



# **BUSINESS ENTERPRISE COMMITTEE MEETING**

## **AGENDA**

**5 AUGUST 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 5 August 2015 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**  
28 July 2015

Next Meeting Date: 02.09.15

**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 8 July 2015

**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**

**Authorising 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: 5 August 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 Dungleison	19/11/2014	Mr Alexander has supplied a business plan. Nugrow has also supplied information and costing's about the services they can supply to Council. Both sets of information will be supplied and assessed. A report will be put to Council as soon as practical. This has been delayed due to the impact of Cyclone Marcia.
03 December 2014	Letter of concern from a Mount Morgan resident in regards to a Council waste facility	THAT correspondence be sent to the resident as detailed in this report	Craig Dungleison	17/12/2014	Letter has been written and delivered to the resident as per the Council direction. The resident is happy with Council's response. Work to tidy and beautify the waste facility has commenced. This work did cease through the month of March due to the impact of Cyclone Marcia. The resident was contacted during this period and they are still happy with Council's response and understand the delay caused by the Cyclone.



Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
04 February 2015	Waste Infrastructure Plan Update	<p>1. THAT the Midgee Roadside Bin Station be closed following one month of public notification and consideration of any feedback. The site be remediated and to be completed prior to 1 July 2015; and that other locations in the area be considered for a bank of bins site;</p> <p>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;</p> <p>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;</p> <p>4. THAT the Ridgeland, Bushley, Westwood, and Bajool Roadside Bin Station sites be maintained under the current operating regime through the 2015/2016 year.</p> <p>THAT Council formally contacts property managers of REIQ to inform them of Council's concerns with illegal dumping which may be resulting from change of occupancy.</p>	Craig Dunglison	18/02/2015	No action due to Cyclone Marcia impact. Will recommence this work early April
08 April 2015	Corporate Services Department - Rockhampton Airport - Monthly Operations and Annual Performance Plan Report	<p>THAT the Corporate Services Departmental Operations and Annual Performance Plan Report for the Rockhampton Airport as at 28 February 2015 be "received".</p> <p>THAT a report come back to the Committee regarding the Rockhampton sign at the Airport with appropriate options.</p>	Sarah Reeves	22/04/2015	Adopted at the Council Meeting 14 April 2015

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
03 June 2015	Rockhampton Waste Disposal Options	THAT the Piggy Back Expansion of the Lakes Creek Road Landfill be adopted as the preferred medium term waste disposal option; and  THAT discussions be conducted with Gladstone Regional Council with a view to a collaborative approach to the long term waste issues and activities of both Council areas.	Robert Holmes	17/06/2015	Adopted at Ordinary Council Meeting 9 June 2015

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

Nil

## **9 STRATEGIC REPORTS**

### **9.1 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 30 June 2015 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 30 June 2015 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.

It is recommended that the monthly operations and annual performance plan report for the Rockhampton Airport as at 30 June 2015 be received.

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

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

**Meeting Date: 5 August 2015**

**Attachment No: 1**

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## MONTHLY OPERATIONS REPORT

### Rockhampton Airport

### Period Ended 30 June 2015

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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

For the first time the ADF Woomera based military UAV “Heron” operated from Rockhampton airport, this was the first time it has operated from a civilian airport and in civilian airspace.



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

The Flight Information Display software and hardware upgrade has commenced with a more user friendly method of input of data and training for airline users. This should provide more reliable and timely information for passengers. New monitors will be installed in July.

#### AIRPORT OPERATIONS

##### *Audit and Compliance*

There are no outstanding audit or compliance matters to report.

The Rockhampton Airport Emergency Tabletop Exercise was held on the 3 June 2015 with good representation from all emergency services and other support agencies.

Australian, New Zealand and U.S. Defence forces commenced set up of equipment and deployment of aircraft at Rockhampton Airport in preparation for Exercise Talisman Sabre 2015 and preliminary military exercises Hamel and Diamond Strike.

#### Airport Lighting System

Works were focused on the sit pits with further rectifications works to resume in between Exercise Talisman Sabre and Exercise Wallaby. Ongoing consultation and planning with the contractor will occur to ensure works are carried out in accordance with appropriate plans and schedules.

#### Runway, Taxiway, Apron Overlay

A trial application of GSB-88 is scheduled for August 2015 to assess the viability of a full scale GSB-88 surface enrichment treatment to the primary runway, associated taxiways and main apron. If trials are successful this will extend the pavement life of the present asphalt surface and enable deferment of the major overlay of the main runway for 3-5 years.

### **AIRPORT COMMERCIAL**

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

Domestic passenger numbers for June this year were 52,349 compared to 54,631 in June 2014.

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

Airport Facilities with the Asset and Conquest teams are in the process of implementing asset inspections, using Conquest. An airport Conquest resource has been identified and applicable training is being scheduled. Planning has commenced to present preventative and corrective maintenance process walk-throughs once an asset inspection is implemented.

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

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

- Short-term – Ergon Energy has confirmed that a 1000MW connection is available rather than the previous 800MW, to be validated in six months.
- Mid-term – Major Customer Connection application process has been initiated and Ergon Energy has confirmed they have commenced the planning process.

#### ***General Aviation Precinct***

Work has commenced on modifying the airside perimeter fence to allow Corrective Services to operate in the General Aviation precinct. Corrective Services have requested a review of their current location at Gate 7 due to the high-level of contact with the general public. The location in the General Aviation precinct was agreed to by all parties as an acceptable alternative.



## LINKAGES TO OPERATIONAL PLAN

### 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for June 2015 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) Q4	
			Received	Completed												
Airport Administration General Enquiries	0	0	0	0	0	0	10	<div><div></div></div>	0.00	<div><div></div></div>	1.60	<div><div></div></div>	2.45	2.45	<div><div></div></div>	0.00
Airport Services General Enquiries	0	0	0	0	0	0	10	<div><div></div></div>	0.00	<div><div></div></div>	2.00	<div><div></div></div>	6.75	6.29	<div><div></div></div>	1.00

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

### ***Safety Statistics***

The safety statistics for the reporting period are:

	FOURTH QUARTER		
	April	May	June
<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>	no inspections for April	0 (2 completed early June for May)	5

### ***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: 31/12/2015	80%	Now 100% Stage 1 ALER complete and main runway transformers replaced to improve circuit reliability from zero MΩ to 0.17MΩ bas at December 2014. Stage 2 Pit & Duct completed mid November 2014 Stage 3 commenced mid-February 2015.
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.	31/12/2015	80%	Due to the implementation issues in the GA area and lead time for new proxy locks the revised due date is now 31/12/2015. 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.  Redevelop the airport terminal to increase retail revenue.	30/06/2014  Terminal now - 1/07/2018	100%  20%	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. Study funding provided in 15/16 Budget.
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.  Upgrade of RPT and GA Apron flood lighting to meet LUX standards.	Stage 1: 30/6/2015  30/06/2016	80%	Main Runway condition re-assessment by AECOM completed and recommendations included in 10 yr Capex program.  HV capacity evaluation being progressed with Ergon Energy for medium and long term  Chilled water system capacity improved with better control system and new heat exchange units  High Risk Fire Hydrant Systems now completed  Air-conditioning condition report completed.  HV Transformers condition evaluation completed.  Roads pavement condition assessment completed  Airport Council owned buildings condition assessment completed and priority 1 defects being

