </tr> <tr> <td>North</td> <td>3.6</td> <td>✓</td> <td></td> </tr> <tr> <td>Central</td> <td>2.2</td> <td>✓</td> <td></td> </tr> <tr> <td>South</td> <td>4.8</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="4">SUBURBAN SWEEPING RUNS</td> </tr> <tr> <td>Far North</td> <td>12</td> <td>✓</td> <td></td> </tr> <tr> <td>North</td> <td>17</td> <td>x</td> <td>Sweeper in workshop</td> </tr> <tr> <td>Central</td> <td>16</td> <td>x</td> <td>Sweeper under repair</td> </tr> <tr> <td>South</td> <td>16</td> <td>x</td> <td>Sweeper down for 2 weeks</td> </tr> <tr> <td colspan="4">SPECIAL SWEEPING RUNS (SEE BELOW)</td> </tr> <tr> <td colspan="2">CBD(Central) – Nightly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="2">Central – Weekly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="2">Far North – Weekly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="2">South – Weekly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="2">North – Fortnightly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="2">South – Fortnightly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="2">North – Monthly</td> <td>✓</td> <td></td> </tr> <tr> <td colspan="4"> * ✓ = Rounds completed within result target X = Rounds not completed within result target </td> </tr> </tbody> </table>				Programmed Maintenance - Road Sweeping and Parks Precinct					Average Cycle Time (weeks)	Target Achieved	Comments (mandatory if X)			*		GROUND MAINTENANCE				Far North	10.8	x		North	7.8	✓		Central	5.4	✓		South	5.9	✓		MOWING				Far North	6.0	✓		North	3.6	✓		Central	2.2	✓		South	4.8	✓		SUBURBAN SWEEPING RUNS				Far North	12	✓		North	17	x	Sweeper in workshop	Central	16	x	Sweeper under repair	South	16	x	Sweeper down for 2 weeks	SPECIAL SWEEPING RUNS (SEE BELOW)				CBD(Central) – Nightly		✓		Central – Weekly		✓		Far North – Weekly		✓		South – Weekly		✓		North – Fortnightly		✓		South – Fortnightly		✓		North – Monthly		✓		* ✓ = Rounds completed within result target X = Rounds not completed within result target				Prospective Actions
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Suburban Sweeping

Suburban Sweep	District	Division	Last Sweep (During Week Ending)	Next Sweep (During Week Ending)
Aeroglen	North	8	22/07/2011	04/11/2011
Bayview Heights	Central	3 & 4	03/06/2011	16/09/2011
Bentley Park	South	3	13/05/2011	19/08/2011
Brinsmead	Central	6	08/07/2011	28/10/2011
Buchans Point	North	10	27/05/2011	19/08/2011
Bungalow	Central	4 & 5	15/04/2011	19/08/2011
Caravonica	North	9	17/06/2011	30/09/2011
Cattana Wetlands Carpark	North	9	15/04/2011	19/08/2011
Clifton Beach	North	10	06/05/2011	05/08/2011
Clifton West	North	10	03/06/2011	26/08/2011
Cooya Beach	Far North	10	02/06/2011	25/08/2011
Daintree Township	Far North	10	07/07/2011	26/09/2011
Earlville	Central	4	13/05/2011	02/09/2011
Edge Hill	Central	7 & 8	01/07/2011	07/10/2011
Edmonton	South	2	29/07/2011	21/10/2011
Freshwater	Central	8	15/07/2011	04/11/2011
Gordonvale	South	1	29/07/2011	07/10/2011
Holloways Beach	North	8	01/04/2011	05/08/2011
Kamerunga	North	6, 8 & 9	24/06/2011	30/09/2011
Kanimbla	Central	4	17/06/2011	30/09/2011
Kewarra Beach	North	9	03/06/2011	09/09/2011
Kewarra West	North	9	03/06/2011	09/09/2011
Killaloe	Far North	10	24/05/2011	16/08/2011
Lake Placid	North	9	17/06/2011	30/09/2011
Machan's Beach	North	8	29/07/2011	11/11/2011
Manoora	Central	5 & 7	08/07/2011	14/10/2011
Manunda	Central	5 & 7	25/03/2011	05/08/2011
Mooroobool	Central	4 & 5	29/07/2011	21/10/2011
Mossman suburbs	Far North	10	15/06/2011	07/09/2011
Mt Sheridan	South	3	24/06/2011	02/09/2011
Newell Beach	Far North	10	22/06/2011	13/09/2011
North Cairns	Central	5 & 7	29/04/2011	26/08/2011
North Mossman	Far North	10	22/06/2011	12/09/2011
Palm Cove	North	10	27/05/2011	12/08/2011
Palm Cove West	North	10	27/05/2011	19/08/2011
Parramatta Park	Central	5 & 7	25/02/2011	12/08/2011
Port Douglas suburbs	Far North	10	23/05/2011	15/08/2011
Portsmith	Central	1 & 5	22/04/2011	19/08/2011
Redlynch	North	6	01/07/2011	14/10/2011
Smithfield	North	8 & 9	10/06/2011	16/09/2011
Smithfield East	North	9	22/04/2011	19/08/2011
Sommerset and port views	Far North	10	23/06/2011	13/09/2011

