



# **BUSINESS ENTERPRISE COMMITTEE MEETING**

## **AGENDA**

**5 NOVEMBER 2014**

*Your attendance is required at a meeting of the Business Enterprise Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 5 November 2014 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in blue ink, consisting of several overlapping, sweeping strokes.

**ACTING CHIEF EXECUTIVE OFFICER**  
29 October 2014

Next Meeting Date: 03.12.14

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

**2 PRESENT**

Members Present:

Councillor N K Fisher (Chairperson)  
The Mayor, Councillor M F Strelow  
Councillor C R Rutherford  
Councillor G A Belz

In Attendance:

Mr E Pardon – Chief Executive Officer  
Mr R Cheesman – General Manager Corporate Services

**3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Ellen Smith - Leave of Absence from 27 October 2014 to 7 November 2014

Councillor Rose Swadling - Leave of Absence from 30 October 2014 to 9 November 2014

**4 CONFIRMATION OF MINUTES**

Minutes of the Business Enterprise Committee held 1 October 2014

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## 6 BUSINESS OUTSTANDING

### 6.1 COMPOST TRIAL

<b>File No:</b>	<b>7927</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Robert Holmes - General Manager Regional Services</b>
<b>Author:</b>	<b>Craig Dunglison - Manager RRWR</b>

#### SUMMARY

Council was provided a deputation from Mr Michael Alexander in regards to the establishment of a trial waste composting project. Mr Alexander previously had put a proposal to undertake a composting trial involving greenwaste, sludge (sewer and or water) and possibly organics. To undertake the trial will require significant expenditure but could assist Council in the longer term with local markets. Also no site could be located to undertake the trial. Council requested further information and that is now provided in this report.

#### OFFICER'S RECOMMENDATION

THAT budgetary consideration be given to allocating \$400,000 in the 2015/16 financial year to enable the composting trial project utilising greenwaste and sewerage sludge to be undertaken.

#### COMMENTARY

Council has requested a further report which provides further analysis of the proposed waste compost trial as outlined by Mr Michael Alexander of GBP Qld Pty Ltd (Grazing Best Practice) at the Deputation to Council at the August meeting of the Business Enterprise Committee.

To undertake the compost trial several investigations have been undertaken but a suitable site has not been located. Issues such as the closeness to sensitive areas such as domestic dwellings, water courses or marshland, flood prone areas, or the airport has excluded all sites assessed so far.

A site considered, but ruled out in the assessment process due its closeness to the airport (bird strike potential), was a parcel of Council land on Dargel Road, close to the West Rockhampton Sewage Treatment Plant.

This site was assessed by a local consultancy and they were also asked to provide likely costs to be incurred by Council. These costs are listed in the table below. A column has been added to the table detailing the likely costs to be incurred by Council if the trial was to be established at the Lakes Creek Road Landfill. At no time through the investigation process was consideration given to the purchasing of land.

Item & Brief Description	Estimated Cost – Dargel Road Site	Estimated Cost – Lakes Creek Road Landfill
Planning and approvals – Investigation, MCU, CLR, De-contamination/ remediation	\$63,867	\$0
External Site Works – road sealing	\$90,000	\$0
Internal Works – hard stand, detention basin & bunds	\$216,000	\$216,000
Pipeline for effluent & pumping costs – 1.5km	\$32,000	\$17,000
Annual Licence Fee – ERA 53	\$4,113	\$4,113
Transport Waste streams to site – 2,0000 tonnes	\$5,000	\$4,000
Operational Costs – GBP Pty costs	\$89,000	\$89,000
Additional Operational costs – dust suppression,	\$12,000	\$12,000

odour management, repairs		
Transport of product to customers	\$0 Paid by end users	\$0 Paid by end users
Total	\$511,980	\$357,113

Since the initial assessment of the suitability of the trial to be held at the Lakes Creek Road Landfill there has been further work performed in regards to the Landfill Life Extension Project (Piggy Back). From this, further work it is possible to hold the composting trial at the site as there will be a considerable delay i.e. up to 10 years before the whole of the site would be utilised. Therefore a pad could be constructed at the site which would have an effective life. The utilisation of this site would be beneficial to Council in the long term, as the products from the trial are at the site (greenwaste), nearby (some sludge) or transported to the site now (organics).

With the development of this composting trial over a period of time and in particular with the media stories after the recent Deputation to Council, three other organisations have approached RRWR with proposals or offers. None of these organisations have supplied further information on their proposal or offer when requested to do so by RRWR at the time of the writing of this report. Two of the offers involve Council supplying the composting products to these organisations business sites, both in the local area which would save Council the capital cost outlay for the compost pad - \$216,000, though without a cost per tonne supplied by these businesses to compost Council supplied product at their sites a comparison cannot be made. The third offer would involve the composting of the product onsite at Lakes Creek Road Landfill possibly, which would utilise the constructed pad. Without further information it is difficult to assess if these alternative offers will be better for Council or not? The proposal from Mr Alexander is a trial and its aim to determine if a compost product can be made that is attractive to a local (potentially large) market. If the trial is successful then Council would investigate further to determine the best approach to provide the compost into the future.

Asbestos presence in the mulched greenwaste is an ongoing issue and the trial cannot proceed until significant quantities of appropriate mulched greenwaste can be supplied.

## BACKGROUND

Council was approached by Mr Michael Alexander of GBP Qld Pty Ltd (Grazing Best Practice) over a year ago proposing that Council fund a composting trial involving greenwaste and sludge, with the possibility of organics also being incorporated. Mr Alexander had customers in the local grazing industry organized to accept the compost and to utilise it as a pasture improvement product.

This type of process can lead to nuisance complaints and deleterious impacts upon the environment and therefore cannot be undertaken anyway. Due to these issues no suitable land could be sourced to undertake this proposal on.

Consideration was given to holding the trial at the Lakes Creek Road Landfill but as most of the site is capped and finished with sloping surfaces so as to shed rain and the proposal requires a large flat area which is wet weather trafficable, but does slope to a catchment pond.

Also in recent times the Landfill Life Extension Project (Piggy-back Project) has required the consideration of holding all available space at the Lakes Creek Road Landfill for this project due to it worth to Council and the Community.

Due to the obvious worth of the composting proposal:

- Assist Council in diverting waste from landfill – greenwaste, sludge and organics which would reduce cost to Council more so, if the Benaraby Landfill becomes the next landfill site for RRC;
- Assist Council in meeting the proposed recycling targets in the new Queensland Waste Strategy – 45% by 2024, currently in the mid 20%;

- Assist in the development of local markets for compost which would place Council in a superior position for the management of Council's and the community's organic waste.

Mr Alexander was requested to present to Council via a Deputation the proposal for Council consideration which was undertaken at the August meeting of this Committee. Due to the Deputation Council passed a resolution that, "That the deputation and the report "Possible Compost Project" be received, and that a further report be brought back to Committee with detailed analysis to consider in the overall waste strategy."

### **PREVIOUS DECISIONS**

Council resolution passed at the August meeting of the Business Enterprise Committee, "That the deputation and the report "Possible Compost Project" be received, and that a further report be brought back to Committee with detailed analysis to consider in the overall waste strategy."

### **BUDGET IMPLICATIONS**

There is no specific budgetary allowance for this trial.

### **LEGISLATIVE CONTEXT**

The Waste Reduction and Recycling Act 2011 will require Council to produce a Waste Management Strategy. The current proposed Strategy framework will have targets for Council to meet in the area of increasing the tonnes of waste recycled. One way to achieve this target would be to collect the organics currently in the 240L MGB and a separate bin i.e. the third bin and then to compost this material in association with greenwaste and sludge. If this process can be performed in a manner that makes a financial return for Council this will lower the cost to the ratepayer.

### **STAFFING IMPLICATIONS**

Staff levels in RRWR with the necessary skill set to establish and manage this project are currently not available to permit the running of this project. A temporary officer will have to be employed if this project is to go ahead and this cost is included in the over budget figure recommended.

### **RISK ASSESSMENT**

If the trial is supported there is little likelihood that the trial will not succeed in regards to the production of compost. The risk in the trial is ability to produce material that will meet and hopefully exceed the customer's requirements thus enhancing the likelihood that the market will develop. The development of this market – graziers utilising compost produced from Council various waste streams.

### **CORPORATE/OPERATIONAL PLAN**

Extract from Strategic Business Plan adopted by Council 24 March 2009 and Annual Performance Plan:

Vision

"We will be a leader in the sustainable management of waste.

We will achieve this by:

- The provision of well-run services and facilities;
- Meeting high environmental standards; and
- Meeting our customer's needs."

Extract from Rockhampton Regional Council Corporate Plan:

"Provide waste management facilities and services which meet the community's needs"

**CONCLUSION**

This trial could have significant advantages for the Council in that large quantities of waste could be treated and disposed of locally thus diverting the waste away from the need to transport it to a disposal location for bury. Also this trial could have significant advantage to a local industry.

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 AIRPORT TERMINAL REDEVELOPMENT REPORT

<b>File No:</b>	<b>10234</b>
<b>Attachments:</b>	<b>1. Correspondence from Stea Astute Architecture</b> <b>2. Partial Floorplan with Car Park</b> <b>3. Partial Floorplan Annotated</b>
<b>Authorising Officer:</b>	<b>Ross Cheesman - General Manager Corporate Services</b>
<b>Author:</b>	<b>Trevor Heard - Manager Rockhampton Airport</b>

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#### SUMMARY

*The purpose of this report is to provide information to Council on the proposed redevelopment of the Airport terminal which will transform the terminal and passenger flow into what is accepted as best practice at large regional airports.*

#### OFFICER'S RECOMMENDATION

THAT the Airport Terminal Redevelopment project be included in the October revised budget for formal approval.

#### BACKGROUND

The objective of this redevelopment is:-

1. To provide a larger area within the Security lounge by incorporating the retail concessions after passenger screening, which will make better use of the existing terminal floor area;
2. This would defer the need to extend the terminal building as passenger throughput increases in the medium term to over 1,000,000 passengers;
3. Reduce queuing and congestion at the screening point which had led to delayed flights;
4. Reduced risk of passenger and vehicle interface by the rerouting of passengers through the pick-up/drop off zone of the short term car park to one central pedestrian crossing with a covered walkway approach;
5. Provide improved passenger flow throughout the terminal and car park, less crossover and congestion in the central concourse. Potentially routing arriving passengers through the southern entry (Eddie Hudson room) adjacent to the baggage reclaim area which is underutilized most of the time;
6. Improve the customer experience so that once passengers have checked in and been screened they will have ample time to relax and access to food and beverage, gifts, magazines and books etc;
7. Increase the airport concessions revenue by 30-50%.

This project has been under consideration for some time with initial budget estimates for the works at \$4.7m. This included major works including reconfiguring the terminal significantly, substantially upgrading fire systems and relocating concessions and demolishing existing walls.

Following an onsite inspection after the Business Enterprise Committee meeting in March 2014 Councillors were provided with concept drawings of these proposed works which had been deferred due to capital constraints.

It was suggested a smaller development should be considered that would still achieve most of the objectives of the larger development and provide for increased passenger numbers.

An architect, retail consultant and builder were engaged to provide an appropriate revised concept and to review the new staged smaller concept provided by the airport which is within the present terminal footprint as well as a business case and estimates of cost. The

architect's recommendations and preliminary plans are attached for Committee members' information.

Following this rework the project estimated cost is \$900,000. A commitment from an existing tenant will offset these costs by \$95,000. The balance of the funding has been sourced by a review of the three year capital program, which maintains the current level of capital expenditure over this time period. On the other side of the ledger, the business case provides additional revenue of over 10 years to payback the capital expense through more exposure (dwell time) of passengers and exposure to the retail concessions offerings.

When conducting an NPV analysis, a positive result indicates a project has merit and worth pursuing. In this case with a discount rate of 8.50% and a span of 10 years, your projected cash flows are worth \$927,899 today, which is greater than the initial \$900,000 paid. The resulting positive NPV of the above project is \$27,900.03 which indicates that pursuing the above project may be optimal.

The Airport Manager will provide further detail at the meeting to assist Committee members with deliberations.

### **CONCLUSION**

It is recommended that the project be included in the October revised budget for final approval. If approval is forthcoming staff will finalize the design and commence construction of the civil works required to improve passenger flow through a single central pedestrian crossing. In addition the detailed design plans and quantity surveys of the terminal redevelopment will be completed to enable the project to go to tender.

