



BUSINESS ENTERPRISE COMMITTEE MEETING

AGENDA

5 MARCH 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 March 2014 commencing at 3:00pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the title of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
25 February 2014

Next Meeting Date: 02.04.14

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 E Smith
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

Leave of Absence for the meeting was previously granted to Councillor Rose Swadling.

4 CONFIRMATION OF MINUTES

Minutes of the Business Enterprise Committee held 5 February 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR BUSINESS ENTERPRISE COMMITTEE

File No: 10097

Attachments: 1. Business Outstanding Table for Business Enterprise Committee

Responsible Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Business Enterprise Committee is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Business Enterprise Committee be received.

BUSINESS OUTSTANDING TABLE FOR BUSINESS ENTERPRISE COMMITTEE

Business Outstanding Table for Business Enterprise Committee

Meeting Date: 5 March 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
06 March 2013	Waste Collection – Safety Issues – Reversing	THAT no further action be taken in relation to reversing until a further investigation has been conducted and a report is presented to the Business Enterprise Committee.	Craig Dungleison	20/03/2013	Still under review
03 July 2013	Waste Infrastructure Plan – Public Consultation	THAT the revised Community Consultation Plan as detailed in the report for the Waste Infrastructure Plan be approved.	Craig Dungleison	17/07/2013	still working on presentation for Council workshop
06 November 2013	Landfill investigation	THAT Council contact the site owner and thank them for their offer and to also inform them that the site is not suitable due to flooding of the access route.	Craig Dungleison	20/11/2013	No action, still waiting for Council resolution to be generated
06 November 2013	RRWR Finance and Strategic Matters Report - September 2013	<ol style="list-style-type: none"> 1. THAT the Rockhampton Regional Waste and Recycling's Finance and Strategic Matters Report as at 30 September 2013 be received. 2. That a communications plan be developed including a delivery timetable for the community of Gracemere to provide relevant information about the future of the waste disposal facility for the community. 3. That the second phase of the Waste infrastructure Plan Community Consultation Plan be delayed until February of 2014 and that the communities involved be communicated this information. 	Craig Dungleison	20/11/2013	no action
05 February 2014	Rockhampton Airport Passenger Survey	THAT Airbiz Aviation Strategies be appointed to perform the Rockhampton Airport Passenger, Business Survey and Airport Business Development.	Trevor Heard	19/02/2014	

05 February 2014	Airport Finance and Strategic Matters Report - December 2013	THAT the Airport Finance and Strategic Matters report for December 2013 be "received".	Trevor Heard	19/02/2014	
05 February 2014	RRWR Finance and Strategic Matters Report - December 2013	<p>1. THAT the Rockhampton Regional Waste and Recycling's Finance and Strategic Matters Report as at 31 December 2013 be received; and</p> <p>2. That Council set the domestic waste collection frequency at once per week as it currently stands.</p> <p>THAT:</p> <p>1. Council investigate the closure plan for the Gracemere Landfill.</p> <p>2. Due to impact on adjoining neighbours, large commercial vehicles be excluded from the Gracemere Landfill until further notice.</p>	Craig Dungleison	19/02/2014	

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 ROCKHAMPTON AIRPORT - INCREASED FEES AND CHARGES

File No: 7816

Attachments: Nil

Responsible Officer: Ross Cheesman - General Manager Corporate Services

Author: Trevor Heard - Manager Rockhampton Airport

SUMMARY

The new responsibility of the Screening of passengers and baggage commences 1 April 2014 and Council is required to approve the new fees and charges for this activity.

The new Foreign Military Power (FMP) agreement with the Singaporean Armed Forces is being completed and the landing fees and charges for military aircraft needs to be set before this agreement can be executed.

OFFICER'S RECOMMENDATION

1. That effective 1 April 2014 the mandatory fees and charges for passenger and check bag screening be set at \$2.52 plus GST per arriving and departing passenger.
2. That effective 1 July 2014 the landing fees for military aircraft be increased to \$15.00 plus GST per tonne based on the MTOW of aircraft.

COMMENTARY

Passenger and checked bag Screening

This charge has been negotiated with both airlines using standard criteria to recover the costs of providing this service on a pass through basis as mandated by the Office of Transport Security.

Landing fee charges – Military aircraft

This charge has traditionally been \$10.00 per tonne for some time. The Australian Airports Association has recently negotiated a fee of \$15.00 per tonne with the Australian Defence Force

CONCLUSION

It is a requirement that Council approves any new fees or charges. Before the new screening charges effective 1 April 2014 can be invoiced and the FMP agreement can be signed with the Singaporean Armed Forces these fees need to be approved by Council.

9 STRATEGIC REPORTS

9.1 AIRPORT FINANCE AND STRATEGIC MATTERS REPORT JANUARY 2014

File No: 7927

Attachments:

1. Airport Income Statement 13/14 - January 2014
2. Airport Capital Management Report 13/14 - January 2014
3. Customer Service Statistics - January 2014

Responsible Officer: Ross Cheesman - General Manager Corporate Services

Author: Trevor Heard - Manager Rockhampton Airport

SUMMARY

The report details the financial position and other strategic matters for Rockhampton Airport.

OFFICER'S RECOMMENDATION

THAT the Airport Finance and Strategic Matters report for January 2014 be "received".

COMMENTARY

Operational

Total revenue is slightly above the year elapsed at 58.8%. Operating expenses, excluding overhead allocations and before committals is under budget at 50.9%

Capital

Overall Airport's capital expenditure is below the percentage of year elapsed at 21% now that contracts have been awarded and commenced for the two largest projects the Runway Lighting upgrade and the new Passenger security screening equipment this should progress at a higher rate.

AIRPORT OPERATIONS

The annual independent audit and technical inspection was finalised in January. The consultant has not finalised the report for this audit and did not raise any concerns during the audit. This activity is a mandated civil aviation safety requirement.

Friction testing was completed for the asphalt surface of Runway 15/33. Compliant friction levels have been reported in an initial summary from the service provider. Test data will be provided in a more detailed report. Surface friction testing is a mandated requirement for runways accepting international flights. Specialist equipment and training is required to complete these tests.

A review of the Airport's Transport Security Program was finalised and submitted to the Office of Transport Security for approval. Revision of the TSP and the preparation of a range of other documentation are required to achieve approval for Council to become the designated passenger screening authority. Transfer of the responsibility for passenger screening is scheduled for 01 April 2014.

Military Exercises

Planning has commenced for Wallaby 2014. A site reconnaissance by Singapore Air Force officers and the Initial Planning Conference for the exercise has been scheduled for February.

Time lines for Wallaby 2014 are approximately one month earlier than normally scheduled.

Master Planning

Offers were evaluated for a suitable consultant to assess the future operating needs for Runway 04/22. Due to significant maintenance and renewal costs a master planning review of the secondary runway has been initiated.

AIRPORT COMMERCIAL**Passenger Numbers**

Domestic passenger numbers for January were 48,157 compared to 50,727 for January 2013. Despite this operational revenue remains on track.

Customer Service Statistics

The table and graph attached, document the telephone enquiries received by RRC Customer Service ('Enquiries'), the calls referred to the Airport Management for action ('Airport Referrals') and any resulting Pathway requests.

Car Parks and Road Networks

The Pedestrian Pathway from the Freight Area to the Terminal is completed. The pedestrian crossing is to be installed by Civil Operations.

On the 29 January 2014 the removal of the receipting facility from Taxi Pay Station 149 was completed.

The Paid Parking System experienced an issue with equipment failure in the summer heat. Heat extraction fans were installed in the Short Term Car Park pay stations. Heat extraction fans will be installed in all the entry and exit stations over the next few weeks.

CQ Fresh Pac Building

An agreement was signed with an auctioneer for the old CQ Fresh Pac building for commission at sale. The building will go to auction on the 2 March 2014.

Paper Products

A trial has commenced of an alternative sanitary paper product to determine if there are cost savings with a change in product and the trial is of no cost to Council.

PROJECTS – Airport Facilities

Project	Commentary	Status
959150 – Runway Lighting System Replacement	<p>Strategy has been developed to complete this project over the next four years.</p> <ul style="list-style-type: none"> • Year 1 – ALER. • Year 2 – Revised to Complete Pit & Duct System. • Year 3 – Main Runway & Taxiways. • Year 4 – Cross Runway & Taxiways. 	<p>ALER – Final design drawings have been agreed. Currently evaluating some minor variations.</p> <p>Construction – Building frame and generator platform retaining wall have been erected.</p> <p>Expected completion date extended to 25 March 2014 due to poor weather conditions.</p> <p>Pit and duct system is out to tender and closes 12 February 2014. Site visit conducted 29 January 2014.</p>
959095 – Crescent Lagoon Stormwater Area	<p>Valving has been procured. Design of valving system is being finalised. Additional</p>	<p>Valve Platform and Grate - ITQ to manufacture, construct and install has been issued, closes</p>

Project	Commentary	Status
Management	pumping equipment will be procured after valving arrangement has been installed so a realistic assessment can be made.	7 February 2014 with an estimated budget price of \$18 000. Pumping solution: Investigating most viable option. and this will be reflected in the revised December capital budget.
987680 – Enhance the Functionality of the Airport Building Management System software	Scope of Works developed in conjunction with IT Projects and Service Provider. Business Case submitted to ISSG.	A service provider engaged. A major element of the project has been delayed until February 2014 due to IT commitments. Preliminary testing of minor software elements is being scheduled.
987692 – Install Backup Air-conditioning in the ground floor Communications Rooms	Installation of an additional Split System in the Ground Floor Communications Room.	Service provider proposal has come in at \$16 000 which is \$10 000 over budget. Additional funds will be sourced at next budget review with offsets identified..
987693 – Improve Terminal Access for People with Disabilities.	Recurring annual project. Activities identified for this Financial Year: 1. Handrails and kick plate for car park pedestrian bridge. 2. Improved ease of usability of heavy disabled toilet doors.	Item 1 Kick plate installed. Item 2 Terminal Concourse and Departure Lounge Auto-Toilet Doors planned to be installed February 2014.
987710 – Replace Corrective Services air conditioning unit		Deferred.
959133 – RPT Apron Lighting	Project to be scoped, lighting levels to be measured to determine requirements.	Final concept being reviewed. RPT apron light pole 7 switchgear and control equipment upgrade: Light poles 3, 4 & 5 complete, poles 1, 2 & 7 determining requirements.
959135 – GA Apron Lighting	Project to be scoped, lighting levels to be measured to determine requirements.	Final concept being compiled. Commenced developing technical specification for modifications to the GA Apron Lighting to accommodate the new RFDS Leased Area.
959156 – Covered areas for long Term car		Sourcing quotes.

