



# **BUSINESS ENTERPRISE COMMITTEE MEETING**

## **AGENDA**

**4 FEBRUARY 2015**

*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 February 2015 commencing at 9.00 am for transaction of the enclosed business.*

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

**CHIEF EXECUTIVE OFFICER**  
29 January 2015

Next Meeting Date: 04.03.15

**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 3 December 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

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#### **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: 4 February 2015**

**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 Dunglison	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.
03 December 2014	Monthly Operations Report - Rockhampton Regional Waste and Recycling Period ended 31 October 2014	THAT the Waste Collection Vehicle Garage located in Dooley Street be renamed the Malcolm Denis Boggs Waste Collection Garage. THAT the RWR Operations Report for the period ended 31 October 2014 be received.	Craig Dunglison	17/12/2014	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 WASTE INFRASTRUCTURE PLAN UPDATE

**File No:** 150

**Attachments:**

1. Extract - June 2014 Business Enterprise Committee Report
2. Extract - November 2014 Business Enterprise Committee Meeting

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

**Author:** Craig Dungleison - Manager RRWR

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#### SUMMARY

*This report provides the Committee with an update of the Waste Infrastructure Plan and to confirm actions to be undertaken in this area for the remainder of the 2014/2015 year and through the 2015/2016 for capital and operational budget preparation purposes.*

#### OFFICER'S RECOMMENDATION

1. THAT the Midgee Roadside Bin Station be closed following one month of public notification and the site be remediated with this to be completed prior to 1 July 2015;
2. THAT two (2) 5 x 15 metre concrete slabs with low walls be installed at the Laurel Bank's Roadside Bin Station to facilitate the collection of waste from this site prior to 1 July 2015;
3. THAT bank of bins stations be provided at Marmor, Gogango and Dalma at sites which permit community oversight and that the existing Roadside Bin Station be closed and these sites remediated. This is to be operated as a trial commencing in the first quarter of 2015/2016 continuing for the remainder of the year subject to budgetary allocation;
4. THAT the Ridgeland, Bushley, Westwood, and Bajool Roadside Bin Station sites be maintained under the current operating regime through the 2015/2016 year.

#### COMMENTARY

Rockhampton Regional Waste and Recycling (RRWR) has worked with Council and the community in regards to the continued operation of nine Roadside Bin Stations:

- Laurel Bank
- Ridgeland
- Dalma
- Bushley
- Westwood
- Gogango
- Midgee
- Bajool
- Marmor

Community consultation sessions were held with the community in mid to late 2013 and resulting out of this, a workshop was held with Council proposing a range of options. Subsequent to the workshop a further meeting was held with the Mayor.

Since then, there has been various references in reports to the Committee to what was proposed; however, no formal decision has been sought from the Council on this matter.

With the development of the budget for the 2015/2016 year commencing, it was considered appropriate to put to Council actions that RRWR is proposing to undertake for the remainder of this year (2014/2105) and for the 2015/2106 year.

RRWR is proposing to:

1. Close the Midgee Roadside Bin Station – this would be undertaken after a month of public notification via a formal advertisement in the Public Notice section of The Morning Bulletin, at least one media release by Council and the provision of signage at the site. After closure the site would be cleaned i.e. removal of all litter and bulk bins. The area would be leveled and resurfaced with appropriate soil/gravel. Access to the site would be prevented by signage and barricading. The sight would be closely monitored and any dumped waste would be removed daily or as soon as could be practically arranged. The closure process would be funded from this year's capital budget and completed prior to 1 July 2015. If action was required to be taken after 30 June 2015, such as removal of dumped waste, this would be funded out of the Community Service Obligation budget – Old Landfill Maintenance Works.
2. Laurel Bank Roadside Bin Station – Two (2) concrete pads five (5) metres by fifteen (15) metres with a one (1) metre high wall would be provided at the site. The volume of these pads equates to the volume of waste currently removed from the site weekly – 110 cubic metres. These pads would have a 1.8m high wall facing towards the entrance of the site. This wall would be beautified by the provision of a mural on the outward facing side. On the inward facing side of the walls would be placed signage detailing the conditions of use for the site such as;
  - domestic waste only, no bulky items such furniture or white goods;
  - no waste to be delivered by any commercial operators or businesses;
  - no greenwaste, timber, concrete bricks or soil;
  - no asbestos or flammable or explosive material;
  - no lighting of fires;
  - please place all waste into the walled areas;
  - any person found not complying with the above conditions maybe prosecuted.

To facilitate the placement of the pads the site will be tidied and leveled with road base gravel which will also provide wet weather access. A new fence will be erected around the site and a new gate supplied and erected. The site will not be closed through this construction process. The funding for the process will be undertaken out of this year's Capital Works budget.

3. A number of 240L MGB will be provided at a location (to be determined) in Marmor, Gogango and at the locality of Dalma.

The actual number of bins and service frequency will be resolved over a period of time with the main effort to reduce the number of bins on the ground at one time so as to reduce the actual footprint of the site.

The new location for each site will also have to be determined.

4. The remaining Roadside Bin Stations will be maintained and operated through the 2015/2016 year.

## **BACKGROUND**

Council operates nine Roadside Bin Stations which are Council facilities where Council has provided a number of bulk bins, usually 3.5 or 4 cubic metres in size. The number of bins at the sites range from 1 bin to 12 bins and the service frequency of these sites ranges from weekly to almost daily. The land on which these sites are located is generally road reserve (DTMR) and Council has no legal ownership over this land.

The stations are well utilised by the local community and the stations closer to Rockhampton are also utilised by residents of Rockhampton. There are no fees collected at these sites.

The current sites are serviced by a combination of bulk waste bins and a dump truck and bobcat.

In general the dump truck and bobcat arrive at the site prior to the arrival of the contractors who services the bulk bins. With the bobcat the operator collects all waste deposited on the ground at the site and loads it into the dump truck which carts the waste to Lakes Creek Road Landfill. The amount of waste collected in this manner at each site can range from zero to eight truck loads per service.

There has only been one fire at a Bin Station since 2008. There are irregular incidents of the dumping of hazardous waste such as asbestos, oil and tyres.

For the six months of the 2014/2105 there has been 1,497 tonnes of waste collected from these Stations. For the same period the following tonnes were collected from the waste transfer stations – Mt Morgan – 125, Bouldercombe – 17, Alton Downs – 26.

### **BUDGET IMPLICATIONS**

Most expenditure involved; both capital and operational will be in the current year and will be met by current budgets. The operational expenditure proposed in the 2015/2016 will be met by proposed existing budgets. The capital expenditure – bank of bin structures and earthworks to tidy and close sites will be estimated and submitted to Council for budget consideration as part of the capital budget process.

### **LEGISLATIVE CONTEXT**

The sites individually do not trigger oversight by the EHP due to the small quantities of waste involved.

The Bajool Roadside Bin Station site in High Street has an approval from the Main Road Department for a period of 5 years, commencing in 2012.

### **LEGAL IMPLICATIONS**

All Roadside Bin Stations are unsupervised and therefore Council does face an increased risk of legal action being taken against Council when compared to supervised sites; for users incurring personal injuries and then taking action against Council or by adjacent property owners being impacted upon by the Station, i.e. wind-blown litter or fire or storm water run-off.

### **CORPORATE/OPERATIONAL PLAN**

The Corporate Plan states the following:

“Provide waste management facilities and services which meet the community’s needs.”

### **CONCLUSION**

The proposed actions outlined in the report do not address all issues surrounding the Roadside Bin Stations but do commence to address some issues and hopefully will permit the lowering of costs to manage these sites.

# **WASTE INFRASTRUCTURE PLAN UPDATE**

## **Extract - June 2014 Business Enterprise Committee Report**

**Meeting Date: 4 February 2015**

**Attachment No: 1**

**Attachment 1 – Extract - June 2014 Business Enterprise Committee Report.**Waste Infrastructure Plan / Piggyback Construction Options / Waste Transfer Station Lakes Creek Road / GRC-RRC Joint Waste Project – Meeting with Mayor**Waste Infrastructure Plan**

During this reporting period a meeting was held with the Mayor to discuss the workshop presented to Council in regards to the Waste Infrastructure Plan dealing with the Council's proposed treatment of the Roadside Bin Stations to the south (Midgee, Bajool & Marmor), south-west (Bushley, Westwood & Gogango) and west of Rockhampton (Laurel Bank, Ridgeland & Dalma).

At the workshop presented to Council several options were put forward to replace the existing system. The outcome of the workshop was that the Manager RRWR should meet with the Mayor to review the presentation.

At the meeting with the Mayor the workshop was discussed and the Manager RRWR put forward an additional option of:

- Removal of the Midgee Roadside Bin Station;
- Replacement of all other Roadside Bin Station except Laurel Bank with a Bank of Bins with the Banks being located close to community it was to provide a service for community oversight. That this replacement process be undertaken as a graduated trial so as to measure the effectiveness of each change.
- That the Laurel Banks Roadside Bin Station will be replaced with an appropriately sized concrete slab with low walls that the community could deposit its waste into. One of the walls would be removable so as to permit the enclosure to be cleaned by a bobcat.
- That appropriate sized Waste Transfer Stations be constructed as Alton Downs, Bajool and Stanwell over an appropriate timeframe.
- The above concept is proposed to work in that the community can use the Bank of Bins to dispose of their "weekly waste" and that larger items would be taken to a WTS for a charge. Initially there would be no charge for the use of the Bank of Bins.