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					addressed. FRW has undertaken condition report on mains water and replacement of priority section completed final section in capex program
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.	31/12/2015	50%	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. Learnings of the recent TC Marcia will be incorporated

### ***Legislative Compliance & Standards***

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Review of Airport Security Risk Register	July 2014	95%	Aiming for completion by end July 2015.
Annual Review of Airport SMS Risk Register	April 2015	20%	
Aerodrome Manual review	April 2015	50%	Aiming for completion by end July 2015.
Emergency Exercise (Table Top)	May 2015	100%	Exercise held on 3 June 2015.
Annual Airport Electrical Inspection	November 2015	0%	
Annual Airport Technical Inspection	November 2015	0%	
Annual Runway Friction Testing	January 2016	0%	

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
959150 – Runway Lighting System Replacement	18/12/2011	31/12/2015	<b><u>WIP</u></b> <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 – Work has progressed up to week 27 – Light transformers installed, labeling of cables and pits progressing.</li> </ul>	\$4,372,805	\$4,815,151
<p>Commentary:</p> <p>Strategy has been developed to complete this project over a four to five year period.</p> <p>Major Projects are 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	<b><u>Completed</u></b> <p>Valving has been installed. Valve platform and grate have been installed. Pumping solution – Pump has been delivered and installed. Commissioning and training rescheduled for late July. Pump site – has been constructed and spray sealed.</p>	\$88,044	\$77,390

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</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><b>WIP</b></p> <p>BMS software has been upgraded with graphical displays. RRC IT is planning installation of additional IT hardware required to expand connectivity.</p>	\$54,516	\$38,831
<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	<b>Deferred</b>	\$0	\$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	<p><b>WIP</b></p> <p>Concept lighting design is complete. Switchgear and control equipment has been upgraded on 3 of 6 poles. Existing poles are structurally sound, pole footings require additional strengthening, proposal being developed. Existing power supply and infrastructure is not capable of supporting additional lights and poles. Investigating alternate power supply from new ALER.</p>	\$80,102	\$29,116

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
<p>Commentary:</p> <p>Upgrading RPT apron lighting fittings, switchgear and control equipment to meet current LUX standards.</p>					
959135 – GA Apron Lighting	17/02/2012	31/7/2015	<p><b><u>WIP</u></b></p> <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 – Electrical equipment has been installed, Poles have been erected. Electrical connection, testing and commissioning of lights and removal of existing pole scheduled for early July.</p> <p>Project total to date, including variations, is \$189,798.</p> <p>Variations include:</p> <p>Improvements from design, Night works, inclusion of 16m Pole 3.</p>	\$260,000	\$239,157
<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 hangar.</li> <li>3. Installation of Pole 3 footing next to RFDS hangar.</li> <li>4. Contractor to commence works mid-May</li> </ol>					
1017282 – Covered areas for long Term car park equipment	01/07/2014	31/08/2014	<p><b><u>Completed</u></b></p> <p>Financials to be finalised.</p>	\$25,000	\$21,930

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
<p>Commentary:</p> <p>Covers over Long-Term Car Park paid parking equipment for protection and operation during inclement weather.</p>					
987682 – Replace various Airport IT Systems Software and Hardware	N/A	N/A	<u>Deferred</u>	\$50,650	\$0
<p>Commentary:</p> <p>This includes the upgrade of the software and monitors of the FIDS system.</p>					
1020125 - Airport Screening equipment			<u>Completed</u> Final Certificate issued.	\$5,373	\$7,408
<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>					
1033137 – Paid Covered Car Parking Equipment	12/08/2014	30/09/2014	<u>Completed</u> Financial to be finalised.	\$52,004	\$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.</p>					
989189 – Cooling Tower Water Chemical Control	September/October 2014	31/12/2014	<u>Completed</u> Chemical monitoring and control equipment procured. Building has been reconfigured. Equipment is fully serviceable. Financials to be finalised.	\$10,445	\$12,426
<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>					



Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2015	<b><u>WIP</u></b> The CBA preferred card reader provider cannot deliver the required equipment. CBA advised that CDS have capability to install certified equipment. EMV Equipment has been ordered at a value of \$82,000. Implementation Plan being developed, estimated Completion Date 31 July 2015.	\$80,000	\$82,120
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. Additional funds in December Budget review.					
959158 – Terminal Building Airside Water Main	25/09/2011	N/A	<b><u>Deferred</u></b> Scope of works has been finalised, in conjunction with FRW and the Design Office.	\$0	\$1,259
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.					
987719 – Refurbish Terminal Building Front Awning	N/A	N/A	<b><u>Deferred</u></b>	\$0	\$0
Commentary: Several sections of the terminal building front awning require major repairs.					
1033863 – Replace Internal & External Doors within the Terminal	Early 2015	Early 2016	<b><u>WIP</u></b> Revising Scope to replacing Departure Gates with equivalent swinging doors. Obtaining revised quotes. Investigating replace of one Terminal Entry Door due to safety issue.	\$20,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
<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	Early 2015	Late 2015	<u>WIP</u> Installing alternate sheeting as a trial, cost savings with material, installation and 25 year warranty.	\$30,000	\$1,073
<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>	\$0	\$0
<p>Commentary:</p> <p>The road has significantly deteriorated and requires resurfacing.</p>					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	Early 2015	<u>Deferred</u> 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	Late 2015	<u>Deferred</u> Revised program submitted in the December revised budget. A detailed Condition and Capacity Assessment being carried out.	\$0	\$0
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
959127– General Security Access Upgrades	Ongoing	Ongoing	<u><b>WIP</b></u> 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. Additional padlocks for the GA and RPT Apron areas have been received. A “Hotspot” reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area.	\$116,149	\$97,437
Commentary: Funds to upgrade security equipment includes the replacement of the locking system for gates at the GA Apron and military deployment areas. Two wireless electronic locking systems were evaluated for external gates. A product that provides a wireless extension of the existing “Cardax” system has been selected.					
959142 – Ongoing Extension of All Weather Trafficable Perimeter Road	1/7/2014	N/A	<u><b>Deferred</b></u> 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.	\$0	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
<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.	<u>Deferred</u> 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.	\$0	\$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	<u>WIP</u> Recurring annual provision to upgrade and replace systems. A review of CCTV coverage is underway to determine the most appropriate areas for further coverage. A control unit has been installed in the Departure Gate area to provide capacity for multiple cameras to be installed to the apron side of the terminal.	\$80,689	\$56,205
<p>Commentary:</p> <p>In A complete review is being undertaken of the CCTV, Car Park and Cardax access systems to achieve better coverage of critical areas on airport and in the Terminal precinct.</p> <p>Recurring annual project.stallation of CCTV Cameras and associated infrastructure.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
959145 – Repairs to Defence deployment area	Ongoing	Completed	<b><u>Completed</u></b> Extensive repairs required prior to Wallaby 2014. The reseal of 2000 sq. meters was completed following trench excavations for the airfield lighting project.	\$55,567	\$55,744
<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 labour to prepare for a spray seal. The application of an asphalt seal to fill the pot holes and seal the pavement in a single process proved to be a more cost effective application.</p>					
983763 – Main Runway Resurface (Consultancy)	1/12/14	Delivery of resurface 2017 - 2019	<b><u>Completed</u></b> Progressive consultancy to design and complete a resurface of primary aircraft movement area pavements. Delivery of services has commenced.	\$200,000	\$128,325
<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>					