Project	Commentary	Status
park equipment		
983748 – Resurface the Bitumen Area of the Short-Term Car Park		Deferred.
987681 – Refurbish General Aviation Toilets	Finalising procurement details.	Completed.
987682 – Replace various Airport IT Systems Software and Hardware	Recurring annual project.	
987684 – Replace Stormwater Infrastructure	Recurring annual project.	
987694 – Refurbish Terminal Toilets		Developing concept details of refurbishment requirements.
987691 – Replace Rooves of various Terminal Buildings		Completed
987701 – Improve Landside Stormwater Management		Deferred
1020125 – Passenger Security Screening Equipment		Equipment has been ordered from Smiths Detection, expected delivery early March 2014. Project completion planned for the 28 March 2014.
1023540 – Europay MasterCard Visa Compliance Upgrade	Upgrade of Paid Parking Credit Card Readers by 1 January 2014, as initiated by Europay, Master Card and Visa. CBA have been successful in gaining an extension of the implementation date to April 2014 based on the development, certification and installation of the necessary equipment.	Project Plan being monitored.

Project		Commentary	Status
959127– Security Upgrades	General Access	<p>Funds to upgrade security equipment.</p> <p>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. Initial installation of equipment has been completed but could not be finalised due to delay of supply of the electronic padlocks.</p> <p>Installation of additional CCTV cameras continues.</p> <p>Suitable software being sourced for records database.</p>
1020125 - Airport Screening equipment		<p>To provide business essential equipment to screen passengers and “carry-on” baggage. There is 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.</p> <p>Project not previously required or budgeted for.</p>	<p>Investigation and evaluation of available and compliant equipment currently underway. Procurement selection processes completed and equipment has been ordered.</p>
987704 – Improve Airside Stormwater Management		<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>Procurement underway to source service provider for ground penetrating radar investigation.</p>
987685 – Renewal of aviation security Infrastructure		<p>Recurring annual provision.</p>	
959145 – Repairs to Defence deployment area		<p>Annual restoration of pavement pre military exercises</p>	<p>Repairs to pavement and seal completed prior to the deployment for Exercise Wallaby 2013. Further repairs required prior to Wallaby 2014.</p>

AIRPORT FINANCE AND STRATEGIC MATTERS REPORT JANUARY 2014

Airport Income Statement 13/14 - January 2014

Meeting Date: 5 March 2014

Attachment No: 1



**Income Statement
For Airport
For the Period July 2013 to January 2014**

Percentage of the year elapsed: 58.3%

	Adopted Budget	Revised Budget	YTD Actuals	% of YTD Actuals (excl commits) to Total Budget
	\$	\$	\$	
Revenues				
Fees and Charges	(10,120,406)	(10,120,406)	(5,928,811)	58.6%
Rent/Lease Revenue	(1,711,959)	(1,711,959)	(1,114,771)	65.1%
Interest revenue	(150,000)	(150,000)	(95,874)	63.9%
Other income	(1,948,309)	(1,948,309)	(1,049,464)	53.9%
Res. received below fair value	0	0	(750)	0.0%
Total Revenues	(13,930,674)	(13,930,674)	(8,189,670)	58.8%
Total Revenues				
Expenses				
Employee costs	2,665,480	2,665,480	1,386,073	52.0%
Contractors & Consultants	1,405,903	1,405,903	545,185	38.8%
Materials & Plant	249,391	249,391	120,436	48.3%
Asset Operational	1,390,326	1,390,326	781,837	56.2%
Administrative expenses	331,466	331,466	74,555	22.5%
Depreciation	2,283,234	2,283,234	1,331,887	58.3%
Other Expenses	4,000	4,000	0	0.0%
Accounting Adjustments	0	0	2,992	0.0%
Total Expenses	8,329,800	8,329,800	4,242,966	50.9%
Total Expenses				
Transfer / Overhead Allocation				
Transfer/Overhead Allocation	268,909	268,909	116,645	43.4%
OH Allocation	794,836	794,836	463,654	58.3%
Competitive Neutrality Adjustments	4,537,129	4,537,129	2,646,659	58.3%
Total Transfer / Overhead Allocation	5,600,874	5,600,874	3,226,958	57.6%
Total Transfer / Overhead Allocation				
TOTAL OPERATING POSITION (SURPLUS) / DEFICIT	(0)	0	(719,746)	0.0%

AIRPORT FINANCE AND STRATEGIC MATTERS REPORT JANUARY 2014

Airport Capital Management Report 13/14 - January 2014

Meeting Date: 5 March 2014

Attachment No: 2



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

Percentage of Year Elapsed: 58.33%

		October Revised Budget	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
		\$	\$	\$	\$	%
0974257	0974257 Contributed/EANPR Airport Assets CP650	0	(577,218)	0	0	0%
	CP640 CAPITAL CONTROL AERO					
0943123	0943123 GA Apron Code B Parking Areas	0	0	0	0	0%
0959095	0959095 Crescent Lagoon Area Storm Water Managem	63,787	29,193	0	29,193	46%
0959127	0959127 [N] Security Upgrades to General Aviatio	99,694	30,680	2,865	33,545	31%
0959133	0959133 [U] RPT Apron Lighting	100,650	17,821	215	18,037	18%
0959135	0959135 [N] GA Apron Lighting	92,550	9,605	15,138	24,743	10%
0959137	0959137 [N] Movement Area Guidance Signs (MAGS)	0	0	0	0	0%
0959140	0959140 [R] Relocation of RWY 15 Windsock	0	0	0	0	0%
0959142	0959142 [R] Ongoing extension of all weather tra	0	0	0	0	0%
0959150	0959150 [R] Runway Lighting Power Distribution a	3,581,582	222,285	687,508	909,794	6%
0959154	0959154 [N] Bay 6 Apron Lighting Upgrade	0	4,687	0	4,687	0%
0959155	0959155 [N] GA Apron Environmental Control for S	0	0	0	0	0%
0959158	0959158 [R] Terminal Building Airside Water Main	0	(496)	0	(496)	0%
0983708	0983708 [R] Movement Area Guidance Signs (MAGS)	0	0	0	0	0%
0987689	0987689 [R] Renew runway windsocks	0	0	0	0	0%
0987704	0987704 [R] Improve Airside Stormwater Managemen	133,125	0	0	0	0%
0987712	0987712 [R] Replace General Aviation Power Switc	0	0	0	0	0%
0987925	0987925 [R] Reconstruction of RPT Apron segment	0	0	0	0	0%
0989189	0989189 [R] Cooling Tower Water Chemical Control	30,000	19,667	0	19,667	66%
	TOTAL CP640 CAPITAL CONTROL AERO	4,101,388	333,441	705,727	1,039,168	8%
	CP650 CAPITAL CONTROL NON AERO					
0580951	0580951 Rockhampton Airport Terminal redevelopme	24,754	14,931	9,823	24,754	60%
0959120	0959120 [N] Covered walkway electrical	36,135	36,135	0	36,135	100%
0959141	0959141 Rental Car Parking Expansion (Stage 2)	0	0	0	0	0%
0959145	0959145 [R] Repairs to Defence Deployment Areas	25,000	21,754	0	21,754	87%
0959149	0959149 Hunter Street stormwater drainage (Long	0	0	0	0	0%
0983748	0983748 [R] Resurface the Bitumen Area of the Sh	0	0	0	0	0%
0987680	0987680 [N] Enhance the Functionality of the Air	84,894	17,280	32,900	50,180	20%
0987681	0987681 [R] Refurbish General Aviation Precinct	13,032	21,828	0	21,828	167%
0987682	0987682 [R] Replace various Airport IT Systems S	30,650	0	0	0	0%
0987684	0987684 [R] Replace Stormwater Infrastructure	0	0	0	0	0%
0987685	0987685 [R] Renewal of aviation security infrast	61,300	611	6,524	7,135	1%
0987686	0987686 [N] Redundant HV Supply for Airport Prec	0	12,931	0	12,931	0%
0987691	0987691 [R] Replace Roofs of Various Airport Bui	43,383	33,244	1,232	34,476	77%
0987692	0987692 [N] Install Backup Airconditioning in th	6,000	0	0	0	0%