That this option is presented to Council. This report is under development.

# **WASTE INFRASTRUCTURE PLAN UPDATE**

## **Extract - November 2014 Business Enterprise Committee Meeting**

**Meeting Date: 4 February 2015**

**Attachment No: 2**

**Attachment 2 – Extract – November 2014 Business Enterprise Committee Meeting.****Action 8 - Waste Infrastructure Plan – July 2104 – June 2015**

- Research Alternative Option and cost
- Seek Council resolution - Primary and or Alternative Options
- Implement

**Purpose:** To develop a system that will replace the Roadside Bin Stations so as to effectively service the communities currently using the stations and to reduce Council's risk in the areas of the environment and safety.

**Update:** At a meeting with the Mayor on 25 June 2014 an additional proposal was developed for consideration for the solution to address the increasing costs and potential environmental and safety hazards surrounding the current 9 Roadside Bin Stations (RBS). This proposal was put to the next Business Enterprise Committee for comment and no comments were supplied.

A grant application to the Royalties for the Regions has been submitted seeking funding to permit the construction of the proposed Waste Transfer Stations – see Note below.

Note: The proposal developed at the meeting was that the following RBS would be replaced with a suitably sized Bank of Bins – Dalma, Ridgeland, Bushley, and Gogango.

The location of the Bank of Bins maybe different than the current RBS, in an attempt to encourage community oversight. The Midgee RBS would be closed. The Laurel Bank RBS would be replaced in its current location with a large concrete pad with low walls.

Two small Waste Transfer Stations would be built at Bajool and Stanwell (there is no specific site at present) and the Alton Downs Station would be upgraded. These changes would be undertaken over a period of time, with consultation and budget permitting. The aim of the proposal was for the community to utilise the Bank of Bins for their weekly domestic waste and to take any larger items to a Waste Transfer Station.



## **9 STRATEGIC REPORTS**

### **9.1 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR PERIODS 1 NOVEMBER 2014 TO 31 DECEMBER 2014**

**File No:** 7927

**Attachments:** 1. RRWR Operational Report 1 November to 31 December 2014

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

**Author:** Craig Dunlison - Manager RRWR

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#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION**

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

**ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING OPERATIONAL  
REPORT FOR PERIODS  
1 NOVEMBER 2014 TO  
31 DECEMBER 2014**

**RRWR Operational Report  
1 November to 31 December 2014**

**Meeting Date: 4 February 2015**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**ROCKHAMPTON REGIONAL WASTE AND RECYCLING**  
**Period Ended 30 November 2014 and 31 December 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

Rockhampton Regional Waste and Recycling (RRWR) participated in the Cancer Fund Christmas parade on the 6 November. The Parade was well attended by the community and by participants. As usual staff gave promotional items away through the parade to promote responsible waste management and recycling. There was considerable demand for calendars as have been provided in the past. Work is currently underway to develop a calendar for this year's parade.

Participation in the parade does raise the profile of RRWR and Council which is seen as beneficial. Participation is planned for this year's parade.

**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 November 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	1	1	0	0	10	0.00	1.75	0.84	0.84
Additional Recycling Service (Fee applies) JI RICH	0	0	0	0	0	0	2	0.00	2.67	5.30	1.50
Additional Waste Service (Fee applies) RRC	0	0	4	4	0	0	2	1.00	1.17	1.58	1.08
Park Bins (RRC Park Reserve areas)	0	0	0	0	0	0	23	0.00	8.50	5.91	5.91
Change to Existing Bins (JI RICHARDS)	1	1	8	5	3	0	5	0.80	2.87	3.18	2.30
Change to Existing Bins (RRC)	0	0	7	4	3	0	2	1.00	2.01	2.11	1.47
Missed Service Recycling - SAVE DAY JI RICHARDS	0	0	4	3	1	0	2	1.33	2.52	2.49	1.25
Missed Service Waste - SAVE DAY ENQUIRY RRC	0	0	14	14	0	0	2	0.57	0.93	0.99	0.81
Missed Recycling Bin JI (Not out of Truck Missed)	3	3	26	21	5	0	2	0.71	2.04	2.35	1.52
Missed General RRC (Bin Not out of Truck Missed)	3	3	29	28	1	0	2	0.88	1.17	1.27	1.18
New (First) Bin Set Up (Domestic/Recycle & Comm)	6	6	21	12	9	0	5	3.17	3.29	3.52	2.70
Repair JI Richards Recycle	1	1	2	1	1	0	5	2.00	4.70	4.19	2.73
Repair RRC General Waste Bin	2	2	15	15	0	0	2	1.20	1.50	1.78	1.42
Replacement Bin JI (Damaged/Lost/Stolen)	2	2	6	4	2	0	5	2.25	3.47	3.42	2.89
Replacement Bin RRC (Damaged/Lost/Stolen)	7	7	92	87	5	0	2	1.05	1.24	1.55	1.24
Special Event Bins (Parks/Halls etc)	0	0	3	3	0	0	2	2.00	2.00	1.84	1.48
Landfills & Transfer Station - Waste Facilities	0	0	0	0	0	0	1	0.00	1.11	2.27	3.19
Waste and Recycling General Query	5	5	36	31	5	0	5	3.55	2.30	2.28	1.52
Complaint or Complaint RRC or JI Richards	1	1	7	7	0	0	2	2.00	2.00	3.02	1.31

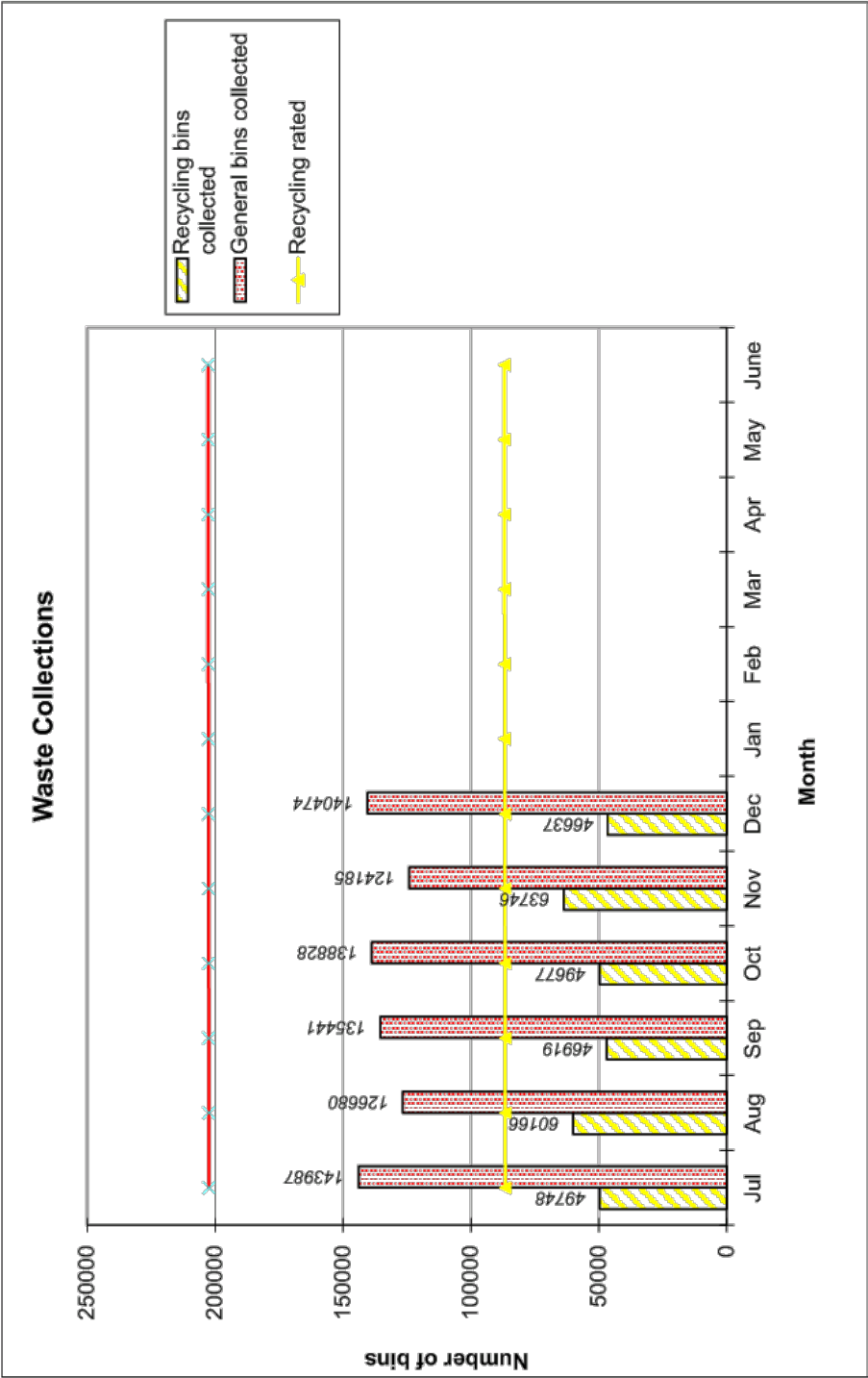
Comment: All requests were managed inside the required timeframes.