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

As at period ended June 2015 – 100% of year lapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$44 481	\$34 283	77%	<b><u>Completed</u></b> 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.

Terminal Redevelopment Design and Business Case	N/A	N/A	N/A	<p><b><u>Completed</u></b></p> <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> <p>Decision to proceed is yet to be made.</p>
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## 5. **DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

### **Non-Financial Performance Targets & Required Outcomes**

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

	Monthly Target	Result
		Monthly / Full Year
Passenger Numbers	+1%	-4.1% / -5.3%
Aircraft Movements*	+1%	-18.6% / -7.0%
Bird Strikes	3 per month	2 / 43
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	0 / 9
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

## FINANCIAL MATTERS



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

As At End Of June

Report Run: 21-Jul-2015 09:04:24 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 100% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>AIRPORT</b>							
<u>Rockhampton Airport</u>							
Revenues	(12,032,028)	(11,533,590)	1,501	(11,519,878)	(11,518,377)	100%	✗
Expenses	213,971	314,655	15,147	293,263	308,410	93%	✓
Transfer / Overhead Allocation	0	0	0	1,832	1,832	0%	✗
<b>Total Unit: Rockhampton Airport</b>	<b>(11,818,057)</b>	<b>(11,218,935)</b>	<b>16,648</b>	<b>(11,224,783)</b>	<b>(11,208,135)</b>	<b>100%</b>	<b>✓</b>
<u>Administration</u>							
Revenues	(130,384)	(102,134)	0	(102,715)	(102,715)	101%	✓
Expenses	3,761,299	3,621,445	35,690	3,681,258	3,716,948	102%	✗
Transfer / Overhead Allocation	5,338,895	5,353,839	0	5,355,972	5,355,972	100%	✗
<b>Total Unit: Administration</b>	<b>8,969,810</b>	<b>8,873,149</b>	<b>35,690</b>	<b>8,934,515</b>	<b>8,970,205</b>	<b>101%</b>	<b>✗</b>
<u>Airport Operations</u>							
Revenues	0	0	0	(2,930)	(2,930)	0%	✓
Expenses	1,471,967	1,355,237	17,284	1,336,740	1,354,024	99%	✓
Transfer / Overhead Allocation	99,935	85,000	0	96,702	96,702	114%	✗
<b>Total Unit: Airport Operations</b>	<b>1,571,902</b>	<b>1,440,237</b>	<b>17,284</b>	<b>1,430,512</b>	<b>1,447,797</b>	<b>99%</b>	<b>✓</b>
<u>Airport Commercial</u>							
Revenues	(1,500,172)	(1,463,408)	0	(1,510,781)	(1,510,781)	103%	✓
Expenses	4,092	0	0	0	0	0%	✓
<b>Total Unit: Airport Commercial</b>	<b>(1,496,080)</b>	<b>(1,463,408)</b>	<b>0</b>	<b>(1,510,781)</b>	<b>(1,510,781)</b>	<b>103%</b>	<b>✓</b>
<u>Airport Facilities</u>							
Revenues	(2,444,500)	(2,420,247)	0	(2,409,495)	(2,409,495)	100%	✗
Expenses	5,074,345	4,661,619	426,309	4,241,801	4,668,110	91%	✓
Transfer / Overhead Allocation	142,580	127,584	0	72,402	72,402	57%	✓
<b>Total Unit: Airport Facilities</b>	<b>2,772,425</b>	<b>2,368,956</b>	<b>426,309</b>	<b>1,904,708</b>	<b>2,331,017</b>	<b>80%</b>	<b>✓</b>
<b>Total Section: AIRPORT</b>	<b>1</b>	<b>(0)</b>	<b>495,930</b>	<b>(465,828)</b>	<b>30,102</b>		

## CSO's

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.



