



BUSINESS ENTERPRISE COMMITTEE MEETING

AGENDA

3 DECEMBER 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 3 December 2014 commencing at 9.00am 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
26 November 2014

Next Meeting Date: 04.02.15

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
Councillor R A Swadling

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Business Enterprise Committee held 5 November 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: 3 December 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
05 November 2014	Compost Trial	THAT this matter be further investigated having regard for the waste options currently being considered by Council and test the market for the operation.	Craig Dungleison	19/11/2014	Meeting organised with M Alexander and local land care groups to commence developing a list of potential customers and their tonnage requirements.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

Nil

9 STRATEGIC REPORTS

9.1 ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 30 SEPTEMBER 2014

File No: 1392

Attachments:

1. Airport Income Statement - 30 September 2014
2. Airport Capital Management Report - 30 September 2014
3. Airline Routes August
4. Airline Routes 13/14 F/Y
5. Customer Service Statistics to September

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 2014/15 Performance Plan. This report, as at 30 September 2014, is presented for the Committee's information.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Airport's Annual Performance Plan quarterly report as at 30 September 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 2014/15.

AIRPORT MANAGER'S OVERVIEW

Passenger Numbers

Passenger numbers, including Domestic and International charters for the 1st Quarter were:

	1 st Quarter	YTD
2013/14	183,313	183,313
2014/15	173,548	173,548
Variance	-5.3%	-5.3%

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

- The end of the mining boom effect on investment in new or expanding mines
- Ongoing lack of confidence in the economy which is reflected in lower spending trends by the public
- Continuing restraints by Government and Corporate business to travel budgets
- The increased competition from nearby airports who now offer lower airfares
- Business is now relying more on alternatives to face to face meeting by using video conferencing for meetings and interviews

The most recent available data from Bureau of Infrastructure, Transport and Regional Economics (BITRE) is for the annual period to 31/08/2014 and we have attached the table comparing major competitive regional routes for August 2014 and the full year, with 24 of the 50 routes showing a decrease for the year. Continued negative growth continues at Mackay (-8.7%), Emerald (-11.3), Mt Isa (-11.7%), Townsville (-4%), and Rockhampton (-5.5).

Although Gladstone show respective increases for the year to date of 4.7% and 15.5% the data for the month of August shows declines of -10.5% and -10.7% respectively.

This indicates other airports are also experiencing a downturn in passenger numbers.

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.

CAPITAL PROJECT UPDATE

The Airfield Ground Lighting Upgrade to replace the ageing legacy airport system is progressing well.

Stage 2 the installation of pvc ducting and pits has been completed.

The tender for the final stage 3 of the project the supply and installation of cabling, light fittings, lamps and outfitting of the lighting control room will close in mid-November.

Work on stage 3 will be undertaken over two time spans February to June 2015 and February to June 2016 due to limited opportunities due the wet season and Military exercises.

Further detail is included in the monthly performance report.

FINANCIAL PERFORMANCE – TARGET

Operational

The first Quarter actuals indicates a small surplus before committals.

Capital

The first Quarter actuals are 19% of the total including carryovers. This is being reviewed as part of the revised budget process.

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 on an ongoing basis is reviewing and developing revised Work Instructions, Work Procedures and SOP's for airports specific functions and activities.

<u>Lost time days per Section</u>	1st Quarter 2014/2015	YTD 2014/2015
Airport	0	0

<u>Incident breakdown – Airport</u>	1st Quarter 2014/2015	YTD 2014/2015
Accident Only / Equipment Damage	4	4

ANY AMENDMENTS PROPOSED TO THIS PLAN

No amendments are proposed to be made to this plan.

RISK MANAGEMENT

The Risk register is now reviewed on a monthly basis.

NON-FINANCIAL PERFORMANCE TARGETS & REQUIRED OUTCOMES

Target	Result
---------------	---------------

Increase passenger numbers by minimum of 1% in 2014/15	-5.9%
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Required Outcomes compared for the same period in 2013/14

	<u>Target 1st QTR</u>	<u>Result 1st QTR / Full Year</u>
Passenger Numbers	+1%	-5.3% / -5.3%
Aircraft Movements	+1%	-6% / -6%
Bird Strikes	10 per qtr	9 / 9
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	0 / 0
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Quarterly	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

Please note in 2013 the Rockhampton Airport hosted the biennial military exercise Talisman Sabre which resulted in an extra 690 military aircraft movements in comparison to the same period this financial year. If the extra 690 military aircraft are not taken into account, the result for this quarter is 1.3%.

CONCLUSION

Generally we are on track with expected outcomes in our strategic plan, operational plan and budgets. With the ongoing decline in passenger numbers we are continuing to explore non aeronautic revenue opportunities. In the 2013/14 year non aeronautical revenue represented 43% of our total revenue.

ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 30 SEPTEMBER 2014

Airport Income Statement – 30 September 2014

Meeting Date: 3 December 2014

Attachment No: 1



End of Month General Ledger - (Operating Only) - FINANCE AND BUSINESS

As At End Of September

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

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

**ROCKHAMPTON AIRPORT ANNUAL
PERFORMANCE PLAN - AS AT
30 SEPTEMBER 2014**

**Airport Capital Management Report -
30 September 2014**

Meeting Date: 3 December 2014

Attachment No: 2



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

Percentage of Year Elapsed: 25.00%

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

ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 30 SEPTEMBER 2014

Airline Routes August

Meeting Date: 3 December 2014

Attachment No: 3

BITRE – AVIATION STATISTICS DOMESTIC MONTHLY

TOP FIFTY REGIONAL AIRPORTS**Table 10: Top fifty regional airports (000s) — passenger movements, monthly**

	Airport	Aug 2013	Aug 2014	% Change
1	Cairns	359.9	361.7	0.5
2	Darwin	176.8	176.1	-0.4
3	Hobart	159.6	158.6	-0.6
4	Townsville	142.4	136.4	-4.2
5	Williamstown	101.8	97.8	-3.9
6	Launceston	94.1	90.5	-3.8
7	Mackay	98.7	86.5	-12.3
8	Karratha	63.5	61.5	-3.2
9	Rockhampton	64.6	58.0	-10.2
10	Alice Springs	64.3	55.8	-13.2
11	Broome	48.5	43.9	-9.5
12	Port Hedland	42.0	43.4	3.3
13	Hamilton Island	40.1	42.8	6.9
14	Gladstone	45.2	40.5	-10.5
15	Ballina	28.4	29.9	5.6
16	Newman	39.7	29.2	-26.4
17	Coffs Harbour	32.7	29.2	-10.7
18	Ayers Rock	21.9	29.0	32.6
19	Proserpine	20.3	23.6	16.1
20	Albury	23.8	23.0	-3.6
21	Kalgoorlie	22.2	21.9	-1.5
22	Roma	20.6	21.1	2.4
23	Mount Isa	23.5	20.9	-11.2
24	Emerald	23.7	20.7	-12.6
25	Mildura	21.6	20.4	-5.5
26	Port Macquarie	19.1	19.1	0.1
27	Dubbo	18.3	18.9	3.2
28	Wagga Wagga	18.7	18.8	0.9
29	Port Lincoln	14.9	15.9	7.0
30	Paraburdoo	19.5	15.3	-21.4
31	Tamworth	14.7	14.2	-3.3
32	Moranbah	15.7	14.0	-10.7
33	Hervey Bay	12.6	14.0	11.0
34	Bundaberg	13.9	13.6	-2.1
35	Devonport	11.2	11.6	4.3
36	Geraldton	12.1	11.3	-6.4
37	Armidale	9.5	11.3	18.9
38	Kununurra	11.7	10.9	-6.4
39	Gove	11.2	8.1	-27.6
40	Thursday Island	8.3	7.2	-12.5
41	Olympic Dam	6.9	6.9	-0.5
42	Mount Gambier	6.8	6.7	-1.0
43	Griffith	6.1	6.0	-0.5
44	Learmonth	7.8	6.0	-23.1
45	Weipa	6.1	5.6	-7.7
46	Whyalla	6.0	5.5	-7.0
47	Albany	5.2	5.2	-0.3
48	Burnie	5.6	5.0	-10.5
49	Broken Hill	5.2	4.8	-7.7
50	Esperance	4.7	4.5	-3.7
Total top 50 regional airports		2 051.3	1 983.1	-3.3
Total regional airports		2 174.9	2 092.5	-3.8
Total domestic network		9 812.2	9 683.0	-1.3

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

ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 30 SEPTEMBER 2014

Airline Routes 13/14 F/Y

Meeting Date: 3 December 2014

Attachment No: 4

Top fifty regional airports

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

Airport	YE Aug 2013	YE Aug 2014	% Change
1 Cairns	3 749.5	3 885.8	3.6
2 Hobart	2 070.2	2 108.6	1.9
3 Darwin	1 804.1	1 791.3	-0.7
4 Townsville	1 634.2	1 569.1	-4.0
5 Launceston	1 246.3	1 279.4	2.7
6 Williamstown	1 205.3	1 205.9	0.1
7 Mackay	1 168.0	1 066.4	-8.7
8 Karratha	804.2	720.1	-10.5
9 Rockhampton	740.1	699.7	-5.5
10 Alice Springs	619.2	664.1	7.2
11 Port Hedland	501.6	515.4	2.8
12 Gladstone	485.9	508.6	4.7
13 Hamilton Island	452.5	485.4	7.3
14 Broome	443.9	413.8	-6.8
15 Ballina	365.2	404.8	10.9
16 Newman	453.4	386.4	-14.8
17 Coffs Harbour	366.8	376.1	2.5
18 Roma	194.2	259.0	33.4
19 Emerald	291.5	258.4	-11.3
20 Albury	265.1	253.6	-4.3
21 Ayers Rock	243.5	251.6	3.3
22 Proserpine	234.5	250.6	6.9
23 Mount Isa	277.5	244.9	-11.7
24 Mildura	243.5	241.3	-0.9
25 Kalgoorlie	250.3	236.5	-5.5
26 Port Macquarie	228.4	230.8	1.0
27 Wagga Wagga	207.2	211.8	2.2
28 Dubbo	188.1	210.8	12.0
29 Paraburdoo	254.9	200.6	-21.3
30 Port Lincoln	193.4	189.0	-2.3
31 Moranbah	158.0	182.6	15.5
32 Tamworth	155.1	159.5	2.8
33 Bundaberg	141.1	159.3	12.9
34 Hervey Bay	150.6	153.2	1.7
35 Geraldton	137.7	133.6	-2.9
36 Devonport	126.6	131.5	3.9
37 Armidale	108.1	118.0	9.2
38 Kununurra	117.6	112.1	-4.7
39 Gove	116.2	104.9	-9.7
40 Learmonth	93.0	90.7	-2.5
41 Thursday Island	93.6	86.4	-7.6
42 Mount Gambier	81.0	79.0	-2.4
43 Olympic Dam	81.4	76.6	-5.9
44 Weipa	68.5	69.7	1.9
45 Griffith	64.9	67.5	4.0
46 Burnie	67.8	65.0	-4.1
47 Whyalla	70.3	62.2	-11.5
48 Albany	58.5	60.1	2.8
49 Broken Hill	63.9	59.1	-7.5
50 Merimbula	54.3	56.3	3.6
Total top 50 regional airports	23 190.5	23 147.4	-0.2
Total regional airports	24 692.4	24 515.8	-0.7
Total domestic network	114 778.5	115 158.6	0.3

