

## MCU Daily Activity and Status Report -17 September 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance								
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Target	Throughput*				Items Outstanding as at COB			
										VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	819	-	-	-	74		-	-	-	15	-	-	-	878
Hard copy correspondence - analysis	0	0	0	0	73	64	9	146		73	64	9	146	0	0	0	0
Hard copy correspondence - registration and allocation of Gen Reps	-	56	-	56	-	64	-	64		-	90	-	90	-	30	-	30
																	908

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

Comments:

## MCU Daily Activity and Status Report -22 September 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance								
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	TOTAL	Throughput*				Items Outstanding as at COB			
										VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	1147	-	-	-	109		-	-	-	47	-	-	-	1209
Hard copy correspondence - analysis	0	0	0	0	104	45	3	152		104	45	3	152				0
Hard copy correspondence - registration and allocation of Gen Reps	-	63	-	63	-	45	-	45		-	39	-	39	-	69	-	69
																	1278

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

### Comments:

The Unit has observed a significant increase in the numbers of VIPS & ORGS being received each day. If this trend continues, it may require re-alignment of task resourcing to continue to meet deadlines for these items.

## MCU Daily Activity and Status Report - 28 September 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance								
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	TOTAL	Throughput*				Items Outstanding as at COB			
										VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	1373	-	-	-	386		-	-	-	147	-	-	-	1612
Hard copy correspondence - analysis	0	0	0	0	52	127	7	186		52	83	-18	117	0	44	25	69
Hard copy correspondence - registration and allocation of Gen Reps	-	124	-	124	-	83	-	83		-	18	-	18	-	189	-	189
																	1870

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

Comments:

## MCU Daily Activity and Status Report - 29 September 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance								
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	TOTAL	Throughput*				Items Outstanding as at COB			
										VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	1612	-	-	-	153		-	-	-	75	-	-	-	1690
Hard copy correspondence - analysis	0	44	25	69	58	89	5	152		58	133	30	221				0
Hard copy correspondence - registration and allocation of Gen Reps	-	189	-	189	-	133	-	133		-	0	-	0	-	322	-	322
																	2012

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

Comments:

## MCU Daily Activity and Status Report - 30 September 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance									
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Target	Throughput*				Items Outstanding as at COB				
PM emails - analysis, registration and allocation	-	-	-	1690	-	-	-	154		-	-	-	-	112	-	-	-	1732
Hard copy correspondence - analysis	0	0	0	0	50	161	5	216			50	161	5	216				0
Hard copy correspondence - registration and allocation of Gen Reps	-	322	-	322	-	161	-	161			-	68	-	68	-	415	-	415
																		2147

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

### Comments:

Hard copy correspondence received today from Crean = 65, Plibersek = 2, Arbib = 37 included in total.