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

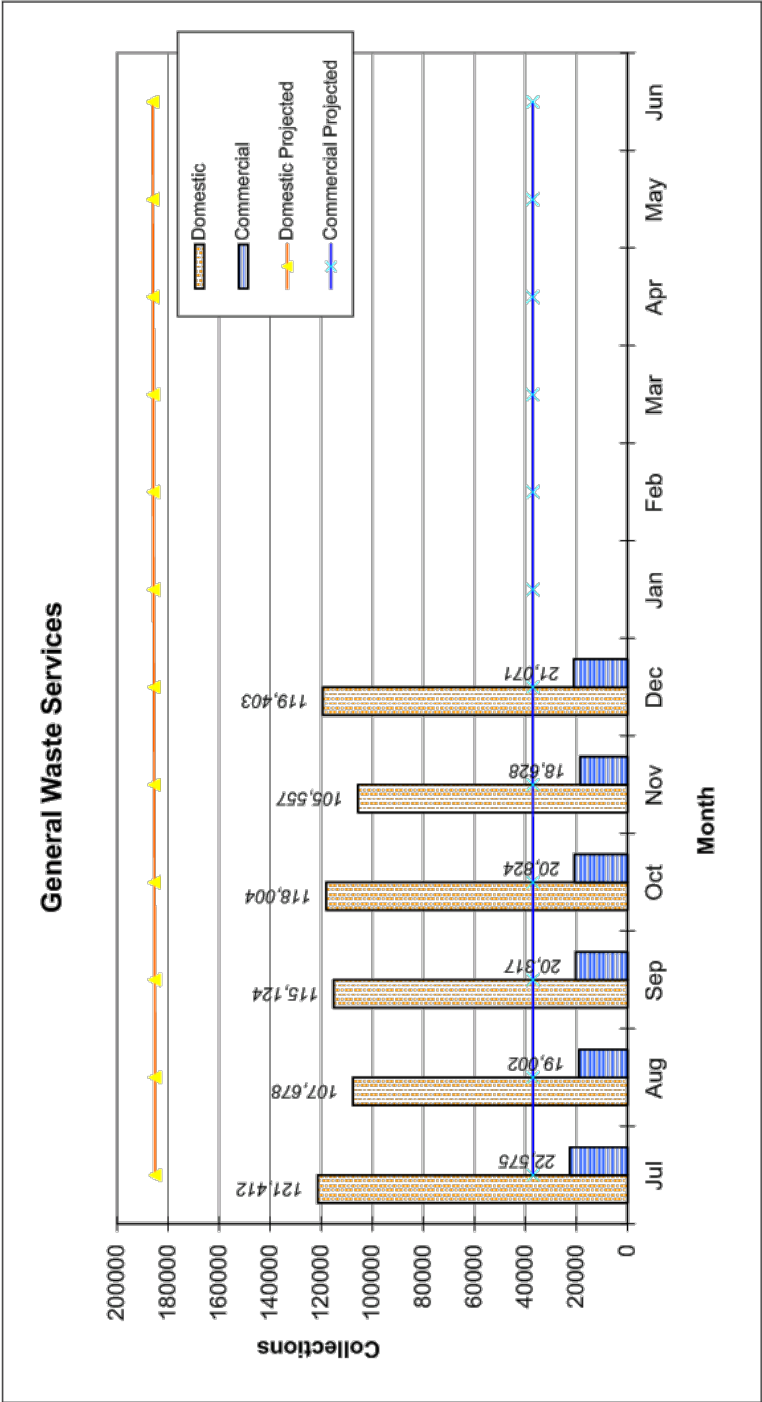
	Balance BIF	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Waste/Recycling - RATES NOTICE QUERY	0	0	1	0	1	0	10	0.00	1.75	0.89	1.16	1.00
Additional Recycling Service (Fee applies) JU RICH	0	0	2	2	0	0	2	1.00	1.50	2.30	1.50	1.00
Additional Waste Service (Fee applies) RRC	0	0	2	2	0	0	2	0.50	1.05	1.14	1.09	0.90
Park Bins (RRC Park/Reserve areas)	0	0	1	0	1	0	23	0.00	8.50	5.91	6.67	0.00
Change to Existing Bins (JU RICHARDS)	3	3	9	6	3	3	5	1.83	2.80	2.90	2.36	1.97
Change to Existing Bins (RRC)	3	3	11	10	1	1	2	1.80	2.10	2.12	1.53	1.84
Missed Service Recycling - SAME DAY JU RICHARDS	1	1	8	8	0	0	2	1.00	2.33	2.51	1.25	1.57
Missed Service Waste - SAME DAY ENQUIRY RRC	0	0	21	21	0	0	2	0.62	0.88	0.97	0.83	0.91
Missed Recycling Bin JU (Not out or Truck Missed)	5	5	19	18	1	1	2	1.44	1.98	2.26	1.38	1.48
Missed General RRC (Bin Not Out or Truck Missed)	1	1	25	25	0	0	2	0.72	1.21	1.24	1.11	1.08
New ( First) Bin Set Up (Domestic/Recycle & Comm)	9	9	66	62	4	4	5	3.13	3.25	3.48	2.75	2.96
Repair JU Richards Recycle	1	1	0	0	0	0	5	0.00	5.56	4.50	2.67	4.25
Repair RRC General Waste Bin	0	0	20	20	0	0	2	1.35	1.43	1.74	1.40	1.30
Replacement Bin JU (Damaged/Lost/Stolen)	2	2	7	6	1	1	5	1.33	3.26	3.37	2.92	2.84
Replacement Bin RRC (Damaged/Lost/Stolen)	5	5	61	59	2	2	2	0.88	1.16	1.45	1.17	1.02
Special Event Bins (Parks/Halls etc)	0	0	3	3	0	0	2	1.00	1.95	1.78	1.43	1.82
Landfills & Transfer Station - Waste Facilities	0	0	2	1	1	1	1	1.00	1.08	2.42	4.17	1.00
Waste and Recycling General Query	5	5	24	21	3	3	5	0.76	2.31	2.19	1.50	2.76
Complaint or Complaint RRC or JU Richards	0	0	4	4	0	0	2	1.75	2.08	3.01	1.26	1.84

**Comment:** All requests were managed inside the required timeframes.



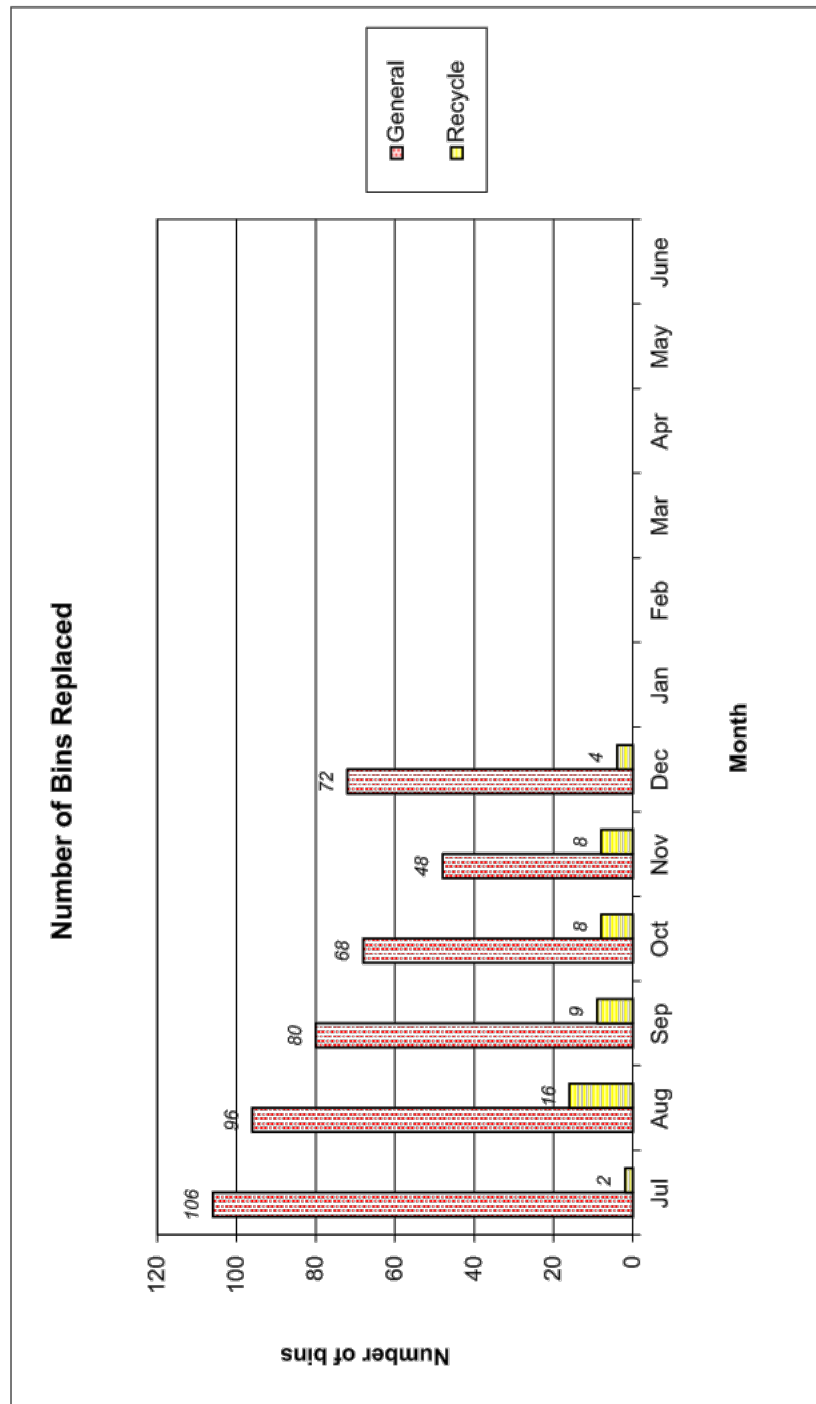
The graph above shows the number of General Waste and Recycling bins serviced during the 2014/2015 financial year on a monthly basis.