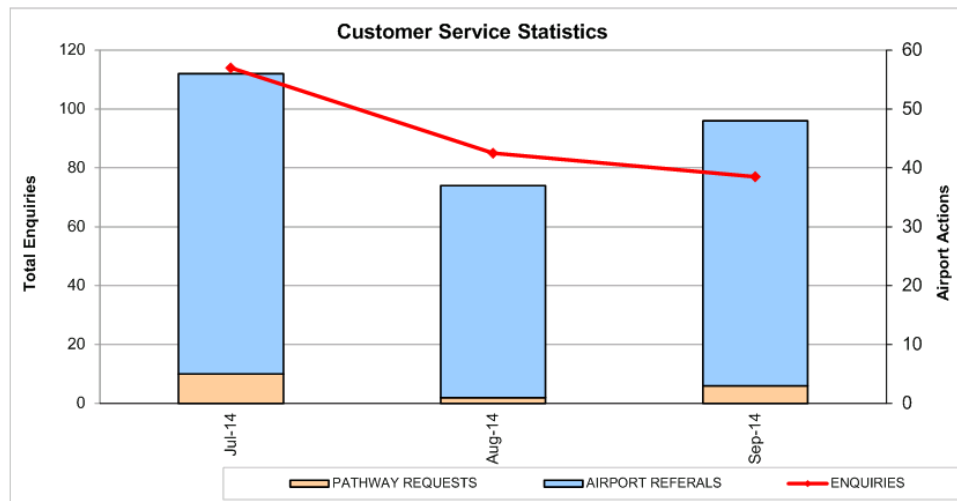
Note: Airport passenger movement numbers are the sum of passenger arrivals and departures at each airport.

ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN - AS AT 30 SEPTEMBER 2014

Customer Service Statistics to September

Meeting Date: 3 December 2014

Attachment No: 5



MONTH	ENQUIRIES	AIRPORT REFERRALS	% REFERED	PATHWAY REQUESTS	NOTES
Jul-14	114	51	44.7%	5	
Aug-14	85	36	42.4%	1	
Sep-14	77	45	58.4%	3	
Totals	3581	646	18.0%	64	

**9.2 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT -
MONTHLY OPERATIONAL REPORT****File No:** 7927**Attachments:** 1. Airport Monthly Report - October 2014**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Trevor Heard - Manager Rockhampton Airport

SUMMARY

The monthly operations report for the Rockhampton Airport as at 31 October 2014 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report for Rockhampton Airport as at 31 October 2014 be "received".

COMMENTARY

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

It is recommended that the monthly operation report for the Rockhampton Airport as at 31 October 2014 be received.

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

Airport Monthly Report - October 2014

Meeting Date: 3 December 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT

Rockhampton Airport

Period Ended 31 October 2014

VARIATIONS, ISSUES AND INNOVATIONS

The relocation and implementation of paid parking for staff of tenants and operators in the terminal precinct has been completed.

Planning has commenced on refurbishing and upgrading the old news site as a multiuse area for Training, Meetings and a discrete location for press releases and media interviews of visiting dignitaries with regional backdrops.

Improvements / Deterioration in Levels of Services or Cost Drivers

The previous vacant site in the terminal next to the Food & Beverage operator has been refurbished and had additional power points provided and is now used by passengers as a quiet area. Comfortable furniture has been ordered for the new area.

Audit and Compliance

Commencing on 21 October two inspectors from the Office of Transport Security (OTS) completed a three day regulatory audit. There were no findings raised as a result of this audit.

Late notification was received from OTS following an audit of the Airport's Aviation Security Identification Card (ASIC) Program. This audit was completed on 29 July. There were no findings raised by the inspectors at the time of the audit but subsequent review and legal deliberation determined that a non-compliance has occurred.

Temporary ASICs had been issued without a "Kinegram" to seal an image of the holder to the card. The Temporary ASICs had been issued with the knowledge that the provisions of the approved ASIC Program allowed for Temporary ASICs to be issued without a Kinegram.

Due to the cost of specialised equipment to apply a Kinegram the printing of ASICs is completed for Rockhampton Airport by Brisbane Airport Corporation.

Military Exercises

The military training exercise Wallaby 2014 continued throughout the month. Charter flights arrived direct from Singapore transporting passengers in support of the exercise. A C130 Hercules aircraft also arrived to conduct parachute training.

Passenger Numbers

Domestic passenger numbers for October this year were 58,959 compared to 62,607 in October 2013. The Monthly data available on interstate routes show declines in passengers from Mackay, Moranbah, Emerald and Rockhampton. Mackay suffered a decline of -14.8%.

Asset Management Consultancy (in partnership with RRC Asset Management and Conquest Teams)

Airport Facilities are continuing to work with the Asset and Conquest Teams to establish the most appropriate method of utilizing Conquest to support the Airport asset and work management processes.

All the Airport buildings have been inspected for defects and their condition has been assessed. Several Priority 1 defects have been repaired.

HV Supply

The consultant is continuing to facilitate the process with Ergon Energy.

- Short-term - Ergon Energy is to investigate the option of upgrading the existing supply which would accommodate future development of the Airport for the next three years.
- Mid-term – Commence the Major Customer Connection Application process. This will take a considerable amount of time with the possibility of large costs to provide additional supply.
- Long-term – Airport be provided with at least a second incoming supply and implement a ring topology for the high voltage reticulation.

Short-term and Mid-term initiatives have been initiated.

Terminal Precinct

The annual Guide Dogs visit was successfully conducted as part of their annual expo.

Domestic Water Usage (in partnership with FRW and Rates)

Due to a high September water bill we have commenced investigations into water usage at the airport. First action is to conduct a physical audit of all water meters on the Airport Water Main which is planned for November.

Airside Perimeter Fence

With assistance from the Fleet Fitting and Fabrication Team Gate 7 was repaired after it was struck by a truck that was transporting Singapore Armed Forces luggage.

General Aviation Precinct

An emergency lighting system was installed in the Maintenance Shed which was identified during the Safety Hazard Inspection.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Airport Administration General Enquiries	0	0	0	0	0	0	10	● 0.00	● 1.11	● 2.59	1.47
Airport Services General Enquiries	0	0	0	0	0	0	10	● 0.00	● 6.25	● 6.43	3.75

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

Safety Statistics

The safety statistics for the reporting period are:

	SECOND QUARTER		
	October	November	December
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Injuries	0		
Number of Completed Hazard Inspections	3		

Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Airport revenue decreases over a sustained period resulting in the airport performance KPI's not being met, budgetary impacts, reduced availability of funds for capital programs.	Moderate 5	Provide new lease agreements with Singaporeans and Australian Defence worth \$1.4mill Redevelop the airport terminal to increase retail revenue.	30/06/2014 31/12/2015	80%	Now 100% SAF & ADF long term leases now executed Architect has completed a cost effective solution. Business Enterprise meeting of 5th November the report on the Terminal redevelopment was received. Further options will be reviewed.
Airport assets not maintained, upgraded, inspected or monitored effectively in accordance with regulatory requirements resulting in possible death or injury, reputational damage, compliance failure, reduced service delivery, WH&S fine	Moderate 6	Facility maintenance and condition assessment inspection schedules are in the process of being completed and detailed in conquest. Consultant engaged to identify critical infrastructure and to load into Conquest to ensure regular maintenance is performed.	Stage 1: 31/12/2014	70%	Main Runway condition assessment completed HV capacity evaluation being progressed with Ergon Energy for medium and long term Chilled water system capacity improved with better control system and new heat exchange units High Risk Fire Hydrant Systems now completed Airconditioning condition report completed. HV Transformers condition evaluation completed. Roads pavement condition

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					assessment completed Airport Council owned buildings condition assessment completed and priority 1 defects being addressed.
1. Lack of a Business Continuity Plan to provide viable options for the airport to continue to operate or offer alternate air travel arrangements for the public 2. Natural disasters, Fire, Flood, Cyclones, Earthquake, Storm 3. IT or Communications failures 4. Aircraft crash on airport.	High 4	Develop a contingency plan for reduced or ceased terminal operation capacity and ensure all planning is integrated into any whole of council planning for business continuity management.	30/6/2015	20%	An outline of a proposed Continuity plan has been developed and will be further refined to identify contingency plans that are in place and need to be developed.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Review of Airport Risk Register	July 2014	60%	Scheduled for completed on 18 November 2014
Annual Airport Electrical Inspection	October 2014	0%	Inspection by Melbourne Airport Electrical engineer Late Nov or early December
Annual Airport Technical Inspection	November 2014	0%	Quotation for technical inspection has been received and is being assessed
Annual Runway Friction Testing	January 2015	0%	
Annual Review of Airport SMS Risk Register	April	0%	

	2015		
Aerodrome Manual review	April 2015	0%	
Emergency Exercise (Table Top)	May 2015	0%	

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
959150 – Runway Lighting System Replacement	18/12/2011	31/05/2016	<ul style="list-style-type: none"> Stage 1 – Practical Completion issued 24 April 2014. List of final defects being repaired. Stage 2 – Commenced construction 19 May 2014, moving into final stages prior to completion. Stage 3 – Tender extended two weeks closes 19 November 2014. Mandatory Site visit was conducted 14 October 2014 Propose delivery over two years 2014/15 and 2015/16. 	\$3,312,805	\$965,294

Commentary:

Strategy has been developed to complete this project over a four to five year period.