# **AIRPORT TERMINAL REDEVELOPMENT REPORT**

## **Correspondence from Stea Astute Architecture**

**Meeting Date: 5 November 2014**

**Attachment No: 1**



26 June 2014  
Our ref. 2256-01-26-  
06-2014

The Manager  
Rockhampton  
Airport Address:  
PO Box 1860,  
Rockhampton Q  
4700

Attention  
Trevor Heard

Dear Trevor

RE: PROJECT ROCKHAMPTON AIRPORT TERMINAL  
SUBJECT DEPARTURE LOUNGE MODIFICATIONS

Further to your correspondence, our site visit and our subsequent discussions please find attached our concept plans for the proposed modifications to the departure lounge.

As discussed we provide the following commentary in support of our proposal.

#### IN-HOUSE SKETCHES AND BRIEFING DOCUMENTS.

The briefing and sketches provided for this project by airport management anticipated the staged transition of the existing concourse and concessions from landside to airside forming part of the secure departure lounge.

We understand the proposal to stage the developments was primarily driven by the desire to limit expenditure now, given the current reduction in passenger numbers, with the latter stages to be undertaken when passenger numbers returned to the previous peak and continued to increase.

Whilst we wholeheartedly support the transitioning of the majority of the concessions to air side and the inclusion of the considerable concourse area as part of the departure lounge it is our view that, due to the height of the concourse ceilings and consequent complexities of providing an airside landside barrier through this area, the costs associated with the provision of air side landside barrier in temporary positions to be relocated in subsequent stages would result in the cost of the temporary provisions exceeding the construction of the ultimate landside air side subdivision incorporating all existing concessions and the current concourse area immediately.

Sanders Turner Ellick Architects Pty. Ltd. T/As Stea Astute Architecture | ABN 49 061 927 731 ACN  
061 927 731 Level 1, 25 River St, Mackay, Queensland | Postal Address: PO Box 758,  
Mackay Q 4740

- [stea.com.au](http://stea.com.au)  (07) 4957 7341  (07) 4951 4630  [mail@stea.com.au](mailto:mail@stea.com.au)

Our ref. 2256-01-26-06-2014

The stage one initially proposed also has the following disadvantages.

- The construction of an additional food and beverage outlet within the existing departure lounge, in particular the provision of services, would be both expensive and disruptive to the operation of the terminal
- The inclusion of the existing Relay concession as well as a possible additional food and beverage concession within the departure lounge would render the existing limited toilet provisions within the lounge insufficient.
- The maintenance of the existing entry to security and its proximity to the landside concession and eating area would, we believe, result in congestion.
- The building work associated with the landside air side barrier would ultimately be demolished.
- The construction of new toilets within the existing departure lounge in stage 2 would be both expensive due to its location and disruptive to terminal operations.

#### ALTERNATIVE PROPOSAL

For the reasons stated above we believe it prudent and more economical to make the transition to airside concessions immediately in accordance with the attach plans.

This proposal sees the inclusion of the current concessions and concourse area within the secure departure lounge by the construction of new air side landside barriers on the check-in and baggage claim sides of the existing concourse.

By reversing the current security screening equipment within in the existing enclosure,, a currently underutilised section of the terminal is utilised for queueing to the departure lounge.

The barrier between the baggage claim and the centre concourse has been constructed to incorporate a pass back protected exit from the departure lounge, similar to those now utilised in many of the CBD airport such as Brisbane, Perth and Melbourne. This system incorporates three bi-fold doors with backflow detection which is currently utilised in the aforementioned terminals without the oversight of dedicated security staff. Its proximity and accessibility from the screening area will allow screening staff to provide adequate cover for alarm situations should attempts be made to enter the lounge through the exit.

This airside landside side barrier has been designed to allow the incorporation of an area for a grab and go or a coffee cart adjacent to the baggage claim, allows a continuation of the operation of existing car rental counters, and delivers arriving passengers to the baggage claim in area avoiding congestion.

The portal entry to this in the departure lounge will be obvious from the current arrivals door and is consistent with the natural flow of arriving passengers.

In order to address the issue of toilets in the departure lounge, a new toilet block is proposed in an existing area adjacent to the landside of the building which is currently unutilized.

This toilet block will be constructed to be visually noticeable from the central concourse in the departure lounge' through the utilisation of bright colours and super graphics.

Our ref. 2256-01-26-06-2014

The advantage of the toilets in this position is that they are to be constructed in an area currently unutilised, adjacent to the external face of the building, easily accessible to builders thereby minimising disruption to terminal operations and ensuring a more economical construction cost than constructing new amenities within the existing departure lounge.

Whilst it is recognised there may be some resistance to the exclusion of an internal link between the check-in and the baggage claim, it is our view that such a link is not important as the only members of public generally required to make such a trip will be those who have not returned a car rental keys prior to entering the departure lounge, or arriving passengers who have an issue with their baggage.

Accordingly it is suggested that the traffic flow requiring this link will be minimal and will be adequately accommodated by the covered access available under the landside set down awning.

Such configurations are certainly not unprecedented with airports such as Cairns, Sunshine Coast and Emerald to name a few, successfully operating with such a configuration.

We suggest that the limited connection provided in the Brisbane terminal between the check-in and baggage claim in the Virgin section, currently about 1.2 m adjacent to the queue races to the departure lounge, with passenger numbers in the millions, is a further substantiation of the minimal requirement for such passenger movements.

These comments notwithstanding we are aware that there are currently significant passenger numbers entering from the car park and moving through the airport terminal from the baggage claim area to check in, which we suspect is source of the reservation with respect to this traffic flow.

We believe this traffic is generated primarily by the current major access and pedestrian crossing from the car park and passenger set down delivering all patrons, and in particular departing passengers, adjacent to the doors of the baggage claim.

This we believe it is a far from desirable situation that should be addressed irrespective of the current contemplated modifications to the departure lounge as it causes a fundamental passenger flow conflict in the terminal building which will in time become a major issue as passenger numbers grow.

Our attached drawing SP2 – 03, shows the modifications we would recommend to the existing car park access and pedestrian crossings to rectify this current conflict.

This proposal anticipates the construction of a central crossing allocated approximately in the middle of the terminal building (located to avoid the current taxi boom gate) which facilitates a more advantageous passenger flow by eliminating the flow conflicts which currently exist in the terminal.

We suggest this access path should be regulated with fences appropriately positioned to ensure passengers from the drop-off area in the car park use this access to the terminal. This configuration is successfully operating at the Mackay Airport and it reduces the passenger/vehicle interactions to a single crossing, a good risk management strategy.

Clearly the initial capital cost of this alternative will be more expensive than the originally proposed first stage however this is only due to the fact that the toilets are proposed to be constructed now rather than later..

Our ref. 2256-01-26-06-2014

It is our view that the toilet provisions originally anticipated i.e. utilisation of the two access toilets currently located in the departure lounge would not be adequate to the increased demand generated by the inclusion of concessions within the departure lounge resulting increased passenger numbers and dwell times time in the departure lounge increasing significantly.

In addition to the above we suggest the following support our proposal.

- The inclusion of the concessions and the concourse within the secure departure lounge will significantly relieve the pressure on security screening currently exacerbated by passengers delaying their entry to security screening to take advantage of the concessions. This effectively delays passenger movement through to the departure lounge to immediately prior to a flight departure. There is no reason for passengers to dwell landside when all concessions are provided air side and the flow to security will then be regulated by the speed of check-in. This reconfiguration will significantly reduce the queue length and queue time to security.
- This configuration will far more efficiently utilise the departure lounge space because the current configuration requires space landside for departing passenger's enjoyment of the concessions as well as space air side in the departure lounge to accommodate these passengers as flights depart.
- Experience in Mackay, where the concessions were moved air side saw an immediate increase in the order of 60% of turnover in the concessions, would suggest that our proposed modifications will see a significant increase in concession turnover and as a result council's returns from concessions. This increase occurs due to the fact that passengers are generally more likely to spend money once they have negotiated screening as they know they will not miss their flight. Given they will have entered the departure lounge immediately after checking in, they will have an increased dwell time, therefore more time to spend. It is suggested that this increase in revenue would make a significant contribution to the funding of the early construction of the toilet block.
- It is suggested that these modifications will significantly push out any further modification requirements to the terminal to accommodate increase passenger numbers.
- Whilst it is our view that the external connection between baggage claim in check-in will not be an issue in this terminal if the recommended car park modifications are made and good signage and a key drop are provided prior to the entry to the departure lounge, should this view prove incorrect the opportunity exists for providing a dedicated link this covers and screens in the future to the footpath and gardens on the landside.

We trust the above adequately explains our proposal and presents the arguments informing our recommendations to proceed with our proposal rather than the staged process initially considered.

Our ref. 2256-01-26-06-2014

Should you require further information or see it is advantageous for us to present these points and our design proposal to those responsible for making decisions we would be most happy to do so at a time of your convenience.

Regards

A handwritten signature in black ink, appearing to read 'Steve Turner', with a wavy underline.