**Comment:** The graph shows that both services are maintain a fairly constant level (number of services) per month which is the same for the last 6 months of last year. The number of actual services performed compared to the potential number of services appears low, this is being looked into.



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 services numbers are remaining constant with small rises and falls.

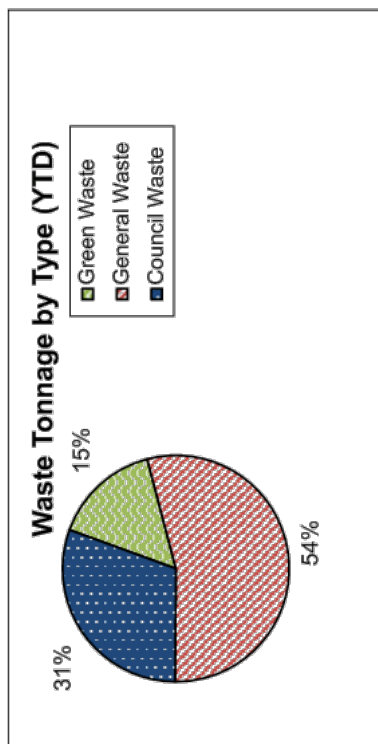


*The graph above shows the number of bins replaced during the 2014/2015 financial year on a monthly basis.*

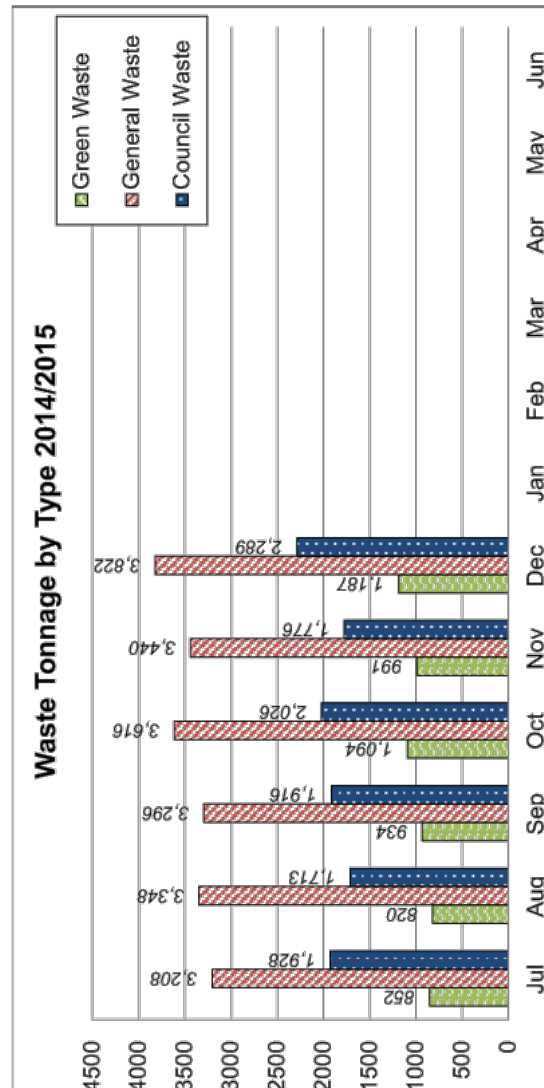
**Comment:** General Waste: There is a sharp increase in December, the cause for this is unknown but the average per month is 78. The 72 General Waste bins replaced in December is close to the average.

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").



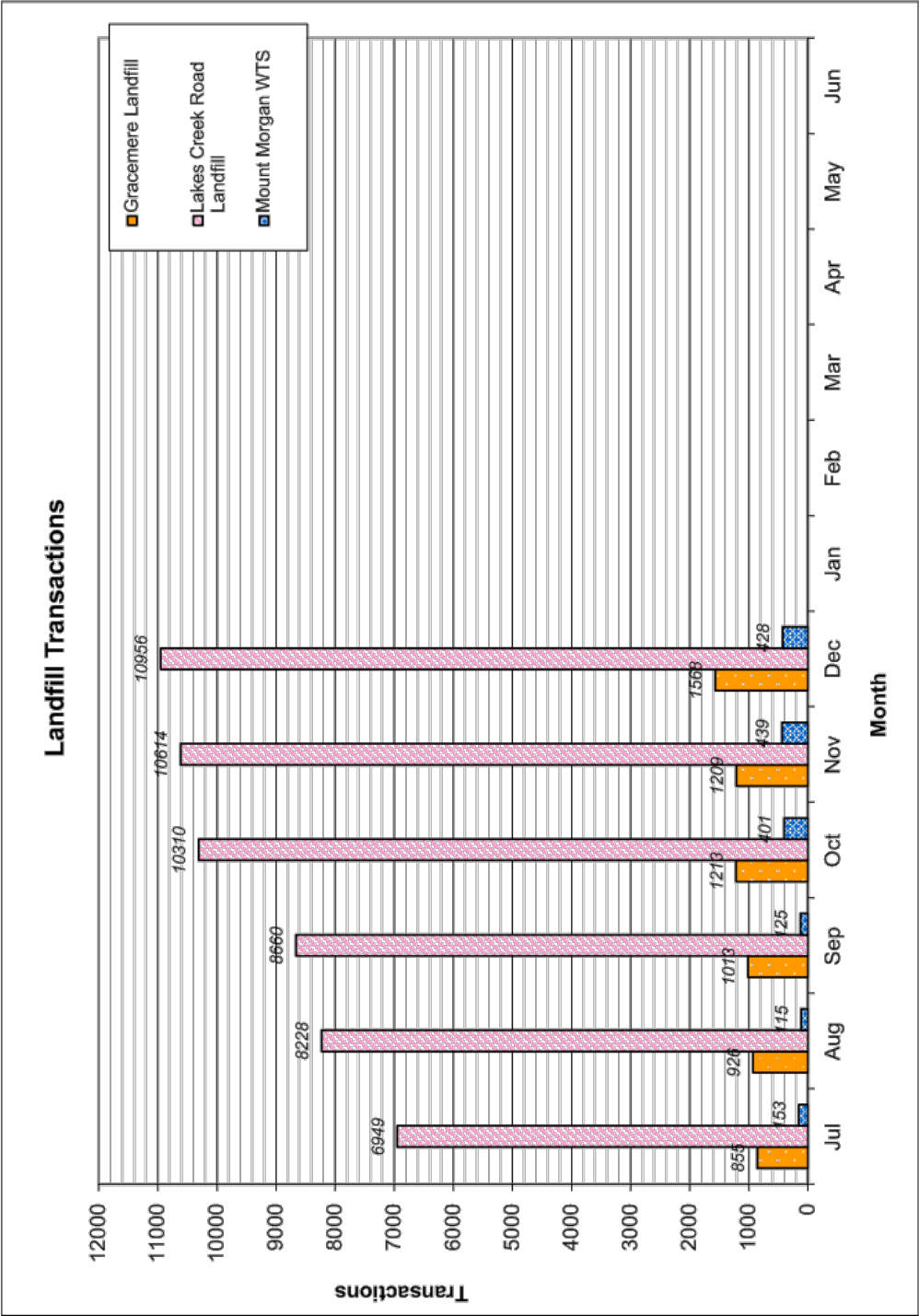


The graph above shows the percentage of waste tonnage by waste types accepted at all facilities during the 2014/2015 financial year to date.



