



# **BUSINESS ENTERPRISE COMMITTEE MEETING**

## **AGENDA**

**4 JUNE 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 4 June 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**  
30 May 2014

Next Meeting Date: 02.07.14

**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.

## TABLE OF CONTENTS

| ITEM | SUBJECT   | PAGE NO |
|------|---|---------|
| 1    | OPENING.....  | 1       |
| 2    | PRESENT .....   | 1       |
| 3    | APOLOGIES AND LEAVE OF ABSENCE .....                                    | 1       |
| 4    | CONFIRMATION OF MINUTES .....   | 1       |
| 5    | DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....                  | 1       |
| 6    | BUSINESS OUTSTANDING .....  | 2       |
|      | NIL .....   | 2       |
| 7    | PUBLIC FORUMS/DEPUTATIONS .....   | 3       |
|      | NIL .....   | 3       |
| 8    | OFFICERS' REPORTS.....  | 4       |
|      | NIL .....   | 4       |
| 9    | STRATEGIC REPORTS.....  | 5       |
| 9.1  | RRWR ANNUAL PERFORMANCE PLAN AS AT 31 MARCH 2014.....                   | 5       |
| 9.2  | RRWR FINANCE AND STRATEGIC MATTERS REPORT - APRIL 2014 .....            | 9       |
| 9.3  | ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 31 MARCH 2014 ..... | 19      |
| 9.4  | AIRPORT FINANCE AND STRATEGIC MATTERS REPORT APRIL 2014 .....           | 31      |
| 10   | NOTICES OF MOTION.....  | 44      |
|      | NIL .....   | 44      |
| 11   | URGENT BUSINESS/QUESTIONS .....   | 45      |
| 12   | CLOSED SESSION .....  | 46      |
| 13.1 | ROCKHAMPTON AIRPORT BUSINESS OPPORTUNITIES .....                        | 46      |
| 13.2 | ROCKHAMPTON AIRPORT SIGNAGE PROPOSAL.....                               | 46      |
| 13.3 | INTERIM WASTE MANAGEMENT PLAN .....                                     | 46      |
| 13   | CONFIDENTIAL REPORTS.....   | 47      |
| 13.1 | ROCKHAMPTON AIRPORT BUSINESS OPPORTUNITIES .....                        | 47      |
| 13.2 | ROCKHAMPTON AIRPORT SIGNAGE PROPOSAL.....                               | 48      |
| 13.3 | INTERIM WASTE MANAGEMENT PLAN .....                                     | 49      |
| 14   | CLOSURE OF MEETING .....  | 50      |



**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  
Councillor R A Swadling

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Business Enterprise Committee held 30 April 2014

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

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

Nil



## 9 STRATEGIC REPORTS

### 9.1 RRWR ANNUAL PERFORMANCE PLAN AS AT 31 MARCH 2014

**File No:** 7927  
**Attachments:** Nil  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Craig Dungleison - 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 March 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 31 March 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 2013/14.

#### MANAGER'S OVERVIEW

**Asbestos Contaminated Mulch** – This project has involved considerable work and the cost to manage the process through to closure will be considerable, that is well over \$200,000 when the cost to develop the required processes is taken into consideration. The work is progressing and it is estimated that mulching of the greenwaste should commence in late May / early June.

**Compliance Matters** – Several compliance matters have been and are still being managed that have arisen in this period:

- Digger's Park Landfill – unauthorised emissions from the closed landfill - matter closed
- Gracemere
  - Underground water quality complaint – ongoing
  - Litter, dust emission complaints – ongoing
  - Boundary fence – ongoing
- Mount Morgan – 3 fires

**Waste Infrastructure Plan** – A presentation was delivered to Council supplying the information obtained from the public consultations undertaken late 2013. A range of options were also presented to Council on the possible solutions. The matter is currently on hold awaiting a meeting with the Mayor to review the presentation.

**Rockhampton Region Council and Gladstone Regional Council Joint Refuse Feasibility Working Group** – This group consisting of Councillors, CEO, senior management and waste officers will meet commencing in May to explore options for both Local Governments (jointly) to maximum the effectiveness of their waste management systems which may include the sharing of resources.

**Recycling MRF Contract** – Council is one of five Local Governments holding a contract with Orora (formerly Amcor). Orora has presented several issues that it has encountered in the

management / operation of the contract from their perspective and is seeking assistance / comments from the Local Governments in regards to these matters. This matter is serious and is ongoing

### 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.

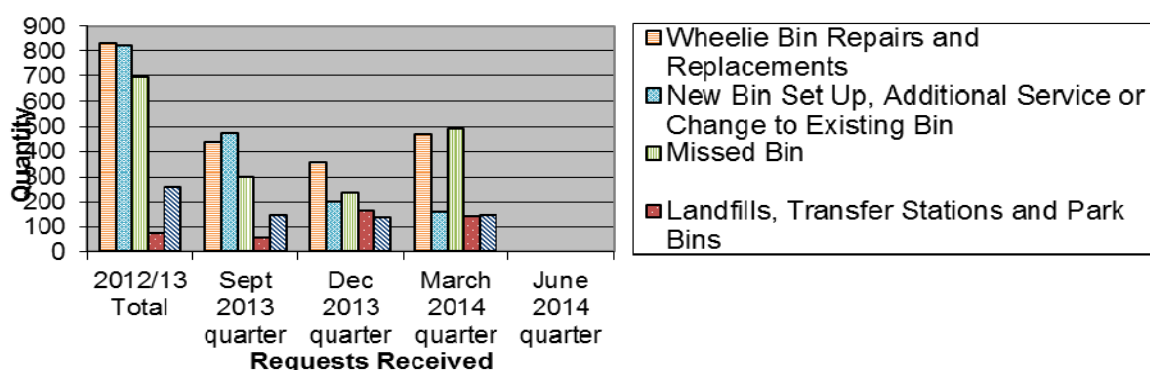
Table 1: Customer Contact

3<sup>rd</sup> quarter – 1 January to 31 March 2014

| Customer Contact Type  | 3rd Quarter 2013/14 | 3rd Quarter 2012/13 | YTD 2013/14 Year | Total 2012/13 Year | Total 2011/12 Year |
|--|---------------------|---------------------|------------------|--------------------|--------------------|
| Wheelie Bin Repairs and Replacements                         | 469                 | 542                 | 1258             | 1750               | 832                |
| New Bin Set up, Additional Service or Change to Existing Bin | 161                 | 398                 | 561              | 1626               | 823                |
| Missed Bin   | 492                 | 447                 | 999              | 1469               | 697                |
| Landfills, Transfer Stations and Park Bins                   | 142                 | 57                  | 670              | 178                | 71                 |
| Other (incl. Enquiries, compliments, complaints)             | 146                 | 147                 | 431              | 535                | 261                |
| Total Customer Contacts                                      | 1410                | 1591                | 3919             | 5558               | 2684               |

This data is based on a total of 390,030 waste bin collection lifts and 175,779 recycling bin collection lifts presented in the quarter within the designated collection area.

### RRWR Customer Requests Received 2013/14



## 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%.

## COMPLIANCE MATTERS

Compliance Matters – Several compliance matters have been and are still being managed that have arisen in this period:

- Digger's Park Landfill – unauthorised emissions from the closed landfill - matter closed
- Gracemere
  - Underground water quality complaint – ongoing
  - Litter, dust emission complaints – ongoing
  - Boundary fence – ongoing
- Mount Morgan – 3 fires

## VARIATIONS/CONCERNS

The contract with Orora is currently operating satisfactorily but the matters raised by Orora are of concern. The five Local Governments holding the contracts are working together to resolve the matters.

## SAFETY MANAGEMENT

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

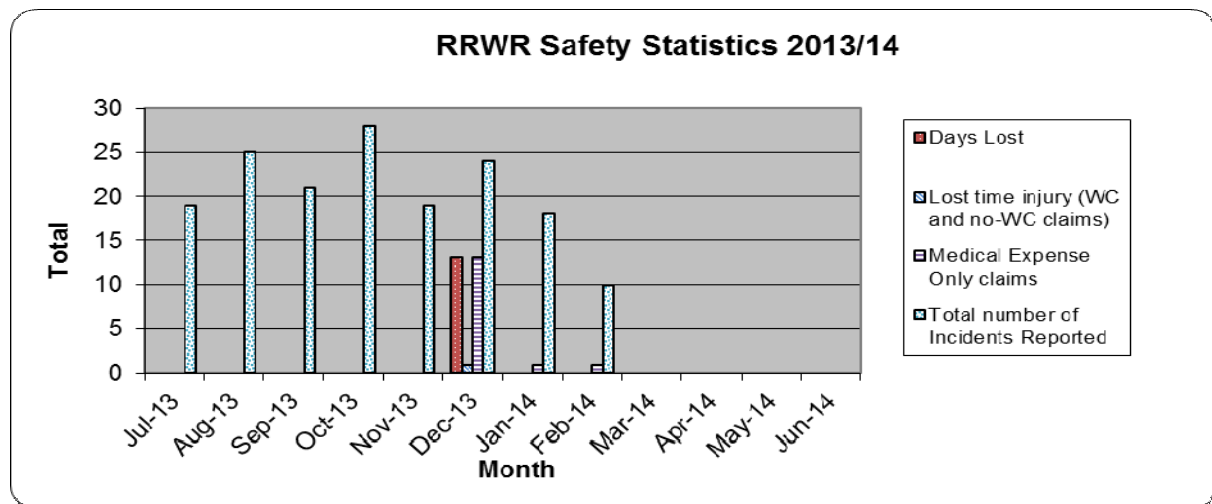
Table 2: Safety Statistics

*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.*

3<sup>rd</sup> quarter – 1 January to 31 March 2014

| Lost Time Injury Statistics                                 | 3 <sup>rd</sup> Quarter<br>2013/14 | 3 <sup>rd</sup> Quarter<br>2012/13 | YTD Total<br>2013/14 Year |
|---|------------------------------------|------------------------------------|---------------------------|
| Days Lost   | 13                                 | 0                                  | 14                        |
| Lost Time Injury<br>(Work Cover & Non-Work<br>Cover Claims) | 1                                  | 0                                  | 0                         |
| Medical Expense Only Claims                                 | 0                                  | 1                                  | 0                         |
| Total Number of Incidents<br>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.