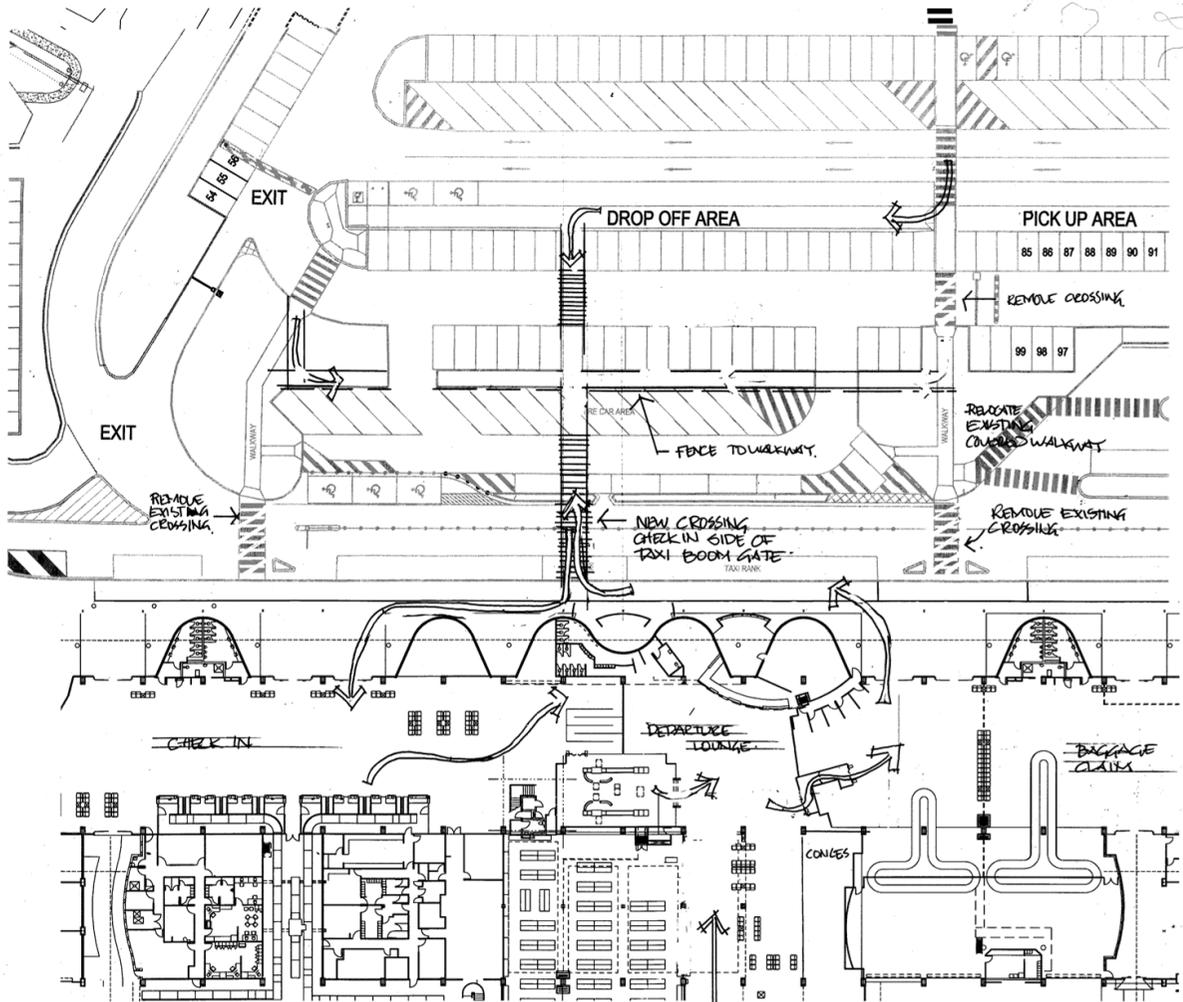
Steve Turner

# **AIRPORT TERMINAL REDEVELOPMENT REPORT**

## **Partial Floorplan with Car Park**

**Meeting Date: 5 November 2014**

**Attachment No: 2**



1 Site Plan Car Park  
Scale: 1:200



ROCKHAMPTON AIRPORT  
CONCESSIONS  
RECONFIGURATION

Partial Floorplan With Car Park  
 Date: 1/10/14  
 Title: SP 2-03  
 No: P1

**stea**  
astute architecture

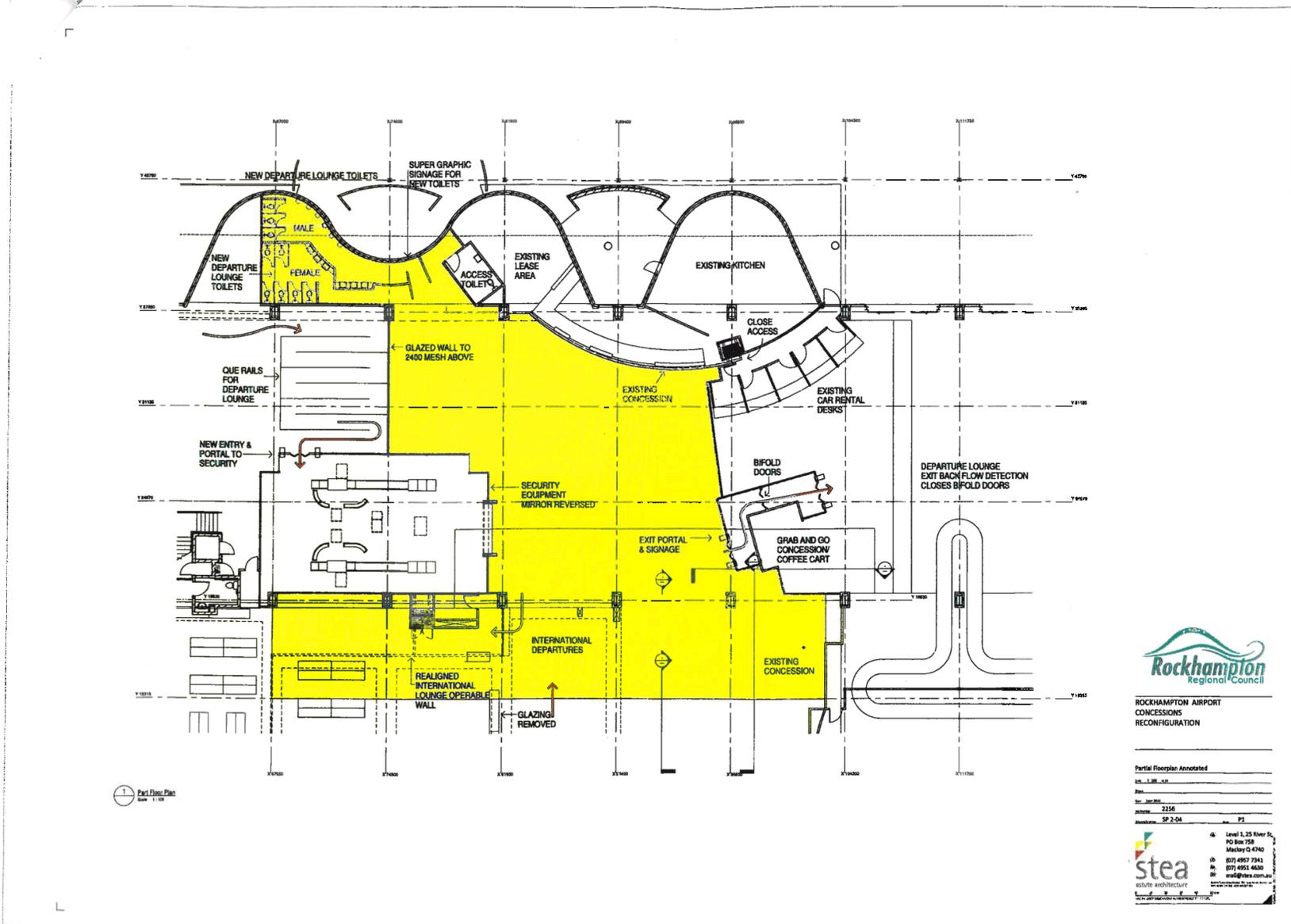
Level 1, 25 River St,  
PO Box 758  
Mackay (4740)  
 (07) 4957 7341  
 (07) 4951 4630  
 mail@stea.com.au

# **AIRPORT TERMINAL REDEVELOPMENT REPORT**

## **Partial Floorplan Annotated**

**Meeting Date: 5 November 2014**

**Attachment No: 3**



ROCKHAMPTON AIRPORT  
CONCESSIONS  
RECONFIGURATION

Partial Floorplan Annotated

DATE	1.10.14
BY	ASB
NO.	2256
REVISION	SP-2-04 P1

stea	Level 1, 25 River St, PO Box 759 Mackay Q 4740
astire architecture	(07) 4957 7343 (07) 4952 4630 ast@stea.com.au

## 9 STRATEGIC REPORTS

### 9.1 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT - MONTHLY OPERATIONAL REPORT

**File No:** 7927

**Attachments:** 1. Airport Finance Monthly Report - September 2014

**Authorising Officer:** Ross Cheesman - General Manager Corporate Services

**Author:** Trevor Heard - Manager Rockhampton Airport

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#### SUMMARY

*The monthly operations report for the Rockhampton Airport as at 30 September 2014 is presented for Councillor's information.*

#### OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report for Rockhampton Airport as at 30 September 2014 be "received".

#### COMMENTARY

The monthly operation report for Rockhampton Airport of the Corporate Services department is attached for Council's consideration.

It is recommended that the monthly operations report for the Rockhampton Airport as at 30 September 2014 be received.

**CORPORATE SERVICES  
DEPARTMENT - ROCKHAMPTON  
AIRPORT - MONTHLY OPERATIONAL  
REPORT**

**Airport Finance Monthly Report -  
September 2014**

**Meeting Date: 5 November 2014**

**Attachment No: 1**

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## MONTHLY OPERATIONS REPORT

### Rockhampton Airport

### Period Ended 30 September 2014

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#### **VARIATIONS, ISSUES AND INNOVATIONS**

LED type lighting has been installed at the front of the terminal providing a much improved level of illumination for the Public.

#### ***Improvements / Deterioration in Levels of Services or Cost Drivers***

The new covered car parking product commenced operation in late September. The website has been updated, letters sent to corporate users, media print and radio commenced as well as flyers and brochures distributed in the terminal.

The new process for handling, reporting and returning lost property has been implemented providing greater opportunity for responses to queries and return of property for airport users.

Additional lighting has been installed at the main pedestrian crossing between car parks to improve safety of users.

#### ***Audit and Compliance***

Various operational committees met during the month of September including the;

- Airport Security Committee
- Airport Emergency Planning Sub-Committee
- Bird and Wildlife Management Committee

An additional Airport Security Committee meeting was also held following an announcement revising the general terrorism threat level for Australia to "High".

In accordance with the Airport's Transport Security Program the revised threat level triggered an evaluation of additional security measures to be applied. In the absence of a specific threat not all upgraded measures were required.

There were no regulatory audits completed in September.

#### ***Military Exercises***

Deployment for the military training exercise Wallaby 2014 occurred throughout the month. Charter flights arrived direct from Singapore transporting passengers and helicopters in support of the exercise. Additional helicopters also arrived from the Army Aviation Centre at Oakey.

The exercise commenced on 18 September.

#### ***Passenger Numbers***

Passenger numbers for September this year were 57,067 compared to 58,746 in September 2013.

#### ***HV Supply***

A meeting was held with Ergon Energy on 9 September 2014 to discuss possible options. Meeting outcomes were as follows.

- Short-term - Ergon Energy to investigate the option of upgrading the existing supply which would accommodate future development of the Airport for the next three years.
- Mid-term – Commence the Major Customer Connection Application process. This will take a considerable amount of time with the possibility of large costs.

- Long-term – Airport be provided with at least a second incoming supply and implement a ring topology for the high voltage reticulation.

***Terminal Precinct***

The Flight Information Display System (FIDS) software was upgraded to the latest version with minimal issues. QANTAS and Virgin Australia ground handling employees received training on the new software. The feedback from employees is that system is a lot easier to use.

The re-mulching of the Terminal and Car Park gardens has commenced.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for September 2014 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed								
Airport Administration General Enquiries	0	0	0	0	0	0	10	● 0.00	● 1.11	● 2.44	1.38	● 0.00
Airport Services General Enquiries	0	0	3	3	0	0	10	● 5.00	● 7.00	● 5.63	3.00	● 6.25

## **2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

### ***Safety Statistics***

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Injuries</b>	0	0	0
<b>Number of Completed Hazard Inspections</b>	0	4	2

### ***Risk Management Summary***

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Aircraft accident, incident or malfunction occurs within the Rockhampton airport precinct resulting in possible death or injury, financial loss, interruption to airline service delivery, damage to infrastructure and reputation damage to the airport	Moderate 6	Upgrade airport lighting system.	Stage 1: 30/6/2014  Stage 2: 30/6/2015  Stage 3: 30/6/2016	50%	Now 100% Stage 1 ALER complete and main runway transformers replaced to improve circuit reliability from zero MΩ to 0.3MΩ Stage 2 Pit & Duct due for completion mid September 2014 Stage 3 out to tender.
Security breach or threat at the airport resulting in possible death or injury, reputation damage to the airport, additional costs, disruption to airline services due to airport closure, infrastructure damage, fines in relation to a regulatory breach	Moderate 6	Replace hard key system on all gates and access points with proximity card electronic card system so lost cards can have access withdrawn.	30/06/2014	40%	Due to the implementation issues in the GA area and lead time for new proxy locks the revised due date is now 31/12/2014. High risk gates in Main apron installed Awaiting new licences for additional locks in GA area.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Airport revenue decreases over a sustained period resulting in the airport performance KPI's not being met, budgetary impacts, reduced availability of funds for capital programs.	Moderate 5	Provide new lease agreements with Singaporeans and Australian Defence worth \$1.4mill  Redevelop the airport terminal to increase retail revenue.	30/06/2014  Terminal now - 30/12/2015	80%	Now 100% SAF & ADF long term leases now executed  Architect has completed a cost effective solution and a report including a business case will be presented to Council.
Airport assets not maintained, upgraded, inspected or monitored effectively in accordance with regulatory requirements resulting in possible death or injury, reputational damage, compliance failure, reduced service delivery, WH&S fine	Moderate 6	Facility maintenance and condition assessment inspection schedules are in the process of being completed and detailed in conquest.  Consultant engaged to identify critical infrastructure and to load into Conquest to ensure regular maintenance is performed.	Stage 1: 30/12/2014	60%	Main Runway condition assessment completed  HV capacity evaluation being progressed with Ergon Energy for medium and long term  Chilled water system capacity improved with better control system and new heat exchange units  High Risk Fire Hydrant Systems now completed  Air-conditioning condition report completed.  HV Transformers condition evaluation completed.  Roads pavement condition assessment completed

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Review of Airport Risk Register	July 2014	50%	Expected completion date - October 2014
Annual Airport Electrical Inspection	October 2014	0%	Inspection by Melbourne Airport Electrical engineer Late Oct or early December
Annual Airport Technical Inspection	November 2014	0%	
Annual Runway Friction Testing	January 2015	0%	
Annual Review of Airport SMS Risk Register	April 2015	0%	
Aerodrome Manual review	April 2015	0%	
Emergency Exercise (Table Top)	May 2015	0%	

**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
959150 – Runway Lighting System Replacement	18/12/2011	30/05/2016	<ul style="list-style-type: none"> <li>Stage 1 – Practical Completion issued 24 April 2014. List of final defects being repaired.</li> <li>Stage 2 – Commenced construction 19 May 2014, moving into final stages prior to completion.</li> <li>Stage 3 – Went to Tender 27 September 2014. Propose</li> </ul>	\$3,312,805	\$966,294