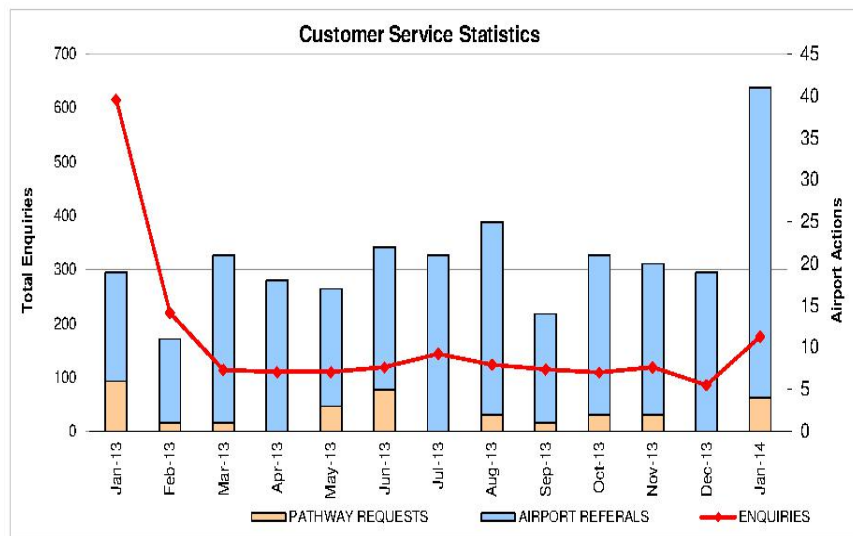
		October Revised Budget	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
		\$	\$	\$	\$	%
0987693	0987693 [U] Improve Terminal Access for People w	61,423	1,980	20,174	22,154	3%
0987694	0987694 [R] Refurbish Terminal Toilets	50,000	0	0	0	0%
0987695	0987695 [R] Replace Terminal Floor coverings	0	0	0	0	0%
0987701	0987701 [R] Improve Landside Stormwater Manageme	0	0	0	0	0%
0987703	0987703 [R] Resurface Tower Crescent Road	0	0	0	0	0%
0987705	0987705 [N] Construct Staff Access Road off Apro	20,000	21,408	2,177	23,586	107%
0987706	0987706 [R] Replace and Relocate Telecommunicati	73,189	72,981	0	72,981	100%
0987708	0987708 [R] Refurbish Terminal Main Concourse Ai	15,000	10,200	0	10,200	68%
0987709	0987709 [R] Refurbish Air Handling Unit AC9	0	0	0	0	0%
0987710	0987710 [R] Replace Corrective Services Aircondi	0	0	0	0	0%
0987715	0987715 [R] Replace Mesh on Perimeter Security F	0	0	0	0	0%
0987721	0987721 [R] Replace Depature Lounge Air Handling	0	0	0	0	0%
0987723	0987723 [R] Replace Airconditioning System Chill	19,667	(19,667)	0	(19,667)	-100%
1017282	1017282 [N] Covered areas for paid parking equip	25,000	0	0	0	0%
1020125	1020125 [N] Passenger Security Screening Equipme	250,000	943	238,850	239,793	0%
1023540	1023540 [U] Europay MasterCard Visa - Compliance	60,000	0	0	0	0%
1026224	1026224 [N] Water Main Installation Short Term C	0	44,236	0	44,236	0%
	TOTAL CP650 CAPITAL CONTROL NON AERO	899,427	290,796	311,680	602,476	32%
	TOTAL CAPITAL EXPENDITURE	5,000,816	47,019	1,017,407	1,064,426	7%

AIRPORT FINANCE AND STRATEGIC MATTERS REPORT JANUARY 2014

Customer Service Statistics - January 2014

Meeting Date: 5 March 2014

Attachment No: 3



MONTH	ENQUIRIES	AIRPORT REFERRALS	% REFERED	PATHWAY REQUESTS	NOTES
Jan-13	615	13	2.1%	6	Some calls came from the Disaster Centre and was not recorded in the monthly figure of 13
Feb-13	220	10	4.5%	1	
Mar-13	114	20	17.5%	1	
Apr-13	110	18	16.4%	0	Calls from Disaster Centre have not been included in this figures
May-13	110	14	12.7%	3	
Jun-13	119	17	14.3%	5	
Jul-13	144	21	14.6%	0	
Aug-13	124	23	18.5%	2	
Sep-13	115	13	11.3%	1	
Oct-13	109	19	17.4%	2	
Nov-13	119	18	15.1%	2	
Dec-13	86	19	22.1%	0	
Jan-14	176	37	21.0%	4	
Totals	2777	305	11.0%	48	

9.2 RRWR FINANCE AND STRATEGIC MATTERS REPORT - JANUARY 2014**File No:** 7927**Attachments:**

1. **Operational Budget Management Report - January 2014**
2. **Capital Budget Management Report - January 2014**

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

SUMMARY

This report details Rockhampton Regional Waste and Recycling's financial position and other significant operational matters as at 31 January 2014.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Waste and Recycling's Finance and Strategic Matters Report as at 31 January 2014 be received.

FINANCIAL**Operational**

Net rates and utility charges revenue is significantly above the adjusted percentage of year elapsed at 105%. This is as a result of rates notices for the second half of the year now having been issued with discounts still yet to be taken up.

Fees and charges revenue overall is slightly below the adjusted percentage of year elapsed at 59% YTD. This is due to lower than anticipated year elapsed waste quantities received for Lakes Creek (51.83%), Alton Downs (7.45%) and Mount Morgan (57.19%) all being offset by slightly higher than anticipated waste quantities for Yeppoon (110.41%) and Emu Park (116.38%) YTD.

Grants and subsidies revenue is 118% of budget as a result of the annual community education recycling contract revenue now having been received.

Other income category is income received relating to contract payments for recycling and landfill scavenging services which is significantly lower than the adjusted percentage of year elapsed at 34% due to lower than anticipated revenue YTD.

Employee costs are slightly lower than the adjusted percentage of year elapsed at 64% due to lower than anticipated travel (45.20%), staff catering (32.38%) and training expenditure YTD.

Contractors and consultants expenditure is also below the adjusted percentage of year elapsed at 62% primarily as a result of Invoice timing delays and lower than anticipated spend for legal fees (45.72%), surveyor (0%), building/construction (55.08%) and contractors other expenditure (59.87%), offset by higher than anticipated contractor temp/relief expenditure YTD.

Materials and plant expenditure is significantly below the adjusted percentage of year elapsed at 45% YTD due to lower than expected plant and equipment hire (42.06%) for Lakes Creek (40.14%), Gracemere (29.39%) and Bouldercombe (29.39%), offset by slightly higher than anticipated construction/maintenance expenditure (65.60%) and fuel expenditure (90.58%) YTD.

Asset operational expenditure is significantly higher at 118% than the adjusted percentage year elapsed primarily as a result of the 2012/13 carbon tax liability expenditure being recognised this financial year.

Finance costs represent interest charged on loans which is lower than budget YTD due to lower than forecast capital expenditure.

Other expenses category represents CQLGA annual membership fees which are paid yearly in advance.

Accounting adjustment expenditure represents the writing off of bad debt expenditure and expenditure of WIP in progress.

Capital

RRWR capital project expenditure for 2013/14 is significantly below the percentage of year elapsed at 7% due to many capital projects yet to be undertaken. The majority of capital expenditure to date relates to the following: Rubbish bin replacements, regional waste infrastructure project and planning/development approvals for the Bajool roadside bin station.

During February it is expected that works will continue on the whole of regional waste infrastructure project and the Gracemere planning including stage two project.

There are no material exceptions to this report.

COMPLIANCE MATTERS

Rugby Park – Environmental Evaluation Notice (EEN)

The collection of data for the report and response to the EEN from the Department of Environmental Heritage and Protection (EHP) was completed in December and forwarded to the Department. No formal response has been received from the Department in this reporting period.

OPERATIONAL MATTERS

Composting Trial

The consultancy undertaking the review of whether a composting facility can be developed at Lakes Creek Road is continuing its investigation. A preliminary report states that there is no significant planning or environmental matters to prevent the placement of a composting facility at Lakes Creek Road Landfill, although the full investigation is not complete. The cost to construct the pad at the facility could be in the order of \$0.5M, this figure will be refined during the course of the investigation.

The greenwaste to energy project with the CQU has not progressed as no further contact has been received from CQU.

Gracemere Landfill

The work to alter the operations at the site to reduce dust and litter impacts upon nearby residents is ongoing. Commercial vehicles have been excluded from the site.

The local office of the Department of Environmental and Heritage Protection (EHP) has notified Council that it is receipt of a complaint expressing concern about the possible impact of the operation of the Gracemere Landfill upon the underground water as this nearby resident utilises this water for domestic purposes.

A copy of a recent round of water sampling has been forwarded to EHP for review, as requested by EHP.

Waste Infrastructure – Community Consultation Plan

The presentation for the Council is under development.

Regional Waste Strategy – Local Waste Management Plan

Work is ongoing with all Councils providing data about their waste collection and waste disposal operations. A workshop is being proposed for the end of February.

Environmental Sampling, Analysis and Interpretation Contract

The contract to locate a suitably qualified and experienced organisation to undertake all of the sampling, analysis and interpretation of the results has been undertaken. Council received 11 submissions and a local consultancy, CQG Consulting has been appointed.

VARIATIONS / CONCERNSTimber and Greenwaste Mulch – Low Level Asbestos Contamination

The management of this matter continues with meetings with Workplace Health and Safety Queensland, an Asbestos Hygienist and other local specialists. Work has commenced on the management/action plans to address the current contaminated and uncontaminated mulch piles and the future processing of greenwaste and timber waste generally.

Mount Morgan Waste Transfer Station

There was a fire in the greenwaste at the Mount Morgan Waste Transfer Station. The fire occurred at approximately 11pm on 18 January and continued through to 7am on 19 January. Queensland Fire Service units from Mount Morgan and Gracemere and staff from Council's Civil Operations' units were in attendances. The area has been tidied and was back in operation for the opening of the station on 19 January.

An investigation into the impact of the water runoff from the fighting of the fire and the general impact of fire and its smoke on adjoining premises is being undertaken. The closest neighbours have been approached and are appreciative of Council's response.