**9.2 RRWR FINANCE AND STRATEGIC MATTERS REPORT - APRIL 2014****File No:** 7927**Attachments:**  
1. Operational Budget Report - April 2014  
2. Capital Budget Report - April 2014**Authorising 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 30 April 2014.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Waste and Recycling's Finance and Strategic Matters Report as at 30 April 2014 be received.

**FINANCIAL**

Percentage of year elapsed 83.33%.

Adjusted percentage of year elapsed 86.21%.

**Operational**

Net rates and utility charges revenue is significantly above the adjusted percentage of year elapsed at 100% as a result of rates notices for the second half of the year having been issued with discounts taken up.

Fees and charges revenue overall is below the adjusted percentage of year elapsed at 78%, due to Lakes Creek (75.19%) and Gracemere (71.31%) landfill facilities having received lower than anticipated waste quantities YTD.

Grants and subsidies revenue is 105% 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 69% due to lower than anticipated commission revenue being received.

Employee costs are slightly lower than the adjusted percentage of year elapsed at 85% as a result of lower than anticipated training (16%) and wages (79%) expenditure YTD. These were offset by higher than anticipated travel (108.87%), WHS (118.21%) and staff catering (114.28%).

Contractors and consultant expenditure is greater than the adjusted percentage of year elapsed at 89% as a result of contractors other (90.77%), building construction (89.89%) and professional technical expenditure (108.43%) being higher than anticipated to date. It is expected that actuals will be brought closer to budget as the year progresses.

Materials and plant expenditure is slightly below the adjusted percentage of year elapsed at 85% YTD as a result of lower than anticipated equipment and plant hire expenditure.

Administrative expenses at 69% of the adjusted percentage of year elapsed is lower than anticipated as a result of low minor equipment (58.50%), advertising / marketing / publication (63.27%) and licensing expenditure (76.15%) YTD.

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

Other expenses category represents Waste's CQLGA annual membership fee which is paid yearly in advance and RRC's landfill restoration expenditure for Lakes Creek and Gracemere as at 31 December 2013.

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

### **Capital**

RRWR capital project expenditure for 2013-14 is below the percentage of year elapsed at 69%.

The majority of capital expenditure to date relates to the following: landfill capping (80%), LCR Waste Transfer Station (71%), rubbish bin replacements (78%), regional waste infrastructure project (45%) and planning / development approvals for the Bajool roadside bin station (15%).

There are no material exceptions to this report.

### **COMPLIANCE MATTERS**

#### Asbestos Management – Waste Facilities

Progress is occurring in this area with the site for the disposal of the product being determined as the north east corner of the Lakes Creek Road Landfill. Infrastructure is currently working on the plan for the area. Quotations are being sought for the disposal process. Meetings have been held with the contractor undertaking the mulching to work through the required processes to address safety issues. This will include extensive "paper" processes. It is hoped to commence mulching in late May / early June.

It should be noted that the number of asbestos based incidents at the Lakes Creek Road Landfill have reduced from over 10 per month to 2 to 3 per month.

#### Gracemere Landfill – Underground Water Quality

Contact was made with the Department in regards to this matter and they are still reviewing the data provided by Council.

#### Fire – Mount Morgan Waste Transfer Station – Greenwaste – 20 April

There was a third fire at the Waste Transfer Station on 20 April, starting at approximately 7.30pm. While fighting the fire through to about midnight there was four other fires reported in Mount Morgan, in the vicinity of the Waste Transfer Station. As stated the fire was fully extinguished by midnight. The smoke from the fire did not go towards the nearby houses. Also no water from the firefighting activities left the site. The matter was reported to the Department of Environment and Heritage Protection.

#### Gracemere Landfill – Boundary Fence

A without prejudice meeting was held with the property owner where the matters are based. An agreement was reached to meet on site to place the fence which was agreed to in principle. The soil matter was left in abeyance.

### **OPERATIONAL MATTERS**

#### Waste Infrastructure – Community Consultation Plan

The presentation was presented to Council and the outcome was that a further meeting was to be held with the Mayor to review the presentation. Meeting has yet to be arranged.

#### RRC – GRC Joint Waste Project

Councillors, CEOs and senior officers from both RRC and GRC met in Gladstone on 1 May, for the initial meeting on the project. The aim of the project is to explore the feasibility of both organisations working cooperatively to develop the waste management practices of both organisations.

Fees and Charges, February Revised Budget and Capital and Operational Budgets for 14/15

Work has been undertaken in the above areas through the month.

**VARIATIONS / CONCERNS**Orora (Amcor) – MRF Contract

Council has been previously informed that Rockhampton, Gladstone, Central Highlands (CHRC), Isaac Regional Councils and Livingstone Shire Council are working with Orora in regards to issues over the delivery of the services at the MRF located in Parkhurst.

As part of this process CHRC has written to EHP seeking a meeting with EHP/State Government to discuss the State Government position on recycling in the Regions and what assistance the State can provide to Councils who provide such a service. A meeting will be held on Friday 23 May with EHP.

The transportation contract to transport the recyclables from Isaac Regional Council (IRC) to the MRF in Parkhurst has ceased or been cancelled, it is unclear at this point in time. As the recyclables from IRC are not being processed at the MRF the cost to process other recyclables may increase. This matter is being reviewed.

**CAPITAL PROJECTS**Lakes 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. This work is ongoing.

Lakes Creek Road Landfill Waste Transfer Station

The construction of the Waste Transfer Station (WTS) continued with the erection of the steel work and wall cladding. Work also progresses on the exterior earthworks and road / ramp embankments.

The tender for the provision of the gravel for the preloading of the internal road has been awarded and should commence prior to the end of June.

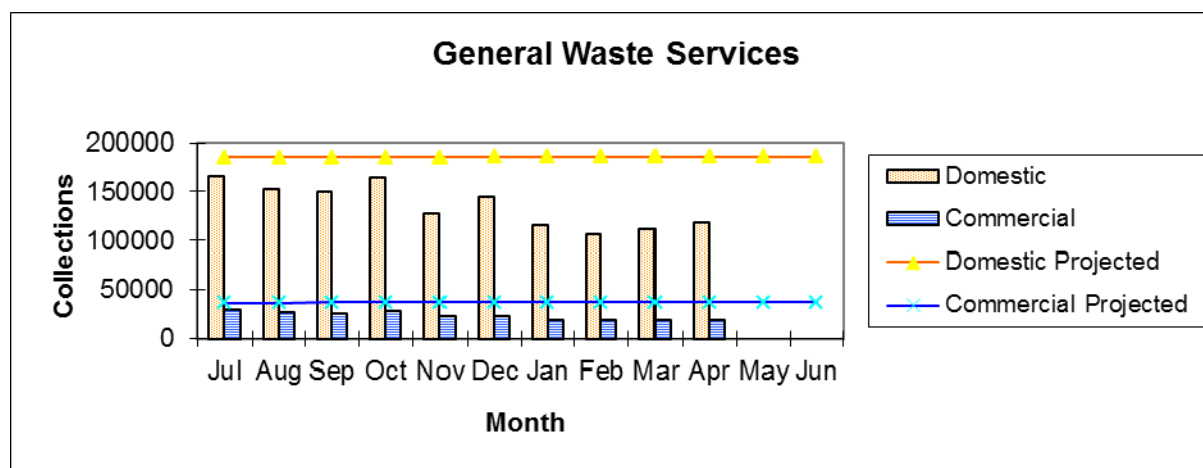
The road intersection work will commence in August and it is proposed to be completed in December and will be undertaken by Council's Infrastructure Services. The construction of the rail crossing will commence in December.

Except for the additional gravel being purchased for the preloading of the internal road works the project is under budget.