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
			delivery over two years 2014/15 and 2015/16.		
<p>Commentary:</p> <p>Strategy has been developed to complete this project over a four to five year period.</p> <p>Stage 1 – Airfield Lighting Equipment Room (ALER) – Construction of a new ALER to house the electrical and control equipment associated with the new Aeronautical Ground Lighting System (AGL).</p> <p>Stage 2 - Pit &amp; Duct Network for Main Runway and Taxiways – Installation of the electrical pit and duct network to house the main electrical and control wiring network associated with the new AGL System.</p> <p>Stage 3 - AGL System for Main Runway and Taxiways – Installation of the electrical and control equipment and network, including light fittings, for the new AGL System. This stage also includes the installation of the standby generator set required to support the new AGL System.</p>					
959095 – Crescent Lagoon Area Stormwater Management	08/08/2013	30/11/2014	Valving has been installed. Valve platform and grate have been installed. Pumping solution - developing technical specification. Pump site – has been constructed, RRC Infrastructure to apply spray seal.	\$88,044	\$10,921
<p>Commentary:</p> <p>Valving and pumping solutions required to evacuate water. Evacuation required after major rain and storm events to prevent runway subsidence due to residual water being present for extended periods.</p> <p>Specification of Pump being finalised</p>					
987680 – Enhance the functionality of the Airport Building Management System software	19/12/2013	Ongoing	BMS software has been upgraded with graphical displays. Scoping the additional IT hardware required to expand connectivity.	\$54,516	\$4,010
<p>Commentary:</p> <p>Enhancement of the Airport Building Management System (BMS) to provide a more user friendly system and allow expansion of connectivity to continually monitor critical airport equipment. Awaiting finalization of It aspects.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
987693 – Improve Terminal Access for People with Disabilities.	Ongoing	Ongoing	Next element of work to be scoped.	\$59,562	\$0
Commentary: Next element of work to be scoped.					
959133 – RPT Apron Lighting	29/08/2013	N/A	Concept lighting design is complete. Switchgear and control equipment has been upgraded on 3 poles. 3 poles remaining.	\$80,102	\$0
Commentary: Upgrading RPT apron lighting fittings, switchgear and control equipment to meet current standards.					
959135 – GA Apron Lighting	17/02/2012	30/11/2014	Concept lighting design complete. Lighting design being revised due to proposed shortening of cross-runway, Runway 04/22. Installation of lights associated with the RFDS lease extension went to tender 20 September 2014, site visit conducted 30 September 2014.	\$50,827	\$40,291
Commentary: Final concept accepted. Upgrading GA Apron Lighting fittings, switchgear and control equipment to meet current standards. Design completed – Supply and Construct out to tender					
1017282 – Covered areas for long term car park equipment	01/07/2014	31/08/2014	Work is complete. Financials to be finalised.	\$25,000	\$21,930
Commentary: Covers over Long-Term Car Park paid parking equipment for protection and operation during inclement					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
weather. Completed					
987682 – Replace various Airport IT Systems Software and Hardware	N/A	N/A	Deferred	\$50,650	\$0
Commentary: Recurring annual project.					
1020125 - Airport Screening equipment			Completed Project currently in defect liability period. Maintenance Agreement is finalised.	\$5,373	\$5,373
Commentary: To provide business essential equipment to screened passengers and “carry-on” baggage. There was an unplanned need for this procurement due to the intention of the owner of the current equipment to withdraw from provision of services at the airport. Completed					
1033137 – Paid Covered Car Parking Equipment	12/08/2014	30/09/2014	Work is complete. Financial to be finalised.	\$0	\$49,493
Commentary: Installation of paid car parking equipment in the area previously known as the staff car parking facility. Stage 1 complete and operational. To be included in revised budget.					
989189 – Cooling Tower Water Chemical Control	September/October 2014	31/12/2014	Chemical monitoring and control equipment procured. Building modifications to be planned.	\$10,333	\$4,545
Commentary: Installation of 24/7 monitoring and control of the air conditioning condenser water chemicals treatment. Chemical monitoring and dosing equipment to be installed in section of ground floor office area leased to Virgin Australia.					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2014	Airport has been working with the CBA and their preferred card reader provider. Delivery date has been extended to the end of December 2014.	\$60,000	\$0
<p>Commentary:</p> <p>Credit card providers stipulated that all credit card readers need to be upgraded to read the new programmable chip technology by 31 December 2015.</p>					
959158 – Terminal Building Airside Water Main	25/09/2011	N/A	Possible deferral. Developing a scope of works in conjunction with FRW and the Design Office.	\$109,155	\$0
<p>Commentary:</p> <p>Sections of the Airport water main are constructed in asbestos cement which has been identified as a high risk of failure therefore needs to be replaced.</p> <p>To be deferred.</p>					
987719 – Refurbish Terminal Building Front Awning	N/A	N/A	Possible deferral.	\$15,000	\$0
<p>Commentary:</p> <p>Several sections of the terminal building front awning require major repairs.</p> <p>Deferred</p>					
987728 – Replace/ Refurbish Air Handling Unit AC7	01/08/2014	10/10/2014	Major elements of the works are complete, some minor tidy-up work remaining.	\$10,000	\$9,940
<p>Commentary:</p> <p>Condition assessment identified that AC 7 required refurbishment work to extend its working life.</p> <p>Completed</p>					
1033863 – Replace Internal & External Doors within the	Early 2015	Early 2015	Detailed scope of works to be developed.	\$50,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
Terminal					
<p>Commentary:</p> <p>Several terminal doors are showing evidence of total failure and require replacing.</p>					
1033866 – Replace 1 - Terminal Roof Skylights	Early 2015	Early 2015	Work has been scoped and priced. Supply of skylights to be evaluated.	\$30,000	\$0
<p>Commentary:</p> <p>The terminal roof skylights are significantly deteriorated and require replacement.</p>					
1033879 – Access Road to Workshop	N/A	N/A	Deferred	\$42,400	\$0
<p>Commentary:</p> <p>Deferred based on condition assessment and other priorities.</p>					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	Early 2015	Preliminary design has been agreed. Concept design is being developed. Pricing of options being sourced.	\$100,000	\$0
<p>Commentary:</p> <p>It has been identified that the terminal toilets are under capacity during peak operating hours and require redesign to increase capacity.</p>					
987712 – Replace General Aviation Power Switchboards	Early 2015	Early 2015	Detailed scope of works to be developed.	\$40,000	\$0
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>OPERATIONS</b>					
959127– General Security Access Upgrades	Ongoing	Ongoing	Initial installation of equipment has been completed but could not be finalised due to withdrawal from sale of the electronic padlocks. Supply of the padlocks has resumed allowing this project to be finalised. Electronic padlocks for Gate 1 and 1A have been installed. This will provide enhanced access control for emergency services and defence force deployments. A “Hotspot” reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area.	\$116,149	\$0
<p>Commentary:</p> <p>Funds to upgrade security equipment. Includes the replacement of the locking system for gates at the GA Apron and military deployment areas.</p> <p>Two wireless electronic locking systems were evaluated for external gates. A product that provides a wireless extension of the existing “Cardax” system has been selected.</p>					
959142 – Ongoing Extension of All Weather Trafficable Perimeter Road	1/7/2014	N/A	Significant works are planned for completion of the aeronautical ground lighting replacement project. The scale of these works will significantly reduce the capacity of staff to complete the road works. Potential deferral.	\$71,785	\$0
<p>Commentary:</p> <p>To improve access for daily fence inspections during wet weather. Annual funds allocated with the aim of providing a continuous perimeter road. Recycled pavement materials are utilised when available.</p> <p>Deferred.</p>					
987704 – Improve Airside Stormwater Management	1/7/2014	Further investigation works will be initiated by December 2014	Ground penetrating radar investigation works completed for subsoil drains along the shoulders of the original portion of Runway 15/33. Report received from contractor. Further investigations	\$508,125	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>OPERATIONS</b>					
			required to determine the scope of remedial works.		
<p>Commentary:</p> <p>To ensure high value aircraft movement area pavements are not compromised by ingress of groundwater.</p> <p>Aging subsoil drains present an erosion risk under the runway shoulders. Assess and complete repairs as required.</p> <p>Deferred until further below ground testing.</p>					
987685 – Renewal of aviation security Infrastructure	Ongoing	Ongoing	Recurring annual provision to upgrade and replace systems.	\$80,689	\$19,355
<p>Commentary:</p> <p>Installation of CCTV Cameras and associated infrastructure.</p>					
959145 – Repairs to Defence deployment area	Ongoing	Ongoing	Extensive repairs required prior to Wallaby 2014. The reseal of 2000 sq. metres was completed following trench excavations for the airfield lighting project.	\$52,441	\$55,567
<p>Commentary:</p> <p>Ongoing repairs and restoration of pavement for military exercises. Extensive potholes and seal damage in this primary deployment area required extensive labour to prepare for a spray seal. The application of an asphalt seal to fill the pot holes and seal the pavement in a single process proved to be a more cost effective application.</p> <p>Completed</p>					

#### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended September 2014 – 25% of year lapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$16 379	\$17 463	106%	This study is to determine the best options for a new road off Hunter Street to open up land for development and effects of the footprint of any new developments on the floodplain and how these can be mitigated in order for the developments to proceed. The study is progressing with input from flood modeling initially, of a local flood

				event.
Runway Master Options	04/22 Plan \$29 590	\$21 945	74%	<p>This study is to determine the best future length of the secondary runway given present and future usage of light aircraft, in particular the RFDS and Training and charter aircraft. The present length of 1645m is already reduced for each year during military exercises to 1200m.</p> <p>A permanent reduction in length to 1200m or shorter would enable development of new hangars, apron parking and freight facilities.</p>
Rockhampton Sign on Airport Walkway	\$2 574	\$5 654.73	219%	<p>A new style sign over existing lettering is being investigated by Brand &amp; Marketing to better highlight Rockhampton airport for arriving or transiting passengers.</p>
Terminal Redevelopment Design and Business Case	N/A	N/A	N/A	<p>Since last report the architect has provided an interim solution to increase the size of the security departure lounge incorporating more toilets and the retail concessions, which will provide better passenger flow through the terminal and a better safety solution for passengers with the establishment of one central pedestrian crossing to the terminal.</p> <p>A retail specialist will also be performing an audit on the current Food &amp; Beverage and News &amp; Gifts concessions to determine ways to maximize their spend per passenger and strike rate. He will also provide advice on the possible establishment of a specialty retail store for Apparel and Accessories.</p> <p>His brief also includes providing benchmark revenues at other airports and advices on what increased revenue is possible when the concessions are after passenger screening, where there is increased dwell time and exposure to the retail outlets. This will form a basis for a business case to fund the redevelopment the terminal as suggested.</p>

Design and Estimates for Runway, Taxiways and Apron Overlays	\$30,000	\$0	0%	<p>Special Projects has prepared a draft scope of works for the major overlays of the airport pavements scheduled to commence in 2016/17.</p> <p>This tender will also include an updated estimate of the capital costs of these works so our future capex program can be adjusted if need be.</p> <p>Tender submissions have been received and are currently being reviewed. Tenders being evaluated and scope extended will be brought forward from Capital budget for overlay.</p>
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## 5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

### Non-Financial Performance Targets & Required Outcomes

#### Required Outcomes compared for the same period in 2013/2014

	Monthly Target	Result Monthly / Full Year
Passenger Numbers	+1%	-1.3% / -6%
Aircraft Movements*	+1%	+33.8% / +33.8%
Bird Strikes	3 per month	3 / 9
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	0 / 0
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

\*Aircraft Movements – August and September figures not available on Airservices Australia website at the time of lodging the report. July figures were utilised for statistical data.