Major Projects are project managing this project; please refer to the Major Projects Monthly Report for more detail.

Stage 1 – Airfield Lighting Equipment Room (ALER) – Construction of a new ALER to house the electrical and control equipment associated with the new Aeronautical Ground Lighting System (AGL).

Stage 2 - Pit & Duct Network for Main Runway and Taxiways – Installation of the electrical pit and duct network to house the main electrical and control wiring network associated with the new AGL System.

Stage 3 - AGL System for Main Runway and Taxiways – Installation of the electrical and control equipment and network, including light fittings, for the new AGL System. This stage also includes the

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
installation of the standby generator set required to support the new AGL System.					
959095 – Crescent Lagoon Area Storm Water Management	08/08/2013	31/01/2015	Valving has been installed. Valve platform and grate have been installed. Pumping solution – Investigating alternate options that are more suitable for the application. Pump site – has been constructed and spray sealed.	\$88,044	\$19,103
<p>Commentary:</p> <p>Valving and pumping solutions required to evacuate water. Evacuation required after major rain and storm events to prevent runway subsidence due to residual water being present for extended periods.</p> <p>Specification of Pump being finalised</p>					
987680 – Enhance the functionality of the Airport Building Management System software	19/12/2013	Ongoing	BMS software has been upgraded with graphical displays. Scoping the additional IT hardware required to expand connectivity.	\$54,516	\$4,010
<p>Commentary:</p> <p>Enhancement of the Airport Building Management System (BMS) to provide a more user friendly system and allow expansion of connectivity to continually monitor critical airport equipment. Awaiting finalization of It aspects.</p>					
987693 – Improve Terminal Access for People with Disabilities.	Ongoing	Ongoing	Next element of work to be scoped.	\$59,562	\$0
<p>Commentary:</p> <p>Implementation of systems and equipment that will assist people with disabilities to access the Airport Terminal building and facilities.</p>					
959133 – RPT Apron Lighting	29/08/2013	N/A	Concept lighting design is complete.	\$80,102	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
<p>Commentary:</p> <p>Upgrading RPT apron lighting fittings, switchgear and control equipment to meet current standards.</p>					
959135 – GA Apron Lighting	17/02/2012	19/12/2014	<p>Concept lighting design complete.</p> <p>Lighting design being revised due to proposed shortening of cross-runway, Runway 04/22.</p>	\$50,827	\$40,291
<p>Commentary:</p> <p>Final concept accepted. Upgrading GA Apron Lighting fittings, switchgear and control equipment to meet current standards.</p> <p>Design completed – Supply and Construct out to tender</p>					
1017282 – Covered areas for long Term car park equipment	01/07/2014	31/08/2014	<p>Completed.</p> <p>Financials to be finalised.</p>	\$25,000	\$21,930
<p>Commentary:</p> <p>Covers over Long-Term Car Park paid parking equipment for protection and operation during inclement weather.</p> <p>Completed</p>					
987682 – Replace various Airport IT Systems Software and Hardware	N/A	N/A	Deferred	\$50,650	\$0
<p>Commentary:</p> <p>Recurring annual project.</p>					
1020125 - Airport Screening equipment			<p>Completed</p> <p>Project currently in defect liability period.</p> <p>Maintenance Agreement is finalised.</p>	\$5,373	\$5,373
<p>Commentary:</p> <p>To provide business essential equipment to screened passengers and “carry-on” baggage. There was an unplanned need for this procurement due to the intention of the owner of the current equipment to withdraw from provision of services at the airport.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
Completed					
1033137 – Paid Covered Car Parking Equipment	12/08/2014	30/09/2014	Work is complete. Financial to be finalised.	\$0	\$48,614
Commentary: Installation of paid car parking equipment in the area previously known as the staff car parking facility. Stage 1 complete and operational					
989189 – Cooling Tower Water Chemical Control	September/October 2014	31/12/2014	Chemical monitoring and control equipment procured. Building in progress.	\$10,333	\$5,909
Commentary: Installation of 24/7 monitoring and control of the air conditioning condenser water chemicals treatment. Chemical monitoring and dosing equipment to be installed in section of ground floor office area leased to Virgin Australia.					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2014	Airport has been working with the CBA and their preferred card reader provider. Delivery date has been extended to the end of December 2014.	\$60,000	\$0
Commentary: Credit card providers stipulated that all credit card readers need to be upgraded to read the new programmable chip technology by 31 December 2015.					
959158 – Terminal Building Airside Water Main	25/09/2011	N/A	Deferred. Developing a scope of works in conjunction with FRW and the Design Office.	\$109,155	\$512
Commentary: Sections of the Airport water main are constructed in asbestos cement which has been identified as a high risk of failure therefore needs to be replaced. To be deferred.					
987719 – Refurbish Terminal	N/A	N/A	Deleted	\$15,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
Building Front Awning					
Commentary: Several sections of the terminal building front awning require major repairs. Deferred					
987728 – Replace/ Refurbish Air Handling Unit AC7	01/08/2014	10/10/2014	Completed. Financial to be finalised.	\$10,000	\$9,940
Commentary: Condition assessment identified that AC 7 required refurbishment work to extend its working life. Completed					
1033863 – Replace Internal & External Doors within the Terminal	Early 2015	Early 2015	Detailed scope of works to be developed.	\$50,000	\$0
Commentary: Several terminal doors are showing evidence of total failure and require replacing.					
1033866 – Replace 1 - Terminal Roof Skylights	Early 2015	Early 2015	Work has commenced.	\$30,000	\$0
Commentary: The terminal roof skylights are significantly deteriorated and require replacement.					
1033879 – Access Road to Workshop	N/A	N/A	Deferred	\$42,400	\$0
Commentary: The road has significantly deteriorated and requires resurfacing.					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	Early 2015	Preliminary design has been agreed. Concept design is being developed. Pricing of options being sourced.	\$100,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
<p>Commentary:</p> <p>It has been identified that the terminal toilets are under capacity during peak operating hours and require redesign to increase capacity.</p>					
987712 – Replace General Aviation Power Switchboards	Early 2015	Early 2015	Detailed scope of works to be developed. Possible deferral.	\$40,000	\$0
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
959127– General Security Access Upgrades	Ongoing	Ongoing	Initial installation of equipment has been completed but could not be finalised due to withdrawal from sale of the electronic padlocks. Supply of the padlocks has resumed allowing this project to be finalised. Electronic padlocks for Gate 1 and 1A have been installed. This will provide enhanced access control for emergency services and defence force deployments. A “Hotspot” reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area. Orders have been placed for padlocks to convert the GA Apron to electronic access.	\$116,149	\$8632

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
<p>Commentary:</p> <p>Funds to upgrade security equipment. Includes the replacement of the locking system for gates at the GA Apron and military deployment areas.</p> <p>Two wireless electronic locking systems were evaluated for external gates. A product that provides a wireless extension of the existing "Cardax" system has been selected.</p>					
959142 – Ongoing Extension of All Weather Trafficable Perimeter Road	1/7/2014	N/A	Significant works are planned for completion of the aeronautical ground lighting replacement project. The scale of these works will significantly reduce the capacity of staff to complete the road works. Potential deferral.	\$71,785	\$0
<p>Commentary:</p> <p>To improve access for daily fence inspections during wet weather. Annual funds allocated with the aim of providing a continuous perimeter road. Recycled pavement materials are utilised when available.</p>					
987704 – Improve Airside Stormwater Management	1/7/2014	Further investigation works will be initiated by December 2014	Ground penetrating radar investigation works completed for subsoil drains along the shoulders of the original portion of Runway 15/33. Report received from contractor. Further investigations required to determine the scope of remedial works.	\$508,125	\$0
<p>Commentary:</p> <p>To ensure high value aircraft movement area pavements are not compromised by ingress of groundwater.</p> <p>Aging subsoil drains present an erosion risk under the runway shoulders. Assess and complete repairs as required.</p>					
987685 – Renewal of aviation security Infrastructure	Ongoing	Ongoing	Recurring annual provision to upgrade and replace systems. A review of CCTV coverage is underway to determine the most appropriate areas for further coverage.	\$80,689	\$19,355
<p>Commentary:</p> <p>Installation of CCTV Cameras and associated infrastructure.</p>					
959145 – Repairs to Defence deployment area	Ongoing	Ongoing	Extensive repairs required prior to Wallaby 2014. The reseal of 2000 sq. metres was completed following trench excavations for the	\$52,441	\$55,567

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
			airfield lighting project.		
<p>Commentary:</p> <p>Ongoing repairs and restoration of pavement for military exercises. Extensive potholes and seal damage in this primary deployment area required extensive labor to prepare for a spray seal. The application of an asphalt seal to fill the pot holes and seal the pavement in a single process proved to be a more cost effective application.</p>					

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

As at period ended October 2014 – 33% of year lapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$34 283.60	\$17 463	51%	This study is to determine the best options for a new road off Hunter Street to open up land for development and effects of the footprint of any new developments on the floodplain and how these can be mitigated in order for the developments to proceed. The study is progressing with input from flood modelling initially, of a local flood event.
Runway 04/22 Master Plan Options	\$29 590	\$21 945	74%	This study has been determined the best future length of the secondary runway given present and future usage of light aircraft, in particular the RFDS and Training and charter aircraft. The present length of 1645m is already reduced for each year during military exercises to 1200m.
Rockhampton Sign on Airport Walkway	\$2 574	\$0	0%	A new style sign over existing lettering is being investigated by Brand & Marketing to better highlight Rockhampton airport for arriving or transiting passengers.
Design and Estimates for Runway, Taxiways and Apron Overlays	\$200,000	\$0	0%	<p>Special Projects has prepared a draft scope of works for the major overlays of the airport pavements scheduled to commence in 2016/17.</p> <p>This tender will also include an updated estimate of the capital costs of these works so our future capex program can be adjusted if need be.</p> <p>Tender submissions have been received and are currently being reviewed. Tenders being evaluated and scope extended will be brought forward from Capital budget for overlay.</p>