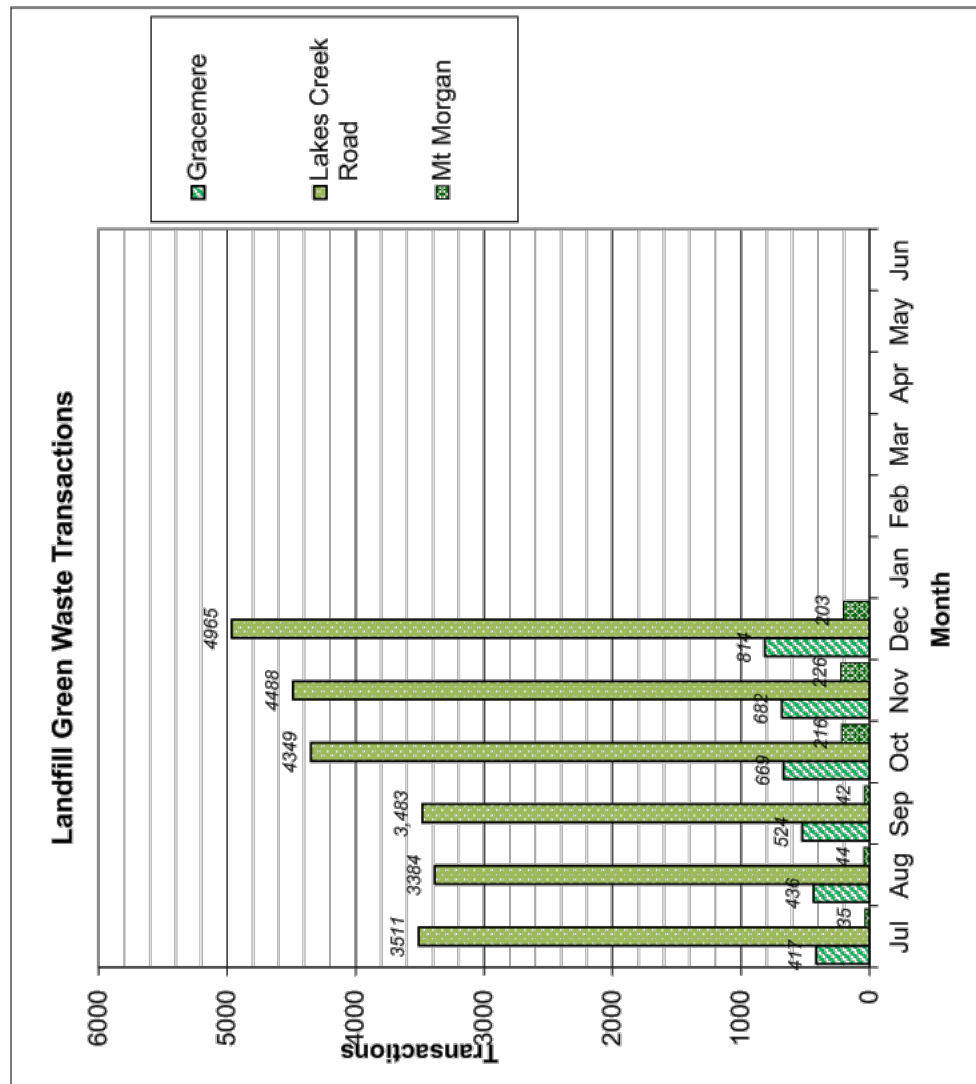
The graph above shows the tonnage of waste types accepted at all facilities during the 2014/2015 financial year to date

**Comment:** The make-up of the tonnages remains fairly constant with a 1 to 2 percent movement from month to month. The second graph has been added so as to permit Council to see the tonnage managed by all facilities by the waste types.



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:

	THIS PAST QUARTER			THIS REPORTING PERIOD
	OCTOBER	NOVEMBER	DECEMBER	DECEMBER
Number of Lost Time Injuries	0	0	1	1
Number of Days Lost Due to Injury	0	0	4	4
Total Number of Incidents Reported	7	0	2	2
Number of Incomplete Hazard Inspections	0	0	0	0

**Comment:** Incidents are still low but Hazard Reporting (or potential hazards) is up which shows that staff are being proactive in the area of safety in the work environment.

### Risk Management Summary

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

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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					
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 the final report being received and a report to Council is being prepared. Landfill Life Extension Project for Lakes Creek Road Landfill has Planning approval and discussions have commenced with EHP over the Landfill design as part of the overall review all of Waste Environmental Authorities. Preparations have also commenced for funds to be allocated in next year's Capital Budget to permit this project to go ahead. No action is being taken

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Loss of a major waste management facility due to a natural or man-made disaster, i.e. flood, storm damage, discovery of unexploded ordnance, discovery of a hazardous waste type, etc. which may result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community.	Low 7	Nil	N/A	N/A	Nil work this period due to work prioritisation
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 due to work prioritisation

#### 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%	Work is underway to purchase the required number of Emission Units

Legislative Compliance Matter	Due Date	% Completed	Comments
			(EU) or Australian Carbon Credit Units (ACCU) so as to meet Councils obligations under the Carbon Legislation. Council will have to purchase 15,362 EU's. The price direct from the Regulator is \$25.40 per unit. Council is currently trying to purchase the required units through a broker which is hoping to reduce costs to Council.
Landfill Licences – Department of Environment and Heritage Protection (EHP)	Ongoing for Licences	Ongoing	All licences are currently being reviewed with the EHP. The old closed landfills at Marmor, Bouldercombe, Alton Downs and Mt Morgan – Showgrounds Road site are being formal closed.
Annual Report	30/06/15	0%	The Annual Report is a report dealing with waste statistics. Completed for 2013/2014
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
State Waste Management Strategy	N/A	N/A	The Strategy was released on the 23 December 2014. The strategy does have targets in regards to recycling and waste disposal. These matters will be covered in an upcoming workshop with Council on the 29 January
EHP Compliance Inspection – Lakes Creek Road Landfill	Annually		The inspection was undertaken on the 26 November 2014 and Council received the report on the 18 December. The inspection found no faults with the operation of the landfill. EHP has requested further information about the levels of aluminium found in some sampled taken from sedimentation Ponds A & B at the Landfill site. Investigations are under way.
Waste Facilities – asbestos management	No set date	N/A	All notices from WHSQ have been met or are in the process of being met at all waste facilities.
Fatigue Management	Ongoing	ongoing	Managed via the use of timesheet monitoring, and Wastedge - ongoing

Legislative Compliance Matter	Due Date	% Completed	Comments
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)
<b>ROCKHAMPTON REGIONAL WASTE &amp; RECYCLING CAPITAL WORKS PROGRAM</b>					
<b>2014/ 2015</b>					
<b>LCRL – Remediation</b>		<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/14	30/06/15	42%	\$1,957,200	\$971,629
<b>Comment:</b> Placing rubbish on the Northern face off Stage 1 continues with expansion to the south onto the hill proper. Constructing spiral drain on East and North face of Stage 1 continues. Progressing North in Stage 2 towards the drain. Waste is also being placed on the small hill to the east of Stage 1 (large hill), this area is for small vehicles.					
<b>LCRL Waste Transfer Station and related Works</b>	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
<b>Waste Transfer Station</b>	29/10/12	November 2014	99%	\$800,000	\$825,296
<b>Intersection</b>	30/8/14	16/01/15	65%	\$692,000	\$6,230

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>Queensland Rail Infrastructure</b>	10/04/15	23/04/15	44%	\$779,000	\$924,868
<b>Entry Road</b>	28/11/13	9/04/15	89%	\$386,569	\$831,932
<b>Comment:</b> 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 which continues as work generally ceased over the Christmas / New year period. The internal road component of the Dean Street Intersection has had its embankment placed and is settling at about 10mm per month. 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.					
<b>240Litre Mobil Garbage Bin (Wheelie Bin) Purchases</b>	01/07/14	30/06/15	39%	\$152,389	\$54,513
<b>Comment:</b> No purchases this period.					
<b>Gracemere Landfill – Expansion and Capping</b>	01/07/14	30/06/15	0%	\$228,882	\$0
<b>Comment:</b> No work this period.					
<b>Waste Infrastructure Plan &amp; Landfill Infrastructure Plan</b>	01/07/14	30/06/15	0%	\$1,803,534	\$179,003
<b>Comment:</b> Preparation work for the development of the report to Council concerning Roadside Bin Stations continues.					
<b>Closure of Existing Landfill sites and landfill remediation work</b>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$86,436	\$0
<b>Comment:</b> A Closure Plan for each site (closed Landfills) has been developed – Marmor, Bouldercombe, Alton Downs and Mt Morgan – Showgrounds Road site. These documents have been submitted to EHP. Work under these Plans has commenced which will generally entail removing of declared weeds, removing litter from the sites, leveling sites where depressions have occurred and the installation and monitoring of bores (underground water).					
<b>Waste Facilities, fences, gates and security maintenance</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$50,000	\$0
<b>Comment:</b> Regular inspections of Rugby Park are now occurring.					