Suburban Sweep	District	Division	Last Sweep (During Week Ending)	Next Sweep (During Week Ending)
Stratford	North	8	22/07/2011	04/11/2011
Trinity Beach	North	9	27/05/2011	02/09/2011
Trinity Park	North	8 & 9	29/04/2011	26/08/2011
Trinity West	North	9	03/06/2011	16/09/2011
Westcourt	Central	5	01/04/2011	12/08/2011
White Rock	South	3	08/07/2011	23/09/2011
Whitfield	Central	6, 8 & 7	17/06/2011	23/09/2011
Wonga	Far North	10	06/07/2011	25/09/2011
Woree	Central	3	20/05/2011	09/09/2011
Yorkeys Knob	North	8	08/04/2011	12/08/2011

Nightly Sweeping (Higher Level of Service)

Dates shown are for week ending		1-Jul-11	8-July-11	15-Jul-11	22-Jul-11	29-Jul-11	05-Aug-11	12-Aug-11	19-Aug-11	26-Aug-11	2-Sep-11t	9-Sep-11t	16-Sep-11	23-Sep-11
Nightly	District													
Cairns CBD	Central	X	X	X	X	X								

The CBD nightly sweeps are continuing as programmed

Weekly Sweeping (Higher Level of Service)

Dates shown are for week ending		1-Jul-11	8-July-11	15-Jul-11	22-Jul-11	29-Jul-11	05-Aug-11	12-Aug-11	19-Aug-11	26-Aug-11	2-Sep-11t	9-Sep-11t	16-Sep-11	23-Sep-11
Weekly	District													
McCormack St (Industrial)	Central	X	X	X	X	X								
Reservoir Rd (Shops)	Central	X	X	X	X	X								
Koch St (Raintrees S C)	Central	X	X	X	X	X								
Botanical Gardens	Central	X	X	X	X	X								
Collins Ave & 5 ways (Commercial)	Central	X	X	X	X	X								
Gordonvale CBD	South	X	X	X	X	X								
Edmonton CBD	South	X	X	X	X	X								
Mulgrave Rd	South	X	X	X	X	X								
Sugar World	South	X	X	X	X	X								
Babinda (Munro St)	South	X	X	X	X	X								
Port Douglas (Macrossan St)	Far North	X	X	X	X	X								
Mossman CBD	Far North	X	X	X	X	X								

Weekly sweeping is running to program.

Fortnightly Sweeping (Higher Level of Service)

Dates shown are for week ending		1-Jul-11	8-July-11	15-Jul-11	22-Jul-11	29-Jul-11	05-Aug-11	12-Aug-11	19-Aug-11	26-Aug-11	2-Sep-11t	9-Sep-11t	16-Sep-11	23-Sep-11
Fortnightly	District													
Supply Rd Industrial Area	South	X		X		X								
Swallow Rd Industrial Area	South	X		X		X								
Kern St Industrial Area	South	X		X		X								
Palm Cove Esplanade	North	X		X										
Trinity Beach Esplanade	North	X		X										

Fortnightly sweeping program is running to program.

Monthly Sweeping (Higher Level of Service)

Dates shown are for week ending		1-Jul-11	8-July-11	15-Jul-11	22-Jul-11	29-Jul-11	05-Aug-11	12-Aug-11	19-Aug-11	26-Aug-11	2-Sep-11t	9-Sep-11t	16-Sep-11	23-Sep-11
Monthly	District													
Clifton Beach Esplanade	North	X												
Kewarra Beach Esplanade	North	X												
Yorkey's Knob Esplanade	North	X												
Holloways Beach Esplanade	North	X												
Machan's Beach Esplanade	North	X												

Monthly sweeping program is running to program.

Operating Budget Assessment:

CWMI	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	2,137,309	2,496,057	(358,748)	(14)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: Revenue is lower than budgeted due to prior year adjustments on expenditure this will even out as year progresses • Implications / Actions:
Expenditure	2,015,078	2,444,924	429,846	18	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: Some adjustments on prior year work orders. Figures will even out as year progresses • Implications / Actions:

BRANCH	CAIRNS FLEET
---------------	---------------------

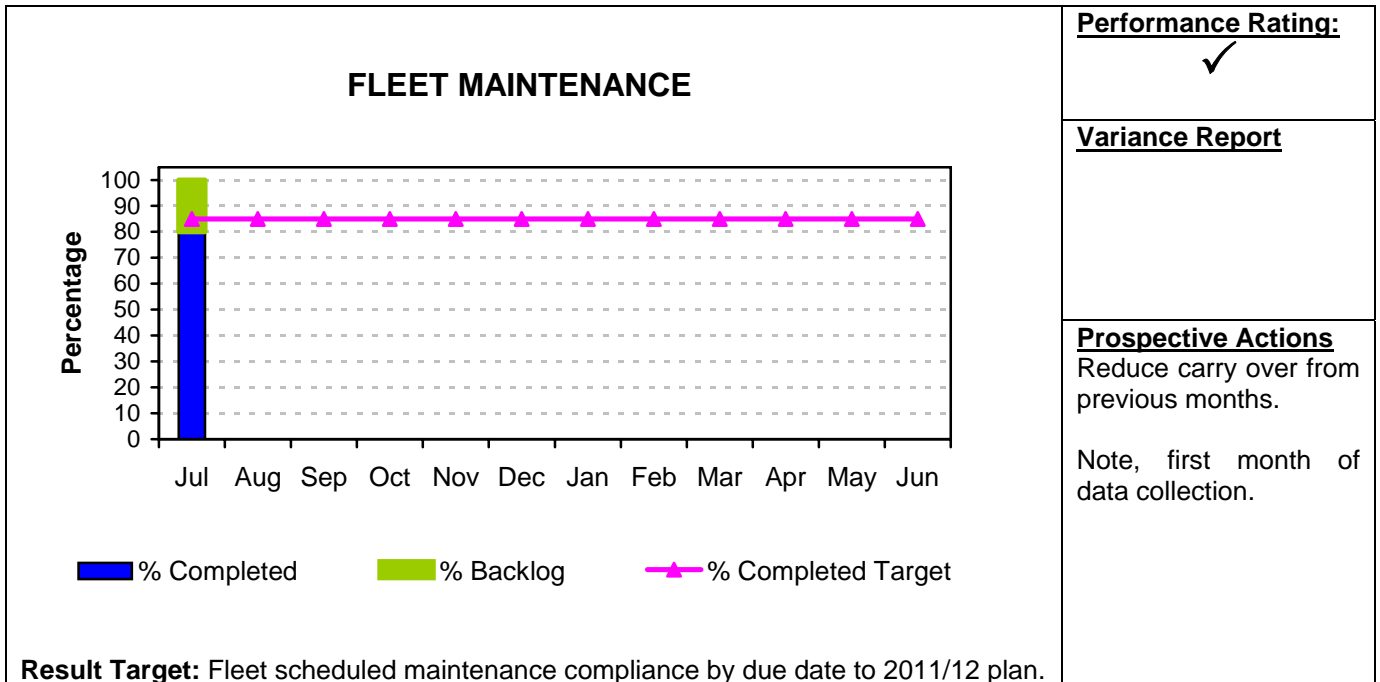
Mission: By providing a sustainable quality of fleet services to our customers we will contribute to the success of our Council and it's teams.

Officer Responsible: Manager Cairns Fleet – Ashley Cooper

Operating Initiative Status	Relevant Linkage(s)	Due Date	Complete (enter %)	On Target	
				Yes (enter ✓)	No * (enter X)
1. Reduction in the Green House Gas emissions for fleet assets by 5% & produce fleet sustainability measure.	Corporate Plan 1.7	Jun 2012	5%	✓	
2. Review of fleet asset depreciation and disposal values, market plan disposal of fleet.	Corporate Plan 6.3	Dec 2012	50%	✓	
3. Review Fleet replacement strategy to determine optimal replacement cycles for all fleet asset categories based on utilisation rates.	Corporate Plan 4.4, 6.2	May 2012	20%	✓	
4. Fleet long term, short term hire strategy determine optimum fleet mix/combination.	Corporate Plan 6.3	Jun 2012	5%	✓	
* Variance Report for Initiatives not on target:					
* Prospective Actions for Initiatives not on target:					

Performance Indicators (Ratings: ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

	Performance Rating:
<p>AVAILABILITY OF FLEET ASSETS</p> <p>Percentage</p> <p>100 80 60 40 20 0</p> <p>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</p> <p>Actual Utilisation Target</p>	<p>✓</p>
	<p>Variance Report</p> <p>No yet reconciled.</p>
	<p>Prospective Actions</p> <p>Fleet schedule system still under development.</p>
<p>Result Targets: Greater than 85%</p>	



WSCF	YTD Actual (\$)	YTD Budget Revised (\$)	Var (\$)	Var (%)	Variance Report & Prospective Actions (where variance is +/- 2%)
Revenue	3,354,396	2,769,690	584,706	21	<ul style="list-style-type: none"> • FAVOURABLE • Reasons: External hire fleet from carry over in June. • Implications / Actions:
Expenditure	2,944,213	2,792,722	(151,491)	(5)	<ul style="list-style-type: none"> • UNFAVOURABLE • Reasons: Agency staff contributing to costs. • Implications / Actions: POD to finalise long term staff absence. RTW program for long term employee being addressed.