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

Non-Financial Performance Targets & Required Outcomes

Required Outcomes compared for the same period in 2013/2014

	Monthly Target	Result Monthly / Full Year
Passenger Numbers	+1%	-5.8% / -5.9%
Aircraft Movements*	+1%	3.3% / 4.5%
Bird Strikes	3 per month	2 / 11
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	0 / 0
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

FINANCIAL MATTERS



End of Month General Ledger - (Operating Only) - FINANCE AND BUSINESS

As At End Of October

Report Run: 11-Nov-2014 15:57:59 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 33.3% of Year Gone
CORPORATE SERVICES							
AIRPORT							
<u>Rockhampton Airport</u>							
Revenues	(12,032,028)	0	2,620	(3,982,699)	(3,980,079)	33%	✗
Expenses	213,971	0	19,355	2,286	21,641	10%	✓
Total Unit: Rockhampton Airport	(11,818,057)	0	21,975	(3,980,413)	(3,958,438)	33%	✓
<u>Administration</u>							
Revenues	(130,384)	0	0	(32,665)	(32,665)	25%	✗
Expenses	3,761,299	0	25,739	1,329,624	1,355,363	36%	✗
Transfer / Overhead Allocation	5,338,895	0	0	1,781,298	1,781,298	33%	✗
Total Unit: Administration	8,969,810	0	25,739	3,078,257	3,103,996	35%	✗
<u>Airport Operations</u>							
Expenses	1,471,967	0	24,102	516,242	540,344	37%	✗
Transfer / Overhead Allocation	99,935	0	0	28,327	28,327	28%	✓
Total Unit: Airport Operations	1,571,902	0	24,102	544,569	568,671	36%	✗
<u>Airport Commercial</u>							
Revenues	(1,500,172)	0	0	(509,885)	(509,885)	34%	✓
Expenses	4,092	0	0	0	0	0%	✓
Total Unit: Airport Commercial	(1,496,080)	0	0	(509,885)	(509,885)	34%	✓
<u>Airport Facilities</u>							
Revenues	(2,444,500)	0	0	(776,380)	(776,380)	32%	✗
Expenses	5,074,345	0	802,951	1,386,722	2,189,673	43%	✗
Transfer / Overhead Allocation	142,580	0	0	36,827	36,827	26%	✓
Total Unit: Airport Facilities	2,772,425	0	802,951	647,169	1,450,120	52%	✗
Total Section: AIRPORT	1	0	874,767	(220,304)	654,463	75225653%	✗

Operational

Total Revenue is slightly below the percentage of year elapsed at 32.91%, being offset by lower operating expenses of 30.73% which results in a small surplus.

These percentages are exclusive of committals, whilst the percentages in the above report are including committals.

Note that committals also include orders raised for quarterly, six monthly and annual recurring expenses.

Capital

Overall Airport's capital expenditure is below the percentage of year elapsed at 20%.

The majority of the Airport's capital expenditure YTD to date relates to the runway lighting power distribution switching system replacement. It is anticipated that the capital works program will be reduced from \$5m to \$4m in the capital review by deferring projects.



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

Percentage of Year Elapsed 33.33% ▲

		12 Month Adopted Budget	Adopted inc Carry Forward	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
		\$		\$	\$	\$	%
CP640 CAPITAL CONTROL AERO							
0959095	0959095 Crescent Lagoon Area Storm Water Managem	0	88,044	10,921	8,182	19,103	12%
0959127	0959127 [N] Security Upgrades to General Aviatio	50,000	116,149	0	8,632	8,632	0%
0959133	0959133 [U] RPT Apron Lighting	0	80,102	0	0	0	0%
0959135	0959135 [N] GA Apron Lighting	0	50,827	26,989	13,302	40,291	53%
0959142	0959142 [U] Ongoing extension of all weather tra	71,785	71,785	0	0	0	0%
0959150	0959150 [R] Runway Lighting Power Distribution a	1,985,025	3,312,805	931,412	33,882	965,294	28%
0959158	0959158 [R] Terminal Building Airside Water Main	109,155	109,155	512	0	512	0%
0987704	0987704 [U] Improve Airside Stormwater Managemen	508,125	508,125	0	0	0	0%
0987712	0987712 [R] Replace General Aviation Power Switc	40,000	40,000	0	0	0	0%
0989189	0989189 [R] Cooling Tower Water Chemical Control	0	10,333	0	5,909	5,909	0%
TOTAL CP640 CAPITAL CONTROL AERO		2,764,090	4,387,325	969,834	69,907	1,039,741	22%
CP650 CAPITAL CONTROL NON AERO							
0580951	0580951 Rockhampton Airport Terminal redevelopme	0	1,609	0	1,609	1,609	0%
0959145	0959145 [R] Repairs to Defence Deployment Areas	50,000	52,441	55,567	0	55,567	106%
0959156	0959156 [N] Covered areas for paid parking equip	0	0	451	0	451	0%
0987680	0987680 [R] Enhance the Functionality of the Air	10,000	54,516	4,010	0	4,010	7%
0987682	0987682 [R] Replace various Airport IT Systems S	20,000	50,650	0	0	0	0%
0987685	0987685 [R] Renewal of aviation security infrast	20,000	80,689	0	19,355	19,355	0%
0987693	0987693 [U] Improve Terminal Access for People w	20,000	59,562	0	0	0	0%
0987694	0987694 [R] Refurbish Terminal Toilets	50,000	100,000	0	0	0	0%
0987719	0987719 [R] Refurbish Terminal Building Front Aw	15,000	15,000	0	0	0	0%
0987723	0987723 [R] Replace Airconditioning System Chill	0	10,063	0	0	0	0%
0987728	0987728 [R] Replace Air Handling Unit AC7	10,000	10,000	9,940	0	9,940	99%
1017282	1017282 [N] Covered areas for paid parking equip	0	25,000	21,930	0	21,930	88%
1020125	1020125 [N] Passenger Security Screening Equipme	0	5,373	2,917	2,456	5,373	54%
1023540	1023540 [U] Europay MasterCard Visa - Compliance	0	60,000	0	0	0	0%
1033137	1033137 [N] Premium Paid Covered Carpark Equipme	0	0	14,214	34,400	48,614	0%
1033863	1033863 [N] Replace internal & external doors Te	50,000	50,000	0	0	0	0%
1033866	1033866 [R] Terminal Roof Skylights	30,000	30,000	0	0	0	0%
1033879	1033879 [U] Access road to Workshop	42,400	42,400	0	0	0	0%
TOTAL CP650 CAPITAL CONTROL NON AERO		317,400	647,303	109,029	57,819	166,848	17%
CP660 Capital Control Aero/Non-Aero							
0987727	0987727 [U] Terminal master planning and reconfi	0	0	(86,364)	0	(86,364)	0%
TOTAL CP660 Capital Control Aero/Non-Aero		0	0	(86,364)	0	(86,364)	0%
TOTAL CAPITAL EXPENDITURE		3,081,490	5,034,628	992,499	127,726	1,120,225	20%

9.3 MONTHLY OPERATIONS REPORT - ROCKHAMPTON REGIONAL WASTE AND RECYCLING PERIOD ENDED 31 OCTOBER 2014**File No:** 7927**Attachments:** 1. RRWR Monthly Operations Report October 2014**Authorising Officer:** Robert Holmes - General Manager Regional Services**Author:** Craig Dunglison - Manager RRWR

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the RRWR Operations Report for the period ended 31 October 2014 be received.

**MONTHLY OPERATIONS REPORT
ROCKHAMPTON REGIONAL WASTE
AND RECYCLING PERIOD ENDED
31 OCTOBER 2014**

**RRWR Monthly Operations Report
October 2014**

Meeting Date: 3 December 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
ROCKHAMPTON REGIONAL WASTE AND RECYCLING
Period Ended 31 October 2014

VARIATIONS, ISSUES AND INNOVATIONSFire in Greenwaste Mulch – Lake Creek Road Landfill – 19 October

A fire was reported at the Lakes Creek Road Landfill approximately 07.00pm on the 19 October. Queensland Fire Service (QFS) responded and as did Council Officers. The fire was in the greenwaste mulch and it appears to be caused by spontaneous combustion due to recent rain, high temperatures and winds. Over the next week 2 other fires on a similar nature occurred that were managed accordingly.

One of these following fires did cause the smoke detection system in the Waste Transfer Station to activate very early in the morning. As the building is not yet complete QFS were not notified and no staff were notified and unfortunately the alarm did continue to operate for some time causing complaints from nearby residents. The system has now been turned off until the building is complete.

The fire on the 19 October took approximately 6 hours to extinguish. The matter was reported to EHP.

Meetings have been held with QFS seeking advice on how to address these fires. The reduction of the fuel is the prime advice provided. Action is underway to meet this requirement, with increasing frequency of mulching.

Denis Boggs – Building Naming – Waste Collection Garage – Dooley Street

Malcolm Denis Boggs was the Team Leader for the Council's Waste Collection Service for many years and was a long term employee of the Council. Denis retired in mid-2013 and commenced pursuing one of his long terms dreams of travelling around Australia in a bus he had converted into a mobile home. A short way into the journey and Denis fell ill and passed away just recently.

Rockhampton Regional Waste and Recycling Services has in the past where long servicing employees have either passed away on the job or soon afterwards have requested of Council that a building that has been closely associated with the employee have a plaque placed on the building near a main entrance commemorating the employees service to Council and renaming the building after the employee.

It is recommended to Council that the Waste Collection Vehicle Garage located in Dooley Street be renamed the Malcolm Denis Boggs Waste Collection Garage as a gesture to commemorate Denis' long employment and service to Council and the community.