Midgee Roadside Bin Station – Unexploded Ordnance (UXO)

A complaint was received on 26 January, that a person using the above bin station sighted UXO – bullets. An inspection was undertaken of the Station – both inside and external of the bins on the site but no UXO could be sighted. The contractors working at the site the next day were notified and put on alert. No incidents in relation to this matter occurred.

Audited Landfill Accounts

In April of last year a report was put to Council concerning a matter where an error in the processing of Landfill accounts had been detected. This error meant that several businesses were not sent accounts for an extended period. The advancement of this matter has been slow but legal advice was sought in this period and letters will be sent to the two largest outstanding account holders requesting payment of the outstanding fees.

CAPITAL PROJECTSLakes Creek Road Landfill – Remediation

The construction of bunds is still focused around the eastern end of the Stage 1 (Hill). All filling is occurring in this area also.

Lakes Creek Road Landfill Waste Transfer Station

The construction of the Waste Transfer Station (WTS) continued with the erection of the steel work and the pouring of the concrete for some of the flooring and pit. Work also progresses on the exterior earthworks and road / ramp embankments.

The sewer protection works project has been completed, leaving Council to backfill the excavation in preparation for the construction of the entry road.

The entrance road and intersection project has been postponed until the new financial year due to budgetary constraints and reallocations.

A review of the budget for the WTS shows that the budget is in line with predictions and there are no known over expenditures.

Gracemere Landfill Capping

Meetings were held with staff of Civil Operations and plans are being developed to permit the commencement of the project.

Bajool Waste Transfer Station

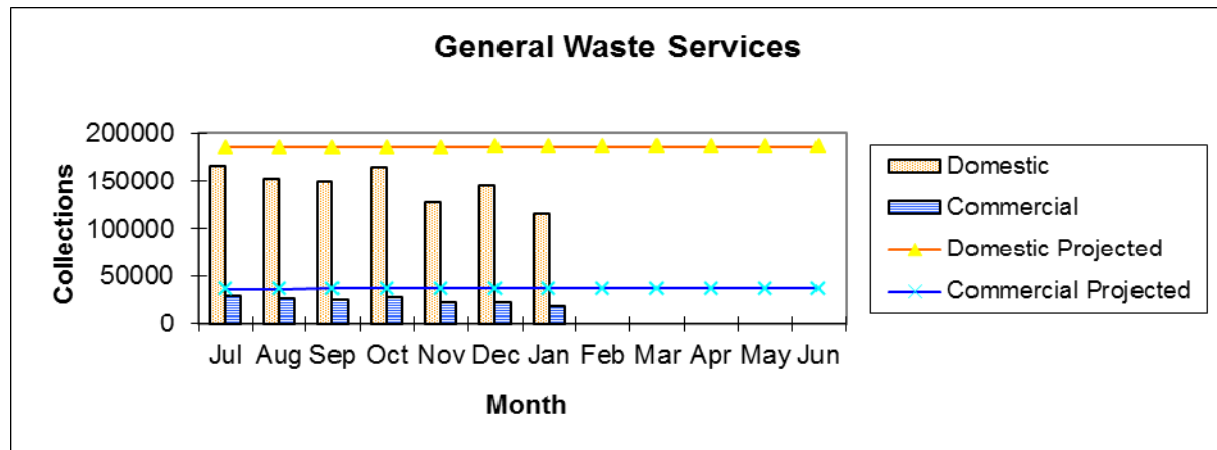
With work commencing on the development of the Capital budget for next year it has become apparent that there may not be sufficient funds available to continue with this project and until there is clarity around this the project will be placed on hold.

Also with the second phase of the Community Consultation Plan for the Waste Infrastructure to commence, the outcome may change the configuration of the facility supplied.

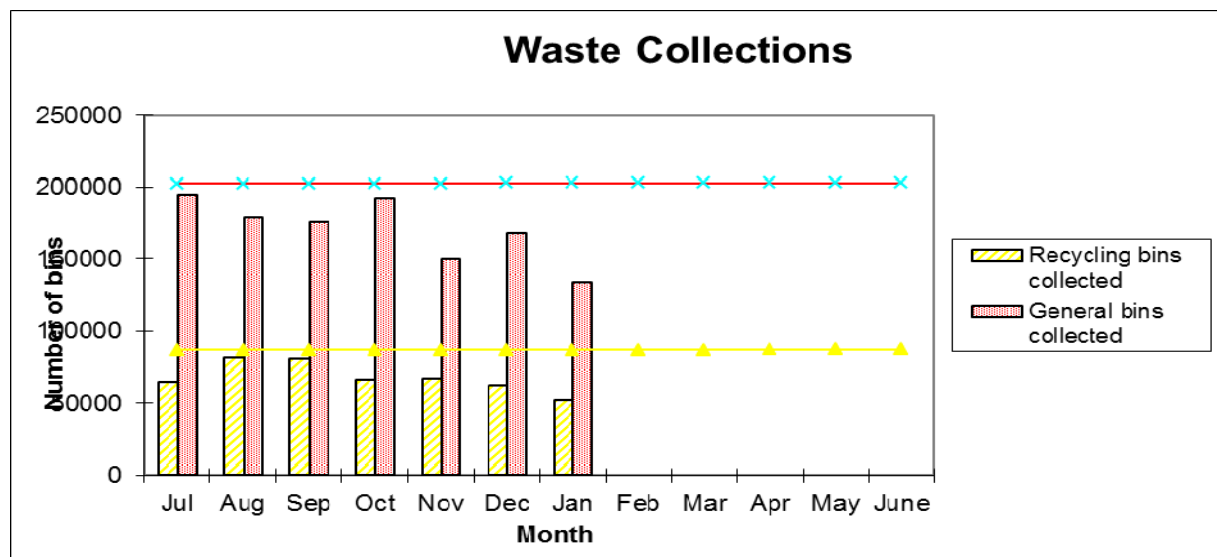
PERFORMANCE STATISTICS

NOTE: Data from and including 23 December 2013 does not include the new LSC.

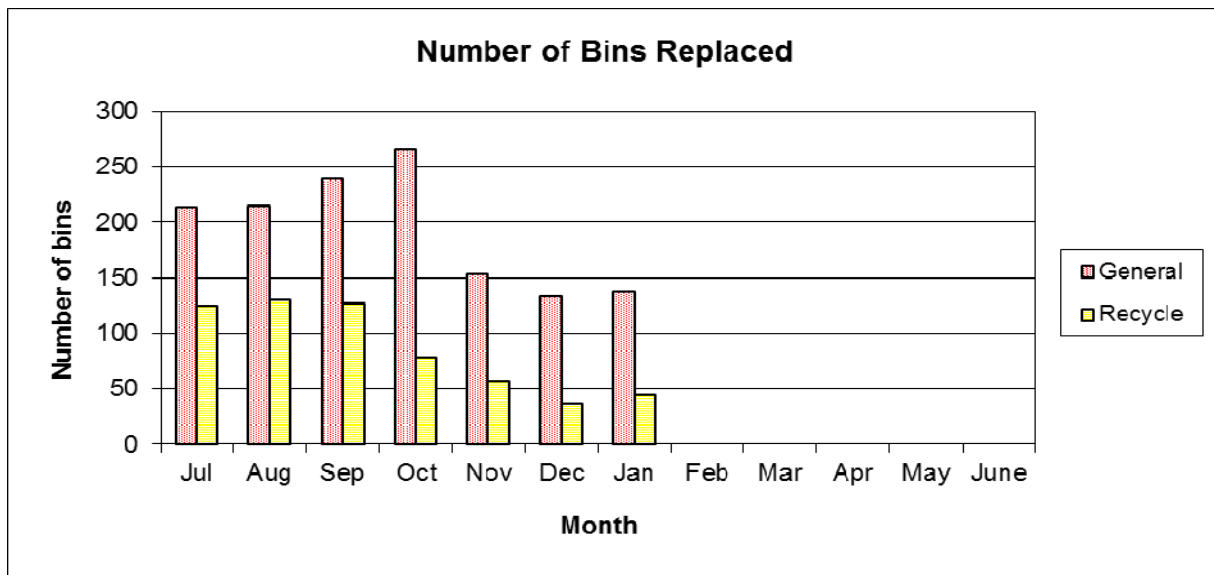
The following graph shows the number of general waste collections per month for the current financial year.