## FINANCIAL MATTERS



## End of Month General Ledger - (Operating Only) - Corporate Services

As At End Of September

Report Run: 10-Oct-2014 11:54:37 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 25% of Year Gone
	\$	\$	\$	\$	\$	%	
<b>AIRPORT</b>							
<u>Rockhampton Airport</u>							
Revenues	(12,032,028)	0	0	(2,828,662)	(2,828,662)	24%	✘
Expenses	213,971	0	13,290	53,827	67,117	31%	✘
<b>Total Unit: Rockhampton Airport</b>	<b>(11,818,057)</b>	<b>0</b>	<b>13,290</b>	<b>(2,774,835)</b>	<b>(2,761,545)</b>	<b>23%</b>	<b>✘</b>
<u>Administration</u>							
Revenues	(130,384)	0	0	(24,317)	(24,317)	19%	✘
Expenses	3,761,299	0	27,451	1,006,537	1,033,988	27%	✘
Transfer / Overhead Allocation	5,338,895	0	0	1,335,840	1,335,840	25%	✘
<b>Total Unit: Administration</b>	<b>8,969,810</b>	<b>0</b>	<b>27,451</b>	<b>2,318,060</b>	<b>2,345,511</b>	<b>26%</b>	<b>✘</b>
<u>Airport Operations</u>							
Expenses	1,471,967	0	28,867	382,559	411,426	28%	✘
Transfer / Overhead Allocation	99,935	0	0	19,071	19,071	19%	✓
<b>Total Unit: Airport Operations</b>	<b>1,571,902</b>	<b>0</b>	<b>28,867</b>	<b>401,629</b>	<b>430,497</b>	<b>27%</b>	<b>✘</b>
<u>Airport Commercial</u>							
Revenues	(1,500,172)	0	0	(362,296)	(362,296)	24%	✘
Expenses	4,092	0	0	0	0	0%	✓
<b>Total Unit: Airport Commercial</b>	<b>(1,496,080)</b>	<b>0</b>	<b>0</b>	<b>(362,296)</b>	<b>(362,296)</b>	<b>24%</b>	<b>✘</b>
<u>Airport Facilities</u>							
Revenues	(2,444,500)	0	0	(576,725)	(576,725)	24%	✘
Expenses	5,074,345	0	643,512	952,715	1,596,227	31%	✘
Transfer / Overhead Allocation	142,580	0	0	19,798	19,798	14%	✓
<b>Total Unit: Airport Facilities</b>	<b>2,772,425</b>	<b>0</b>	<b>643,512</b>	<b>395,788</b>	<b>1,039,300</b>	<b>37%</b>	<b>✘</b>
<b>Total Section: AIRPORT</b>	<b>1</b>	<b>0</b>	<b>713,120</b>	<b>(21,654)</b>	<b>691,467</b>	<b>79478922%</b>	<b>✘</b>



End of Month Management Report -  
Airport Capital Projects for September 2014

Percentage of Year Elapsed: 25.00%

	12 Month Adopted Budget	Adopted inc Carry Forward	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget	
	\$		\$	\$	\$	%	
<b>CP640 CAPITAL CONTROL AERO</b>							
0959095	0959095 Crescent Lagoon Area Storm Water Managem	0	88,044	10,921	0	10,921	12%
0959127	0959127 [N] Security Upgrades to General Aviatio	50,000	116,149	0	0	0	0%
0959133	0959133 [U] RPT Apron Lighting	0	80,102	0	0	0	0%
0959135	0959135 [N] GA Apron Lighting	0	50,827	23,408	16,883	40,291	46%
0959142	0959142 [U] Ongoing extension of all weather tra	71,785	71,785	0	0	0	0%
0959150	0959150 [R] Runway Lighting Power Distribution a	1,985,025	3,312,805	931,206	34,088	965,294	28%
0959158	0959158 [R] Terminal Building Airside Water Main	109,155	109,155	0	0	0	0%
0987704	0987704 [U] Improve Airside Storm water Managemen	508,125	508,125	0	0	0	0%
0987712	0987712 [R] Replace General Aviation Power Switc	40,000	40,000	0	0	0	0%
0989189	0989189 [R] Cooling Tower Water Chemical Control	0	10,333	0	4,545	4,545	0%
	<b>TOTAL CP640 CAPITAL CONTROL AERO</b>	<b>2,764,090</b>	<b>4,387,325</b>	<b>965,535</b>	<b>55,517</b>	<b>1,021,052</b>	<b>22%</b>
<b>CP650 CAPITAL CONTROL NON AERO</b>							
0580951	0580951 Rockhampton Airport Terminal redevelopme	0	1,609	0	1,609	1,609	0%
0959145	0959145 [R] Repairs to Defence Deployment Areas	50,000	52,441	55,567	0	55,567	106%
0959156	0959156 [N] Covered areas for paid parking equip	0	0	451	0	451	0%
0987680	0987680 [R] Enhance the Functionality of the Air	10,000	54,516	4,010	0	4,010	7%
0987682	0987682 [R] Replace various Airport IT Systems S	20,000	50,650	0	0	0	0%
0987685	0987685 [R] Renewal of aviation security infrast	20,000	80,689	0	19,355	19,355	0%
0987693	0987693 [U] Improve Terminal Access for People w	20,000	59,562	0	0	0	0%
0987694	0987694 [R] Refurbish Terminal Toilets	50,000	100,000	0	0	0	0%
0987719	0987719 [R] Refurbish Terminal Building Front Aw	15,000	15,000	0	0	0	0%
0987723	0987723 [R] Replace Airconditioning System Chill	0	10,063	0	0	0	0%
0987728	0987728 [R] Replace Air Handling Unit AC7	10,000	10,000	0	9,940	9,940	0%
1017282	1017282 [N] Covered areas for paid parking equip	0	25,000	21,930	0	21,930	88%
1020125	1020125 [N] Passenger Security Screening Equipme	0	5,373	2,917	2,456	5,373	54%
1023540	1023540 [U] Europay MasterCard Visa - Compliance	0	60,000	0	0	0	0%
1033137	1033137 [N] Premium Paid Covered Carpark Equipme	0	0	6,193	43,300	49,493	0%
1033863	1033863 [N] Replace internal & external doors Te	50,000	50,000	0	0	0	0%
1033866	1033866 [R] Terminal Roof Skylights	30,000	30,000	0	0	0	0%
1033879	1033879 [U] Access road to Workshop	42,400	42,400	0	0	0	0%
	<b>TOTAL CP650 CAPITAL CONTROL NON AERO</b>	<b>317,400</b>	<b>647,303</b>	<b>91,068</b>	<b>76,660</b>	<b>167,727</b>	<b>14%</b>
<b>CP660 Capital Control Aero/Non-Aero</b>							
0987727	0987727 [U] Terminal master planning and reconfi	0	0	(86,364)	0	(86,364)	0%
	<b>TOTAL CP660 Capital Control Aero/Non-Aero</b>	<b>0</b>	<b>0</b>	<b>(86,364)</b>	<b>0</b>	<b>(86,364)</b>	<b>0%</b>
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>3,081,490</b>	<b>5,034,628</b>	<b>970,239</b>	<b>132,177</b>	<b>1,102,415</b>	<b>19%</b>

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**9.2 ROCKHAMPTON REGIONAL WASTE AND RECYCLING PERFORMANCE PLAN  
QUARTERLY REPORT AS AT 30 SEPTEMBER 2014****File No:** 7927**Attachments:**

1. RRWR Income Statement
2. RRWR Capital Management Report 2014-15  
as at September 2014
3. RRWR Customer Service Standards  
Performance as at 30 September 2014

**Authorising Officer:** Robert Holmes - General Manager Regional Services**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*Rockhampton Regional Waste and Recycling's performance is reported to Council on a quarterly basis in accordance with the adopted 2014/15 Performance Plan. This report, as at 30 September 2014, is presented for the Committee's information.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Waste and Recycling Annual Performance Plan quarterly report as at 30 September 2014 be received.

**BACKGROUND**

Rockhampton Regional Waste and Recycling (RRWR) is required to provide a quarterly report on its performance against non-financial performance targets as adopted in the Annual Performance Plan for 2014/15.

**MANAGER'S OVERVIEW**Gladstone Regional Council – Rockhampton Regional Council Joint Refuse Project

This project advances with the chosen consultancy developing its report on the feasibility of both Council operating together in the area of waste management. The report will be ready by late October.

Interim Waste Strategy

Work has progressed on the actions of the Strategy:

Landfill Life Extension – Costs for the project are being refined;

Landfill Airspace – have been calculated and is being regularly monitored

Recycling Processing Contract

Regular meetings are now in place with Orora and the other Councils. These meetings will work towards reducing the processing costs.

Lakes Creek Road Waste Transfer Station

The Station building is near completion. The internal road embankment has been laid and is now being monitored for settlement which is planned for a 6 month period.

The Dean Street Intersection upgrade has commenced. The rail crossing upgrade will not commence until the road works is completed.

Composting Trial

A Deputation in regards to the proposed composting trial utilising greenwaste and sewerage sludge was presented to Council. A further report detailing the costs for the project has been requested.

## CUSTOMER SERVICE PERFORMANCE

RRWR has an internal service level agreement with Finance & Business for the provision of customer service related functions including:

1. Face to Face Customer Support
2. 24 Hour Telephone Contact Service
3. Acceptance of Payment

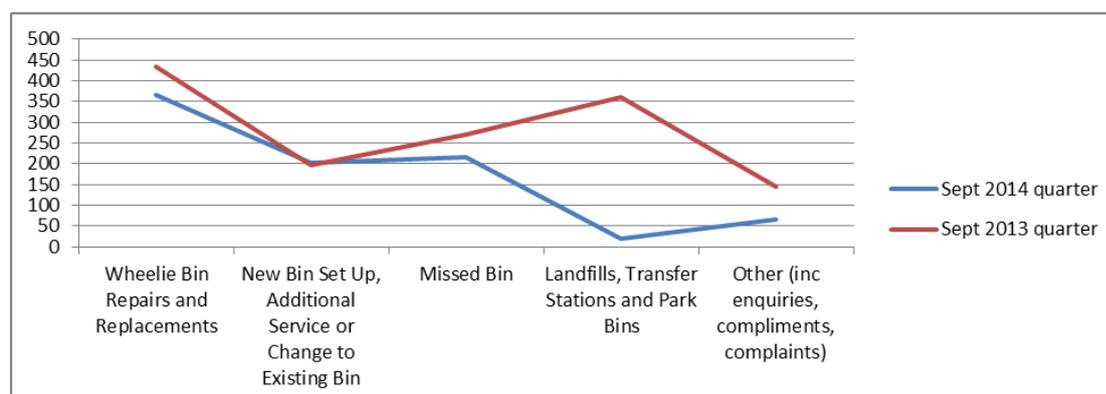
The following Table 1 summarises customer contact made via the telephone and face to face by Council's Customer Service Centre. These customer contacts are then addressed by RRWR. Note - The previous years' data includes data for the region prior to de-amalgamation.

Table 1: Customer Contact

1<sup>st</sup> quarter – 1 July to 30 September 2014

Customer Contact Type	1st Quarter 2014/15	1 <sup>st</sup> Quarter 2013/14	Total 2013/14 Year	Total 2012/13 Year
Wheelie Bin Repairs and Replacements	367	435	1632	1750
New Bin Set up, Additional Service or Change to Existing Bin	203	474	691	1626
Missed Bin	217	302	1231	1469
Landfills, Transfer Stations and Park Bins	21	56	838	178
Other (incl. Enquiries, compliments, complaints)	67	145	553	535
<b>Total Customer Contacts</b>	<b>875</b>	<b>1412</b>	<b>4945</b>	<b>5558</b>

This data is based on a total of 406,108 waste bin collection lifts and 156,833 recycling bin collection lifts presented in the quarter within the designated collection area.



## FINANCIAL PERFORMANCE

Attachment 1 depicts Rockhampton Regional's Waste and Recycling (RRWR) Operating Statement. In summary operational revenue received is above target at 39.7% as a result of the first half of the years rates notices now having been issued. RRWR operational expenditure year to date is below budget at 16.6%, with overhead allocation expenses just slightly above budget at 25.1%.

The second attachment (Attachment 2) is a detailed cost to date for RRWR's capital program. RRWR's capital expenditure to date is currently below budget at 30.4% primarily as a result of future landfill investigation and regional bin station work yet to be undertaken.

## COMPLIANCE MATTERS

### Asbestos – Waste Facilities

Work continues on developing the necessary procedures and Work Instructions to comply with the requirements of the notices served on Council in regards to this matter.

### Proactive Compliance Inspection – Landfills

Council is in receipt of a Compliance Letter from EHP in regards to their inspections of the two Landfills at Mount Morgan and the Alton Downs Landfill. These require Council to undertake sampling so as to show current impacts if any of the landfills and then to develop an appropriate Closure Plan for each site that Council plans to close.

## VARIATIONS / CONCERNS

Nil

## SAFETY MANAGEMENT

The safety statistics shown in Table 2 indicate incidents are occurring in the workplace.

### Table 2: Safety Statistics

*Please be advised that the data recorded in this report is accurate at the time of compilation. As this information is sourced from a live database, changes will occur as required when amendments or upgrades are made to injury severities including lost and rehabilitation days.*

1<sup>st</sup> quarter – 1 July to 30 September 2014

<b>Lost Time Injury Statistics</b>	<b>1<sup>st</sup> Quarter 2014/15</b>	<b>1<sup>st</sup> Quarter 2013/14</b>	<b>Total YTD 2014/15</b>
Days Lost	0	0	0
Lost Time Injury (Work Cover & Non-Work Cover Claims)	0	0	0
Medical Expense Only Claims	0	1	0
Total Number of Incidents Reported*	50	76	50

\* These figures represent all incidents associated with RRWR operations including near misses and motor vehicle incidents.

## RISK MANAGEMENT

Quarterly risk reviews and reporting requirements have been undertaken during this quarter and presented to the Risk Management Coordinating Committee.

## CONCLUSION

Business performance is as expected for this quarter and this report serves two purposes – keeping the Council informed and meeting the legislative obligation of reporting on progress against the RRW&R Performance Plan.

**ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING PERFORMANCE  
PLAN QUARTERLY REPORT AS AT  
30 SEPTEMBER 2014**

**RRWR Income Statement**

**Meeting Date: 5 November 2014**

**Attachment No: 1**



**Income Statement**  
**For Period July 2014 to September 2014**  
**25% of Year Gone**

	Adopted Budget \$	Revised Budget \$	YTD Actual \$	% of YTD Actuals (excl commitals) to Total Budget
<b>Revenues</b>				
Net rates and utility charges	(13,119,737)	0	(6,451,802)	49.2%
Fees and Charges	(5,692,619)	0	(1,045,247)	18.4%
Private and recoverable works	0	0	(584)	0.0%
Grants Subsidies & Contributions	(41,364)	0	(682)	1.6%
Other income	(54,500)	0	(12,967)	23.8%
<b>Total Revenues</b>	<b>(18,908,220)</b>	<b>0</b>	<b>(7,511,282)</b>	<b>39.7%</b>
<b>Expenses</b>				
Employee costs	3,305,086	0	618,563	18.7%
Contractors & Consultants	3,984,018	0	713,708	17.9%
Materials & Plant	848,824	0	110,604	13.0%
Asset Operational	1,626,165	0	5,843	0.4%
Administrative expenses	130,042	0	8,974	6.9%
Depreciation	1,198,193	0	299,548	25.0%
Finance costs	1,833,045	0	393,626	21.5%
Accounting Adjustments	30,000	0	0	0.0%
<b>Total Expenses</b>	<b>12,955,373</b>	<b>0</b>	<b>2,150,866</b>	<b>16.6%</b>
<b>Transfer / Overhead Allocation</b>				
Transfer/Overhead Allocation	2,616,310	0	799,258	30.5%
OH Allocation	1,402,244	0	210,336	15.0%
Competitive Neutrality Adjustments	(412,188)	0	(103,343)	25.1%
<b>Total Transfer / Overhead Allocation</b>	<b>3,606,367</b>	<b>0</b>	<b>906,251</b>	<b>25.1%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>-2,346,480.35</b>	<b>0</b>	<b>-4,454,164.56</b>	<b>189.8%</b>

**ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING PERFORMANCE  
PLAN QUARTERLY REPORT AS AT  
30 SEPTEMBER 2014**

**RRWR Capital Management Report  
2014-15 as at September 2014**

**Meeting Date: 5 November 2014**

**Attachment No: 2**



Percentage of Year Elapsed: 25.00%

	1415 Adopted inc Carry Forward	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget	
	\$	\$	\$	\$	%	
<b>CP620 CAPITAL CONTROL WASTE</b>						
0580971	[N] Lakes Creek Rd Landfill - Capping Tr	\$1,957,200	\$576,576	\$0	\$576,576	29.5%
0580972	[N] WTS & Stage 3 development - Lakes Cr	\$3,155,179	\$1,454,763	\$1,704,254	\$3,159,016	46.1%
0943108	Closure of existing landfill sites and r	\$86,463	\$0	\$0	\$0	0.0%
0959202	LIP - Gracemere - Planning incl Stage 2	\$132,597	\$0	\$0	\$0	0.0%
0983826	[R] Rubbish Bins - Rockhampton Regional	\$152,389	\$0	\$0	\$0	0.0%
0983996	[N] Planning and development approvals a	\$174,177	\$0	\$0	\$0	0.0%
0984012	[N] Regional Waste Infrastructure	\$248,534	\$53,673	\$37,360	\$91,033	21.6%
0984024	[N] Capping & Closure of Stage 1 & 2 -	\$96,285	\$628	\$0	\$628	0.7%
0987815	[R] Waste facilities fences gates securi	\$50,000	\$9,652	\$0	\$9,652	19.3%
1033823	[R] Regional Bin Station & WTS Solution	\$500,000	\$0	\$0	\$0	0.0%
1033861	[N] Reg Waste - future landfill investig	\$500,000	\$48,150	\$0	\$48,150	9.6%
		<b>7,052,824</b>	<b>2,143,442</b>	<b>1,741,614</b>	<b>3,885,055</b>	<b>30.4%</b>
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>7,052,824</b>	<b>2,143,442</b>	<b>1,741,614</b>	<b>3,885,055</b>	<b>30.4%</b>

**ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING PERFORMANCE  
PLAN QUARTERLY REPORT AS AT  
30 SEPTEMBER 2014**

**RRWR Customer Service Standards  
Performance as at 30 September 2014**

**Meeting Date: 5 November 2014**

**Attachment No: 3**

**RRWR Performance Plan - Customer Service Standards Year to Date Reporting as at 30 September 2014**

**Non-Financial Performance Targets**

CSS Reference	Performance Indicator	Target	Rockhampton		Gracemere		Mount Morgan	
			Qtr	Year to Date	Qtr	Year to Date	Qtr	Year to Date
WCSS1	Weekly collection of domestic waste on the same day every week	98%	99.97	99.99	99.97	99.95	99.97	99.93
WCSS2	Weekly collection of commercial waste	95%	99.99	99.99	Included in WCSS1#	Included in WCSS1#	Included in WCSS1#	Included in WCSS1#
WCSS3	Fortnightly collection of domestic recyclable waste	98%	99.99	99.99	99.99	99.99	99.99	99.99
WCSS4	Fortnightly collection of commercial recyclable waste	98%	99.99	99.99	Included in WCSS3#	Included in WCSS3#	Included in WCSS3#	Included in WCSS3#
WCSS5	Missed service collection provided within two working days from notification when notification is within one working day of scheduled collection	95%	100	100	100	100	100	100
WCSS6	Collection services will be made available within four working days upon application by the owner	98%	100	100	100	100	100	100
WCSS7	Provision of assisted services within ten working days from application by the resident	100%	100	100	100	100	100	100
WCSS8	Repair or replacement of stolen, removed, damaged, vandalised mobile bins within four working days from notification	100%	100	100	100	100	100	100

**Financial Performance Targets**

Performance indicator	Target	1st qtr date reported	2nd qtr date reported	3rd qtr date reported	4th qtr date reported
RRC Operational Plan Reporting Frequency: quarterly	Initiatives successfully completed by year end	30/09/2014			
Operating Budget Reporting Frequency: quarterly or when variations arise	Conduct all activities in accordance with required	30/09/2014			
Annual Revenue Reporting Frequency: quarterly or when variations arise	Timely reporting of any significant variations to	30/09/2014			
Capital Works Reporting Frequency: quarterly or when variations arise	Completion of capital program in accordance with	30/09/2014			

**Non Compliance Comments**

CSS Reference	Locality	Comment
WCSS2	Gracemere and Mt Morgan	Unable to separate domestic and commercial data for Gracemere and Mount Morgan. Currently
WCSS4	Gracemere and Mt Morgan	Unable to separate domestic and commercial data for Gracemere and Mount Morgan. Currently

**9.3 MONTHLY OPERATIONS REPORT - ROCKHAMPTON REGIONAL WASTE AND RECYCLING****File No:** 7927**Attachments:**

1. Operations Report RRWR September 2014
2. RRWR Income Statement as as 30 September 2014
3. RRWR Capital Management Report as at 30 September 2014

**Authorising Officer:** Robert Holmes - General Manager Regional Services**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of September 2014.*

**OFFICER'S RECOMMENDATION**

THAT the RRWR operations report for September 2014 be received.

**MONTHLY OPERATIONS REPORT -  
ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING**

**Operations Report RRWR September  
2014**

**Meeting Date: 5 November 2014**

**Attachment No: 1**

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**MONTHLY OPERATIONS REPORT**  
**ROCKHAMPTON REGIONAL WASTE AND RECYCLING**  
**Period Ended 30 September 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**Landfill Fire – Greenwaste – Lakes Creek Road Landfill

At approximately 3pm on the 09 September a fire commenced in the stored greenwaste located at Lakes Creek Road Landfill. The cause of the fire is unclear but it did commence adjacent to the mulching machine. The machine may have struck a piece of metal which caused a spark which ignited the greenwaste. This is an unusual occurrence. There was a reasonable breeze blowing from the east which quickly fanned the fire and on ground firefighting equipment failed to contain the fire. The QFS responded and fought the fire through the entire night.

Council staff driving the Council water tankers which are vital in that they supply water to the fire bridge vehicles were unable to work past 6pm due to fatigue rules. This only left the QFS to fight the fire. A local bulldozer was located and it arrived three hours after the initial request went out.

EHP was notified of the fire and has requested of Council actions it proposes to undertake to ensure that the fire does not occur again.

A meeting has been set up with QFS to discuss options.

**IMPROVEMENTS / DETERIORATION IN LEVELS OF SERVICES OR COST DRIVERS**

Nil

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

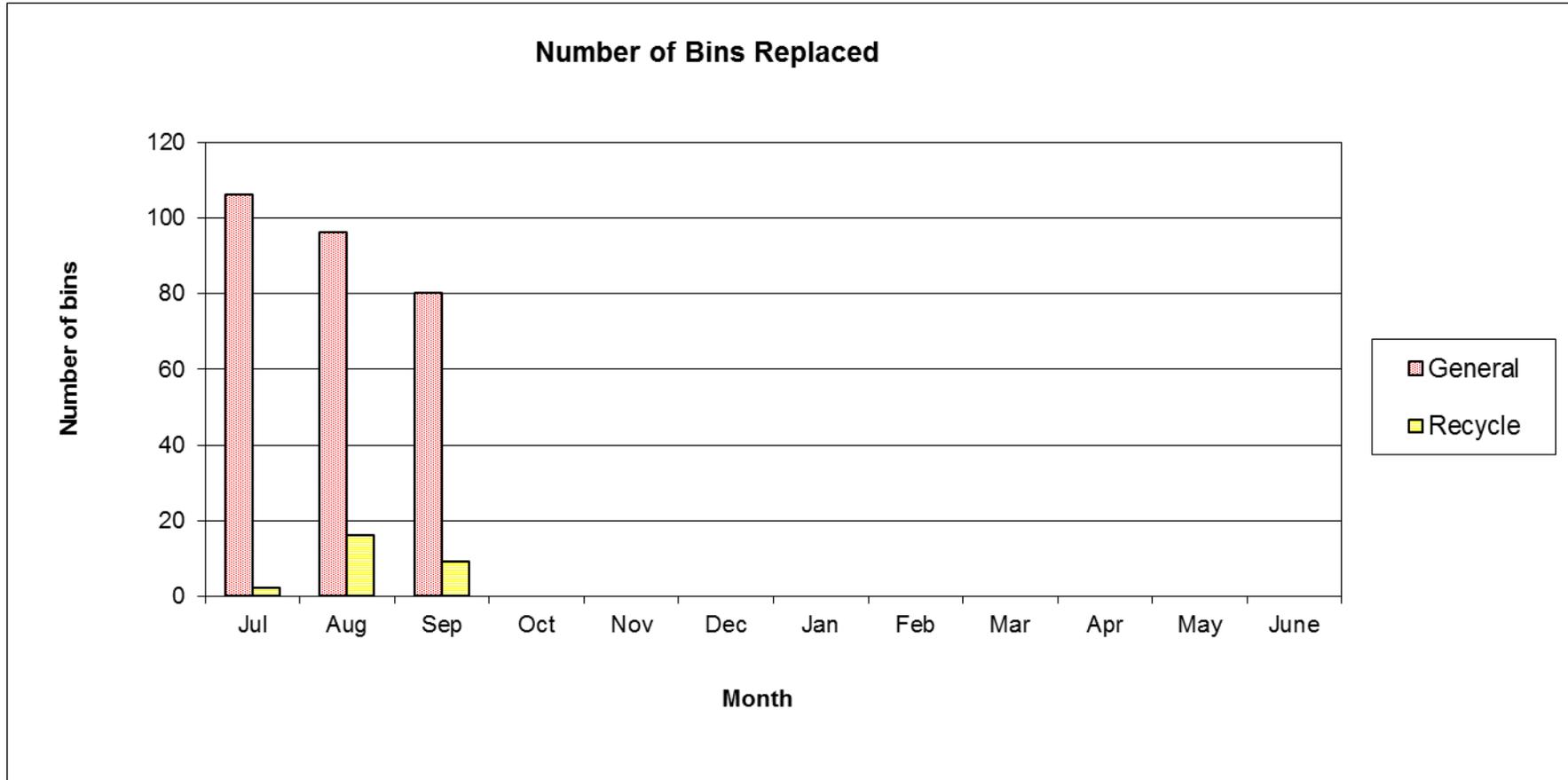
See attachment 1



All Monthly Requests (Priority 3)  
RRW&R 'Traffic Light' report  
September 2014