#### **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 50.00%

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

Report Run: 16-Jan-2015 13:06:33 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 50% of Year Gone
	\$	\$	\$	\$	\$		
<b>WASTE &amp; RECYCLING SERVICES</b>							
<u>Waste &amp; Recycling</u>							
Revenues	(13,121,801)	0	0	(6,464,375)	(6,464,375)	49% ✗	
Expenses	3,907,433	0	5,343	1,848,752	1,854,095	42% ✓	
Transfer / Overhead Allocation	2,408,778	0	44,555	923,157	967,712	40% ✓	
<b>Total Unit: Waste &amp; Recycling</b>	<b>(6,805,389)</b>	<b>0</b>	<b>49,898</b>	<b>(3,892,467)</b>	<b>(3,842,569)</b>	<b>56% ✓</b>	
<u>Waste Collections</u>							
Revenues	(80,938)	0	0	(24,218)	(24,218)	30% ✗	
Expenses	3,804,587	0	65,925	1,119,861	1,185,586	33% ✓	
Transfer / Overhead Allocation	2,287,253	0	0	776,771	776,771	34% ✓	
<b>Total Unit: Waste Collections</b>	<b>5,810,901</b>	<b>0</b>	<b>65,925</b>	<b>1,872,214</b>	<b>1,938,139</b>	<b>33% ✓</b>	
<u>Waste Facilities</u>							
Revenues	(5,705,680)	0	0	(2,025,029)	(2,025,029)	35% ✗	
Expenses	5,443,352	0	113,382	1,906,500	2,019,882	37% ✓	
Transfer / Overhead Allocation	(1,089,665)	0	0	244,863	244,863	-22% ✗	
<b>Total Unit: Waste Facilities</b>	<b>(1,351,993)</b>	<b>0</b>	<b>113,382</b>	<b>126,334</b>	<b>239,716</b>	<b>-18% ✗</b>	
<b>Total Section: WASTE &amp; RECYCLING SERVICES</b>	<b>(2,346,480)</b>	<b>0</b>	<b>229,204</b>	<b>(1,893,919)</b>	<b>(1,664,715)</b>	<b>71% ✓</b>	

All percentages are exclusive of commitments unless specifically mentioned.

***Operational***

Revenue is slightly below the percentage of year elapsed at 49%, representing 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 42%, as a result of lower than anticipated interest charged on loans (42.4%) and lower than anticipated salaries and wages (44.7%) and oncosts (42.5%) YTD.

Transfer / overhead allocation expenditure is currently lower than the percentage of year elapsed at 40% as a result of lower than anticipated internal plant hire (14.2%) and payroll tax (38.15%) expenditure year to date.

**Waste Collections**

Collections revenue YTD is below the percentage of year elapsed at 30% as a result of lower than expected extra residential bin collections and local events bin collections.

Expenditure is also below the percentage of year elapsed at 33% due to low, salaries and wages (43.87%), salaries and wages oncost (43.03%) and contractors other (26.53%) expenditure YTD.

Transfer / overhead allocation expenditure is currently below budget at 34% as a result of lower than anticipated internal plant hire, offset by higher than expected internal revenue YTD.

**Waste Facilities**

Facilities revenue is currently trending below target at 35% due to lower than anticipated gate fees for Lakes Creek (38.9%), Gracemere (6.6%) Mt Morgan (42.6%), Bouldercombe (35.0%) and Alton Downs (48.9%) landfill facilities as a result of the removal of the Carbon Tax revenue component. This will be amended during December's budget revision.

Expenditure is also below budget at 37% primarily as a result of lower than anticipated carbon tax (0%), salaries and wages (34.17%), equipment and plant hire (47.01%), all being offset by higher than expected building / construction expenditure (165.66%), professional technical (476.10%) and minor ICT equipment (119.5%) expenditure. Some of which will be amended during December's budget revision.

Transfer / overhead allocation expenditure is also below budget at -22% as a result of higher than anticipated internal expenditure and lower than anticipated internal revenue YTD, which will also be amended during December's budget revision.

**Summary**

Total Revenue is currently below the percentage of year elapsed at 45.03%, being offset by lower operating expenses of 39.97% resulting in a surplus.

All percentages are exclusive of committals unless specifically mentioned.

**Capital**

RRWR capital project expenditure is above the percentage of year elapsed at 53%.

The majority of RRWR capital expenditure to date relates to LCR Waste Transfer Station development, regional waste infrastructure and LCR Landfill Capping.

**9.2 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT -  
MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT****File No:** 7927**Attachments:** 1. Airport Monthly Operations & Annual  
Performance Plan Report**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Trevor Heard - Manager Rockhampton Airport

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**SUMMARY**

*The monthly operations and annual performance plan report for the Rockhampton Airport as at 31 December 2014 is presented for Councillors information.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations and Annual Performance Plan Report for the Rockhampton Airport as at 31 December 2014 be "received".

**COMMENTARY**

The monthly operations and annual performance plan report for Rockhampton Airport of the Corporate Services department is attached for Council's consideration.

As a commercial business, pursuant to the Local Government Act, the Airport must also prepare a report at least quarterly of its progress of its annual performance plan. Ordinarily this has been a separate report. As most of the information is repeated in the monthly operations report they have been combined into one report commencing this month.

It is recommended that the monthly operations and annual performance plan report for the Rockhampton Airport as at 31 December 2014 be received.



**CORPORATE SERVICES  
DEPARTMENT - ROCKHAMPTON  
AIRPORT - MONTHLY OPERATIONS  
AND ANNUAL PERFORMANCE PLAN  
REPORT**

**Airport Monthly Operations &  
Annual Performance Plan Report**

**Meeting Date: 4 February 2015**

**Attachment No: 1**

## MONTHLY OPERATIONS & ANNUAL PERFORMANCE PLAN REPORT

### Rockhampton Airport Period Ended 31 December 2014

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#### OBJECTIVES

The key objectives of the Rockhampton Airport are to safely deliver aeronautical and non-aeronautical services. For aeronautical activities this includes all activities that are vital to airport activity and their removal would render the Airport unable to function in an aeronautical capacity. They include the runways, taxiways and aircraft parking apron areas. For non-aeronautical activities this includes all other activities undertaken by Rockhampton Airport and includes the operation of the terminal building, car park facilities, concessions and related leased and licences, etc. All of those activities are ancillary to the operation of a modern airport.

The Rockhampton Airport is responsible for the operation and maintenance of assets totalling approximately \$108.706M (replacement value).

Ant surplus earned by the Rockhampton Airport will be returned to Council unless otherwise decided on by Council.

#### VARIATIONS, ISSUES AND INNOVATIONS

The Duty Safety Officers start and finish location and their vehicles have relocated from the maintenance facility in the GA area to airside and the operations office to improve staff safety and improved communications with the duty supervisors.

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

Shade and weather protection structures have been installed at the exposed entry and exit stations in the car parks and taxi exit to reduce the heat build-up which causes malfunctions during hot weather condition and provide shelter during wet weather.

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

An independent technical inspection and systems audit was completed on 1 and 2 December. No significant issues were raised at the time of the inspection. This is a mandated review of operational compliance in accordance with the civil aviation safety legislation.

Runway friction testing was completed for the main runway by a specialist consultant on 29 December. While preliminary results show a small area of pavement may be below the Maintenance Planning Level, all areas of the runway exceed the Minimum Friction Level. A detailed analysis will be received with the final report and will show the extent of rubber removal required and a suitable time frame to complete the work.

Friction testing of the asphalt surface is a mandated requirement for runways used for international operations.

##### ***Projects***

###### Airport Lighting System

Site works continued on the "Pit and Duct" stage of the airfield lighting replacement project. The works consisted of small scale rectification works but the mandated requirement to provide qualified Aerodrome Works Safety Officers for these works continued to place demand on staff resources.

**Runway, Taxiway, Apron Overlay**

Planning commenced to conduct night works associated with strength testing and survey of the primary runway, associated taxiways and main apron. The information captured during these works will be used in the assessment and design of the future asphalt overlay of these areas.

***Passenger Numbers***

Domestic passenger numbers for December this year were 50,737 compared to 56,362 in December 2013.

The monthly data available on some routes to Brisbane shows declines in passengers from Mackay, Gladstone, Newcastle, Canberra, Townsville, Moranbah, Emerald and Rockhampton. Mackay suffered a decline of 13.4%, Canberra 3.7% and Rockhampton 3.2% over the previous month.

***HV Supply***

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

- Short-term – Additional supply has been made available, to be validated with Ergon Energy every three months.
- Mid-term – Major Customer Connection Application process has been initiated with no response from Ergon Energy to date.

***Terminal Precinct***

Several power supplies failed throughout the terminal due to a power surge during a thunder storm. All power supplies have been replaced.

***Domestic Water Usage (in partnership with FRW, Rates and Asset Management Teams)***

Airport Facilities are continuing to work with FRW, Rates and Asset teams to align and update domestic water information across the various systems. Processes are also being developed to ensure these systems remain aligned.