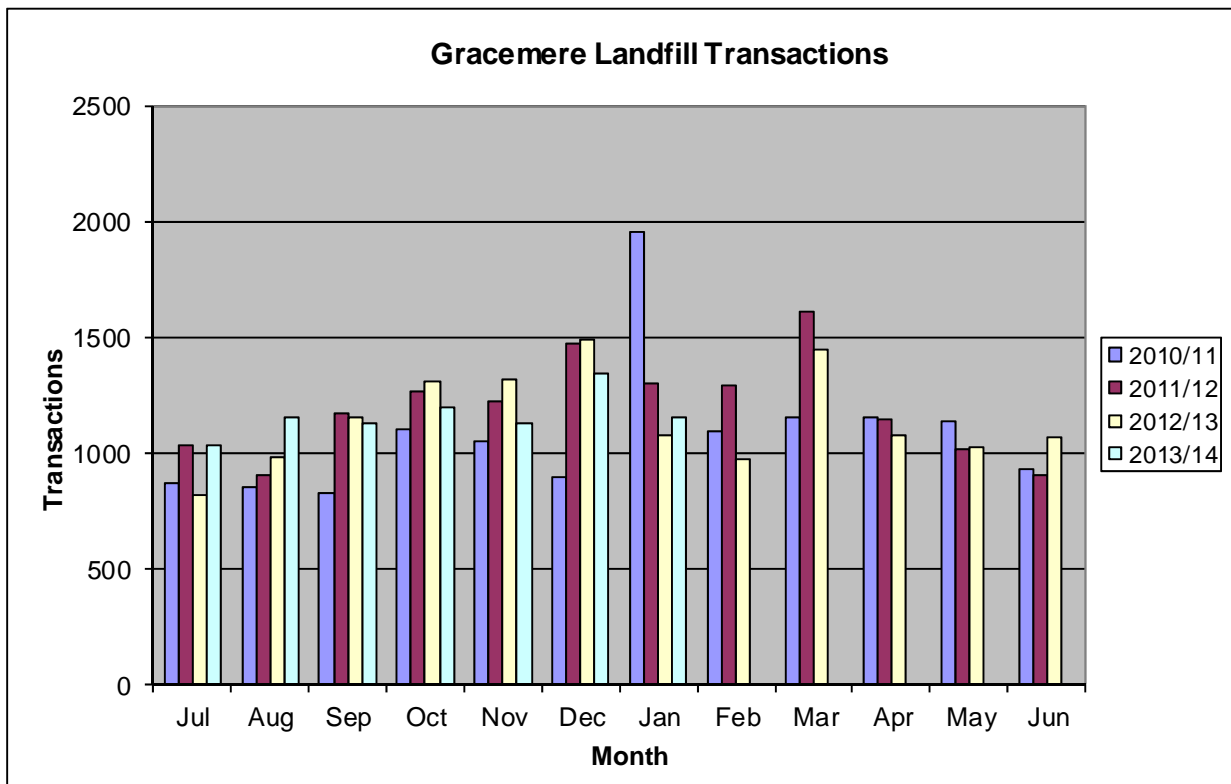
The graph below shows the number of General Waste and Recycling bins serviced during the current financial year on a monthly basis.

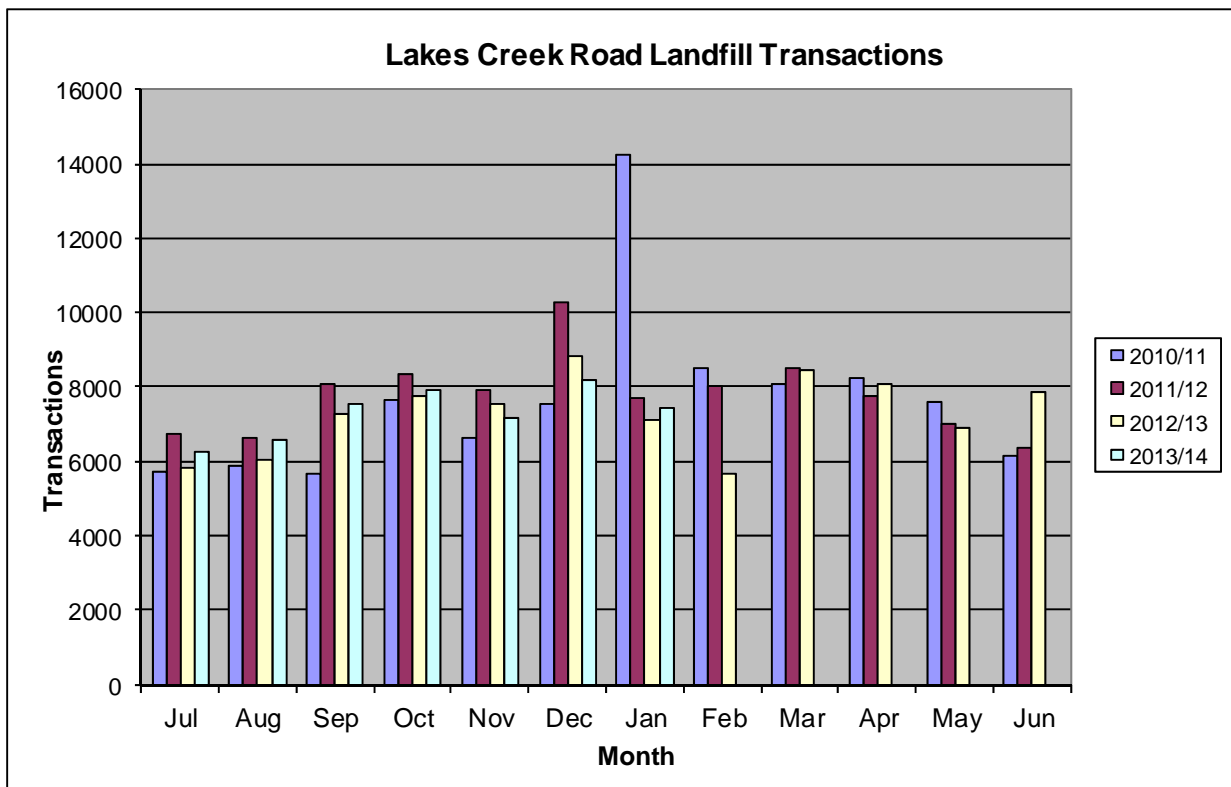


The following graph shows the number of general waste and recycling mobile bins replaced per month for the current financial year.

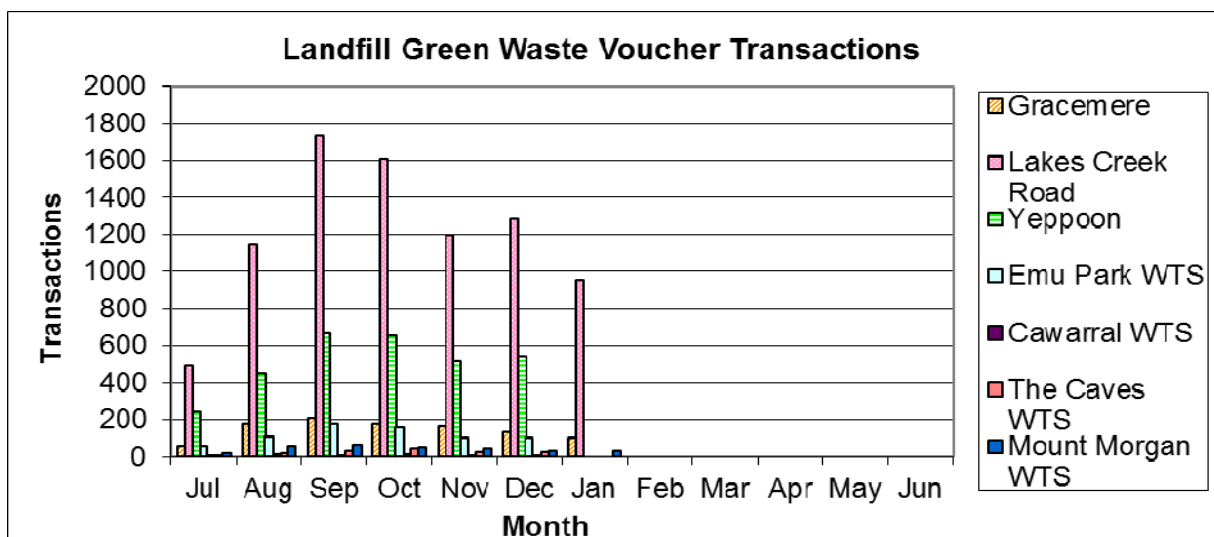


The following graphs show the number of landfill transactions per month for the current financial year.

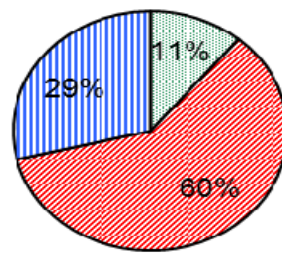







The following graph shows the number of green waste voucher transactions per month for the current financial year.



The following graph shows the waste tonnage by type for the current financial year.

Waste Tonnage by Type (YTD)

-  Green Waste
-  General Waste
-  Council Waste

RRWR FINANCE AND STRATEGIC MATTERS REPORT - JANUARY 2014

Operational Budget Management Report - January 2014

Meeting Date: 5 March 2014

Attachment No: 1



Income Statement
For Period July 2013 to January 2014
58.33% of Year Gone

	Adopted Budget \$	Revised Budget \$	YTD Actual \$	Adjusted % of year elapsed	% of YTD Actuals (excl commitals) to Total Budget
Revenues					
Net rates and utility charges	(14,270,118)	(14,270,118)	(14,965,471)	65.54%	105%
Fees and Charges	(5,810,814)	(5,810,814)	(3,441,052)	65.54%	59%
Grants Subsidies & Contributions	(35,000)	(35,000)	(41,364)	65.54%	118%
Other income	(72,475)	(72,475)	(24,760)	65.54%	34%
Total Revenues	(20,188,407)	(20,188,407)	(18,472,647)	65.54%	92%
Expenses					
Employee costs	3,092,161	3,092,161	1,991,002	65.54%	64%
Contractors & Consultants	4,787,716	4,787,716	2,972,530	65.54%	62%
Materials & Plant	1,412,906	1,412,906	641,603	65.54%	45%
Asset Operational	1,559,437	1,559,437	1,840,552	65.54%	118%
Administrative expenses	119,727	119,727	74,865	65.54%	63%
Depreciation	1,355,063	1,349,833	787,403	65.54%	58%
Finance costs	2,312,465	2,312,465	1,281,752	65.54%	55%
Other Expenses	175,000	175,000	186,753	65.54%	107%
Accounting Adjustments	7,750	7,750	396,192	65.54%	5112%
Total Expenses	14,822,225	14,816,995	10,172,651	65.54%	69%
Transfer / Overhead Allocation					
Transfer/Overhead Allocation	2,159,472	2,159,472	1,535,235	65.54%	71%
OH Allocation	1,670,991	1,670,991	958,571	65.54%	57%
Competitive Neutrality Adjustments	1,535,719	1,535,719	910,935	65.54%	59%
Total Transfer / Overhead Allocation	5,366,182	5,366,182	3,404,741	65.54%	63%