### End of Month Management Report - Airport Capital Projects for June 2015

Percentage of Year Elapsed: 100.00%

		12 Month Adopted Budget	Adopted inc Carry Forward	Revised Budget	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
		\$		\$	\$	\$	\$	%
<b>CP640 CAPITAL CONTROL AERO</b>								
0959095	0959095 Crescent Lagoon Area Storm Water Managem	0	88,044	88,044	77,390	0	77,390	88%
0959127	0959127 [N] Security Upgrades to General Aviatio	50,000	116,149	116,149	16,656	80,781	97,437	14%
0959133	0959133 [U] RPT Apron Lighting	0	80,102	80,102	553	28,564	29,116	1%
0959135	0959135 [N] GA Apron Lighting	0	50,827	260,000	133,684	105,473	239,157	263%
0959140	0959140 [R] Relocation of RWY 15 Windsock	0	0	0	(4,426)	0	(4,426)	0%
0959142	0959142 [U] Ongoing extension of all weather tra	71,785	71,785	0	(342)	0	(342)	0%
0959150	0959150 [R] Runway Lighting Power Distribution a	1,985,025	3,312,805	4,372,805	3,128,174	1,686,977	4,815,151	94%
0959158	0959158 [R] Terminal Building Airside Water Main	109,155	109,155	0	1,259	0	1,259	1%
0983763	0983763 [R] Main Runway Resurface	0	0	200,000	87,117	41,208	128,325	0%
0987704	0987704 [U] Improve Airside Stormwater Managemen	508,125	508,125	0	0	0	0	0%
0987712	0987712 [R] Replace General Aviation Power Switc	40,000	40,000	0	0	0	0	0%
0989189	0989189 [R] Cooling Tower Water Chemical Control	0	10,333	10,445	12,426	0	12,426	120%
	<b>TOTAL CP640 CAPITAL CONTROL AERO</b>	<b>2,764,090</b>	<b>4,387,325</b>	<b>5,127,545</b>	<b>3,452,490</b>	<b>1,943,003</b>	<b>5,395,493</b>	<b>79%</b>
<b>CP650 CAPITAL CONTROL NON AERO</b>								
0580951	0580951 Rockhampton Airport Terminal redevelopme	0	1,609	0	4,680	0	4,680	291%
0639368	0639368 Paid Car Park Development - Non Aero	0	0	0	27,637	0	27,637	0%
0959141	0959141 Rental Car Parking Expansion (Stage 2)	0	0	0	(27,637)	0	(27,637)	0%
0959145	0959145 [R] Repairs to Defence Deployment Areas	50,000	52,441	55,567	55,744	0	55,744	106%
0987680	0987680 [R] Enhance the Functionality of the Air	10,000	54,516	54,516	38,831	0	38,831	71%
0987682	0987682 [R] Replace various Airport IT Systems S	20,000	50,650	50,650	0	0	0	0%
0987685	0987685 [R] Renewal of aviation security infrast	20,000	80,689	80,689	42,801	13,404	56,205	53%
0987693	0987693 [U] Improve Terminal Access for People w	20,000	59,562	0	(17,281)	0	(17,281)	-29%
0987694	0987694 [R] Refurbish Terminal Toilets	50,000	100,000	100,000	0	0	0	0%
0987719	0987719 [R] Refurbish Terminal Building Front Aw	15,000	15,000	0	0	0	0	0%
0987723	0987723 [R] Replace Airconditioning System Chill	0	10,063	0	0	0	0	0%
0987727	0987727 [U] Terminal master planning and reconfi	0	0	(86,364)	(95,000)	0	(95,000)	0%
0987728	0987728 [R] Replace Air Handling Unit AC7	10,000	10,000	10,000	0	0	0	0%
1017282	1017282 [N] Covered areas for paid parking equip	0	25,000	25,000	21,930	0	21,930	88%
1020125	1020125 [N] Passenger Security Screening Equipme	0	5,373	5,373	7,408	0	7,408	138%
1023540	1023540 [U] Europay MasterCard Visa - Compliance	0	60,000	80,000	0	82,120	82,120	0%
1033137	1033137 [N] Premium Paid Covered Carpark Equipme	0	0	52,004	52,004	0	52,004	0%
1033863	1033863 [N] Replace internal & external doors Te	50,000	50,000	20,000	0	0	0	0%
1033866	1033866 [R] Terminal Roof Skylights	30,000	30,000	30,000	1,073	0	1,073	4%
1033879	1033879 [U] Access road to Workshop	42,400	42,400	0	0	0	0	0%
	<b>TOTAL CP650 CAPITAL CONTROL NON AERO</b>	<b>317,400</b>	<b>647,303</b>	<b>477,435</b>	<b>112,191</b>	<b>95,524</b>	<b>207,715</b>	<b>17%</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,081,490</b>	<b>5,034,628</b>	<b>5,604,980</b>	<b>3,330,721</b>	<b>2,038,526</b>	<b>5,369,247</b>	<b>66%</b>



**9.2 MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT  
ROCKHAMPTON REGIONAL WASTE AND RECYCLING PERIOD ENDED  
30 JUNE 2015**

**File No:** 7927

**Attachments:** 1. MONTHLY OPERATIONS AND ANNUAL  
PERFORMANCE PLAN JUNE 2015

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

**Author:** Sandra Brown - Personal Assistant to Manager RRWR

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**SUMMARY**

*The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of June 2015.*

**OFFICER'S RECOMMENDATION**

THAT the Monthly Operations and Annual Performance Plan Report for Rockhampton Regional Waste And Recycling Period Ended 30 June 2015 be received.

**MONTHLY OPERATIONS AND ANNUAL  
PERFORMANCE PLAN REPORT  
ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING  
PERIOD ENDED 30 JUNE 2015**

**MONTHLY OPERATIONS AND ANNUAL  
PERFORMANCE PLAN JUNE 2015**

**Meeting Date: 5 August 2015**

**Attachment No: 1**

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**MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT****ROCKHAMPTON REGIONAL WASTE AND RECYCLING****Period Ended 30 June 2015**

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**VARIATIONS, ISSUES AND INNOVATIONS**Roadside Bin Stations

The changes to the Midgee, Marmor, Dalma, Laurel Bank & Gogango Roadside Bin Stations have commenced.

In summary the following actions have and will occur:

Midgee: The closure and remediation of Midgee is completed and the bin station at the Upper Ulam site is operational.

Gogango: Sign placement and advertising of closure was completed and it is anticipated that the closure of the existing site should commence in late August when the site will be moved to a site closer to town. The station will change from a bulk waste station to a wheelie bin station. A bulk waste collection service promoted by signs at the site and utilising a Council rear loader waste collection vehicle will be provided for three hours monthly at the site.

Marmor: Sign placement and advertising of closure is being planned; the announced closure should commence in late August when the site will be moved to a site closer to town. The station will change from a bulk waste station to a wheelie bin station. A bulk waste collection service promoted by signs at the site and utilising a Council rear loader waste collection vehicle will be provided for three hours monthly at the site.

Dalma: Sign placement and advertising of the alteration of the operation of the station is being planned; the announced alteration should commence in late September where the site's bulk waste bin will be removed and replaced with a bank of wheelie bins. The station will change from a bulk bin waste station to a wheelie bin station. A bulk waste collection service promoted by signs at the site and utilising a Council rear loader waste collection vehicle will be provided for three hours monthly at the site.

Laurel Bank: Sign placement and advertising of the alteration of the operation of the station is being planned; the announced alteration should commence in late September / early October where the site's bulk waste bins will be removed and replaced with two concrete trenches 5m by 15m with a wall 0.9m in height. A bulk waste collection service promoted by signs at the site and utilising a Council rear loader waste collection vehicle will be provided for three hours monthly at the site.

Waste Transfer Station Operational Visit – Mackay Regional Council

Staff from Waste Operations Unit visited the Mackay Waste Transfer Station to familiarise themselves with the operation of a Waste Transfer Station.

## LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

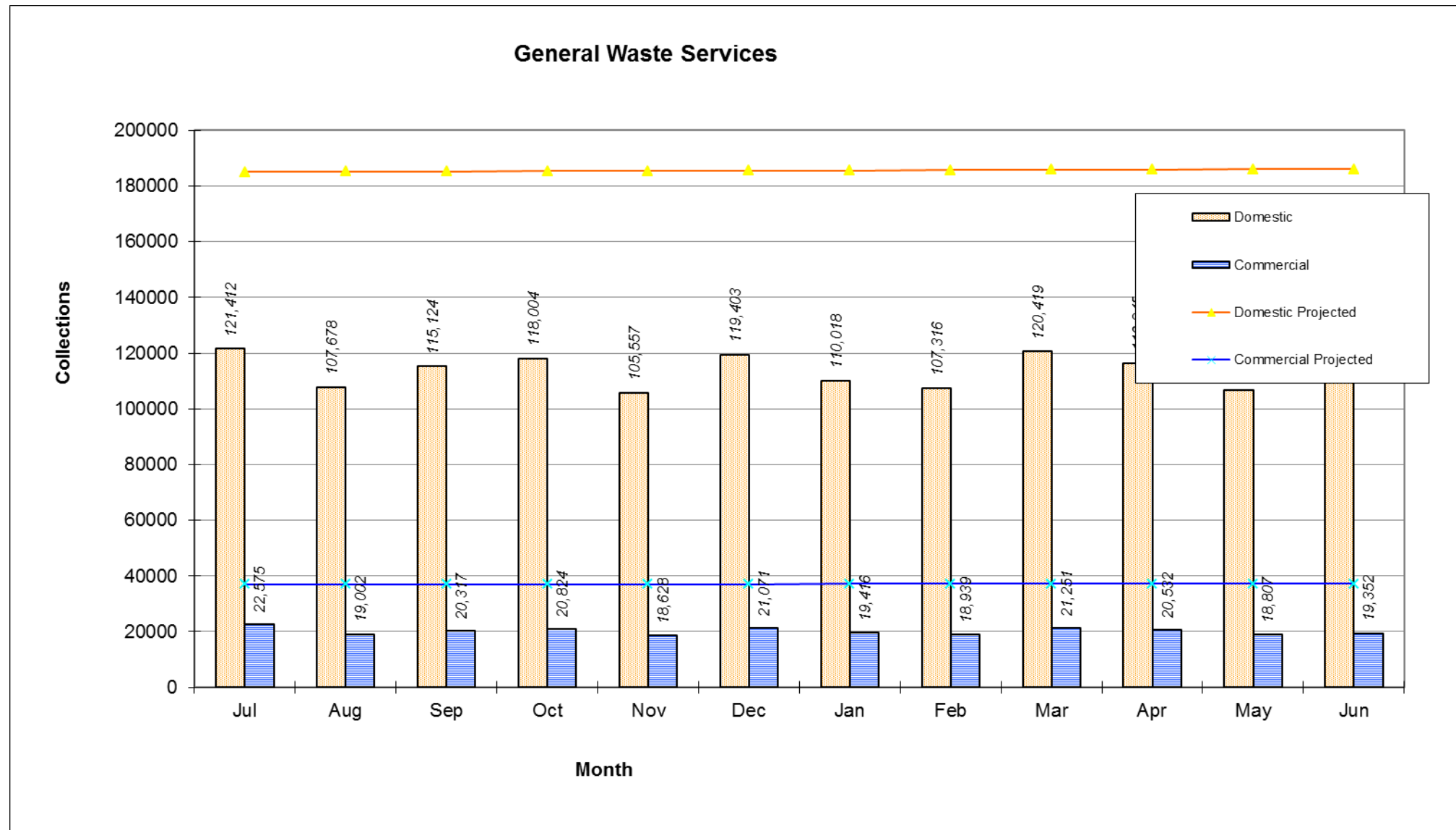
## All Monthly Requests (Priority 3) RRW&R 'Traffic Light' report June 2015

	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) Q4
			Received	Completed								
Waste/Recycling - RATES NOTICE QUERY	0	0	1	1	0	0	10	● 1.00	● 4.13	● 3.41	1.36	● 0.50
Additional Recycling Service (Fee applies) JJ RICH	0	0	0	0	0	0	2	● 0.00	● 1.40	● 1.44	0.75	● 2.00
Additional Waste Service (Fee applies) RRC	0	0	4	3	1	0	2	● 1.00	● 0.66	● 0.82	0.59	● 0.78
Park Bins (RRC Park/Reserve areas)	1	0	3	3	1	0	23	● 0.33	● 11.43	● 11.11	9.47	● 1.33
Change to Existing Bins (JJ RICHARDS)	0	0	17	10	7	0	5	● 0.80	● 1.80	● 2.29	1.65	● 1.56
Change to Existing Bins (RRC)	0	0	18	13	5	0	2	● 1.92	● 2.48	● 2.29	1.18	● 1.70
Missed Service Recycling - SAME DAY JJ RICHARDS	1	1	10	9	1	0	2	● 1.11	● 1.22	● 1.71	0.71	● 1.41
Missed Service Waste - SAME DAY ENQUIRY RRC	0	0	31	30	1	0	2	● 0.37	● 0.57	● 0.68	0.55	● 0.47
Missed Recycling Bin JJ (Not out or Truck Missed)	1	1	32	27	5	0	2	● 1.33	● 1.35	● 1.65	0.72	● 1.21
Missed General RRC (Bin Not Out or Truck Missed)	0	0	37	35	2	0	2	● 0.37	● 0.47	● 0.78	0.64	● 0.52
New ( First) Bin Set Up (Domestic/Recycle & Comm)	4	4	28	23	5	0	5	● 2.30	● 3.15	● 3.19	2.33	● 3.02
Repair JJ Richards Recycle	1	1	2	1	1	0	5	● 3.00	● 2.43	● 3.65	2.00	● 2.23
Repair RRC General Waste Bin	5	5	23	23	0	0	2	● 1.91	● 1.44	● 1.44	0.94	● 1.47
Replacement Bin JJ (Damaged/Lost/Stolen)	1	1	11	9	2	0	5	● 1.56	● 2.65	● 2.92	2.13	● 2.20
Replacement Bin RRC (Damaged/Lost/Stolen)	5	3	92	84	10	0	2	● 1.15	● 1.35	● 1.29	0.88	● 1.35
Special Event Bins (Parks/Halls etc)	0	0	1	1	0	0	2	● 1.00	● 0.67	● 1.38	0.83	● 0.58
Landfills & Transfer Station - Waste Facilities	0	0	1	1	0	0	1	● 1.00	● 1.53	● 1.32	1.00	● 1.80
Waste and Recycling General Query	6	6	44	38	6	0	5	● 1.37	● 1.42	● 1.70	1.01	● 1.49
Compliment or Complaint RRC or JJ Richards	0	0	3	3	0	0	2	● 3.00	● 3.09	● 2.47	0.68	● 1.33