***Aeronautical Systems***

A new power supply was installed to the Primary Illuminated Wind Direction Indicator (PIWDI) utilising the recently installed Runway Lighting Pit and Duct System.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Airport Administration General Enquiries	0	0	1	0	1	0	10	●	0.00	●	2.71	●
Airport Services General Enquiries	1	1	1	1	0	0	10	●	8.33	●	8.00	●

## 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
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Injuries</b>	0	0	0
<b>Number of Completed Hazard Inspections</b>	3	1	0 (3 were completed on 07/01/2015 due to staff leave)

### ***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: 30/06/14  Stage 2: 30/06/15  Stage 3: 30/06/16	60%	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 completed 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.	30/06/14	50%	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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					additional locks in GA area.
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	<p>Provide new lease agreements with Singaporeans and Australian Defence worth \$1.4mill</p> <p>Redevelop the airport terminal to increase retail revenue.</p>	<p>30/06/14</p> <p>Terminal now - 30/12/15</p>	80%	<p>Now 100% SAF &amp; ADF long term leases now executed Architect has completed a cost effective solution.</p> <p>Business Enterprise meeting of 5th November the report on the Terminal redevelopment was received. It is anticipated that a review will occur in the 3<sup>rd</sup> quarter.</p>
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	<p>Facility maintenance and condition assessment inspection schedules are in the process of being completed and detailed in conquest.</p> <p>Consultant engaged to identify critical infrastructure and to load into Conquest to ensure regular maintenance is performed.</p>	<p>Stage 1: 30/12/14</p>	80%	<p>Main Runway condition assessment completed HV capacity evaluation being progressed with Ergon Energy for medium and long term</p> <p>Chilled water system capacity improved with better control system and new heat exchange units</p> <p>High Risk Fire Hydrant Systems now completed</p> <p>Air-conditioning condition report completed.</p> <p>HV Transformers condition evaluation completed.</p> <p>Roads pavement condition assessment completed</p>

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					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	June 2015	60%	Aiming for completion by mid February 2015.
Annual Airport Electrical Inspection	October 2014	100%	Inspection completed by Airways Engineering Services on 14 November 2014.
Annual Airport Technical Inspection	November 2014	100%	Technical Inspection completed by Aerodrome Operation Support on 2 December 2014.
Annual Runway Friction Testing	January 2015	100%	Friction Testing conducted by PanAero on 29 December 2014.
Annual Review of Airport SMS Risk Register	April 2015	0%	
Aerodrome Manual review	April 2015	0%	

Emergency Exercise (Table Top)	May 2015	0%	
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**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
959150 – Runway Lighting System Replacement	18/12/2011	30/05/2016	<ul style="list-style-type: none"> <li>Stage 1 – Practical Completion issued 24 April 2014. List of final defects being repaired.</li> <li>Stage 2 – Practical Completion has been issued. List of defects being repaired.</li> <li>Stage 3 – Contract has been awarded to Safegate Australia. First project meeting scheduled for 12<sup>th</sup> January 2015.</li> </ul>	\$3,312,805	\$4,231,206 (\$973,560) Excl committals
<p>Commentary:</p> <p>Approval has been provided by Council resolution for \$1.56 million to be brought forward and budget amended during the December revision.</p> <p>Strategy has been developed to complete this project over a four to five year period.</p> <p>Major Projects are project managing this project; please refer to the Major Projects Monthly Report for more detail.</p> <p>Stage 1 – Airfield Lighting Equipment Room (ALER) – Construction of a new ALER to house the electrical and control equipment associated with the new Aeronautical Ground Lighting System (AGL).</p> <p>Stage 2 - Pit &amp; Duct Network for Main Runway and Taxiways – Installation of the electrical pit and duct network to house the main electrical and control wiring network associated with the new AGL System.</p> <p>Stage 3 - AGL System for Main Runway and Taxiways – Installation of the electrical and control equipment and network, including light fittings, for the new AGL System. This stage also includes the installation of the standby generator set required to support the new AGL System.</p>					
959095 – Crescent Lagoon Area Storm Water Management	08/08/2013	30/01/2015	<p>Valving has been installed.</p> <p>Valve platform and grate have been installed.</p> <p>Pumping solution – Pump has been ordered.</p> <p>Pump site – has been constructed and spray sealed.</p>	\$88,044	\$44,978



Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<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>					
987680 – Enhance the functionality of the Airport Building Management System software	19/12/2013	Ongoing	<p>BMS software has been upgraded with graphical displays.</p> <p>Scoping the additional IT hardware required to expand connectivity.</p>	\$54,516	\$14,010
<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	<u>Deferred</u>	\$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	30/06/2015	<p>Concept lighting design is complete.</p> <p>Switchgear and control equipment has been upgraded on 3 of 6 poles.</p>	\$80,102	\$0
<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	28/02/2015	<p>Concept lighting design complete.</p> <p>Lighting design revised due to proposed shortening of cross-runway, Runway 04/22.</p> <p>Installation of lights associated with the RFDS lease extension - contractor has been</p>	\$50,827	\$142,895

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
			engaged, installation rescheduled for February 2015 due to availability of equipment.		
<p>Commentary:</p> <p>Final concept accepted. Upgrading GA Apron lighting fittings, switchgear and control equipment to meet current standards. Budget to be revised in December budget review.</p> <p>RFDS Element:</p> <ol style="list-style-type: none"> <li>1. Installation of Pole 2 and removal of existing pole if front of the RFDS Lease</li> <li>2. Installation of Pole 1 next to Peace Hanger.</li> <li>3. Installation of Pole 3 footing next to RFDS Hangar.</li> </ol>					
1017282 – Covered areas for long Term car park equipment	01/07/2014	31/08/2014	<u>Completed.</u> Financials to be finalised.	\$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	<u>Deferred</u>	\$50,650	\$0
<p>Commentary:</p> <p>Recurring annual project.</p>					
1020125 - Airport Screening equipment			<u>Completed</u> Project currently in defect liability period. Maintenance Agreement is finalised.	\$5,373	\$2,917
<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> <p>Completed</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
1033137 – Paid Covered Car Parking Equipment	12/08/2014	30/09/2014	<u>Work is complete.</u> Financial to be finalised.	\$0	\$52,004
<p>Commentary:</p> <p>Installation of paid car parking equipment in the area previously known as the staff car parking facility.</p> <p>Stage 1 complete and operational</p> <p>Budget to be revised in December review but offset from other deferrals.</p>					
989189 – Cooling Tower Water Chemical Control	September/October 2014	31/12/2014	Chemical monitoring and control equipment procured.  Building has been reconfigured.  Equipment if the process of being installed.	\$10,333	\$10,445
<p>Commentary:</p> <p>Installation of 24/7 monitoring and control of the air conditioning condenser water chemicals treatment. Chemical monitoring and dosing equipment to be installed in a section of ground floor office area leased to Virgin Australia.</p>					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/06/2015	The CBA preferred card reader provider cannot deliver the required equipment. CBA advised that CDS have capability to install certified equipment.  CDS requested to provide proposals for installation.	\$60,000	\$0
<p>Commentary:</p> <p>Credit card providers stipulated that all credit card readers need to be upgraded to read the new programmable chip technology by 31 December 2015.</p>					
959158 – Terminal Building Airside Water Main	N/A	N/A	<u>Deferred.</u>  Developing a scope of works in conjunction with FRW and the Design Office.	\$109,155	\$1,190

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<p>Commentary:</p> <p>Sections of the Airport water main are constructed in asbestos cement which has been identified as a high risk of failure therefore needs to be replaced.</p> <p>To be deferred.</p>					
987719 – Refurbish Terminal Building Front Awning	N/A	N/A	<u>Deferred</u>	\$15,000	\$0
<p>Commentary:</p> <p>Several sections of the terminal building front awning require major repairs.</p> <p>Deferred</p>					
987728 – Replace/ Refurbish Air Handling Unit AC7	01/08/2014	10/10/2014	<u>Completed.</u> Financial to be finalised.	\$10,000	\$9,940
<p>Commentary:</p> <p>Condition assessment identified that AC 7 required refurbishment work to extend its working life.</p> <p>Completed</p>					
1033863 – Replace Internal & External Doors within the Terminal	Feb 2015	Mar 2015	Detailed scope of works to be developed.	\$50,000	\$0
<p>Commentary:</p> <p>Several terminal doors are showing evidence of total failure and require replacing to ensure integrity of Perimeter security.</p>					
1033866 – Replace Terminal Roof Skylights	Apr 2015	Apr 2015	Preparatory work has commenced examining three options.	\$30,000	\$0
<p>Commentary:</p> <p>The terminal roof skylights are significantly deteriorated and require replacement.</p>					
1033879 – Access Road to Workshop	N/A	N/A	<u>Deferred</u>	\$42,400	\$0
<p>Commentary:</p> <p>The road has significantly deteriorated and requires resurfacing.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	Early 2015	Preliminary design has been agreed. Concept design is being developed. Pricing of options being sourced.	\$100,000	\$0
<p>Commentary:</p> <p>It has been identified that the terminal toilets are under capacity during peak operating hours and require redesign to increase capacity.</p>					
987712 – Replace General Aviation Power Switchboards	Early 2015	Early 2015	Detailed scope of works to be developed.	\$40,000	\$0
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					
<b>OPERATIONS</b>					
959127– General Security Access Upgrades	Ongoing	Ongoing	Initial installation of equipment has been completed but could not be finalised due to withdrawal from sale of the electronic padlocks. Supply of the padlocks has resumed allowing this project to be finalised. Electronic padlocks for Gate 1 and 1A have been installed. This will provide enhanced access control for emergency services and defence force deployments. A “Hotspot” reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area. Orders have been placed for padlocks to convert the GA Apron and gates near the RPT Terminal to electronic access.	\$116,149	\$13,145