RRWR FINANCE AND STRATEGIC MATTERS REPORT - JANUARY 2014

Capital Budget Management Report - January 2014

Meeting Date: 5 March 2014

Attachment No: 2



End of Month Management Report
For Period July 2013 to January 2014

Percentage of Year Elapsed: 58.33%

	1314 Adopted inc Carry Forward	October Revised Budget	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
	\$	\$	\$	\$	\$	%
CP620 CAPITAL CONTROL WASTE						
0943108	\$179,345	\$152,891	\$6,615	\$0	\$6,615	4%
0952753	\$0	\$0	\$4,219	\$0	\$4,219	0%
0959202	\$150,000	\$150,000	\$17,403	\$0	\$17,403	12%
0959205	\$650,000	\$325,000	\$0	\$0	\$0	0%
0959208	\$38,970	\$5,748	\$0	\$0	\$0	0%
0983826	\$126,000	\$126,000	\$35,347	\$0	\$35,347	28%
0983996	\$215,259	\$215,259	\$32,718	\$27,405	\$60,123	15%
0984012	\$1,955,000	\$1,955,000	\$114,644	\$49,561	\$164,206	6%
0984024	\$100,000	\$100,000	\$0	\$0	\$0	0%
0987815	\$50,000	\$50,000	\$0	\$0	\$0	0%
1017187	\$54,000	\$27,000	\$24,687	\$0	\$24,687	91%
	3,518,574	3,106,898	235,633	76,966	312,600	7%
TOTAL CAPITAL EXPENDITURE						
	3,518,574	3,106,898	235,633	76,966	312,600	7%

9.3 RRWR ANNUAL PERFORMANCE PLAN AS AT 31 DECEMBER 2013**File No:** 7927**Attachments:**

1. RRWR Customer Service Standards
2. Income Statement
3. Waste Capital Management Report 2013-14 December 13

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

SUMMARY

Rockhampton Regional Waste and Recycling's performance is reported to Council on a quarterly basis in accordance with the adopted 2013/14 Performance Plan. This report, as at 31 December 2013, is presented for the Committee's information.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Waste and Recycling Annual Performance Plan quarterly report as at 31 December 2013 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 2013/14.

MANAGER'S OVERVIEW

Rockhampton Regional Waste and Recycling was preparing for the de-amalgamation process and this involved positioning staff full time at the Cordingley Street Depot and assisting in the development of a MOU to manage the provision of weighbridge software services for a period beyond 1 January 2014.

Work also was performed to develop tender documents for the provision of waste collection services.

The registration of Council with the Commonwealth Government for the purposes of carbon emission was undertaken in this period.

Work has commenced on the development of Regional Waste Management Strategy to address the legislative requirements of the Waste Reduction and Recycling Act 2011. The Plan will be developed at the Central Regional level so as to permit the participating Council the ongoing opportunity to access opportunities where the greater Region could be utilise to provide advantages that individual Local Governments may not be able to avail themselves of at the time. Each participating Local Government will then develop their own Local Waste Management Plan to address the overall Regional Plan elements like the waste minimisation targets, ie 65% less waste to landfill than in 2009.

The Community Consultation Plan for the Waste Infrastructure Plan was delivered through this period. Ten community consultation meetings and a major survey was undertaken. The outcome of this Plan will be delivered to Council early in the New Year.

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.

Table 1: Customer Contact

2nd quarter – 1 October to 31 December 2013

Customer Contact Type	2nd Quarter 2013/14	2nd Quarter 2012/13	Total 2013/14 Year	Total 2012/13 Year	Total 2011/12 Year
Wheelie Bin Repairs and Replacements	723	421	1769	1750	2012
New Bin Set up, Additional Service or Change to Existing Bin	247	453	474	1626	2139
Missed Bin	339	322	302	1469	2639
Landfills, Transfer Stations and Park Bins	38	35	56	178	196
Other (incl. Enquiries, compliments, complaints)	136	127	145	535	460
Total Customer Contacts	1086	1358	1412	5558	7436

This data is based on a total of 533,667 waste bin collection lifts and 197,092 recycling bin collection lifts presented in the quarter within the designated collection area.

FINANCIAL PERFORMANCE

Attachment One depicts Rockhampton Regional Waste and Recycling (RRWR) Operating Statement. In summary operational revenue received is significantly ahead of target at 42% primarily as a result of rates having being charged for the first half of the year. RRWR operational expenditure however is marginally below budget at 10%, with overhead allocation expenses just slightly above budget at 19%.

The second attachment is a detailed cost to date for RRWR's capital program. RRWR's capital expenditure to date is significantly below budget at 0% as a result of many capital projects yet to be carried out for the new financial year.

COMPLIANCE MATTERS

The Council is in receipt of a Notice from the Environmental and Heritage Protection Department (EHP) for allegedly permitting liquid emissions to escape from the old Landfill located in Diggers Park to the adjacent Yeppen Lagoon.

RRWR in association a local consultancy have undertaken a range of water and sediment samples and their analysis which revealed that there was no measurable impact. This information has been forwarded to the EHP and they had asked for some further information which has been supplied. No further comment has been received from EHP.

The Council is in receipt of two Notices from the Workplace Health and Safety Queensland requiring Council to cease the storage and distribution of greenwaste and timber mulch that is contaminated with ACM. These notices apply to Lakes Creek Road Landfill but by inference are applicable to all of Council's waste facilities.

Considerable work has been undertaken to address both notices and to develop a procedure that will permit the processing of greenwaste and timber in the future that will meet the legislative standards.

EHP has approached RRWR with a complaint lodged by a member of the public about the possible impact of the Gracemere Landfill upon the underground water as this person utilises the underground water for domestic purposes. An investigation into the matter has been undertaken and the results were forwarded to EHP for consideration.

VARIATIONS / CONCERNS

Gracemere Gatehouse Contract – This contract was terminated in this period due to alleged irregularities in waste acceptance practices. The matter is still under investigation.

Recycling Processing Contract – The holder of this contract has expressed concern to Council about the operation of the contract. Council is in negotiations with the holder in an attempt to resolve the matters raised.

SAFETY MANAGEMENT

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

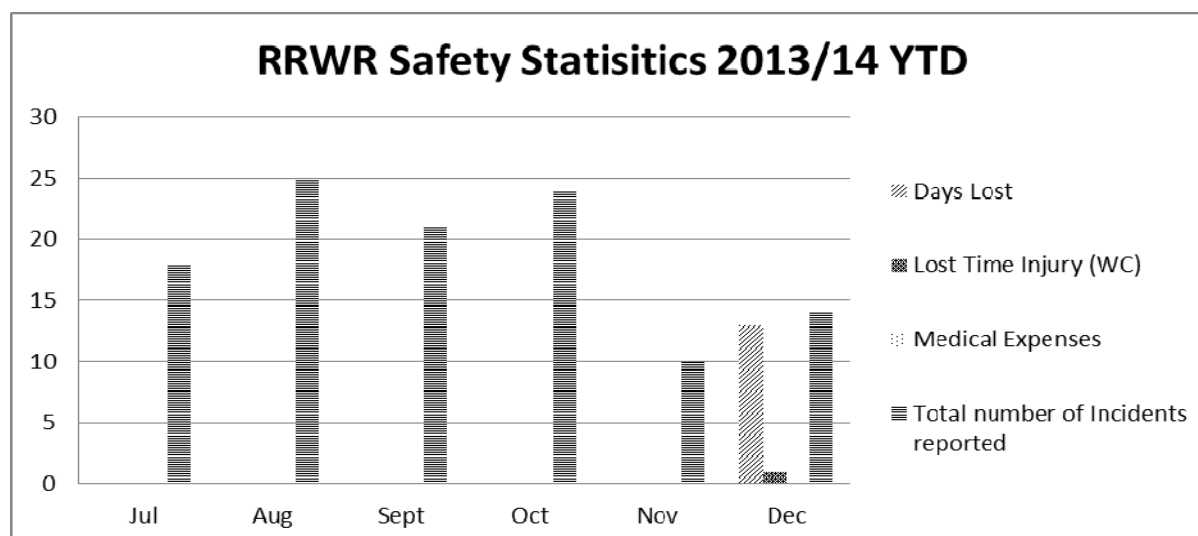
Table 2: Safety Statistics

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.

2nd quarter – 1 October to 31 December 2013

Lost Time Injury Statistics	2 nd Quarter 2013/14	2 nd Quarter 2012/13	Total 2013/14 Year
Days Lost	13	0	14
Lost Time Injury (Work Cover & Non-Work Cover Claims)	1	0	0
Medical Expense Only Claims	0	1	0
Total Number of Incidents Reported*	112	28	188

* 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.