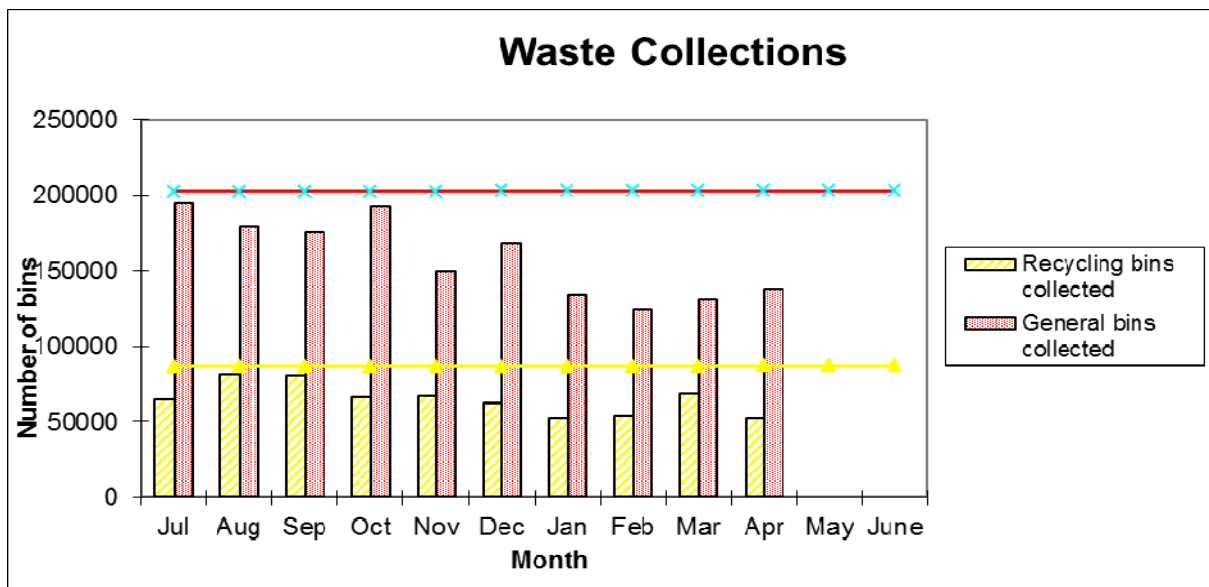
**PERFORMANCE STATISTICS**

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

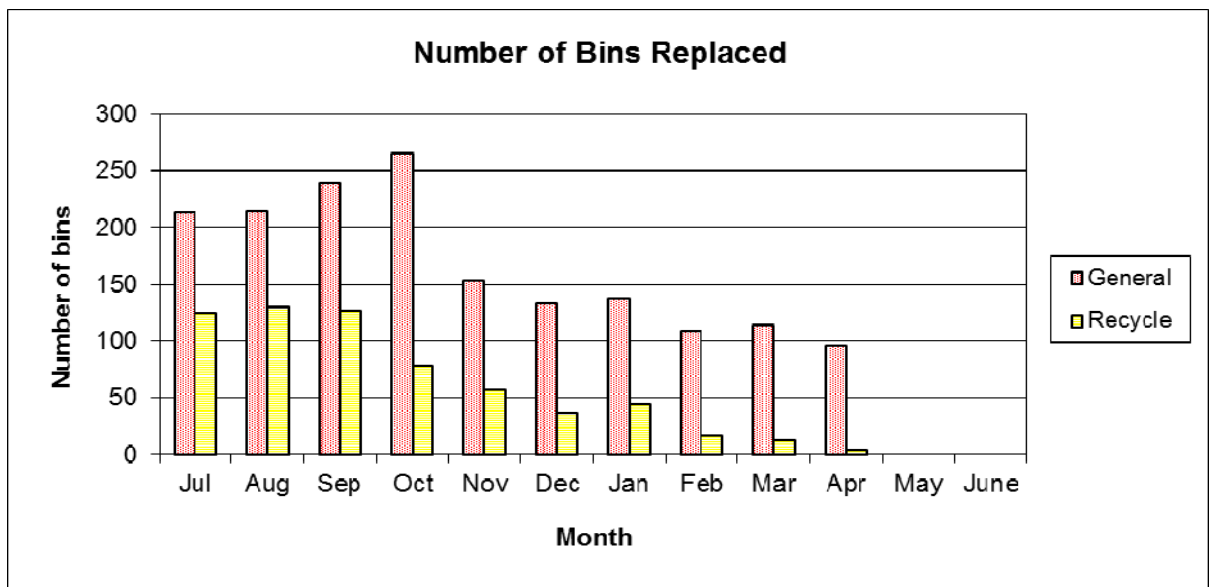
The following graph shows the number of general waste collections per month for the current financial year.



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

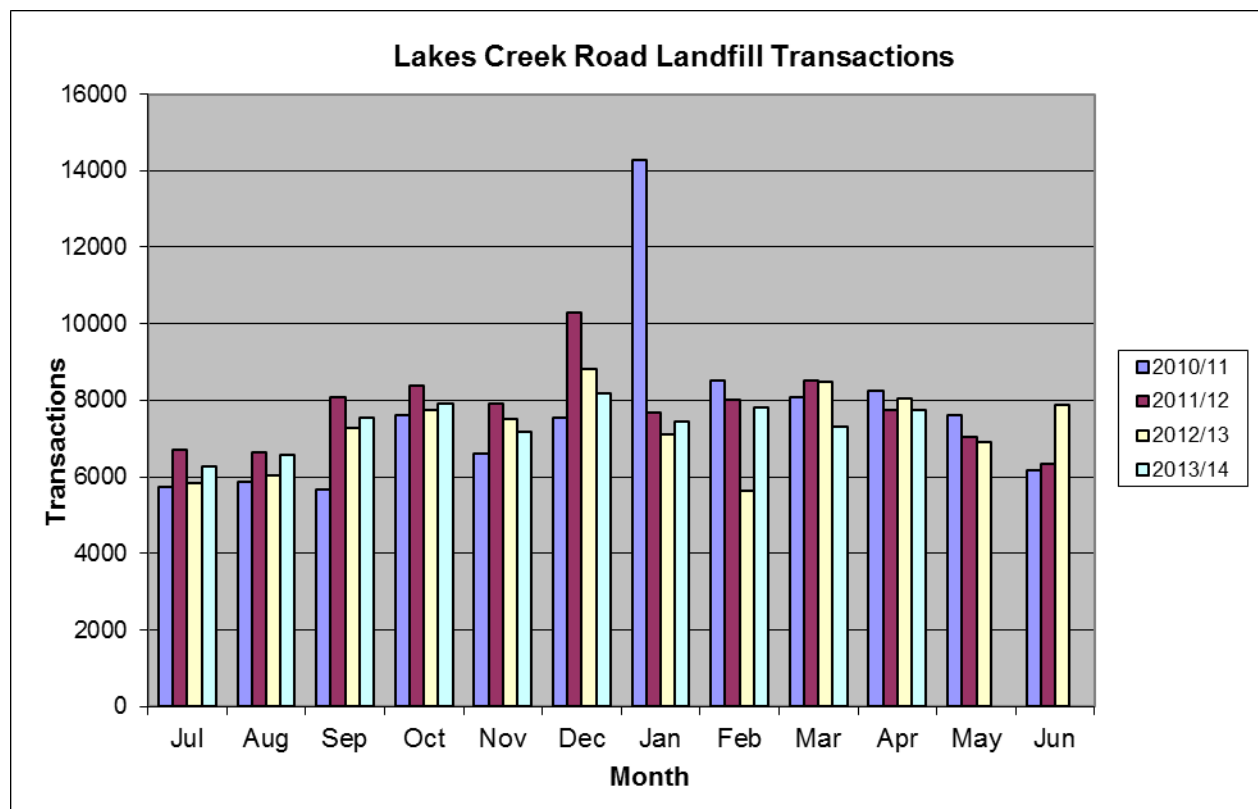
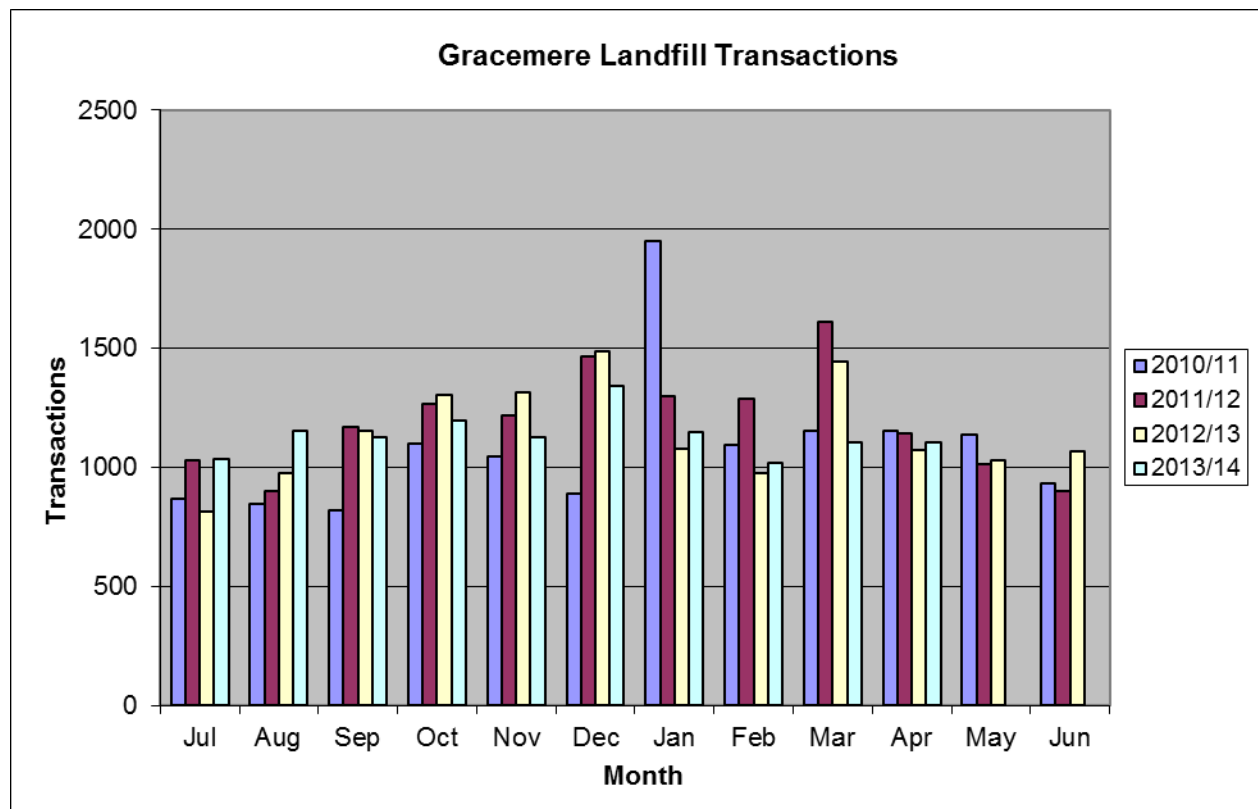


The following graph shows the number of general waste and recycling mobile bins replaced per month for the current financial year.