Gracemere Change of Hours – Community Response

At the August meeting of the Business Enterprise Committee a resolution was passed to alter the operating hours of the Gracemere Landfill from a range of hours based upon seasons to a set of standards hours through the year of 7am to 5pm, 7 days a week with the site closing for 30 minutes from 12 noon to 12.30pm. When this resolution was passed it was requested that a report be supplied to Council at the December meeting of the community's response (complaints / compliments / comments) in regards to these changes. There has been no official complaint or compliment from the community to date. Informal comment (i.e. to gatehouse staff) from the community has also been nil.

IMPROVEMENTS / DETERIORATION IN LEVELS OF SERVICES OR COST DRIVERS

Nil

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

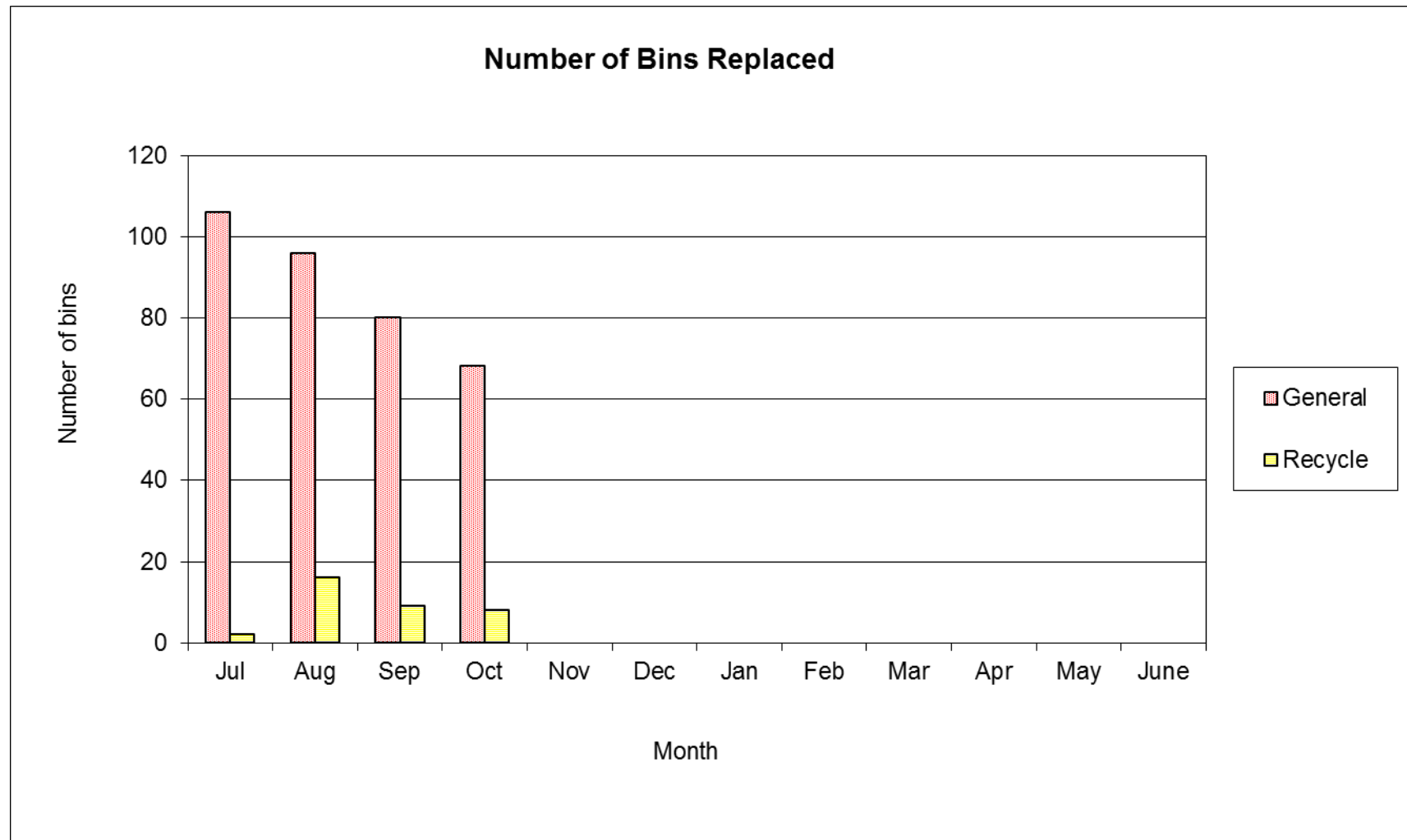
See attachment 1



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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Waste/Recycling - RATES NOTICE QUERY	0	0	2	2	0	0	10	● 1.50	● 1.75	● 0.89	0.89
Additional Recycling Service (Fee applies) JJ RICH	0	0	0	0	0	0	2	● 0.00	● 2.50	● 4.46	1.40
Additional Waste Service (Fee applies) RRC	0	0	4	4	0	0	2	● 1.00	● 1.27	● 1.59	1.06
Park Bins (RRC Park/Reserve areas)	1	1	0	0	0	0	23	● 0.00	● 8.50	● 8.07	8.07
Change to Existing Bins (JJ RICHARDS)	3	3	16	15	1	0	5	● 2.73	● 3.04	● 3.18	2.35
Change to Existing Bins (RRC)	2	2	20	20	0	0	2	● 1.80	● 2.10	● 2.12	1.54
Missed Service Recycling - SAME DAY JJ RICHARDS	2	2	9	9	0	0	2	● 2.11	● 2.60	● 2.45	1.21
Missed Service Waste - SAME DAY ENQUIRY RRC	2	2	20	20	0	0	2	● 1.45	● 1.00	● 0.97	0.82
Missed Recycling Bin JJ (Not out or Truck Missed)	3	3	22	19	3	0	2	● 1.68	● 2.25	● 2.41	1.61
Missed General RRC (Bin Not Out or Truck Missed)	3	3	24	21	3	0	2	● 1.29	● 1.27	● 1.72	1.16
New (First) Bin Set Up (Domestic/Recycle & Comm)	6	6	51	45	6	0	5	● 2.22	● 3.53	● 3.81	2.72
Repair JJ Richards Recycle	0	0	2	1	1	0	5	● 4.00	● 5.13	● 4.05	3.00
Repair RRC General Waste Bin	2	2	19	17	2	0	2	● 1.41	● 1.65	● 1.81	1.45
Replacement Bin JJ (Damaged/Lost/Stolen)	2	2	13	11	2	0	5	● 3.73	● 3.51	● 3.48	2.94
Replacement Bin RRC (Damaged/Lost/Stolen)	3	3	77	70	7	0	2	● 0.94	● 1.37	● 1.61	1.30
Special Event Bins (Parks/Halls etc)	1	1	5	5	0	0	2	● 2.20	● 1.92	● 1.82	1.46
Landfills & Transfer Station - Waste Facilities	1	1	3	3	0	0	1	● 1.00	● 1.26	● 2.26	3.00
Waste and Recycling General Query	3	3	22	17	5	0	5	● 1.00	● 1.71	● 2.03	1.48
Compliment or Complaint RRC or JJ Richards	0	0	8	7	1	0	2	● 1.57	● 1.86	● 2.97	1.28

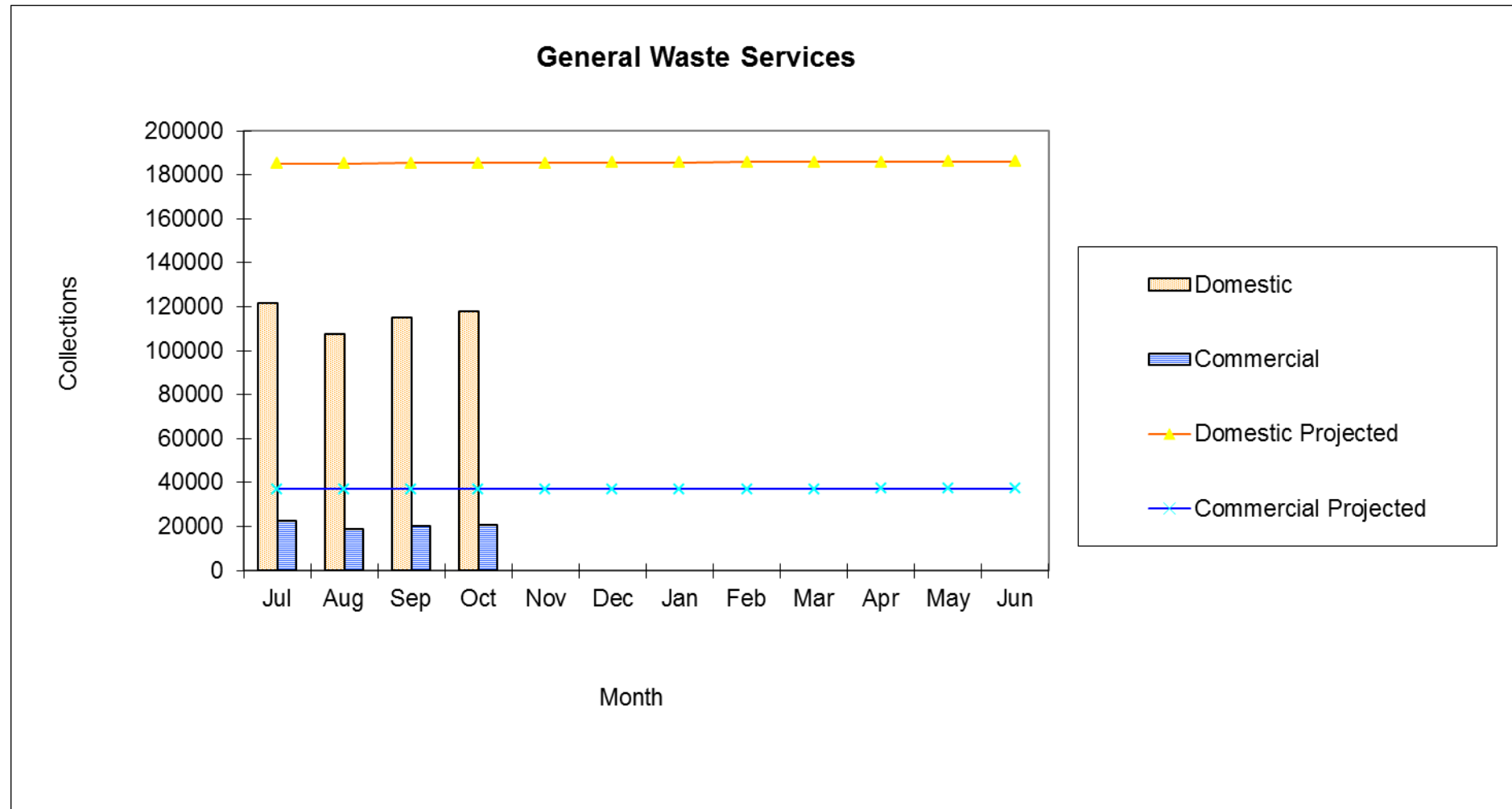
Comment: There has been an anomaly with the Pathway System not sending notifications through the system intermittently and there have been occasions where requests were delayed slightly in the past month. Most requests have been met within required time frames in the month of October.