RRWR ANNUAL PERFORMANCE PLAN AS AT 31 DECEMBER 2013

RRWR Customer Service Standards

Meeting Date: 5 March 2014

Attachment No: 1

RRWR CSS as at 30 Dec 13

Page 1

RRWR Performance Plan - Customer Service Standards Year to Date Reporting as at 31 December 2013

Non-Financial Performance Targets			Rockhampton		Gracemere		Capricorn Coast		Mount Morgan	
CSS Reference	Performance Indicator	Target	Qtr	Year to Date	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%	99.77	99.98	99.98	99.81	99.80	99.81	99.98	99.82
WCSS2	Weekly collection of commercial waste	95%	99.97	99.98	Included in WCSS1#	Included in WCSS1#	99.97	99.98	Included in WCSS1#	Included in WCSS1#
WCSS3	Fortnightly collection of domestic recyclable waste	98%	99.95	99.95	99.95	99.95	99.97	99.95	99.95	99.94
WCSS4	Fortnightly collection of commercial recyclable waste	98%	99.94	99.95	Included in WCSS3#	Included in WCSS3#	99.95	99.95	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	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	100	100
WCSS7	Provision of assisted services within ten working days from application by the resident	100%	100	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	100	100

Financial Performance Targets

Table Reference	Performance indicator	Target	1st qtr date reported	2nd qtr date reported	3rd qtr date reported	4th qtr date reported
Table 2	RRC Operational Plan Reporting Frequency: quarterly	Initiatives successfully completed by year end	29th July 2013			
	Operating Budget Reporting Frequency: quarterly or when variations arise	Conduct all activities in accordance with required timelines and budget	30th September 2013			
	Annual Revenue Reporting Frequency: quarterly or when variations arise	Timely reporting of any significant variations to budget revenue and collection timing	30th September 2013			
	Capital Works Reporting Frequency: quarterly or when variations arise	Completion of capital program in accordance with adopted timeframe and budget (within 3%)	30th September 2013			

RRWR ANNUAL PERFORMANCE PLAN AS AT 31 DECEMBER 2013

Income Statement

Meeting Date: 5 March 2014

Attachment No: 2

Income Statement
For Period July 2013 to June 2014
16.67% of Year Gone



	Adopted Budget \$	Adopted Budget both Cncls	Revised Budget \$	YTD Actual \$	% of YTD Actuals (excl committals) to Total Budget
Revenues					
Net rates and utility charges	(14,270,118)	(16,320,990)	0	(8,657,430)	53.04%
Fees and Charges	(5,810,814)	(6,409,622)	0	(1,000,859)	15.61%
Grants Subsidies & Contributions	(35,000)	(40,000)	0	(40,000)	100.00%
Other income	(72,475)	(79,400)	0	(1,312)	1.65%
Total Revenues	(20,188,407)	(22,850,012)	0	(9,699,601)	42.45%
Expenses					
Employee costs	3,092,161	3,449,093	0	562,625	16.31%
Contractors & Consultants	4,787,716	6,244,980	0	293,109	4.69%
Materials & Plant	1,412,906	1,589,092	0	176,085	11.08%
Asset Operational	1,559,437	1,575,807	0	257,965	16.37%
Administrative expenses	119,727	134,602	0	22,556	16.76%
Depreciation	1,355,063	1,504,986	0	225,844	15.01%
Finance costs	2,312,465	2,769,419	0	0	0.00%
Other Expenses	175,000	200,000	0	186,753	93.38%
Accounting Adjustments	7,750	9,000	0	0	0.00%
Total Expenses	14,822,225	17,476,979	0	1,724,937	9.87%
Transfer / Overhead Allocation					
Transfer/Overhead Allocation	2,159,472	2,462,885	0	493,060	20.02%
OH Allocation	1,670,991	1,931,346	0	274,091	14.19%
Competitive Neutrality Adjustments	1,535,719	978,802	0	262,816	26.85%
Total Transfer / Overhead Allocation	5,366,182	5,373,033	0	1,029,967	19.17%

RRWR ANNUAL PERFORMANCE PLAN AS AT 31 DECEMBER 2013

Waste Capital Management Report 2013-14 December 13

Meeting Date: 5 March 2014

Attachment No: 3



End of Month Management Report

Percentage of Year Elapsed: 16.67%

	1314 Adopted Inc Carry Forward	Sept Revised Budget	Dec Revised Budget	YTD Actuals	Committals	Total YTD Actuals (Inc committals)	% of YTD Actuals (excl committals) to Total Budget	
	\$	\$		\$	\$	\$	%	
CP620 CAPITAL CONTROL WASTE								
0943108	Closure of existing landfill sites and r	179,345	0	0	3,511	23,620	27,131	2%
0952753	Capital Overheads Control Waste	0	0	0	3,820	0	3,820	0%
0959202	LIP - Gracemere - Planning incl Stage 2	150,000	0	0	0	0	0	0%
0959205	[N] Land Purchase & Planning and develop	650,000	0	0	0	0	0	0%
0959208	Removal of Recycling Drop Off Points in	38,970	0	0	0	0	0	0%
0983826	[R] Rubbish Bins - Rockhampton Regional	126,000	0	0	0	0	0	0%
0983996	[N] Planning and development approvals a	215,259	0	0	4,877	0	4,877	2%
0984012	[N] Regional Waste Infrastructure	1,955,000	0	0	0	55,450	55,450	0%
0984024	[N] Capping & Closure of Stage 1 & 2 -	100,000	0	0	0	0	0	0%
0987815	[R] Waste facilities fences gates securi	50,000	0	0	0	0	0	0%
1017187	[R] Rubbish Bins - Rockhampton Regional	54,000	0	0	0	0	0	0%
	3,518,574	0	0	12,208	79,070	91,277	0%	
TOTAL CAPITAL EXPENDITURE								
	3,518,574	0	0	12,208	79,070	91,277	0%	

9.4 LANDFILL PROCUREMENT

File No: 7927
Attachments: 1. Landfill Planning Guide
Responsible Officer: Robert Holmes - General Manager Regional Services
Author: Craig Dungleison - Manager RRWR

SUMMARY

Rockhampton Regional Waste and Recycling was requested to provide information about the process involved in the procurement of a Landfill.

OFFICER'S RECOMMENDATION

THAT the report regarding Landfill Procurement be received.

BACKGROUND

At the February meeting of the Business Enterprise Committee, the Rockhampton Regional Waste and Recycling Unit was asked to provide to Council information about the process involved in the procurement and establishment of a Landfill.

This report will assume that the process of making the decision to procure a Landfill has been made by the Council and other options such as various waste to energy plants and their derivatives, composting facilities, gasification plants, recycling etc., sequential filling of existing landfills and waste minimization practices / education have been considered.

The prime drivers for the positioning of the landfill are:

- Its location in regards to the Communities that will provide waste to the landfill

The location of the communities that will provide waste to the facility, closer to the largest community is the best as it will reduce (holistic) transportation costs for the community either when they self-haul to the facility or if it is bulked hauled to the facility;

- The sites surface hydrology and its geology

In relation to surface hydrology there are 3 basic landfill configuration/types to consider – flat surface site, a fill/void site and a valley site.

- “Flat Surface Type” landfill is where the landfill is established on a flat area and the waste is placed on the surface to build a box. The Lakes Creek Road Landfill is this type.

- “Fill Type” landfill is where an existing void (mine/quarry) or a void is constructed and then the void is filled with waste.

- “Valley type” landfill is where a natural valley is selected and the valley is filled with waste – alterations to the valley’s walls may take place.

- Operational Life / Airspace available

The site should have an operational life of at least 20 years. That is it should be capable of safely managing all waste types (MSW/C&I/C&D & hazardous) and waste quantities from the communities (and their expected growth) it will service for its life.

In relation to hydrology the “valley” type is the best type to control the entry of water into the waste mass as the crest lines that define the valley also define the water movement into the site where as the other 2 types can be problematical in controlling water movement. It is assumed in all types that there is no groundwater on the site or it is very deep. Controlling water entry the waste mass is one of the most crucial elements in the management of a landfill – no water in; no leachate out.

Also a “valley” site will generally provide the necessary clays and soils to permit the construction of the liners for the site and provide most of the day cover required for the site, which would avoid the cost of transporting to the site this material.

Most of the sites considered by Council for a Landfill to date have been “valley” type sites.

Once a site has been located the:

- hydrology (surface and underground),
- geology (there are usable clays and soils and no rock on the site),

are confirmed by drilling and investigation of other nearby bores.

Then matters such as “native title,” cultural heritage issues, endangered animals and unique natural concentrations or items presence on site or likely to be impacted upon by the site.

The closest several domestic residences are assessed for impact as well as the closest airport.

Traffic issues are considered and the likely impacts along the most likely route to the site by traffic.

To appropriately assess or to assess to the required depth and detail as demanded by the Environmental and Heritage Protection Department and many other regulatory agencies involved in the approval of a landfill significant investigations will have to be undertaken. Many of the studies will require data to be collected over many months (seasons) to ensure that accuracy and that the true average of data is collected for assessment. For example if water analysis is not carried out of the four seasons of the year it maybe missed that in one season ie due to rainfall certain elements ie metals appear in the underground water. These metals may also be present/indicator that a landfill is “leaking” into the underground water when in fact these elements are natural present.