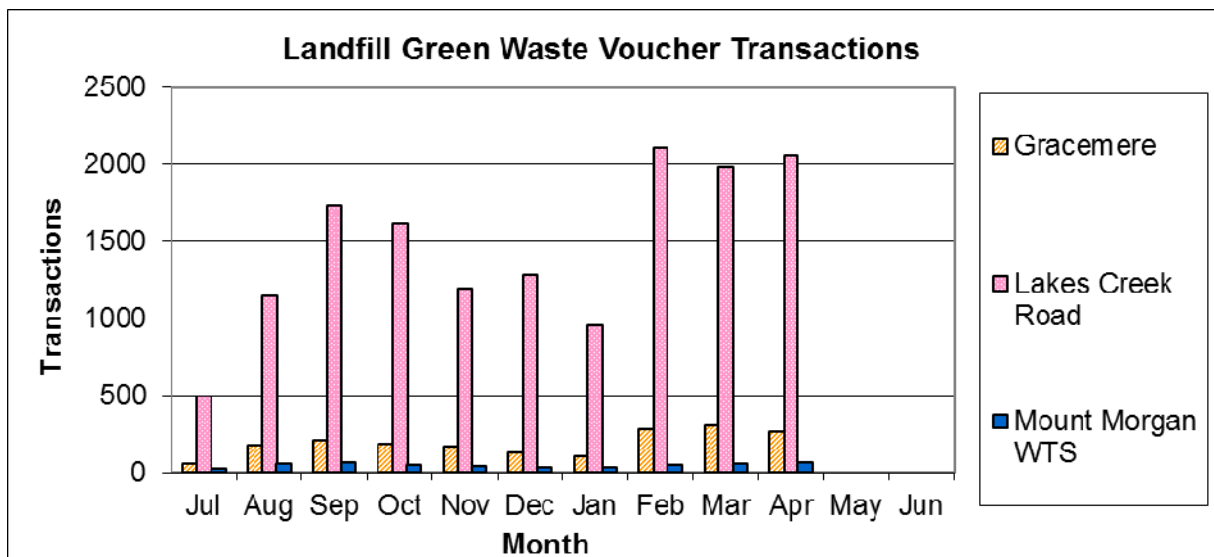




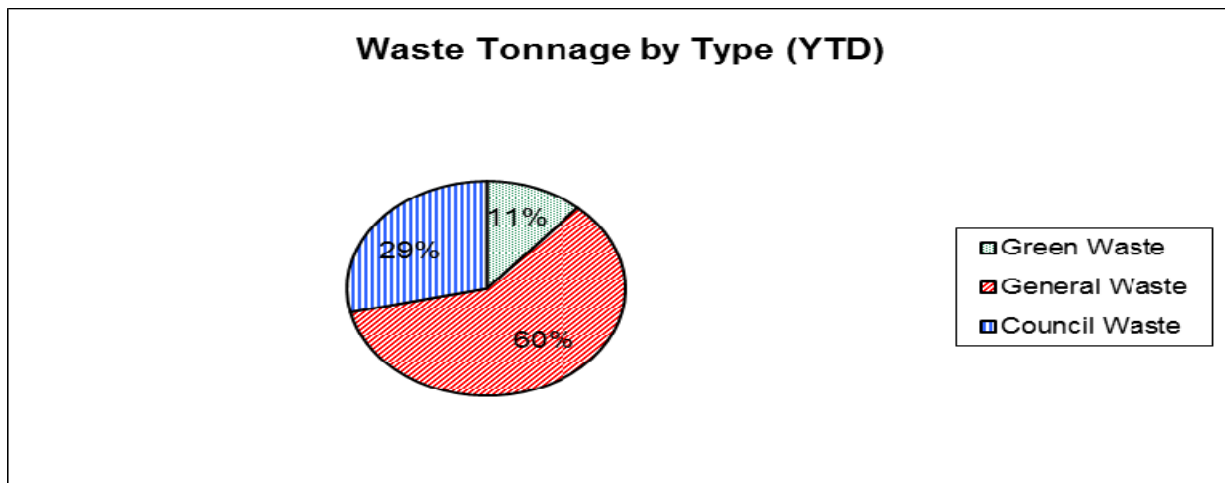
The following graphs show the number of landfill transactions per month for the current financial year.



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.



# **RRWR FINANCE AND STRATEGIC MATTERS REPORT - APRIL 2014**

## **Operational Budget Report - April 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 1**



**Income Statement**  
**For Period July 2013 to April 2014**  
**83.33% of Year Gone**

|   | Adopted<br>Budget<br>\$ | Revised Budget<br>\$ | YTD Actual<br>\$    | Skewed<br>Comparative<br>benchmark<br>figures | % of YTD<br>Actuals (excl<br>commitals) to<br>Total Budget |
|---|-------------------------|----------------------|---------------------|---|--|
| <b>Revenues</b>                             |                         |                      |                     |   |  |
| Net rates and utility charges               | (14,270,118)            | (14,402,227)         | (14,407,793)        | 86.21%  | 100%   |
| Fees and Charges                            | (5,810,814)             | (5,932,414)          | (4,613,327)         | 86.21%  | 78%  |
| Private and recoverable works               | 0                       | (636)                | (1,022)             | 86.21%  | 161%   |
| Grants Subsidies & Contributions            | (35,000)                | (41,364)             | (43,636)            | 86.21%  | 105%   |
| Other income                                | (72,475)                | (59,000)             | (40,458)            | 86.21%  | 69%  |
| <b>Total Revenues</b>                       | <b>(20,188,407)</b>     | <b>(20,435,641)</b>  | <b>(19,106,236)</b> | <b>86.21%</b>                                 | <b>93%</b>   |
| <b>Expenses</b>                             |                         |                      |                     |   |  |
| Employee costs                              | 3,092,161               | 3,210,329            | 2,732,911           | 86.21%  | 85%  |
| Contractors & Consultants                   | 4,787,716               | 4,561,263            | 4,069,881           | 86.21%  | 89%  |
| Materials & Plant                           | 1,412,906               | 991,148              | 845,245             | 86.21%  | 85%  |
| Asset Operational                           | 1,559,437               | 1,534,163            | 1,290,626           | 86.21%  | 84%  |
| Administrative expenses                     | 119,727                 | 127,241              | 88,053              | 86.21%  | 69%  |
| Depreciation                                | 1,355,063               | 1,232,311            | 1,026,926           | 86.21%  | 83%  |
| Finance costs                               | 2,312,465               | 2,312,465            | 1,693,557           | 86.21%  | 73%  |
| Other Expenses                              | 175,000                 | 186,753              | 282,714             | 86.21%  | 151%   |
| Accounting Adjustments                      | 7,750                   | 19,456               | 398,107             | 86.21%  | 2046%  |
| <b>Total Expenses</b>                       | <b>14,822,225</b>       | <b>14,175,128</b>    | <b>12,428,021</b>   | <b>86.21%</b>                                 | <b>88%</b>   |
| <b>Transfer / Overhead Allocation</b>       |                         |                      |                     |   |  |
| Transfer/Overhead Allocation                | 2,159,472               | 2,555,004            | 2,217,959           | 86.21%  | 87%  |
| OH Allocation                               | 1,670,991               | 1,676,049            | 1,373,493           | 86.21%  | 82%  |
| Competitive Neutrality Adjustments          | 1,535,719               | (328,263)            | (228,102)           | 86.21%  | 69%  |
| <b>Total Transfer / Overhead Allocation</b> | <b>5,366,182</b>        | <b>3,902,790</b>     | <b>3,363,351</b>    | <b>86.21%</b>                                 | <b>86%</b>   |

# **RRWR FINANCE AND STRATEGIC MATTERS REPORT - APRIL 2014**

## **Capital Budget Report - April 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 2**



# End of Month Management Report

Percentage of Year Elapsed: 83.33%

|  | 1314 Adopted Inc<br>Carry Forward | October Revised<br>Budget | YTD Actuals       | Commitals        | Total YTD Actuals<br>(inc<br>commitals) | % of YTD Actuals<br>(excl commitals) to<br>Total Budget |
|--|-----------------------------------|---------------------------|-------------------|------------------|---|---|
|  | \$                                | \$                        | \$                | \$               | \$                                      | %   |
| <b>CP620 CAPITAL CONTROL WASTE</b>               |                                   |                           |                   |                  |   |   |
| 0580971 [N] Lakes Creek Rd Landfill - Capping Tr | \$2,116,193                       | \$2,116,193               | \$1,698,060       | \$25,000         | \$1,723,060                             | 80%   |
| 0580972 [N] WTS & Stage 3 development - Lakes Cr | \$15,857,457                      | \$13,238,420              | \$9,433,905       | \$4,610,938      | \$14,044,844                            | 71%   |
| 0943108 Closure of existing landfill sites and r | \$179,345                         | \$152,891                 | -\$8,624          | \$0              | -\$8,624                                | -6%   |
| 0952753 Capital Overheads Control Waste          | \$0                               | \$0                       | \$3,659           | \$0              | \$3,659                                 | 0%  |
| 0959202 LIP - Gracemere - Planning incl Stage 2  | \$150,000                         | \$150,000                 | \$17,403          | \$0              | \$17,403                                | 12%   |
| 0959205 [N] Land Purchase & Planning and develop | \$650,000                         | \$0                       | \$0               | \$0              | \$0                                     | 0%  |
| 0959208 Removal of Recycling Drop Off Points in  | \$38,970                          | \$5,748                   | \$0               | \$0              | \$0                                     | 0%  |
| 0983826 [R] Rubbish Bins - Rockhampton Regional  | \$126,000                         | \$126,000                 | \$98,711          | \$0              | \$98,711                                | 78%   |
| 0983996 [N] Planning and development approvals a | \$215,259                         | \$215,259                 | \$32,718          | \$0              | \$32,718                                | 15%   |
| 0984012 [N] Regional Waste Infrastructure        | \$1,955,000                       | \$530,000                 | \$236,522         | \$32,357         | \$268,879                               | 45%   |
| 0984024 [N] Capping & Closure of Stage 1 & 2 -   | \$100,000                         | \$100,000                 | \$3,715           | \$0              | \$3,715                                 | 4%  |
| 0987815 [R] Waste facilities fences gates securi | \$50,000                          | \$50,000                  | \$0               | \$0              | \$0                                     | 0%  |
| 1017187 [R] Rubbish Bins - Rockhampton Regional  | \$54,000                          | \$24,687                  | \$24,687          | \$0              | \$24,687                                | 100%  |
|  | <b>21,492,223</b>                 | <b>16,709,196</b>         | <b>11,540,758</b> | <b>4,668,296</b> | <b>16,209,053</b>                       | <b>69%</b>  |
| <b>TOTAL CAPITAL EXPENDITURE</b>                 | <b>21,492,223</b>                 | <b>16,709,196</b>         | <b>11,540,758</b> | <b>4,668,296</b> | <b>16,209,053</b>                       | <b>69%</b>  |

### 9.3 ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 31 MARCH 2014

**File No:** 1392

**Attachments:**

1. **Airport Capital Management Report - March 2014**
2. **Airport Income Statement - March 2014**
3. **Airline Routes February 2014**
4. **Customer Services Statistics - March 2014**

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

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

#### SUMMARY

*Rockhampton Airport's performance is reported to Council on a quarterly basis in accordance with the adopted 2013/14 Performance Plan. This report, as at 31 March 2014, is presented for the Committee's information.*

#### OFFICER'S RECOMMENDATION

THAT the Rockhampton Airport's Annual Performance Plan quarterly report as at 31 March 2014 be 'received'.