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed								
Waste/Recycling - RATES NOTICE QUERY	0	0	4	4	0	0	10	● 2.75	● 1.83	● 1.73	1.73	● 2.20
Additional Recycling Service (Fee applies) JJ RICH	0	0	1	1	0	0	2	● 1.00	● 2.50	● 4.46	1.40	● 2.00
Additional Waste Service (Fee applies) RRC	0	0	4	4	0	0	2	● 1.25	● 1.29	● 1.63	1.13	● 1.18
Park Bins (RRC Park/Reserve areas)	0	0	2	1	1	0	23	● 0.00	● 6.67	● 16.00	7.64	● 6.67
Change to Existing Bins (JJ RICHARDS)	0	0	24	21	3	0	5	● 2.86	● 2.76	● 3.17	2.42	● 2.79
Change to Existing Bins (RRC)	1	1	25	23	2	0	2	● 1.39	● 1.93	● 2.10	1.61	● 1.77
Missed Service Recycling - SAME DAY JJ RICHARDS	3	3	12	10	2	0	2	● 2.20	● 2.48	● 2.43	1.18	● 2.79
Missed Service Waste - SAME DAY ENQUIRY RRC	1	1	14	12	2	0	2	● 0.50	● 0.98	● 0.94	0.77	● 0.81
Missed Recycling Bin JJ (Not out or Truck Missed)	9	9	26	23	3	0	2	● 1.65	● 2.32	● 2.43	1.61	● 2.26
Missed General RRC (Bin Not Out or Truck Missed)	2	2	29	26	3	0	2	● 1.46	● 1.28	● 1.68	1.16	● 1.33
New ( First) Bin Set Up (Domestic/Recycle & Comm)	10	10	32	26	6	0	5	● 3.12	● 3.63	● 3.82	2.78	● 3.56
Repair JJ Richards Recycle	0	0	2	2	0	0	5	● 5.00	● 5.29	● 4.00	2.94	● 6.60
Repair RRC General Waste Bin	0	0	21	19	2	0	2	● 1.42	● 1.75	● 1.84	1.45	● 1.52
Replacement Bin JJ (Damaged/Lost/Stolen)	3	3	18	15	3	0	5	● 3.00	● 3.80	● 3.50	2.94	● 3.57
Replacement Bin RRC (Damaged/Lost/Stolen)	4	4	94	91	3	0	2	● 1.47	● 1.46	● 1.68	1.35	● 1.29
Special Event Bins (Parks/Halls etc)	0	0	5	4	1	1	2	● 1.50	● 1.63	● 1.66	1.46	● 1.57
Landfills & Transfer Station - Waste Facilities	0	0	3	2	1	0	1	● 1.00	● 1.40	● 2.25	2.84	● 1.13
Waste and Recycling General Query	5	5	32	29	3	1	5	● 1.28	● 1.70	● 2.13	1.46	● 1.64
Compliment or Complaint RRC or JJ Richards	0	0	6	6	0	0	2	● 0.50	● 2.88	● 2.97	1.30	● 2.33

Comment: Due to an anomaly with contractor's I.T. communications, there have been a few occasions where requests were delayed slightly in the past month. All are requests have been met within required time frames in the month of September.



*The graph above shows the number of bins replaced during the 2014/2015 financial year on a monthly basis.*

**Comment:** General Waste: Average for the first quarter is 94 per month. The number of bins replaced for September is 80.  
 Recycling: Average for the quarter is 9 per month. The number of bins replaced for this period is 9.  
 Recycling bin replacement is considerable less as all bins are newer than the General Waste bins and carry a lesser weight (ie “less wear and tear”).



*The graph above depicts the division of domestic and commercial waste collection services provided during the 2014/2015 financial year on a monthly basis.*

**Comment:** Domestic: Average for the quarter was 114,738 per month. The number of bins collected for September was 115,124.  
 Commercial: Average for the quarter was 20,631 per month. The number of bins collected for September was 20,317.

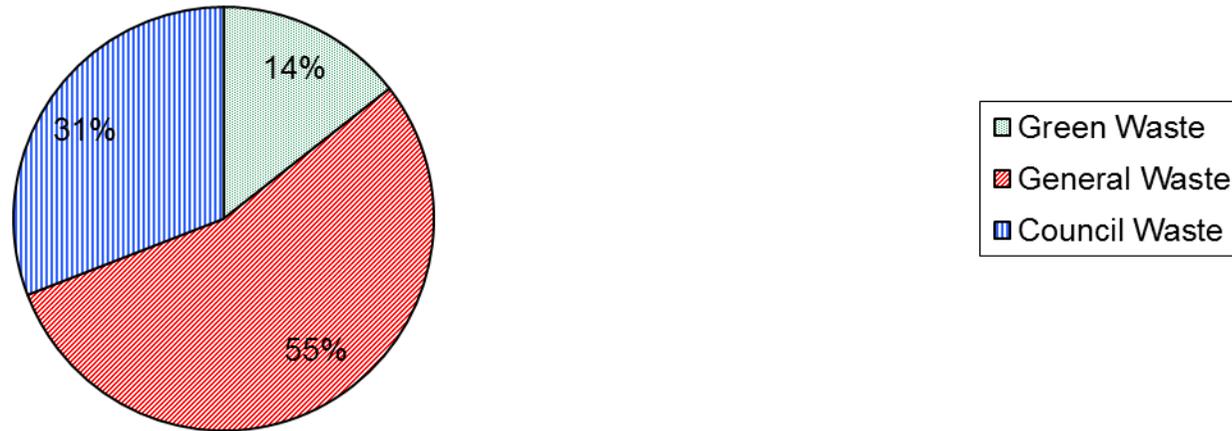


*The graph above shows the number of General Waste and Recycling bins serviced during the 2014/2015 financial year on a monthly basis.*

**Comment:** Recycling bins: Average for the quarter is 52,2777 per month. The number of recycling bins collected in September 46,919.

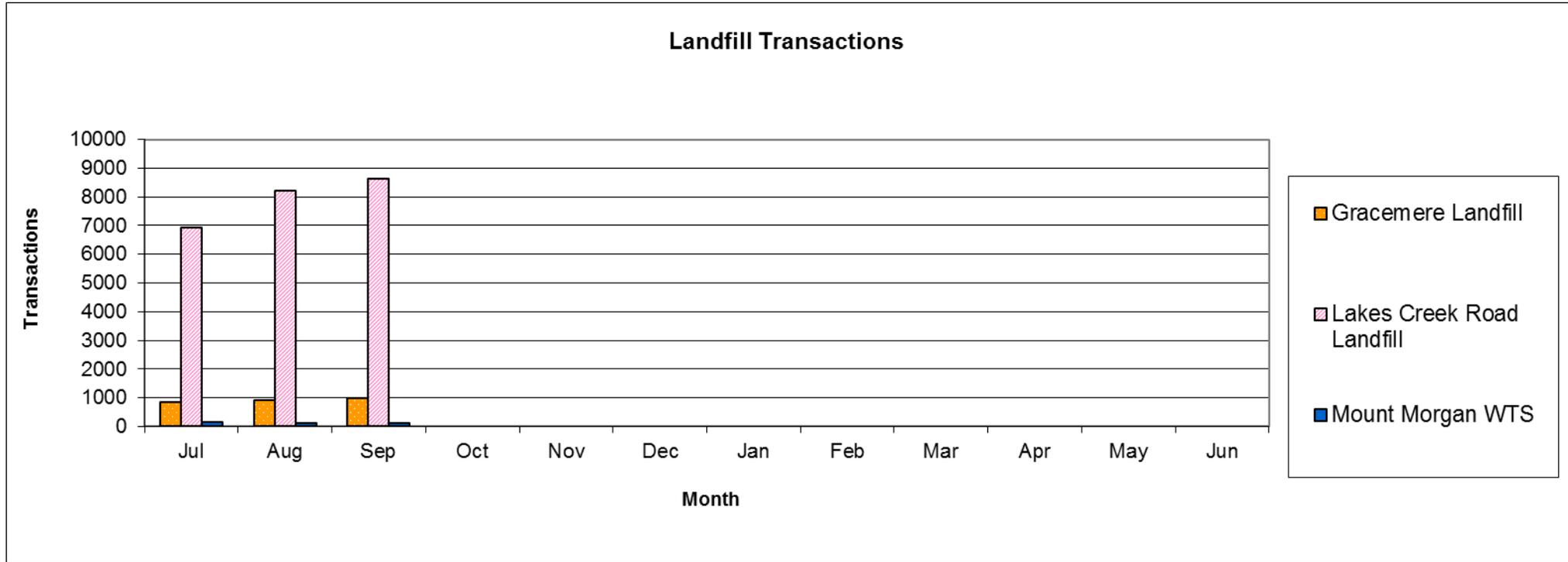
General Waste bins: Average for the quarter is 135,369 per month. The number of bins collected in September was 135,441.

Waste Tonnage by Type (YTD)



*The graph above shows the percentage of waste tonnage by waste types accepted at all facilities during the 2014/2015 financial year to date.*

**Comment:** Average for the quarter for Green Waste was 14% (869t) per month. The number of tonnes for September is 934t. Average for the quarter for General Waste was 55% (3284t) per month. The number of tonnes for this period is 3,296t. Average for the quarter for Council Waste was 31% (1,852t) per month. The number of tonnes for this period is 1,916.



*The graph above shows the number of transactions to landfill facilities during the 2014/2015 financial year on a monthly basis.*

**Comment:** Gracemere: Average for the quarter was 931 per month. The number of transactions for this period is 1013.

Lakes Creek Road: Average for the quarter was 7946 per month. The number of transactions for this period is 8660.



The graph above shows the number of Green Waste Transactions accepted at facilities with electronic record keeping capabilities during the 2014/2015 financial year on a monthly basis.

**Comment:** Gracemere: Average for the quarter was 459 transactions per month. The number of transactions for September was 524 .

Lakes Creek Road: Average for the quarter was 3,459 transactions per month. The number of transactions for this September was 3,483 .

Mt Morgan: Average for the quarter was 40 transactions per month. The number of transactions for this September was 42 .

**2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

**Safety Statistics**

The safety statistics for the reporting period are:

	LAST QUARTER			THIS REPORTING PERIOD
	APRIL	MAY	JUNE	AUGUST
<b>Number of Lost Time Injuries</b>	0	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0	0
<b>Total Number of Incidents Reported</b>	8	13	17	17
<b>Number of Incomplete Hazard Inspections</b>	9	12	11	0

Comment: Nil

**Risk Management Summary**

Example from Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to construct & have operational the Waste Transport Station (WTS), including off site haulage at Lakes Creek Road Landfill, by December 2016 which may result in the community of Rockhampton and its surrounds not having any location to effectively dispose of its waste causing possibly a decrease in	Moderate 6	Nil – Risk at acceptable level	N/A	N/A	Nil

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community					
Failure to locate and establish a new Landfill for the community of Rockhampton and its surrounds prior to the closure of the existing Lakes Creek Road Landfill - current closure date December 2016 which would result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused.	Moderate 6	Nil – Risk at acceptable level	N/A	N/A	Nil
Loss of a major waste management facility due to a natural or man-made disaster, i.e. flood, storm damage, discovery of unexploded ordinance, discovery of a hazardous waste type, etc. which may result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community.	Low 7	Nil	N/A	N/A	Nil
Failure to adequately fund and support Council's asset system which may result in financial loss through increased maintenance costs and service delivery disruptions.	Low 7	Nil	N/A	N/A	Nil

**Legislative Compliance & Standards**

<b>Legislative Compliance Matter</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Outdated legislative compliance mandatory training and/or qualifications	Various	0% Calculated /by number of staff	One team member show as not completing Code of Conduct training, and will be completed after returning from leave.
Overdue performance reviews	Various	10% Calculated /by number of staff	Four staff have overdue reviews. Two of these are on extended leave and will be completed upon their return. The other two will be done this month.
Quarterly and Annual Performance Plans	30/09/14 31/12/14 31/03/15 30/06/15	25%	Presented to Council at the first available meeting after the specified date. First quarterly report for 2014/15 complete
National Pollutant Inventory	30/09/14	100%	Annual reporting requirements
Carbon Regulatory Report	30/10/14	99%	The required report has been submitted. Review of the payment process indicates that the payment does not have to be made until the end of February. The matter is under investigation.
Landfill Licences – Department of Environment and Heritage Protection (EHP)	Ongoing for Licences	Ongoing	Licences currently being rewritten in association with EHP as they were incorrect when supplied to RRC post the de-amalgamation process.
Annual Report	30/06/15	0%	The Annual Report is a report dealing with waste statistics.
Annual Return	30/08/14	0%	The Annual Return is a report to EHP concerning the licence conditions at landfills.