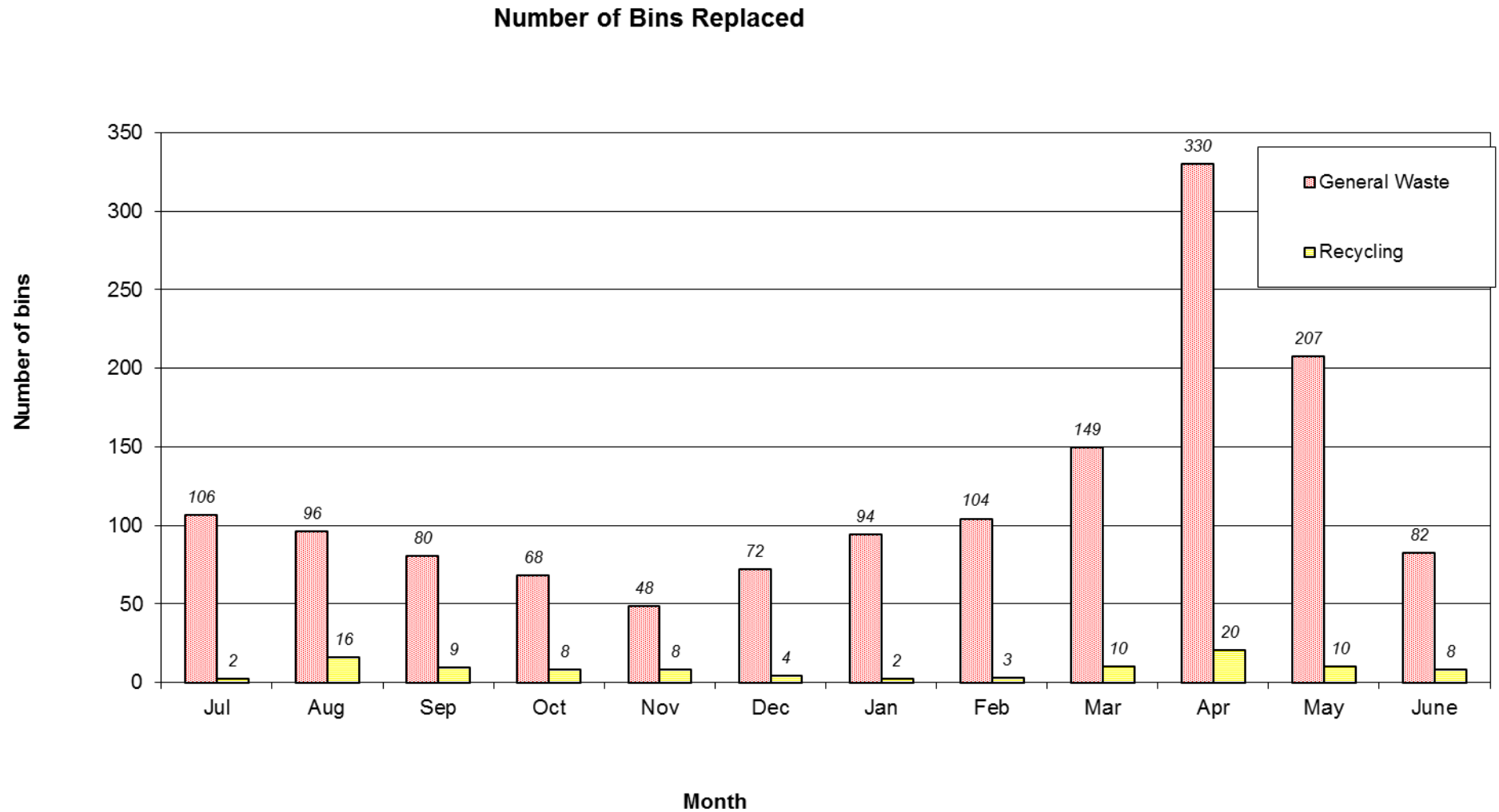
**Comment:** Mostly requests have been met within required time frame during the June reporting period.



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

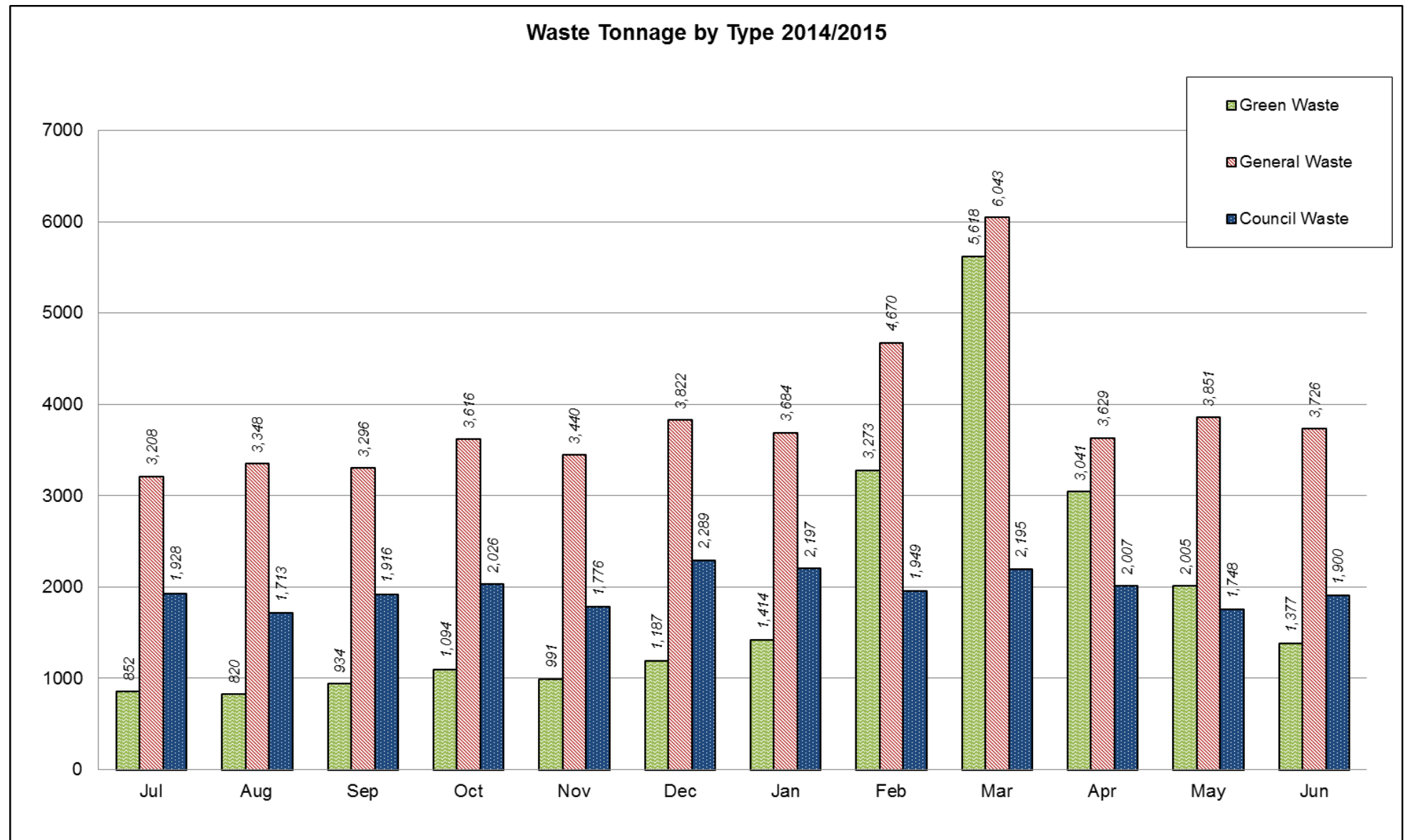


*The graph above depicts the division of domestic and commercial waste collection services provided during the 2014/2015 financial year on a monthly basis.*