#### COMMENTARY

Rockhampton Airport 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.

#### AIRPORT MANAGER'S OVERVIEW

##### Passenger Numbers

Passenger numbers, including Domestic and International charters for the 3rd Quarter were:

|          | <b>3<sup>rd</sup> Quarter</b> | <b>YTD</b> |
|----------|-------------------------------|------------|
| 2012/13  | 160,330                       | 543,752    |
| 2013/14  | 149,007                       | 514,291    |
| Variance | -7.1%                         | -5.4%      |

The likely factors that have led to this downturn are:-

- General economic conditions; and
- Severe cuts to corporate and government travel budgets; and
- Increased competition since Virgin Australia and Qantaslink increased seat capacity to Gladstone, Emerald and Moranbah airports and are now offering lower fares than previously; and
- Uncertainty of job security with recent job cuts in mining, energy resources investment and other sectors.

The most recent available data from Bureau of Infrastructure, Transport and Regional Economics (BITRE) is for the annual period to 28 February 2014 and we have attached the table comparing major competitive regional routes, with 28 of the 50 routes showing a decrease for the year, whilst Gladstone and Moranbah airports show significant increases. Emerald passenger numbers are now decreasing.

It is interesting to note that for the month of February:-

- Load factors on many of the Brisbane routes were low with Rockhampton at 64.8%, Mackay 69%, Gladstone 57.2%, Emerald 56.%, Moranbah 44.2%, Mt Isa 52.2% and Townsville 63.7%

- Passenger numbers for Emerald decreased by 15.2%, Mackay by 10.3%, Mount Isa by 14.5%, Townsville by 6.4% and Bundaberg by 12.4%.

### **Capital Project Update**

**The Airfield Ground Lighting Upgrade planning** to replace the ageing legacy lighting system is well under way with the new Lighting room now completed.

The second stage, the pit and ducting design and installation for the new cables is under way and construction will commence in late May.

**The New Passenger Screening Equipment** is in place and has been commissioned ready for start-up on 1<sup>st</sup> April 2014.

### **CUSTOMER SERVICE PERFORMANCE**

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.

### **FINANCIAL PERFORMANCE – TARGET**

#### **Operational**

The 3rd Quarter result of Airport's overall estimate of net profit after Council's dividend and Tax equivalent payments is showing a small surplus.

#### **Capital**

Overall Airport's capital expenditure including committals is quite low as many projects are at the design or tender stage. A monthly status review was attached to the March monthly Strategic Matters Report for your information.

### **COMPLIANCE MATTERS**

There have been no non-compliance notices issued by CASA or The Office of Transport Security during this period.

The Airport is bound by Council's corporate policies and procedures.

### **SAFETY MANAGEMENT**

The Airport Safety Management System (**SMS**) consists of reported Incidents and Hazards and they are addressed at the fortnightly airport management meetings.

Airport management has commenced the process of reviewing and developing revised Work Instructions, Work Procedures and SOP's for airports specific functions and activities.

| <b><u>Lost time days per Section</u></b> | <b>3rd Quarter<br/>2013/2014</b> | <b>YTD<br/>2013/2014</b> |
|--|----------------------------------|--------------------------|
| Airport                                  | 0                                | 1                        |

| <b><u>Incident breakdown – Airport</u></b> | <b>2nd Quarter<br/>2013/2014</b> | <b>YTD<br/>2013/2014</b> |
|--|----------------------------------|--------------------------|
| Accident Only / Equipment Damage           | 2                                | 8                        |

### **ANY AMMENDMENTS PROPOSED TO THIS PLAN**

No amendments are proposed to be made to this plan.

### **RISK MANAGEMENT**

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



Airport risk register will be completed by the end of October. The insurance coverage under the Airport's Owner Operator Liability insurance has been increased from \$150m to \$250m.

Management is also working with the insurance brokers to prepare estimates to consider Business Interruption Insurance coverage.

### **NON-FINANCIAL PERFORMANCE TARGETS & REQUIRED OUTCOMES**

|               |               |
|---------------|---------------|
| <b>Target</b> | <b>Result</b> |
|---------------|---------------|

|  |       |
|--|-------|
| Increase passenger numbers by minimum of 1% in 2013/14 | -5.4% |
|--|-------|

Required Outcomes compared for the same period in 2012/13

|  | <b><u>Target</u></b><br><b><u>3<sup>rd</sup> QTR</u></b> | <b><u>Result</u></b><br><b><u>3<sup>rd</sup> QTR / Full Year</u></b> |
|--|--|--|
| Passenger Numbers                            | +1%  | -7.1% / -5.4%  |
| Aircraft Movements                           | +1%  | -4.9% / -10.1%   |
| Bird Strikes                                 | 10 per qtr   | 9 / 32   |
| Lost Time Days – workplace injuries          | 0  | 0 / 1  |
| Reported Public Injuries on Airport Precinct | 0  | 2 / 3  |
| Customer Requests Actioned                   | 100%   | 100% / 100%  |
| Airline Engagement Meetings                  | Quarterly  | Yes / Yes  |
| Military Exercise Briefings Attended         | 100%   | Yes / Yes  |

# **ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 31 MARCH 2014**

## **Airport Capital Management Report - March 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 1**



# Airport Capital Projects for March 2014

Percentage of Year Elapsed: 75.00%

|  | October Revised<br>Budget | YTD Actuals    | Committals     | Total YTD Actuals<br>(inc<br>committals) | % of YTD Actuals<br>(excl committals) to<br>Total Budget |
|--|---------------------------|----------------|----------------|--|--|
|  | \$                        | \$             | \$             | \$                                       | %  |
| <b>CP640 CAPITAL CONTROL AERO</b>                          |                           |                |                |  |  |
| 0943123 0943123 GA Apron Code B Parking Areas              | 0                         | 0              | 0              | 0  | 0%   |
| 0959095 0959095 Crescent Lagoon Area Storm Water Managem   | 63,767                    | 29,193         | 0              | 29,193                                   | 46%  |
| 0959127 0959127 [N] Security Upgrades to General Aviation  | 99,694                    | 30,680         | 2,865          | 33,545                                   | 31%  |
| 0959133 0959133 [U] RPT Apron Lighting                     | 100,650                   | 20,548         | 215            | 20,763                                   | 20%  |
| 0959135 0959135 [N] GA Apron Lighting                      | 92,550                    | 16,430         | 13,464         | 29,894                                   | 18%  |
| 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                 | 570,451        | 112,528        | 682,979                                  | 16%  |
| 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%  |
| <b>TOTAL CP640 CAPITAL CONTROL AERO</b>                    | <b>4,101,388</b>          | <b>691,158</b> | <b>129,072</b> | <b>820,230</b>                           | <b>17%</b>   |
| <b>CP650 CAPITAL CONTROL NON AERO</b>                      |                           |                |                |  |  |
| 0580951 0580951 Rockhampton Airport Terminal redevelopment | 24,754                    | 15,328         | 0              | 15,328                                   | 62%  |
| 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         | 24,400         | 41,680                                   | 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 Roots of Various Airport Bui   | 43,383                    | 33,244         | 0              | 33,244                                   | 77%  |
| 0987692 0987692 [N] Install Backup Airconditioning in th   | 6,000                     | 0              | 14,643         | 14,643                                   | 0%   |
| 0987693 0987693 [U] Improve Terminal Access for People w   | 61,423                    | 21,861         | 293            | 22,154                                   | 36%  |
| 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%   |

|   |  | October Revised<br>Budget | YTD Actuals      | Committals     | Total YTD Actuals<br>(inc<br>committals) | % of YTD Actuals<br>(excl committals) to<br>Total Budget |
|---|--|---------------------------|------------------|----------------|--|--|
|   |  | \$                        | \$               | \$             | \$                                       | %  |
| 0987705                                     | 0987705 [N] Construct Staff Access Road off Apro | 20,000                    | 21,408           | 0              | 21,408                                   | 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                   | 96,482           | 143,310        | 239,793                                  | 39%  |
| 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%   |
| <b>TOTAL CP650 CAPITAL CONTROL NON AERO</b> |  | <b>899,427</b>            | <b>406,614</b>   | <b>189,170</b> | <b>595,783</b>                           | <b>45%</b>   |
| <b>TOTAL CAPITAL EXPENDITURE</b>            |  | <b>5,000,816</b>          | <b>1,097,772</b> | <b>318,242</b> | <b>1,416,014</b>                         | <b>22%</b>   |