Legislative Compliance Matter	Due Date	% Completed	Comments
Queensland Waste Data System	Quarterly	ongoing	Supply of waste tonnages processed through all landfills. Previous quarter report submitted
Alton Downs and Mt Morgan Landfills – Compliance Inspection by EHP	No date set	N/A	Work continuing
Gracemere Landfill – underground water investigation	No set date	N/A	Complaint lodged with EHP in February. Information supplied to EHP. Awaiting a reply.
Waste Facilities – asbestos management	No set date	N/A	Work ongoing
Fatigue Management	Ongoing	ongoing	Managed via the use of timesheet monitoring, and Wastedge
Safe Plan 2	Ongoing	ongoing	Monitored via Hazard Inspection, regular RRWR Safety Meetings and consistent highlighting at all Tool Box Meetings

**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

The following abbreviations have been used within the table below:

RRWR	<i>Rockhampton Regional Waste and Recycling</i>
JMK	<i>JM Kelly Constructions</i>
WTS	<i>Waste Transfer Station</i>
PC	<i>Practical Completion</i>
EOT	<i>Extension of Time</i>
LCRL	<i>Lakes Creek Road Landfill</i>

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>ROCKHAMPTON REGIONAL WASTE &amp; RECYCLING CAPITAL WORKS PROGRAM</b>					
<b>2014/ 2015</b>					
<b>LCRL – Remediation</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	29%	\$1,957,200	\$567,537
<b>Comment:</b> Working on bund construction for the western end of Stage 1					
<b>LCRL Waste Transfer Station and related Works</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>Waste Transfer Station</b>	29/10/12	October 2014	99%	\$800,000	\$834,724
<b>Intersection</b>	30/8/14	16/01/15	25%	\$692,000	\$2,246
<b>Queensland Rail Infrastructure</b>	10/04/15	23/04/15	7.7%	\$779,000	\$885,373

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>Entry Road</b>	28/11/13	9/04/15	84%	\$386,569	\$598,220
<p><b>Comment:</b> The above figures are only for the Waste Transfer Station Building, Dean Street Intersection (including internal road works) and the rail crossing. The Waste Transfer Station building itself is nearly complete. The internal road component of the Dean Street Intersection has had its embankment and road base placed. It has been placed to preload the road area. No work has commenced on the Dean Street Intersection external to the site. There also has been no work on the Rail Crossing</p>					
<b>240Litre Mobil Garbage Bin (Wheelie Bin) Purchases</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$152,389	\$0
<p><b>Comment:</b> No purchases undertake to date</p>					
<b>Gracemere Landfill – Expansion and Capping</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$228,882	\$0
<p><b>Comment:</b> Have engaged a local consultancy to undertake a review of the Landfill License and associated planning works to expand the tonnage permitted to be accepted by the site from current limit of 10,000tpa to 100,000tpa and to provide information on the cost, timeframe and requirements to expand the site via the use of Stage 2. Am awaiting costs estimates to undertake this work</p> <p>Also the Council’s Infrastructure Design Team is currently working on the final landfill form shape including the full usage of Stage 2 to provide the expected airspace for the site. The information once provided will be forwards to a consultancy who has previously worked on the design of the site to provide the estimated cost ad timeframe to construct to provide a liner for Stage 2</p>					
<b>Waste Infrastructure Plan &amp; Landfill Infrastructure Plan</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$1,803,534	\$0
<p><b>Comment:</b> A report is being prepared for Council to fully cost and consider feasibility of replacing the current Roadside Bin Stations with Bank of Bin Stations and Concrete pads and the provision of Waste Transfer Stations at Alton Downs, Stanwell and Bajool and removal</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
of Midgee Roadside Bin Station – June Report to Business Enterprise Committee					
<b>Closure of Existing Landfill sites and landfill remediation work</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$86,436	\$0
<b>Comment:</b> Nil work to date. Project is generally reactive based. Funding is used to address matters such as the recent environmental issues with Rugby Park which is a closed landfill site. Staff resources permitting a survey of other closed sites will be undertaken to determine level of risk.					
<b>Waste Facilities, fences, gates and security maintenance</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$50,000	\$0
<b>Comment:</b> Regular inspections of Rugby Park are now occurring. Also a metre has been installed to measure the quantity of effluent being treated.					

#### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended 31/08/2104 – 16.67% of year elapsed.

<b>Project</b>	<b>Revised Budget</b>	<b>Actual (incl. committals)</b>	<b>% budget expended</b>	<b>Explanation</b>
Nil	Nil	Nil	Nil	Nil

#### **5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
Weekly collection of domestic waste on same day every week	98%	99.86%
Weekly collection of commercial waste	95%	99.98%
Fortnightly Collection of domestic recyclable waste	98%	99.85%
Fortnightly Collection of commercial recyclable waste	98%	99.95%
Missed service collection provided within two working days from notification when notification is within one working day of scheduled collection	95%	100.00%
Collection services will be made available within four working days upon application by owner	98%	100.00%
Provision of assisted services within ten working days from application by owner	100%	100.00%
Repair or replacement of stolen, removed, damaged, vandalised mobile bins within four working days from notification	100%	100.00%

as at 30 June 2014

## 6. FINANCIAL MATTERS

Percentage of year elapsed 16.67%

### **Operational**

Net rates and utility charges is significantly above the percentage of year elapsed at 52.06% due to the first half of the years rates notices now having been issued with discounts still yet to be taken up.

Fees and charges revenue is currently below the percentage of year elapsed at 12.75% as a result of revenue being lower than anticipated for Lakes Creek (14.05%), Gracemere (1.95%), Alton Downs (24.85%) and Mt Morgan (14.30%) landfill facilities. It is however anticipated that revenue will be brought slightly closer to budget as a result of rises and falls thought the year due to seasonal fluctuations in rubbish being brought into the landfill.

Grants and subsidies revenue is also below budget at 1.65% as a result of the annual community education recycling contract revenue still yet to be received.

Other income category is income received relating to contract payments for recycling and landfill scavenging services, which is slightly lower than budget at 15.50% YTD.

Employee costs are lower than the percentage of year elapsed at 12.79% due to costs being less than anticipated for salaries / wages (12.78%), overtime (10.12%), oncost (13.95%), training (2.18%), travel (0%), and WHS expenditure (11.59%).

Contractors and consultants expenditure is also below budget at 10.53% as a result of low contractor's expenditure (9.52%) primarily as a result of Tax Invoice timing delays for recycling collection and processing services, all offset by higher than expected professional technical (59.78%) and contractors building / construction maintenance expenditure YTD.

Materials and plant expenditure is also lower than budget at 8.22% as a result of lower than anticipated equipment & plant hire (8.40%), fuel distillate (8.84%) and construction/ maintenance expenditure YTD.

Asset operational expenditure is significantly lower than budget at 0.23% as a result of the carbon tax repeal and tax invoice timing delays for electricity (0%), and cleaning (8.99%) expenditure (0%) YTD.

Administrative expenses are also significantly lower than budget at 6.14% as a result of lower than anticipated advertising / marketing (0.12%), minor equipment (0.07%), stationary (1.01%) and licenses expense (9.76%), all offset by higher than anticipated sundry (67.00%) expenditure YTD.

Finance costs represent interest charged on loans which is paid quarterly.

Accounting adjustment expenditure represents the writing off bad debts, provision for doubtful debts, expenditure of WIP in progress and stocktake adjustment expenditure.

Total Transfer / overhead allocation expense is higher than the percentage of year elapsed at 19.13% as a result of higher than anticipated internal charge expenditure YTD.

**Capital**

RRWR capital project expenditure for 14-15 is currently below the percentage of year elapsed at 13.5%.

The majority of RRWR capital expenditure to date relates to the following: LCR landfill capping (21.8%), LCR waste transfer station development (15.5%), regional waste infrastructure (12.7%) and waste facility fences / gates (10.1%)

Note – 13/14 budget rollovers are still yet to take place.

There are no material exceptions to this report.

**MONTHLY OPERATIONS REPORT -  
ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING**

**RRWR Income Statement as as  
30 September 2014**

**Meeting Date: 5 November 2014**

**Attachment No: 2**



**Income Statement**  
**For Period July 2014 to August 2014**  
**16.67% of Year Gone**

	Adopted Budget \$	Revised Budget \$	YTD Actual \$	% of YTD Actuals (excl commitals) to Total Budget
<b>Revenues</b>				
Net rates and utility charges	(13,119,737)	0	(6,829,686)	52.06%
Fees and Charges	(5,692,619)	0	(726,046)	12.75%
Private and recoverable works	0	0	(584)	0.00%
Grants Subsidies & Contributions	(41,364)	0	(682)	1.65%
Other income	(54,500)	0	(8,446)	15.50%
<b>Total Revenues</b>	<b>(18,908,220)</b>	<b>0</b>	<b>(7,565,443)</b>	<b>40.01%</b>
<b>Expenses</b>				
Employee costs	3,305,086	0	422,629	12.79%
Contractors & Consultants	3,984,018	0	419,412	10.53%
Materials & Plant	848,824	0	69,737	8.22%
Asset Operational	1,626,165	0	3,729	0.23%
Administrative expenses	130,042	0	7,983	6.14%
Depreciation	1,198,193	0	199,699	16.67%
Finance costs	1,833,045	0	0	0.00%
Accounting Adjustments	30,000	0	0	0.00%
<b>Total Expenses</b>	<b>12,955,373</b>	<b>0</b>	<b>1,123,189</b>	<b>8.67%</b>
<b>Transfer / Overhead Allocation</b>				
Transfer/Overhead Allocation	2,616,310	0	552,583	21.12%
OH Allocation	1,402,244	0	204,567	14.59%
Competitive Neutrality Adjustments	(412,188)	0	(67,261)	16.32%
<b>Total Transfer / Overhead Allocation</b>	<b>3,606,367</b>	<b>0</b>	<b>689,889</b>	<b>19.13%</b>

**MONTHLY OPERATIONS REPORT -  
ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING**

**RRWR Capital Management Report as  
at 30 September 2014**

**Meeting Date: 5 November 2014**

**Attachment No: 3**

End of Month Management Report



Percentage of Year Elapsed: 16.67%

	1415 Adopted inc Carry Forward	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget	
	\$	\$	\$	\$	%	
<b>CP620 CAPITAL CONTROL WASTE</b>						
0580971	[N] Lakes Creek Rd Landfill - Capping Tr	\$1,957,200	\$426,188	\$0	\$426,188	21.8%
0580972	[N] WTS & Stage 3 development - Lakes Cr	\$3,155,179	\$488,381	\$1,793,914	\$2,282,295	15.5%
0943108	Closure of existing landfill sites and r	\$86,463	\$0	\$0	\$0	0.0%
0959202	LIP - Gracemere - Planning incl Stage 2	\$132,597	\$0	\$0	\$0	0.0%
0983826	[R] Rubbish Bins - Rockhampton Regional	\$152,389	\$0	\$0	\$0	0.0%
0983996	[N] Planning and development approvals a	\$174,177	\$0	\$0	\$0	0.0%
0984012	[N] Regional Waste Infrastructure	\$248,534	\$31,505	\$45,455	\$76,960	12.7%
0984024	[N] Capping & Closure of Stage 1 & 2 -	\$96,285	\$628	\$0	\$628	0.7%
0987815	[R] Waste facilities fences gates securi	\$50,000	\$5,063	\$0	\$5,063	10.1%
1033823	[R] Regional Bin Station & WTS Solution	\$500,000	\$0	\$0	\$0	0.0%
1033861	[N] Reg Waste - future landfill investig	\$500,000	\$0	\$0	\$0	0.0%
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>7,052,824</b>	<b>951,766</b>	<b>1,839,368</b>	<b>2,791,134</b>	<b>13.5%</b>

**10 NOTICES OF MOTION**

Nil

## **11 URGENT BUSINESS/QUESTIONS**

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.*

## 12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 13.1 Update of progress - Interim Waste Management Plan

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

## 13 CONFIDENTIAL REPORTS

### 13.1 UPDATE OF PROGRESS - INTERIM WASTE MANAGEMENT PLAN

**File No:** 7927

**Attachments:** 1. **Rockhampton Regional Waste and Recycling Interim Waste Management Plan**

**Authorising Officer:** **Robert Holmes - General Manager Regional Services**

**Author:** **Craig Dunlison - Manager RRWR**

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

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#### **SUMMARY**

*In June 2014 an Interim Waste Management Strategy was adopted by Council. This report provides an update of the progress of the Actions outlined in the Interim Waste Strategy.*

**14 CLOSURE OF MEETING**