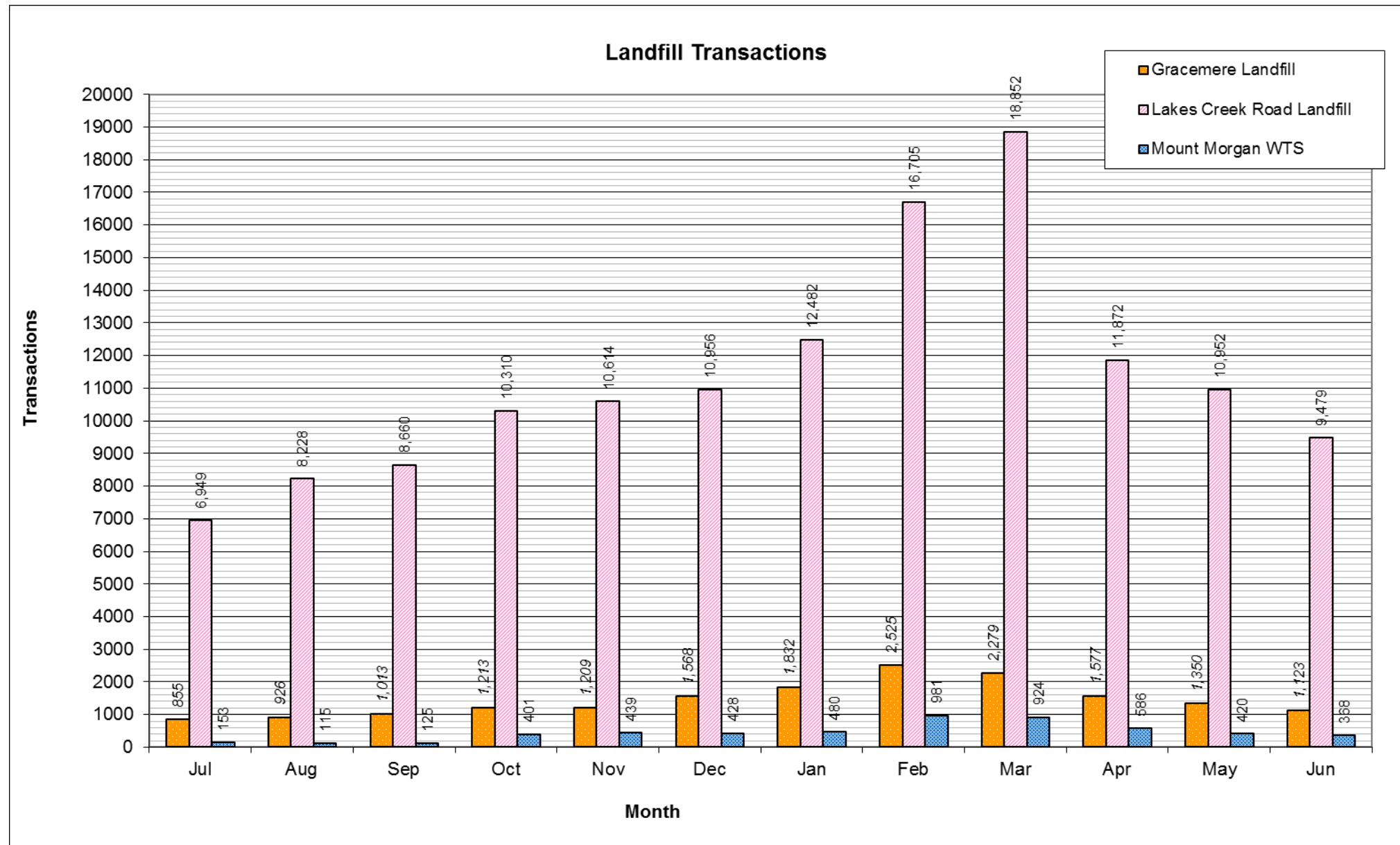


*The graph above shows the number of bins replaced during the 2014/2015 financial year on a monthly basis.*