# **ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 31 MARCH 2014**

## **Airport Income Statement - March 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 2**



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

Percentage of the year elapsed: **75.0%**

|   | Adopted Budget<br>\$ | Revised Budget<br>\$ | YTD Actuals<br>\$   | % of YTD Actuals (excl<br>commitals) to Total<br>Budget |
|---|----------------------|----------------------|---------------------|---|
| <b>Revenues</b>                                     |                      |                      |                     |   |
| Fees and Charges                                    | (10,120,406)         | (10,120,406)         | (7,425,102)         | 73.4%   |
| Rent/Lease Revenue                                  | (1,711,959)          | (1,711,959)          | (1,487,864)         | 86.9%   |
| Interest revenue                                    | (150,000)            | (150,000)            | (112,536)           | 75.0%   |
| Proceeds from Asset Sales                           | 0                    | 0                    | (2,182)             | 0.0%  |
| Other income  | (1,948,309)          | (1,948,309)          | (1,312,384)         | 67.4%   |
| Res. received below fair value                      | 0                    | 0                    | (750)               | 0.0%  |
| <b>Total Revenues</b>                               | <b>(13,930,674)</b>  | <b>(13,930,674)</b>  | <b>(10,340,817)</b> | <b>74.2%</b>  |
| <b>Expenses</b>                                     |                      |                      |                     |   |
| Employee costs                                      | 2,665,480            | 2,665,480            | 1,775,122           | 66.6%   |
| Contractors & Consultants                           | 1,405,903            | 1,405,903            | 771,197             | 54.9%   |
| Materials & Plant                                   | 249,391              | 249,391              | 126,843             | 50.9%   |
| Asset Operational                                   | 1,390,326            | 1,390,326            | 1,027,249           | 73.9%   |
| Administrative expenses                             | 331,466              | 331,466              | 105,095             | 31.7%   |
| Depreciation  | 2,283,234            | 2,283,234            | 1,712,426           | 75.0%   |
| Other Expenses                                      | 4,000                | 4,000                | 0                   | 0.0%  |
| Accounting Adjustments                              | 0                    | 0                    | 266,245             | 0.0%  |
| <b>Total Expenses</b>                               | <b>8,329,800</b>     | <b>8,329,800</b>     | <b>5,764,175</b>    | <b>69.4%</b>  |
| <b>Transfer / Overhead Allocation</b>               |                      |                      |                     |   |
| Transfer/Overhead Allocation                        | 268,909              | 268,909              | 162,988             | 60.6%   |
| OH Allocation                                       | 794,836              | 794,836              | 596,127             | 75.0%   |
| Competitive Neutrality Adjustments                  | 4,537,129            | 4,537,129            | 3,402,847           | 75.0%   |
| <b>Total Transfer / Overhead Allocation</b>         | <b>5,600,874</b>     | <b>5,600,874</b>     | <b>4,161,962</b>    | <b>74.3%</b>  |
| <b>TOTAL OPERATING POSITION (SURPLUS) / DEFICIT</b> | <b>(0)</b>           | <b>0</b>             | <b>(394,680)</b>    |   |

# **ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 31 MARCH 2014**

## **Airline Routes February 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 3**

Top fifty regional airports

Table 11: Top fifty regional airports (000s) — passenger movements, annual

| Airport                        | YE Feb 2013      | YE Feb 2014      | % Change   |
|--------------------------------|------------------|------------------|------------|
| 1 Cairns                       | 3 679.1          | 3 860.8          | 4.9        |
| 2 Hobart                       | 1 958.4          | 2 098.4          | 7.2        |
| 3 Darwin                       | 1 801.5          | 1 819.7          | 1.0        |
| 4 Townsville                   | 1 666.5          | 1 604.8          | -3.7       |
| 5 Launceston                   | 1 194.3          | 1 268.4          | 6.2        |
| 6 Williamstown                 | 1 199.9          | 1 222.4          | 1.9        |
| 7 Mackay                       | 1 182.6          | 1 137.6          | -3.8       |
| 8 Karratha                     | 814.0            | 763.1            | -6.2       |
| 9 Rockhampton                  | 765.7            | 724.6            | -5.4       |
| 10 Alice Springs               | 576.7            | 667.4            | 15.7       |
| 11 Gladstone                   | 442.5            | 515.9            | 16.6       |
| 12 Port Hedland                | 534.8            | 497.0            | -7.1       |
| 13 Hamilton Island             | 442.5            | 473.9            | 7.1        |
| 14 Newman                      | 394.0            | 442.6            | 12.3       |
| 15 Broome                      | 446.8            | 438.9            | -1.8       |
| 16 Ballina                     | 346.5            | 395.5            | 14.1       |
| 17 Coffs Harbour               | 340.8            | 393.2            | 15.4       |
| 18 Emerald                     | 290.4            | 276.9            | -4.6       |
| 19 Mount Isa                   | 273.1            | 261.0            | -4.4       |
| 20 Albury                      | 276.1            | 280.5            | -5.6       |
| 21 Mildura                     | 229.5            | 244.2            | 6.4        |
| 22 Kalgoorlie                  | 263.6            | 239.7            | -9.0       |
| 23 Proserpine                  | 237.5            | 234.9            | -1.1       |
| 24 Ayers Rock                  | 276.1            | 233.5            | -15.4      |
| 25 Roma                        | 152.3            | 232.3            | 52.5       |
| 26 Port Macquarie              | 231.2            | 230.7            | -0.2       |
| 27 Paraburdoo                  | 288.6            | 226.5            | -21.5      |
| 28 Wagga Wagga                 | 207.7            | 211.2            | 1.7        |
| 29 Dubbo                       | 183.7            | 201.1            | 9.5        |
| 30 Port Lincoln                | 196.2            | 187.7            | -4.3       |
| 31 Moranbah                    | 134.3            | 183.1            | 36.4       |
| 32 Tamworth                    | 157.6            | 160.7            | 2.0        |
| 33 Bundaberg                   | 128.1            | 154.7            | 20.7       |
| 34 Hervey Bay                  | 152.3            | 150.3            | -1.4       |
| 35 Geraldton                   | 147.3            | 135.2            | -8.3       |
| 36 Devonport                   | 131.8            | 129.2            | -2.0       |
| 37 Kununurra                   | 118.4            | 116.2            | -1.9       |
| 38 Gove                        | 113.9            | 115.4            | 1.3        |
| 39 Armidale                    | 107.5            | 108.6            | 1.0        |
| 40 Leamonth                    | 94.6             | 92.6             | -2.2       |
| 41 Thursday Island             | 93.7             | 91.4             | -2.4       |
| 42 Mount Gambier               | 86.0             | 80.1             | -6.9       |
| 43 Olympic Dam                 | 90.5             | 76.1             | -15.9      |
| 44 Weipa                       | 69.9             | 71.2             | 1.9        |
| 45 Burnie                      | 67.5             | 68.0             | 0.7        |
| 46 Griffith                    | 67.4             | 66.5             | -1.4       |
| 47 Whyalla                     | 73.5             | 66.1             | -10.1      |
| 48 Broken Hill                 | 67.2             | 60.1             | -10.5      |
| 49 Albany                      | 59.1             | 59.0             | -0.2       |
| 50 Orange                      | 59.2             | 57.5             | -2.9       |
| <b>Total regional airports</b> | <b>24 447.1</b>  | <b>24 857.8</b>  | <b>1.7</b> |
| <b>Total domestic network</b>  | <b>113 460.3</b> | <b>115 489.9</b> | <b>1.8</b> |

Note: Airport passenger movement numbers are the sum of passenger arrivals and departures at each airport.

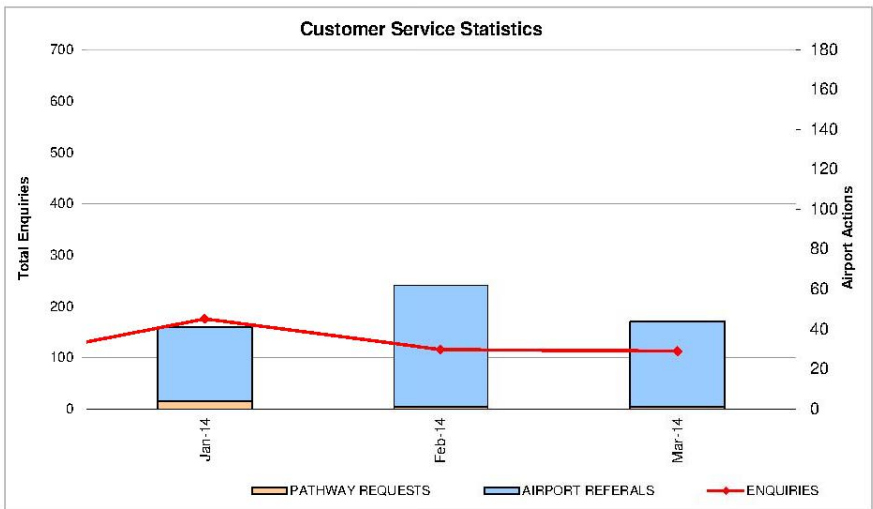


# **ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 31 MARCH 2014**

## **Customer Services Statistics - March 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 4**



| MONTH         | ENQUIRIES  | AIRPORT<br>REFERRALS | %<br>REFERED | PATHWAY<br>REQUESTS | NOTES |
|---------------|------------|----------------------|--------------|---------------------|-------|
| Jan-14        | 176        | 37                   | 21.0%        | 4                   |       |
| Feb-14        | 116        | 61                   | 52.6%        | 1                   |       |
| Mar-14        | 113        | 43                   | 38.1%        | 1                   |       |
| <b>Totals</b> | <b>405</b> | <b>141</b>           | <b>34.8%</b> | <b>6</b>            |       |

**9.4 AIRPORT FINANCE AND STRATEGIC MATTERS REPORT APRIL 2014**

|                             |   |
|-----------------------------|---|
| <b>File No:</b>             | <b>7927</b>   |
| <b>Attachments:</b>         | <b>1. Airport Income Statement 13/14 - April 2014</b><br><b>2. Airport Capital Management Report 13/14 - April 2014</b><br><b>3. Customer Service Statistics - April 2014</b> |
| <b>Authorising Officer:</b> | <b>Ross Cheesman - General Manager Corporate Services</b>   |
| <b>Author:</b>              | <b>Trevor Heard - Manager Rockhampton Airport</b>   |

---

**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 April 2014 be "received".

**COMMENTARY****AIRPORT FINANCIAL*****Operational***

Revenue at 81.3% is slightly lower than the percentage of year elapsed (83.3%)

This has been offset by lower expenses before committals at 76.3% which has a net result of an operational surplus at this stage.