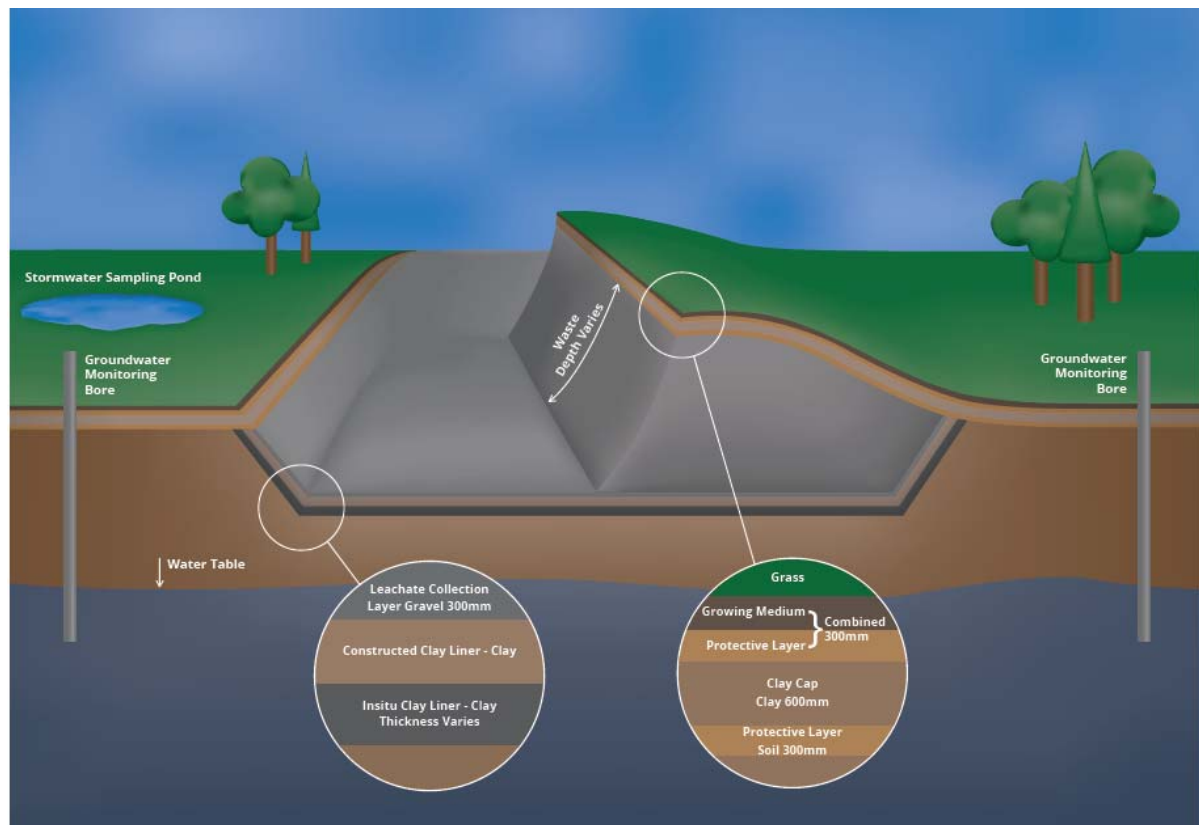
Also there will a requirement to consult with the “affected” community and the community who will utilize the Landfill. This consultation process can be extensive and very difficult as nearly always there will be elements in the community who will on principle not want any landfill.

Significant effort will also have to be put into the design of the Landfill which will be undertaken fairly early in the process so as the regulatory and the community can understand what they are assessing or be consulted for.

The above process can take from as little as 2 years up to 10 years.

When Council was initially considering obtaining a replacement landfill for Lakes Creek Road Landfill a local consultancy was engaged to develop a table showing the likely processes, timeframe and costs that maybe incurred by an organization attempting to develop a Landfill – see Attachment 1 – Regional Landfill Planning Guide – Regional Assessment. This document was created in 2005 but the process in principle are the same but the costs would be higher.

A typical landfill layout and design is as follows:



LANDFILL PROCUREMENT

Landfill Planning Guide

Meeting Date: 5 March 2014

Attachment No: 1

Regional Landfill Planning Guide - Regional Assessment						
Prices are GST Exclusive and estimates are order of magnitude						
Item	Tasks	Description	Aim	Considerations	Low Estimate	High Estimate
1	Preliminary					
1.1	Scope Project	Define the Scope/Spec/What the project involves	Define Scope of Project and Team Participants	All parties in agreement & negotiable	\$23,000.00	\$35,000.00
1.2	Develop Appropriate Management Structure	Team to Facilitate Regional Landfill Project		A dedicated team with professional input is assumed		
1.3	Data Collection / Background & Existing Information	Collate relevant background & existing information		Timelines dependent upon management structure		
1.4	Determine Inputs for Project	Waste / Soil & Types/Courses/Industry/Budgets/Timelines				
1.5	List Waste Management Delivery Options	DAC, DAC, BOOT, BOO, EPCM, PPP				
2	Desktop Identification of Potential Sites					
2.1	Determine Potential Site Selection Criteria	Initial Inclusive Site Selection / List of Landfill / Determine Limiting Parameters eg Distance	Determine Potential Sites and Selection of the Preferred Site	Selection criteria developed is suitable to be applied to all sites	\$51,000.00	\$153,000.00
2.2	Identify Potential Sites	Assess site according to criteria set in 2.1		Best Practice and Legislative Requirements		
2.3	Concept Layout	Landfill Footprint, Required Buffer Distances				
2.4	Site Characteristics Classification	Existing Environment (Geology/Hydrogeology/Cultural Heritage/etc) Required Infrastructure/Works Off-Site Infrastructure External Transport Costs		Adequate information is available for all sites		
2.5	Determine other considerations (Site Specific)	Possible financial incentives / synergies (i.e. mine rehab)				
2.6	Pre-Feasibility	Economics and Assessment of Sites				
2.7	Site Selection	Choose preferred site				
3	Feasibility Study					
3.1	Concept Design of preferred site	Need Surveys, Geotech, Flora, Fauna, Cultural Heritage	Assessments of the Preferred Site		\$120,000.00	\$200,000.00
3.2	Feasibility Assessment of Preferred Site	Economics and Assessment of Preferred Site				
3.3	Consultation	Agency and Industry				
3.4	Decide if Site Suitable to purchase	If not suitable, select 2nd choice of sites		Costs do not allow for a change of preferred site		
4	Site Acquisition					
4.1	Site Acquisition	Subject to EPA Approval	Acquire the Preferred Site	Dependent upon Land Availability/Location/Market	\$530,000.00	\$1,550,000.00
4.2	Site Monitoring and Data Collection	Environmental Background Data - Data for EIS				
4.3	Develop outline Operational Procedures for Final Site	Defining how the site will be operated				
4.4	Public Consultation			Assumes public consultation is satisfactory		
5	EPA Application					
5.1	Review Concept Design	For additional amendments / greater detail if required	Obtain all required Approvals	Assuming there are no Political or Social Issues	\$280,000.00	\$520,000.00
5.2	Terms of Reference	Lead agency will need to review - possibly EPA				
5.3	EIS Development	Compiling EIS Report		Dependent on Issues & Monitoring Data Availability		
5.4	Applications (EIS & EPA)	Submitting Applications to Agencies		Assuming no issues arise from the EIS Development		
5.5	Agency Referral & Assessment of EIS	Various agencies to Assess EIS				
5.6	Information Request Response from Agencies	Response to Information Request		Must be completed within 1 year & assumes no unforeseen issues arise		
5.7	Notification of Application	Public Notification of EIS Proposal		Assuming Public Consultation is Satisfactory		
5.8	Agency Decision/Approvals and Environmental Authority	Agency Decision and EPA License issued		Dependent upon specific requirements		
5.9	Other approvals	Council/Building approvals/off site works etc		Dependent upon specific requirements		
6	Preliminary Design					
6.1	Preliminary Design	Update concept design	For discussions with interested parties for delivery options		\$20,000.00	\$40,000.00
6.2	Define Operational Constraints	Define Limiting Parameters Relevant to Delivery Options				
7	Waste Management Delivery Option					
7.1	Assess Delivery Options	Considerations: B-G Alternatives: DAC, BOOT, BOO, EPCM, PPP	Selection of Preferred Delivery Option for the Owning and/or Operating the Regional Landfill	All parties in agreement & negotiable	\$100,000.00	\$200,000.00
7.2	Expression of Interest	Consider which delivery options are suitable				
7.3	Negotiations with interested parties	Advertise EOI to relevant parties				
7.4	Feasibility Study	An outcome from the EOI				
7.5	Selection of Preferred Delivery Option	Determine feasibility of selected delivery options				
7.6	Management and Operation Team	Select the preferred delivery option		Dependent on Delivery Option		
7.7	Agreement Development	Management structure for Own and/or Operational Team		Dependent on Delivery Option		
8	Detailed Design					
8.1	Landfill Site Design for Stage 1	Comprehensive Survey & Geotechnical Investigation	Design Documentation according to Approvals and a operating parameters		\$150,000.00	\$300,000.00
8.2	Associated Infrastructure Design	Weight/Bridge/Buildings/Security/etc				
8.3	Associated Civil Design	Roads/Dams/Protection Works/etc/Environmental Controls/etc				
8.4	Off site Works	Roads/Trails - does not include transfer and use/recycling				
8.5	Environmental Monitoring Requirements	Air, Surface Water, Groundwater, Leachate, Weather, etc				
8.6	Landfill Gas Systems					
8.7	Closure Strategy	Leachate, Gasping, Stormwater, etc				
8.8	Internal Design Approval	Achieve acceptance of design with "organisation"				
8.9	Agency Design Approval	Submit design for agency approval				
9	Construction					
9.1	Construction Documentation	Approved Design Drawings, Specification	Construction according to Detailed Design	Site Infrastructure - 1st Cell, Balance (Cap + new cells) done progressively.	\$5,100,000.00	\$14,300,000.00
9.2	Tendering Process	Tender Documents, Tender Evaluation and Selection				
9.3	Contract Administration					
9.4	Landfill Cell Construction					
9.5	Associated Infrastructure Construction	Weight/Bridge/Buildings/Security/etc				
9.6	Associated Civil Construction	Roads/Dams/Protection Works/etc				
9.7	Off Site Works	Road upgrades / Trails etc				
10	Delivery of Waste to the Landfill Site					
10.1	Tendering Process	This may be incorporated within the delivery option		Dependent on actual mode and distance	\$60,000.00	\$80,000.00
11	Operations					
11.1	Operations	Operations and Management of the Site	To undertake Operations within budget and according to approvals and the design			
11.2	Scope Operational Requirements	Define operational requirements & submit for approval by Council				
11.3	Scope Site Management Requirements	Define site management requirements & submit for approval by Council				
11.4	Site Operations Plan: Site Based Management Plan	Approvals for SOP & SBMP by Council and EPA				
11.5	Transport					
11.6	Landfilling					
11.7	Environmental Monitoring					
11.8	Site Maintenance					
11.9	Overseas					
TOTAL ESTIMATES (GST EXCL.) \$					6,418,000.00	\$ 13,612,000.00

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 CLOSURE OF MEETING