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

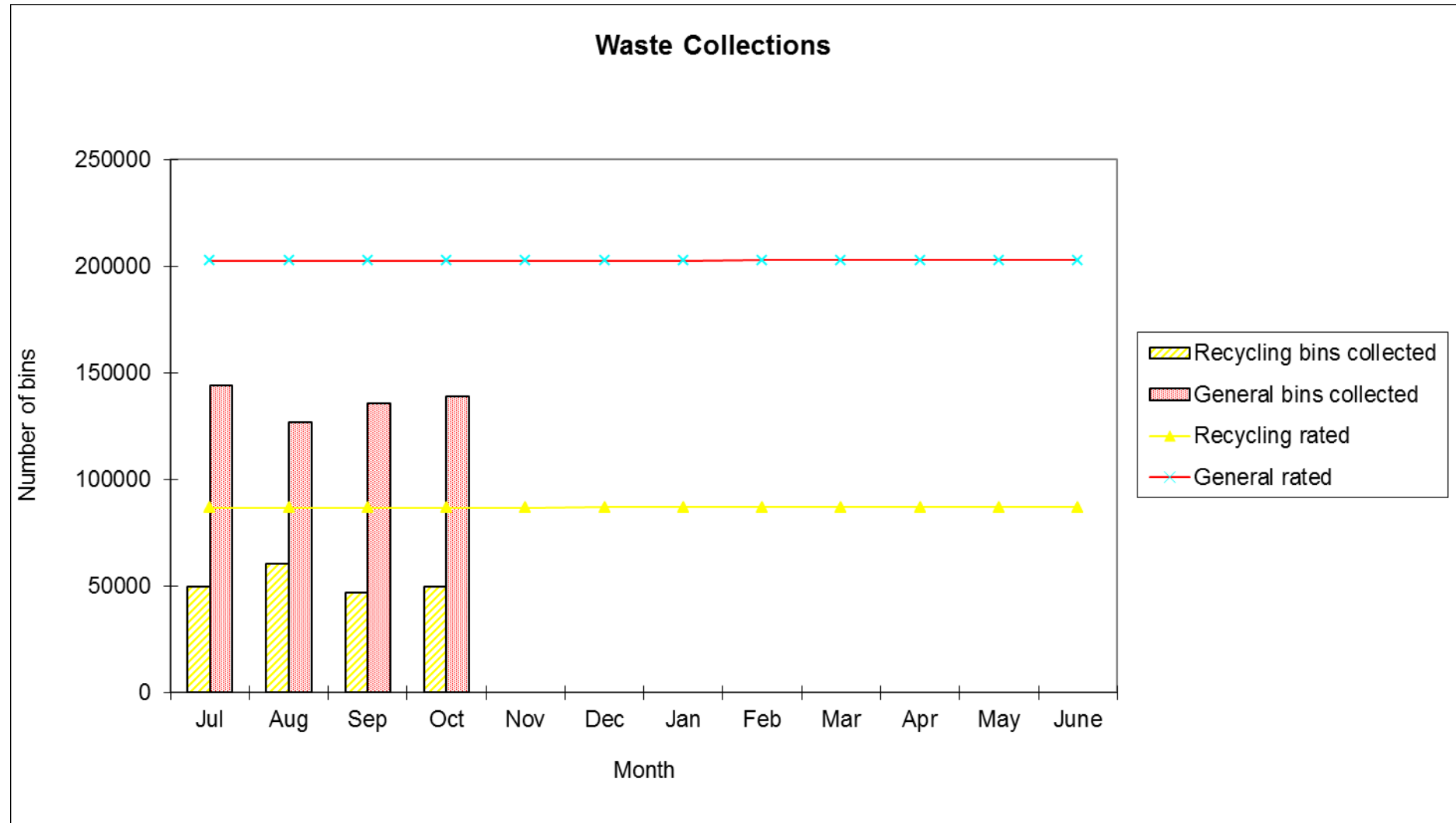
Comment: General Waste: For the first 4 months of the previous year the number of replaced bins ranged from 200 to 250 per month, increasing from July through to October for the same 4 months of this year we see a decline which is in line with the trend from November last year

Recycling: The recycling bin replacement rate mirrors the waste bin in figures but at a lower level. Recycling bin replacement is considerable less as all bins are newer than the General Waste bins and carry a lesser weight (ie “less wear and tear”).



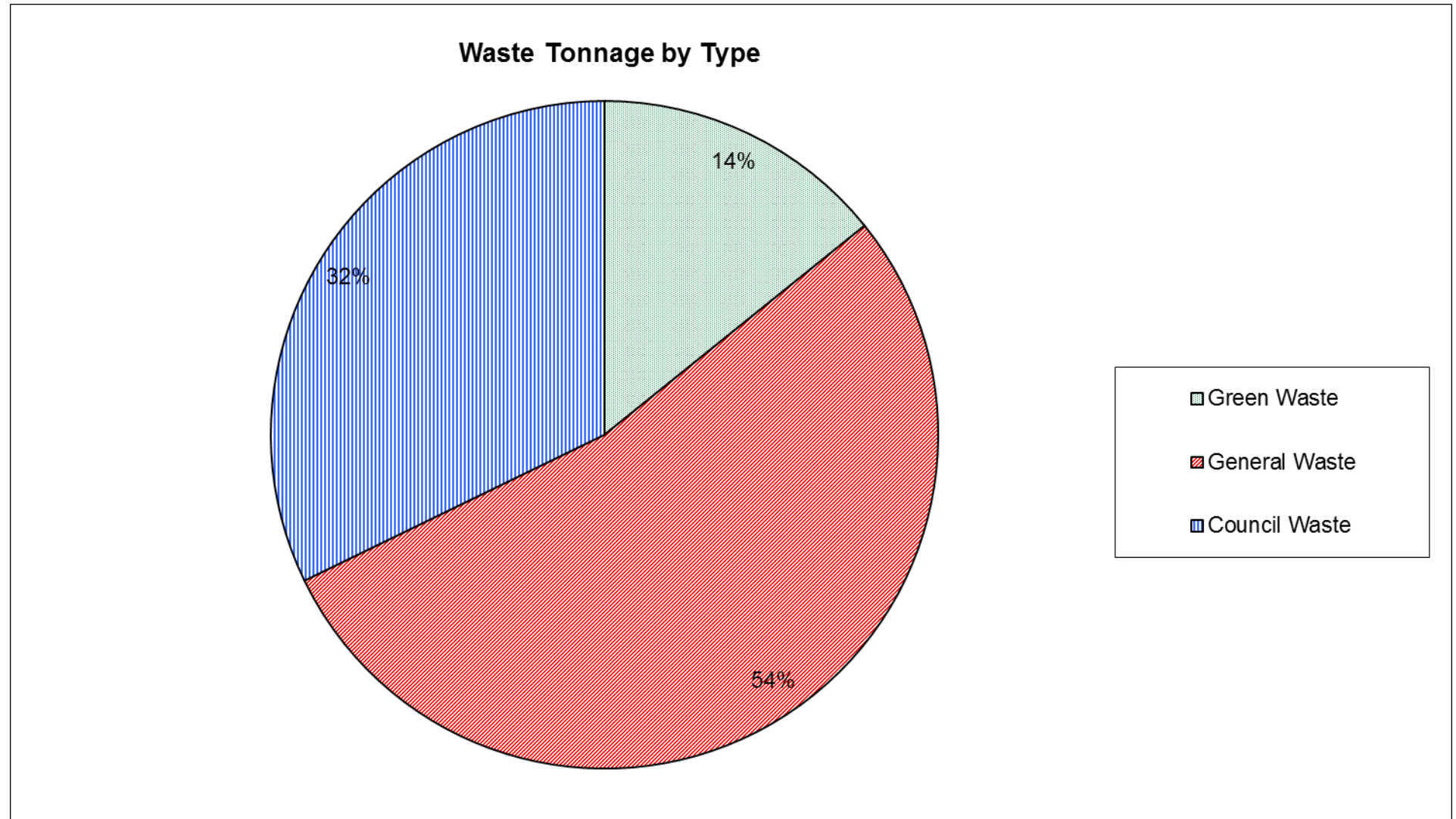
The graph above depicts the division of domestic and commercial waste collection services provided during the 2014/2015 financial year on a monthly basis.

Comment: Both the Domestic and Commercial service numbers are remaining constant with small rises and falls.