***Capital***

Overall Airport's capital expenditure is below the percentage of year elapsed at 29%. The majority of the Airport's capital expenditure budget relates to the Airport lighting project budget of \$3.5m out of the total capital budget of \$5m.

Due to the additional time required to carefully consider all possible cost saving options for the Airport Lighting project there will be a large carry over for this budget item. This will mean the airport will not incur loan borrowings this financial year.

**AIRPORT OPERATIONS*****Audit and Compliance***

On 1 April Inspectors from the Office of Transport Security completed the initial system checks and tests required for the Airport to undertake passenger and baggage screening responsibilities. Qantas Airways relinquished this responsibility on the evening prior.

Planning activities were undertaken in preparation for the annual Airport Emergency Exercise. Planning included relocation of the primary assembly area and access point for emergency services. Once finalised the access point will provide less impeded, all hours access off Canoona Road, keeping major response activities clear of the terminal car park area.

**AIRPORT COMMERCIAL*****Passenger Numbers***

Passenger numbers for April were 53,555 compared with 58,251 in April 2013.

Increased Commercial revenue from property leases and lower expenses has offset the lower aeronautical revenue to a large degree.

***Passenger /Stakeholders Surveys***

The first stage of the passenger and stakeholder surveys commenced with the Galilee basin coal mine proponents. The business phone survey has been completed and passenger face to face survey has commenced on the 12<sup>th</sup> May.

***Terminal Redevelopment***

During the March Business Enterprise meeting conducted at the Airport, Councillors were given an overview of terminal concept plans to include the retail areas after the screening point that had been deferred.

The advantages of such a redevelopment are:

- When the concessions are after the screening point the spend rates increase traditionally by around 50-60% as passengers have more exposure time to retail offerings.
- Increased passenger capacity of the security lounge
- Reduced queuing at the screening point as passengers enter after check-in.
- Additional toilets in the security lounge (now only two).
- An improvement of passenger flows in the terminal and overall customer service.

It was suggested by Council that a more cost effective solution could be found to achieve these results. It is estimated that additional revenue of between \$135k and \$160k could be achieved.

An architect has been engaged to provide a staged or lower cost option.

***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.

***Plane Spotters***

The cleared site previously occupied by CQ Fresh has been identified as the preferred site to accommodate plane spotters as it can provide a paved area for car parking.

It will be necessary to implement a system whereby plane spotters can apply through the customer service centre for an emailed copy of approval for the vehicle registration number to be placed on the dashboard when parking in the area. It is proposed the site would be signed "Authorised Vehicles Only."

***"ROCKHAMPTON" Sign***

The existing Rockhampton sign on the passenger walkway of the apron does not stand out for arriving passengers, especially at night.

It is proposed that this existing sign be overlayed, potentially with day/glow decals coloured orange (Airport logo colour) and this is being progressed by Marketing & Engagement.

***RFDS***

The RFDS has provided preliminary plans of the patient transfer facility they intend constructing on the site of their new lease area. The first stage of the development will be an additional push back parking area for one of their aircraft.

***HV Supply***

The Airport HV Supply Condition Assessment is progressing, first draft report expected early May.

**Terminal Precinct**

Modified taxi lane entry boom gate, reduced length and line marked to prevent parking in line with boom gate.

**Disabled Parking Bays**

The four disabled bays directly opposite the terminal have been expanded to enable safer transfer of passengers to and from vehicles with additional clearance from the through traffic lane.

**Airport Gardens Maintenance Plan**

As the Airport Gardens are one of the first things people see when they arrive in Rockhampton and the last thing they see when they leave it is important to establish and retain gardens that are safe, low maintenance, drought tolerate, pleasing to the eye and colourful as to be appreciative to those people who pass through it.

Currently there are a lot of high maintenance plants and related safety issues particularly with the tall (coconut) palm trees, which Park and Open Spaces are finding difficult to keep up the maintenance required with Maintenance Crews allocated one day per fortnight.

It is proposed to progressively replace 3 to 4 tall palm trees at a time during the year with other various types of palm trees, starting with the coconut palm trees.

Where possible re-use the larger Bismarck palm trees elsewhere in council and/or within the Rockhampton Region and replace them with pandanas.

| Project   | Commentary  | Status  |
|---|---|---|
| 959150 – Runway Lighting Replacement                | <p>Strategy has been developed to complete this project over the next four years.</p> <ul style="list-style-type: none"> <li>• Year 1 – ALER.</li> <li>• Year 2 – Revised to Complete Pit &amp; Duct System.</li> <li>• Year 3 – Main Runway &amp; Taxiways.</li> <li>• Year 4 – Cross Runway &amp; Taxiways (to be excluded).</li> </ul> | <p>ALER – Practical Completion was issued 24<sup>th</sup> April 2014. List of final defects being compiled.</p> <p>Pit &amp; Duct – Preliminary Meeting has been conducted. Aeronautical Method of Work Plan (MOWP) being developed. Contractor, ATS Infrastructure, to commence site set-up 12<sup>th</sup> May 2014, with Project Work Commencing 19<sup>th</sup> May 2014.</p> |
| 959095 – Crescent Lagoon Area Stormwater Management | <p>Valving has been installed. Valve platform and grate has been installed. Pumping solution to be procured and site set-up.</p>  | <p>Pumping solution - Specification for tender developed, to be advertised in May. Revising pump site location from landside to airside, for ease of operation. FRW revising site establishment requirements.</p> <p>Additional funds have been allocated in the March Capital Budget Review.</p>   |

| Project   | Commentary   | Status  |
|---|--|---|
| 987680 – Enhance the functionality of the Airport Building Management System software | Scope of Works developed in conjunction with IT Projects and Service Provider.<br><br>Business case to be resubmitted to ISSG.   | A service provider has been engaged. RRC IT are progressing this project.   |
| 987692 – Install Backup Air-conditioning in the ground floor Communications Rooms     | Installation of an additional Split System in the Ground Floor Communications Room.  | Contractor engaged, work to commence early May 2014.  |
| 987693 – Improve Terminal Access for People with Disabilities.                        | Recurring annual project. Activities identified for this Financial Year:<br><br>1. Handrails and kick plate for car park pedestrian bridge.<br><br>2. Improved ease of usability of heavy disabled toilet doors. | <b>Item 1</b> Kick plate installed.<br><br><b>Item 2</b> Terminal Concourse and Departure Lounge Auto-Toilet Doors installed.   |
| 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 accepted.<br><br>RPT apron light pole (7 off) switchgear and control equipment upgrade:<br><br>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 accepted.<br><br>Development of the technical specification for modifications to the GA Apron Lighting to accommodate the new RFDS Leased Area is progressing. Delays due to lack of information on the existing electrical infrastructure. |
| 987681 – Refurbish General Aviation Toilets   | Finalising procurement details.  | Completed.  |
| 987682 – Replace various Airport IT Systems Software and Hardware                     | Recurring annual project.  |   |
| 987694 – Refurbish  |  | Concept agreed, detail design   |

| Project   | Commentary   | Status  |
|---|--|---|
| Terminal Toilets                                      |  | being developed.  |
| 987691 – Replace Rooves of various Terminal Buildings |  | Completed   |
| 1023540 – Europay MasterCard Visa Compliance Upgrade  | Upgrade of Paid Parking Credit Card Readers by 1 <sup>st</sup> 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.<br><br>CBA have gain further extension to May 2014. Project has been progressing satisfactorily.  |
| 959127– Security Upgrades                             | General Access<br><br>Funds to upgrade security equipment.<br><br>Includes the replacement of the locking system for gates at the GA Apron and military deployment areas.  | 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 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.<br><br>Suitable software being sourced for records database. |
| 1020125 - Airport Screening equipment                 | To provide business essential equipment to screened 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.<br><br>Project not previously required or budgeted for. | Installation completed in time to allow for screening responsibilities to be transferred to RRC on 1 April.   |

| Project  | Commentary  | Status  |
|--|---|---|
| 987704 – Improve Airside Stormwater Management       | To ensure high value aircraft movement area pavements are not compromised by ingress of groundwater.<br><br>Aging subsoil drains present an erosion risk under the runway shoulders. Assess and complete repairs as required. | Camera inspection completed in an area of concern. Further assessment required.<br><br>Ground penetrating radar investigation works completed for subsoil drains along the shoulders of the original portion of Runway 15/33. Contractors report is pending.                                  |
| 987685 – Renewal of aviation security Infrastructure | Recurring annual provision.   |   |
| 959145 – Repairs to Defence deployment area          | Annual restoration of pavement pre military exercises   | Repairs to pavement and seal completed prior to the deployment for Exercise Wallaby 2013. Further repairs required prior to Wallaby 2014. Estimates acquired to reseal 2000 sq. metres of deployment area. Reseal to be completed following trench excavations for airfield lighting project. |

### ***Airport Lighting***

The tender for the second stage of the project being the AGL Pit & Duct installation has been awarded to ATS Infrastructure. A pre start meeting was held on the 16 April 2014 and a further site meeting was held on the 29 April 2014 to discuss the complexities, planning and scheduling of the project, prior to physical commencement. ATS have been provided with possession of site as from 19 May 2014. They will begin site establishment the week beginning on the 12th May 2014. Work is continuing on the design of the final stage, lights and control systems. Final Design is anticipated late June, early July 2014.