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<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. <u>Deferred.</u>	\$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	To be deferred due to the delivery requirements of other major projects.	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. <u>Deferred.</u>	\$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. Cabling has been installed to the Departure Gate area to provide input to a control unit that will allow multiple cameras to be installed to the apron side of the terminal.	\$80,689	\$24,907

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<p>Commentary:</p> <p>Installation of CCTV Cameras and associated infrastructure.</p>					
959145 – Repairs to Defence deployment area	Ongoing	Ongoing	<u>Completed</u> Extensive repairs required prior to Wallaby 2014. The reseal of 2000 sq. metres was completed following trench excavations for the airfield lighting project.	\$52,441	\$55,567
<p>Commentary:</p> <p>Ongoing repairs and restoration of pavement for military exercises. Extensive potholes and seal damage in this primary deployment area required substantial 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>					
983763 – Main Runway Resurface (Consultancy)	1/12/14	Delivery of resurface 2017 - 2019	Progressive consultancy to design and deliver a suitable resurface of primary aircraft movement area pavements. Delivery of services has commenced.	\$0	\$0
<p>Commentary:</p> <p>A considerable area of high strength, heavy asphalt surface will require renewal. The assistance of a specialist consultant will minimise the capital, and in service operational risk associated with delivery of this project. The current engagement will also provide a closer estimate of the capital required to complete the project.</p> <p>This work has been brought forward and a budget amount of \$200,000 will be sought in the December review</p>					

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

As at period ended December 2014 – 50% of year lapsed.

Project	Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$34 283	\$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.
Rockhampton Sign on Airport Walkway	\$9 000	\$0	0%	The previous 'Rockhampton' sign has been located. It will be refurbished and installed on top of the framework of the walkway.
Terminal Redevelopment Design and Business Case	N/A	N/A	N/A	<p>Since last report the architect has provided an interim solution to increase the size of the security departure lounge incorporating more toilets and the retail concessions, which will provide better passenger flow through the terminal and a better safety solution for passengers with the establishment of one central pedestrian crossing to the terminal.</p> <p>A retail specialist will also be performing an audit on the current Food &amp; Beverage and News &amp; Gifts concessions to determine ways to maximize their spend per passenger and strike rate. He will also provide advice on the possible establishment of a specialty retail store for Apparel and Accessories.</p> <p>His brief also includes providing benchmark revenues at other airports and advices on what increased revenue is possible when the concessions are after passenger screening, where there is increased dwell time and exposure to the retail outlets. This will form a basis for a business case to fund the redevelopment the terminal as suggested.</p>

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%	-9.9% / -6.5%
Aircraft Movements*	+1%	-12.4% / 4.1%
Bird Strikes	3 per month	2 / 15
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	1 / 2
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

### FINANCIAL MATTERS



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

##### As At End Of December

Report Run: 15-Jan-2015 15:13:07 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 50% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>AIRPORT</b>							
<u>Rockhampton Airport</u>							
Revenues	(12,032,028)	0	0	(6,067,896)	(6,067,896)	50%	✓
Expenses	213,971	0	6,030	75,896	81,926	38%	✓
<b>Total Unit: Rockhampton Airport</b>	<b>(11,818,057)</b>	<b>0</b>	<b>6,030</b>	<b>(5,992,000)</b>	<b>(5,985,970)</b>	<b>51%</b>	✓
<u>Administration</u>							
Revenues	(130,384)	0	0	(51,981)	(51,981)	40%	✗
Expenses	3,761,299	0	36,105	1,928,260	1,964,365	52%	✗
Transfer / Overhead Allocation	5,338,895	0	0	2,673,584	2,673,584	50%	✗
<b>Total Unit: Administration</b>	<b>8,969,810</b>	<b>0</b>	<b>36,105</b>	<b>4,549,863</b>	<b>4,585,967</b>	<b>51%</b>	✗
<u>Airport Operations</u>							
Expenses	1,471,967	0	15,296	712,623	727,919	49%	✓
Transfer / Overhead Allocation	99,935	0	0	40,304	40,304	40%	✓
<b>Total Unit: Airport Operations</b>	<b>1,571,902</b>	<b>0</b>	<b>15,296</b>	<b>752,927</b>	<b>768,223</b>	<b>49%</b>	✓
<u>Airport Commercial</u>							
Revenues	(1,500,172)	0	0	(737,409)	(737,409)	49%	✗
Expenses	4,092	0	0	0	0	0%	✓
<b>Total Unit: Airport Commercial</b>	<b>(1,496,080)</b>	<b>0</b>	<b>0</b>	<b>(737,409)</b>	<b>(737,409)</b>	<b>49%</b>	✗
<u>Airport Facilities</u>							
Revenues	(2,444,500)	0	0	(1,156,993)	(1,156,993)	47%	✗
Expenses	5,074,345	0	734,976	1,986,031	2,721,006	54%	✗
Transfer / Overhead Allocation	142,580	0	0	44,752	44,752	31%	✓
<b>Total Unit: Airport Facilities</b>	<b>2,772,425</b>	<b>0</b>	<b>734,976</b>	<b>873,790</b>	<b>1,608,765</b>	<b>58%</b>	✗
<b>Total Section: AIRPORT</b>	<b>1</b>	<b>0</b>	<b>792,407</b>	<b>(552,830)</b>	<b>239,576</b>		✓

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



Percentage of Year Elapsed 50.00%

	12 Month Adopted Budget	Adopted Inc Carry Forward	YTD Actuals	Commitments	Total YTD Actuals (inc commitments)	% of YTD Actuals (excl commitments) to Total Budget
	\$		\$	\$	\$	%
<b>CP640 CAPITAL CONTROL AERO</b>						
0959095	0	88,044	44,978	0	44,978	51%
0959127	50,000	116,149	0	13,145	13,145	0%
0959133	0	80,102	0	0	0	0%
0959135	0	50,827	31,989	110,906	142,895	63%
0959142	71,785	71,785	0	0	0	0%
0959150	1,985,025	3,312,805	973,560	3,257,646	4,231,206	29%
0959158	109,155	109,155	1,190	0	1,190	1%
0987704	508,125	508,125	0	0	0	0%
0987712	40,000	40,000	0	0	0	0%
0989189	0	10,333	4,705	5,740	10,445	46%
<b>TOTAL CP640 CAPITAL CONTROL AERO</b>	<b>2,764,090</b>	<b>4,387,325</b>	<b>1,056,422</b>	<b>3,387,437</b>	<b>4,443,859</b>	<b>24%</b>
<b>CP650 CAPITAL CONTROL NON AERO</b>						
0580951	0	1,609	0	0	0	0%
0959145	50,000	52,441	55,567	0	55,567	106%
0987680	10,000	54,516	14,010	0	14,010	26%
0987682	20,000	50,650	0	0	0	0%
0987685	20,000	80,689	7,625	17,282	24,907	9%
0987693	20,000	59,562	0	0	0	0%
0987694	50,000	100,000	0	0	0	0%
0987719	15,000	15,000	0	0	0	0%
0987723	0	10,063	0	0	0	0%
0987728	10,000	10,000	9,940	0	9,940	99%
1017282	0	25,000	21,930	0	21,930	88%
1020125	0	5,373	2,917	0	2,917	54%
1023540	0	60,000	0	0	0	0%
1033137	0	0	52,004	0	52,004	0%
1033863	50,000	50,000	0	0	0	0%
1033866	30,000	30,000	0	0	0	0%
1033879	42,400	42,400	0	0	0	0%
<b>TOTAL CP650 CAPITAL CONTROL NON AERO</b>	<b>317,400</b>	<b>647,303</b>	<b>163,993</b>	<b>17,282</b>	<b>181,275</b>	<b>25%</b>
<b>CP660 Capital Control Aero/Non-Aero</b>						
0987727	0	0	(86,364)	0	(86,364)	0%
<b>TOTAL CP660 Capital Control Aero/Non-Aero</b>	<b>0</b>	<b>0</b>	<b>(86,364)</b>	<b>0</b>	<b>(86,364)</b>	<b>0%</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>3,081,490</b>	<b>5,034,628</b>	<b>1,134,051</b>	<b>3,404,719</b>	<b>4,538,770</b>	<b>23%</b>

As at the reporting date the outstanding loan balance was nil. It is budgeted to drawn down \$478,620 in additional loans this financial year.

The Rockhampton Airport provided a Community Service Obligation to emergency service providers the Royal Flying Doctors Service and the Capricorn Helicopter Rescue Service. This is the value of the fees payable for the lease of the land holdings for their service on the Airport Precinct. This is valued at \$42,000 for the financial year.

## **10 NOTICES OF MOTION**

Nil

**11 URGENT BUSINESS/QUESTIONS**

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

## **12 CLOSURE OF MEETING**