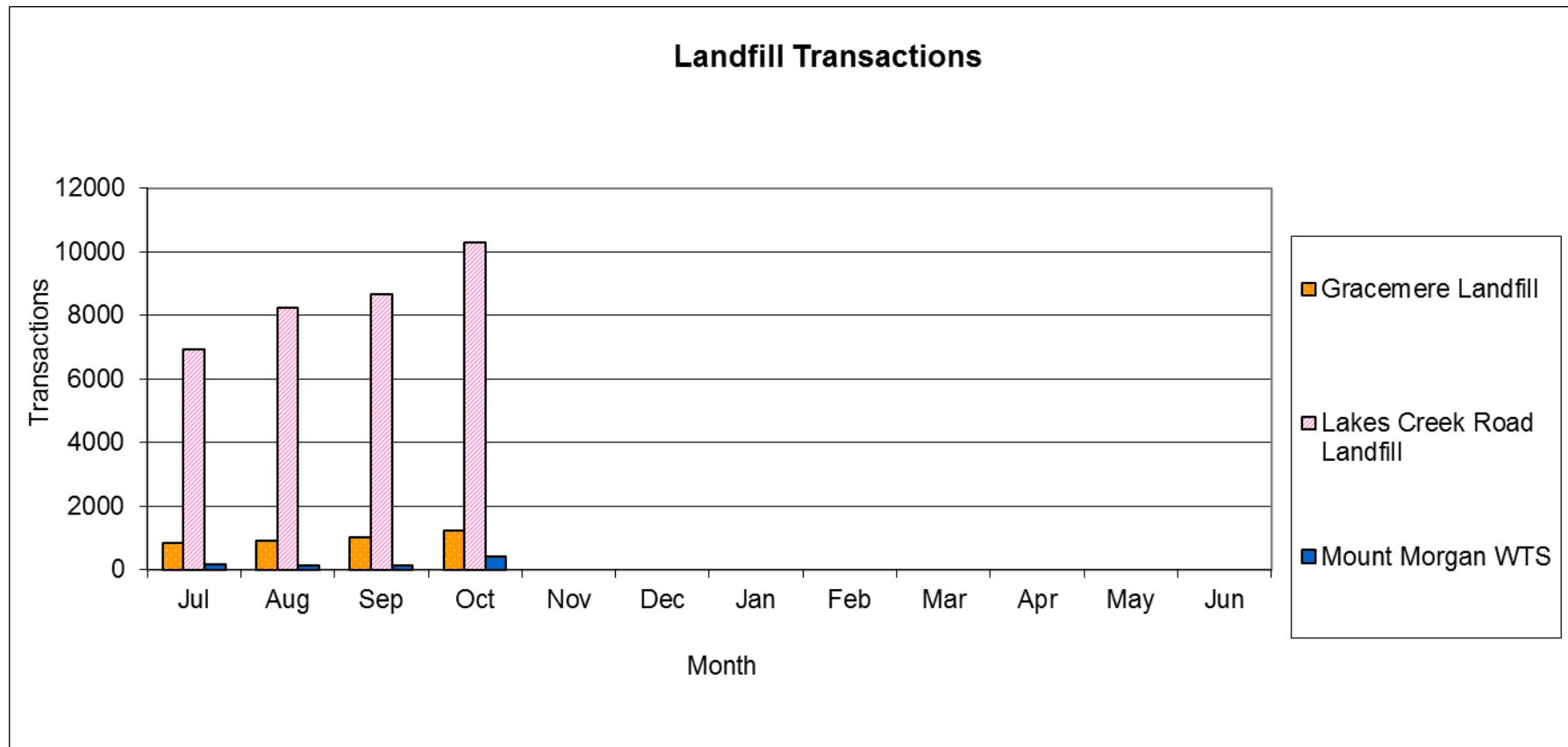
The graph above shows the number of General Waste and Recycling bins serviced during the 2014/2015 financial year on a monthly basis.

Comment: The graph shows that both services are ranging between 100,000 to 150,000 services per month which is the same for the last 6 months of last year.



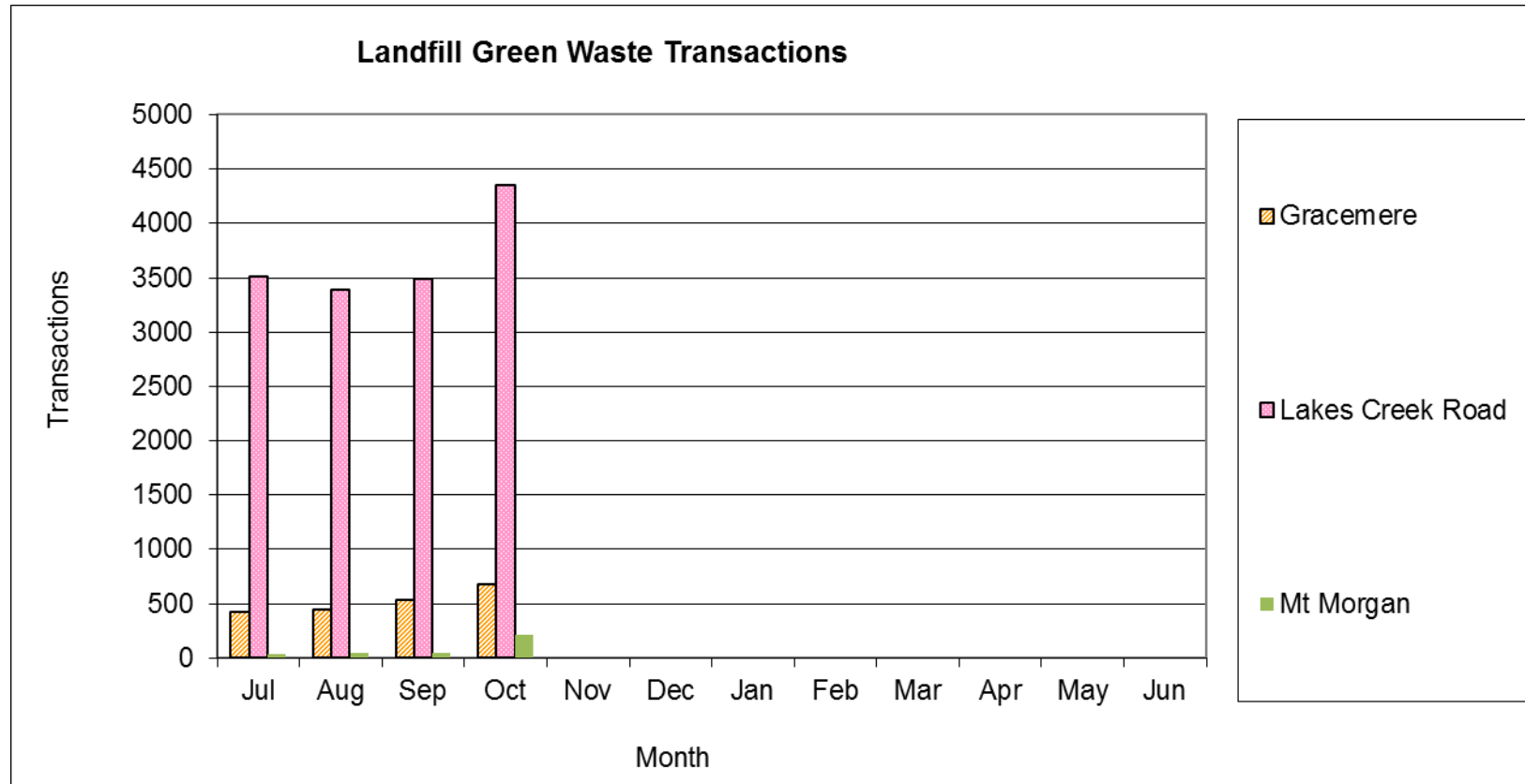
The graph above shows the percentage of waste tonnage by waste types accepted at all facilities during the 2014/2015 financial year to date.

Comment: The make-up of the tonnages remains fairly constant with a 1 to 2 percent movement from month to month.



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

Comment: The number of transaction is generally rising which is attributed to an increase in transactions involving greenwaste which is now free to dispose of at all facilities.



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

Comment: Greenwaste transactions are generally increasing, as commented upon in the previous graph.

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

Safety Statistics

The safety statistics for the reporting period are:

	LAST QUARTER			THIS REPORTING PERIOD
	JULY	AUGUST	SEPTEMBER	OCTOBER
Number of Lost Time Injuries	0	0	0	0
Number of Days Lost Due to Injury	0	0	0	0
Total Number of Incidents Reported	4	1	3	0
Number of Incomplete Hazard Inspections	3	1	0	0

Comment: Incidents are generally down. Asbestos detection at the Lakes Creek Road Landfill is still one of the most common report types.

Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to construct & have operational the Waste Transport Station (WTS), including off site haulage at Lakes Creek Road Landfill, by December 2016 which may	Moderate 6	Nil – Risk at acceptable level	N/A	N/A	The WTS building is almost complete and work continues on the

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
result in the community of Rockhampton and its surrounds not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community					internal and external road
Failure to locate and establish a new Landfill for the community of Rockhampton and its surrounds prior to the closure of the existing Lakes Creek Road Landfill - current closure date December 2016 which would result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused.	Moderate 6	Nil – Risk at acceptable level	N/A	N/A	The project with Gladstone Regional Council continues with a report into the feasibility of the project has been provided and is being reviewed. The Landfill Life Extension Project for Lakes Creek Road Landfill has Planning approval and discussions have commenced with EHP over the Landfill design
Loss of a major waste management facility due to a natural or man-made disaster, i.e. flood, storm damage, discovery of unexploded ordinance, discovery of a hazardous waste type, etc. which may result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and	Low 7	Nil	N/A	N/A	Nil work this period

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community.					
Failure to adequately fund and support Council's asset system which may result in financial loss through increased maintenance costs and service delivery disruptions.	Low 7	Nil	N/A	N/A	Nil work this period

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Quarterly and Annual Performance Plans	30/09/14 31/12/14 31/03/15 30/06/15	25%	Presented to Council at the October meeting – adopted by Council First quarterly report for 2014/15 complete
National Pollutant Inventory	30/12/14	100%	Annual reporting requirements
Carbon Regulatory Report	30/10/14	99%	The required report has been submitted. Review of the payment process indicates that the payment does not have to be made until the beginning of February. The matter is under review
Landfill Licences – Department of Environment and Heritage Protection (EHP)	Ongoing for Licences	Ongoing	Licences currently being rewritten in association with EHP as they were incorrect when supplied to RRC post the de-amalgamation process ongoing.
Annual Report	30/06/15	0%	The Annual Report is a report dealing with waste statistics. Completed for 2013/2014