### **Budget Statement**

The total capital budget allocated for the Rockhampton Airport AGL project is approximately \$7,066,607. The project budget has been cash flowed over three concurrent financial years with the following proportioned allocations. Carryover budget allocations will be important to ensure sufficient project funds are available to complete the project.



# **AIRPORT FINANCE AND STRATEGIC MATTERS REPORT APRIL 2014**

## **Airport Income Statement 13/14 - April 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 1**



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

Percentage of the year elapsed: **83.3%**

|   | Adopted Budget<br>\$ | Revised Budget<br>\$ | YTD Actuals<br>\$   | % of YTD Actuals (excl<br>commitals) to Total<br>Budget |
|---|----------------------|----------------------|---------------------|---|
| <b>Revenues</b>                                     |                      |                      |                     |   |
| Fees and Charges                                    | (10,120,406)         | (10,122,322)         | (8,226,815)         | 81.3%   |
| Rent/Lease Revenue                                  | (1,711,959)          | (1,996,407)          | (1,649,149)         | 82.6%   |
| Interest revenue                                    | (150,000)            | (150,000)            | (122,859)           | 81.9%   |
| Proceeds from Asset Sales                           | 0                    | 0                    | (2,182)             | 0.0%  |
| Other income  | (1,948,309)          | (1,804,604)          | (1,454,011)         | 80.6%   |
| Res received below fair value                       | 0                    | (750)                | (750)               | 100.0%  |
| <b>Total Revenues</b>                               | <b>(13,930,674)</b>  | <b>(14,074,083)</b>  | <b>(11,455,766)</b> | <b>81.4%</b>  |
| <b>Expenses</b>                                     |                      |                      |                     |   |
| Employee costs                                      | 2,665,480            | 2,579,644            | 2,026,183           | 78.5%   |
| Contractors & Consultants                           | 1,405,903            | 1,407,999            | 909,964             | 64.6%   |
| Materials & Plant                                   | 249,391              | 182,170              | 137,368             | 75.4%   |
| Asset Operational                                   | 1,390,326            | 1,821,243            | 1,115,728           | 61.3%   |
| Administrative expenses                             | 331,466              | 237,405              | 113,489             | 47.8%   |
| Depreciation  | 2,283,234            | 2,601,357            | 2,167,797           | 83.3%   |
| Other Expenses                                      | 4,000                | 0                    | 0                   | 0.0%  |
| Accounting Adjustments                              | 0                    | 0                    | 266,245             | 0.0%  |
| <b>Total Expenses</b>                               | <b>8,329,800</b>     | <b>8,829,816</b>     | <b>6,736,774</b>    | <b>76.3%</b>  |
| <b>Transfer / Overhead Allocation</b>               |                      |                      |                     |   |
| Transfer/Overhead Allocation                        | 268,909              | 230,424              | 195,606             | 84.9%   |
| OH Allocation                                       | 794,836              | 794,836              | 662,363             | 83.3%   |
| Competitive Neutrality Adjustments                  | 4,537,129            | 4,219,007            | 3,515,839           | 83.3%   |
| <b>Total Transfer / Overhead Allocation</b>         | <b>5,600,874</b>     | <b>5,244,267</b>     | <b>4,373,808</b>    | <b>83.4%</b>  |
| <b>TOTAL OPERATING POSITION (SURPLUS) / DEFICIT</b> | <b>(0)</b>           | <b>0</b>             | <b>(345,183)</b>    |   |

# **AIRPORT FINANCE AND STRATEGIC MATTERS REPORT APRIL 2014**

## **Airport Capital Management Report 13/14 - April 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 2**



## End of Month Management Report - Airport Capital Projects for April 2014

Percentage of Year Elapsed: 83.33%

|                                       |  | Feb Revised<br>Budget<br>\$ | YTD Actuals<br>\$ | Committals<br>\$ | Total YTD Actuals<br>(inc<br>committals)<br>\$ | % of YTD Actuals<br>(excl committals) to<br>Total Budget<br>% |
|---------------------------------------|--|-----------------------------|-------------------|------------------|--|---|
| <b>CP640 CAPITAL CONTROL AERO</b>     |  |                             |                   |                  |  |   |
| 0943120                               | 0943120 Security Systems Improvements            | 0                           | 6,393             | 0                | 6,393  | 0%  |
| 0943123                               | 0943123 GA Apron Code B Parking Areas            | 0                           | 0                 | 0                | 0  | 0%  |
| 0959095                               | 0959095 Crescent Lagoon Area Storm Water Managem | 63,787                      | 40,743            | 0                | 40,743   | 64%   |
| 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                     | 20,548            | 215              | 20,763   | 20%   |
| 0959135                               | 0959135 [N] GA Apron Lighting                    | 92,550                      | 20,918            | 8,948            | 29,866   | 23%   |
| 0959137                               | 0959137 [N] Movement Area Guidance Signs (MAGS)  | 0                           | 0                 | 0                | 0  | 0%  |
| 0959140                               | 0959140 [R] Relocation of RWY 15 Windsack        | 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                   | 850,617           | 2,176,098        | 3,026,715                                      | 24%   |
| 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 windsacks               | 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%   |
|                                       | <b>TOTAL CP640 CAPITAL CONTROL AERO</b>          | <b>4,101,388</b>            | <b>993,755</b>    | <b>2,188,126</b> | <b>3,181,881</b>                               | <b>24%</b>  |
| <b>CP650 CAPITAL CONTROL NON AERO</b> |  |                             |                   |                  |  |   |
| 0580951                               | 0580951 Rockhampton Airport Terminal redevelopme | 24,754                      | 15,071            | 0                | 15,071   | 61%   |
| 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                      | 25,780            | 24,400           | 50,180   | 30%   |
| 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               | 0                | 611  | 1%  |
| 0987686                               | 0987686 [N] Redundant HV Supply for Airport Prec | 0                           | 42,416            | 0                | 42,416   | 0%  |
| 0987691                               | 0987691 [R] Replace Roofs of Various Airport Bui | 43,383                      | 33,244            | 0                | 33,244   | 77%   |
| 0987692                               | 0987692 [N] Install Backup Airconditioning in th | 6,000                       | 0                 | 14,643           | 14,643   | 0%  |
| 0987693                               | 0987693 [U] Improve Terminal Access for People w | 61,423                      | 21,861            | 293              | 22,154   | 36%   |
| 0987694                               | 0987694 [R] Refurbish Terminal Toilets           | 50,000                      | 0                 | 0                | 0  | 0%  |

|         |   | Feb Revised<br>Budget | YTD Actuals      | Committals       | Total YTD Actuals<br>(inc<br>committals) | % of YTD Actuals<br>(excl committals) to<br>Total Budget |
|---------|---|-----------------------|------------------|------------------|--|--|
|         |   | \$                    | \$               | \$               | \$                                       | %  |
| 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           | 0                | 21,408                                   | 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                | 0                | 0                | 0  | 0%   |
| 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               | 96,482           | 148,545          | 245,027                                  | 39%  |
| 1023540 | 1023540 [U] Europay MasterCard Vis a - Compliance | 60,000                | 0                | 0                | 0  | 0%   |
| 1026224 | 1026224 [N] Water Main Installation Short Term C  | 0                     | 44,236           | 0                | 44,236                                   | 0%   |
|         | <b>TOTAL CP650 CAPITAL CONTROL NON AERO</b>       | <b>899,427</b>        | <b>434,142</b>   | <b>187,880</b>   | <b>622,022</b>                           | <b>48%</b>   |
|         | <b>TOTAL CAPITAL EXPENDITURE</b>                  | <b>5,000,816</b>      | <b>1,427,897</b> | <b>2,376,006</b> | <b>3,803,903</b>                         | <b>29%</b>   |

# **AIRPORT FINANCE AND STRATEGIC MATTERS REPORT APRIL 2014**

## **Customer Service Statistics - April 2014**

**Meeting Date: 4 June 2014**

**Attachment No: 3**



| MONTH         | ENQUIRIES   | AIRPORT<br>REFERRALS | %<br>REFERED | PATHWAY<br>REQUESTS | NOTES |
|---------------|-------------|----------------------|--------------|---------------------|-------|
| 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                   |       |
| Feb-14        | 116         | 61                   | 52.6%        | 1                   |       |
| Mar-14        | 113         | 43                   | 38.1%        | 1                   |       |
| Apr-14        | 70          | 22                   | 31.4%        | 1                   |       |
| <b>Totals</b> | <b>3076</b> | <b>431</b>           | <b>14.0%</b> | <b>51</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 Rockhampton Airport Business Opportunities

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.

#### 13.2 Rockhampton Airport Signage Proposal

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.

#### 13.3 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 ROCKHAMPTON AIRPORT BUSINESS OPPORTUNITIES

**File No:** 191

**Attachments:** Nil

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

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

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 .

---

#### SUMMARY

*Airport Manager reporting on car parking opportunities.*

**13.2 ROCKHAMPTON AIRPORT SIGNAGE PROPOSAL****File No:** 1777**Attachments:** Nil**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Trevor Heard - Manager Rockhampton Airport

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 .

---

**SUMMARY**

*Airport Manager reporting on the proposal to erect signage.*

**13.3 INTERIM WASTE MANAGEMENT PLAN****File No:** 7927**Attachments:** 1. Interim Waste Management Plan**Authorising Officer:** Robert Holmes - General Manager Regional Services**Author:** Craig Dunglison - 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 .

---

**SUMMARY**

*Due to the de-amalgamation process Council has found itself facing the issue of having limited landfill airspace available to itself. As a Regional Waste Management Strategy is under development an Interim Strategy has been developed to meet current immediate challenges including the airspace issue.*

## **14 CLOSURE OF MEETING**