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Return	30/08/14	0%	The Annual Return is a report to EHP concerning the licence conditions at landfills. Completed for 2013/2014.
Queensland Waste Data System	Quarterly	ongoing	Supply of waste tonnages processed through all landfills. Previous quarter report submitted - ongoing
Alton Downs and Mt Morgan Landfills – Compliance Inspection by EHP	No date set	N/A	Work continuing – closure plans for these are being developed as well as some environmental sampling have been undertaken to support the conclusion in the closure plans
Gracemere Landfill – underground water investigation	No set date	N/A	Complaint lodged with EHP in February. Information supplied to EHP soon afterwards. No reply is expected from EHP. Matter will be dealt with in accordance with the recommendations supplied by the consultancy that undertook the initial investigation. This will entail further sampling of the area to determine if the variations noted in the initial samples are from the landfill or part of the natural processes in the area
Waste Facilities – asbestos management	No set date	N/A	Agreement has been reached with WHSQ and a management plan has been developed. Quotations have been sorted from appropriate organisations to load, transport and place the contaminated mulch. The work is proposed to commence around the 20 November
Safe Plan 2	Ongoing	ongoing	Monitored via Hazard Inspections, regular RRWR Safety Meetings and consistent highlighting at all Tool Box Meetings - ongoing

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

The following abbreviations have been used within the table below:

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ROCKHAMPTON REGIONAL WASTE & RECYCLING CAPITAL WORKS PROGRAM					
2014/ 2015					
LCRL – Remediation	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/14	30/06/15	29%	\$1,957,200	\$567,537
Comment: Placing rubbish on the Northern face off Stage 1. Constructing spiral drain on East and North face of Stage 1. Progressing North in Stage 2 towards the drain.					
LCRL Waste Transfer Station and related Works	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
Waste Transfer Station	29/10/12	November 2014	99%	\$800,000	\$884,220
Intersection	30/8/14	16/01/15	40%	\$692,000	\$2,246

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Queensland Rail Infrastructure	10/04/15	23/04/15	12.7%	\$779,000	\$924,868
Entry Road	28/11/13	9/04/15	86%	\$386,569	\$598,220
Comment: The above figures are for the Waste Transfer Station Building, Dean Street Intersection (including internal road works) and the rail crossing. The Waste Transfer Station building itself is complete except for commissioning and some defect repairs. The internal road component of the Dean Street Intersection has had its embankment placed. It has been placed to preload the road area. The under bores of Lakes Creek Road and the rail line are complete for the intersection. There also has been no work on the Rail Crossing since the foundation work of the ballast					
240Litre Mobil Garbage Bin (Wheelie Bin) Purchases	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	39%	\$152,389	\$59,964.52
Comment: Issued Purchase order for purchase of 1232 (B-Double delivery) of MGB's to replenish depleted stock 10/11/2014.					
Gracemere Landfill – Expansion and Capping	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$228,882	\$0
Comment: A pre-lodgment meeting with the State Government for the expansion and the upgrading of the licence has been held and am awaiting for comments from the State Government					
Waste Infrastructure Plan & Landfill Infrastructure Plan	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$1,803,534	\$179,003
Comment: A report is being prepared for Council to fully cost and consider feasibility of replacing the current Roadside Bin Stations with Bank of Bin Stations and Concrete pads and the provision of Waste Transfer Stations at Alton Downs, Stanwell and Bajool and removal of Midgee Roadside Bin Station – ongoing					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Closure of Existing Landfill sites and landfill remediation work	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$86,436	\$0
Comment: In response to the Compliance letter from the EHP, work is underway to formally close the Mt Morgan (near showgrounds), Marmor, Bouldercombe and Alton Downs Landfill sites. Sampling and analysis of the surrounding environment is underway to determine if any site has a deleterious impact. A Closure Plan for each site is also being developed. The Closure Plan will detail actions Council must take to have the licence for each cancelled.					
Waste Facilities, fences, gates and security maintenance	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$50,000	\$0
Comment: Regular inspections of Rugby Park are now occurring. Also a metre has been installed to measure the quantity of effluent being treated – ongoing.					

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

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

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Nil	Nil	Nil	Nil	Nil

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

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

as at 30 June 2014

6. FINANCIAL MATTERS

Percentage of year elapsed 33.3%

End of Month General Ledger - (Operating Only) - REGIONAL SERVICES**As At End Of October**

Report Run: 12-Nov-2014 09:15:59 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	33.3% of Year Gone
REGIONAL SERVICES							
WASTE & RECYCLING SERVICES							
<u>Waste & Recycling</u>							
Revenues	(13,121,601)	0	0	(6,447,545)	(6,447,545)	49%	✓
Expenses	3,907,433	0	4,752	969,237	973,989	25%	✓
Transfer / Overhead Allocation	2,408,778	0	0	615,395	615,395	26%	✓
Total Unit: Waste & Recycling	(6,805,389)	0	4,752	(4,862,913)	(4,858,161)	71%	✓
<u>Waste Collections</u>							
Revenues	(80,939)	0	0	(20,163)	(20,163)	25%	✗
Expenses	3,604,587	0	65,925	681,794	747,718	21%	✓
Transfer / Overhead Allocation	2,287,253	0	0	627,395	627,395	27%	✓
Total Unit: Waste Collections	5,810,901	0	65,925	1,289,025	1,354,950	23%	✓
<u>Waste Facilities</u>							
Revenues	(5,705,680)	0	0	(1,456,449)	(1,456,449)	26%	✗
Expenses	5,443,352	0	45,110	1,240,227	1,285,336	24%	✓
Transfer / Overhead Allocation	(1,089,665)	0	0	(14,205)	(14,205)	1%	✗
Total Unit: Waste Facilities	(1,351,993)	0	45,110	(230,426)	(185,317)	14%	✗
Total Section: WASTE & RECYCLING SERVICE	(2,346,480)	0	115,787	(3,804,314)	(3,688,527)	157%	✓

End of Month Management Report



Percentage of Year Elapsed: 33.33% ▲

	1415 Adopted inc Carry Forward	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
	\$	\$	\$	\$	%
CP620 CAPITAL CONTROL WASTE					
0580971 [N] Lakes Creek Rd Landfill - Capping Tr	\$1,957,200	\$748,617	\$0	\$748,617	38%
0580972 [N] WTS & Stage 3 development - Lakes Cr	\$3,155,179	\$1,708,597	\$1,435,465	\$3,144,062	54%
0943108 Closure of existing landfill sites and r	\$86,463	\$0	\$0	\$0	0%
0959202 LIP - Gracemere - Planning incl Stage 2	\$132,597	\$0	\$0	\$0	0%
0983826 [R] Rubbish Bins - Rockhampton Regional	\$152,389	\$0	\$0	\$0	0%
0983996 [N] Planning and development approvals a	\$174,177	\$0	\$0	\$0	0%
0984012 [N] Regional Waste Infrastructure	\$248,534	\$96,368	\$7,735	\$104,103	39%
0984024 [N] Capping & Closure of Stage 1 & 2 -	\$96,285	\$1,593	\$0	\$1,593	2%
0987815 [R] Waste facilities fences gates securi	\$50,000	\$9,652	\$0	\$9,652	19%
1033823 [R] Regional Bin Station & WTS Solution	\$500,000	\$0	\$0	\$0	0%
1033861 [N] Reg Waste - future landfill investig	\$500,000	\$74,900	\$0	\$74,900	15%
	7,052,824	2,639,726	1,443,201	4,082,927	37%
TOTAL CAPITAL EXPENDITURE	7,052,824	2,639,726	1,443,201	4,082,927	37%

Operational

All percentages are exclusive of committals unless specifically mentioned.

Waste & Recycling

Revenue is significantly above the percentage of year elapsed at 49% due to the first half of the year's rates notices now having been issued, with discounts taken up.

Operational expenditure is currently trending below the percentage of year elapsed at 25%, as a result of lower than anticipated interest charged on loans (21.5%) and lower than anticipated salaries and wages (29.7%) YTD.

Transfer / overhead allocation expenditure is currently lower than the percentage of year elapsed at 26% as a result of lower than anticipated internal plant hire (9.7%) expenditure year to date.

Waste Collections

Collections revenue YTD is below the percentage of year elapsed at 25% as a result of lower than expected local events being and lower than anticipated extra residential bin collections required.

Expenditure is also below the percentage of year elapsed at 19% due to low, salaries and wages (29.8%), salaries and wages oncost (29.8%) and contractors other (14.4%) expenditure YTD.

Transfer / overhead allocation expenditure is currently below budget at 27% as a result of lower than anticipated internal plant hire (27.7%), being offset by higher than expected internal expenditure YTD.

Waste Facilities

Facilities revenue is currently trending below target at 26% as a result of lower than anticipated gate fees for Lakes Creek (28.0%), Gracemere (4.7%) and Mt Morgan (26.5%) landfill facilities, all being offset by slightly higher than anticipated revenue for Alton Downs (37.1%).

Expenditure is also below budget at 23% as a result of lower than anticipated salaries and wages (23.6%), equipment and plant hire (26.2%) and carbon tax (0%), all being offset by higher than expected building / construction expenditure (130.7%), professional technical (228.1%) and minor ICT equipment (119.5%) expenditure.

Transfer / overhead allocation expenditure is also below budget at 1% as a result of lower than anticipated internal revenue (4.64%) YTD.

Summary

Total Revenue is significantly above the percentage of year elapsed at 42% as a result of the first half of the year's rates notices being issued. This is being offset by lower than anticipated operating expenditure of 22% and slightly higher than anticipated transfer/overhead allocation expenditure of 34%, resulting in a significant YTD surplus.

All percentages are exclusive of committals unless specifically mentioned.

Capital

RRWR capital project expenditure is above the percentage of year elapsed at 37%.

The majority of RRWR capital expenditure to date relates to LCR landfill capping, and LCR waste transfer station development.

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 Letter of concern from a Mount Morgan resident in regards to a Council waste facility

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 LETTER OF CONCERN FROM A MOUNT MORGAN RESIDENT IN REGARDS TO A COUNCIL WASTE FACILITY

File No: 7284

Attachments:

1. Letter from Mt Morgan resident
2. Overview of Racecourse Road Mt Morgan

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

Council is in receipt of a letter from a resident of Mount Morgan who has raised concerns about the establishment and operation of a Council waste management facility.

14 CLOSURE OF MEETING