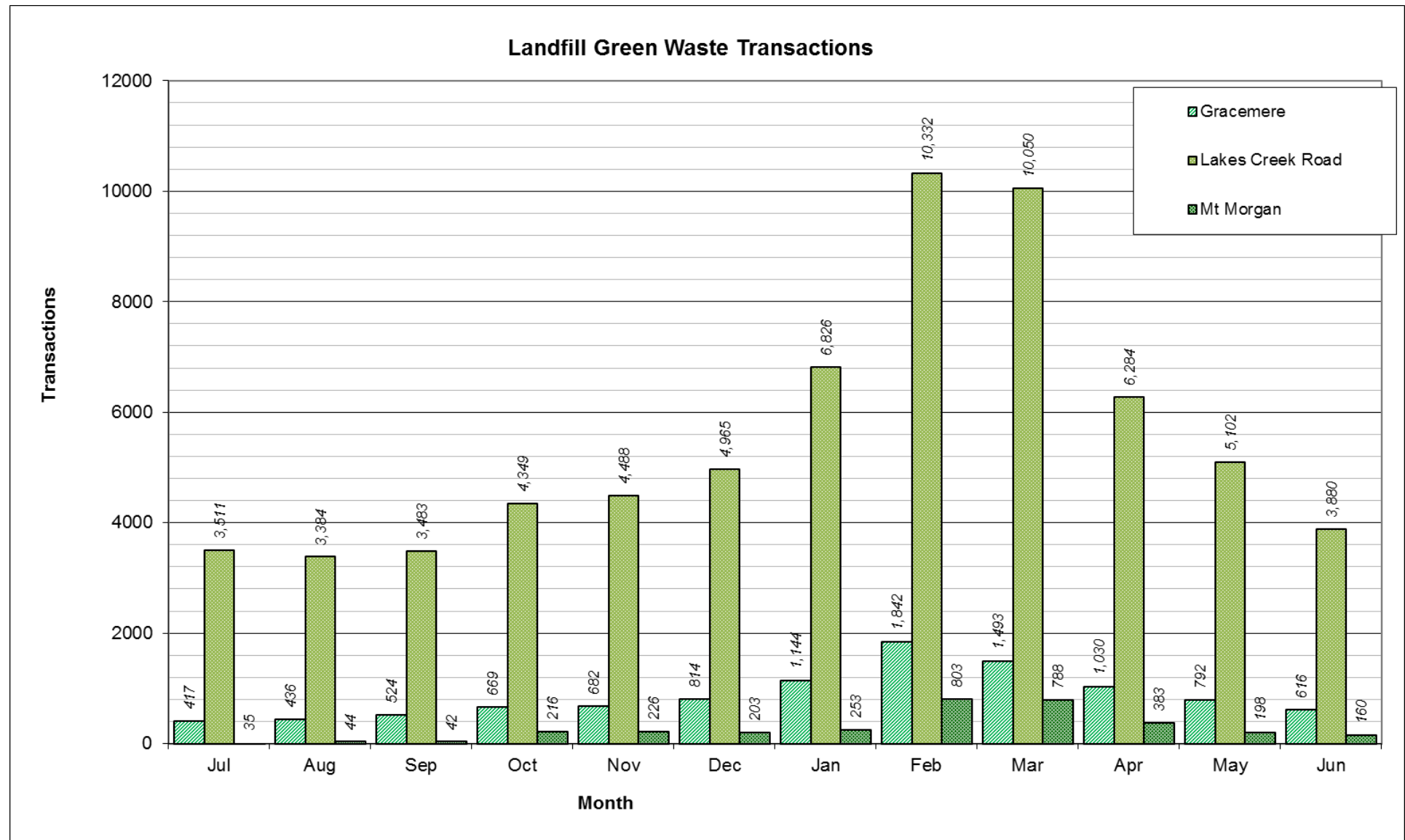




*The graph above shows waste tonnage by waste types accepted at all facilities during the 2014/2015 financial year to date.*



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



*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.*

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

The safety statistics for the reporting period are:

	LAST QUARTER			THIS REPORTING PERIOD
	APRIL	MAY	JUNE	JUNE
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	0	0	0	0
Number of Incomplete Hazard Inspections	5	1	7	7

**Risk Management Summary**

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to construct & have operational the Waste Transport Station (WTS), including off site haulage at Lakes Creek Road Landfill, by December 2016 which may result in the community of Rockhampton and its surrounds not having any location to effectively dispose of its waste causing possibly a decrease in 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	Moderate 6	Nil – Risk at acceptable level	31/8/15	N/A	The WTS building is complete in in commissioning phase. Work continues on the 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	Commenced with Lakes Creek Landfill Augmentation option.	N/A	N/A	The Lakes Creek Landfill Augmentation Project has Planning approval. A draft Environmental Authority application, which will include the augmentation option, has been completed and is being reviewed. Once reviewed, application will be made to DEHP to approve the Lakes Creek Road Landfill Augmentation as an acceptable outcome. Commenced with concept scoping and design.

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 ordinance, discovery of a hazardous waste type, etc. which may result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community.	Low 7	Nil	N/A	N/A	Nil work this period
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
Overdue performance reviews	Various	Calculated /by number of staff	Performance overviews will be completed upon return of the Manager from leave.
Quarterly and Annual Performance Plans	30/09/14 31/12/14 31/03/15 30/06/15	100%	June Quarterly Report combined with the July Monthly Report.
National Pollutant Inventory	30/12/15	100%	Annual reporting has been completed and will be submitted in July 2015

Legislative Compliance Matter	Due Date	% Completed	Comments
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 The Final Draft EA application has been completed and is under review.
Annual Report	30/06/15	100%	Both the Annual Report and Annual Return have been completed and will be submitted in July 2015.
Annual Return	30/08/15	100%	
Queensland Waste Data System	Quarterly	ongoing	Supply of waste tonnages processed through all landfills. June quarterly report completed and submitted – ongoing
Production of Waste Reduction and Recycling Plan (WRRP) as required under the Waste Reduction and Recycling Act		75%	Initial workshop has been held with Council prior to the Cyclone. Consultants prepared a draft which is under review. A request for an extension of time was granted by EHP.
Waste Facilities - EHP letter setting conditions to formal close old landfill sites – Marmor, Mt Morgan (adjacent to Showgrounds), Bouldercombe, Alton Downs		50%	DEHP audited and approved work done at Mount Morgan landfill. Further audits were scheduled for Marmor, Bouldercombe and Alton Downs in August 2015
Waste Facilities – asbestos management	No set date	Ongoing	The plans are complete and are being enacted. The last 3 sampling rounds have provided results that show no ACM in the greenwaste mulch. The plan will be reviewed in light of the 3 rounds of no asbestos being found. The burial of the contaminated mulch continues.
Fatigue Management	Ongoing	ongoing	Managed via the use of timesheet monitoring, and Wastedge - ongoing
RiskWare	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	WTS	Waste Transfer Station	LCRL	Lakes Creek Road Landfill
		PC	Practical Completion		
JMK	JM Kelly Constructions	EOT	Extension of Time		

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>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	100%	\$1,957,200	\$1,523,585
<b>Comment:</b> 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.					
<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	August 2015	99%	\$3,155,179	\$4,138,013
<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. The new access road and Dean Street Intersection has been completed with some carry over work to accommodate the switch from the existing to new access road. QR completed the installation of the signalised crossing and is in the process of finalising the asset documentation which has been allowed for in the 2015/16 budget.					



Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>240Litre Mobile Garbage Bin (Wheelie Bin) Purchases</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	100%	\$152,389	\$58,329
<b>Comment:</b> With the replacement of the cyclone damaged bins the funds in this budget items have not been accessed. Carry over for 2015/16 budget					
<b>Waste Infrastructure Plan &amp; Landfill Infrastructure Plan</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15		\$1,651,593	\$284,341
<b>Comment:</b> Report to Council in January with recommendations to undertake some alterations at some existing stations. Cost estimates and plans have being developed for the alterations to the Laurel Bank Station and work is also progressing for the provision of Bank of Bin Stations. The development of the basic plans for the development of the extension of Lakes Creek Road Landfill has also been developed which has included the review of all Landfill licenses. These funds have also funded the development of the WRRP					
<b>Closure of Existing Landfill sites and landfill remediation work</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	50%	\$86,436	\$83,091
<b>Comment:</b> Council is obligated to undertake limited works to close several old landfill sites with work to be completed early September 2015.					
<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	50%	\$50,000	\$17,517
<b>Comment:</b> Nil work this period					

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

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 31 December 2014

**6. FINANCIAL MATTERS**

Percentage of year elapsed 100%

*Operational and capital summary percentages do not contain revenue or expenditure accruals for the month of June. All percentages are exclusive of committals and calculated using the revised budget figures unless specifically mentioned.*

**Operational Summary**

Total Revenue is slightly below the percentage of year elapsed at 93.47%, offset by slightly higher than anticipated operating expenses of 107.67% resulting in a loss.

**Capital Summary**

RRWR capital project expenditure is below the percentage of year elapsed at 88%.

The majority of RRWR capital expenditure to date relates to LCR waste transfer station, LCR landfill capping, rubbish bin replacement and the regional waste infrastructure project.

**Section Budget Summary**

<b>Budget</b>	<b>Adopted</b>	<b>Revised Budget</b>	<b>Actual YTD</b>
Operating Revenue	\$18,908,220	\$17,636,158	\$16,484,199
Operating Expenses	\$16,561,740	\$16,833,620	\$17,931,130
Capital Revenue	\$0	\$0	\$0
Capital Expenses	\$7,052,824	\$6,878,178	\$6,087,359

## End of Month General Ledger - (Operating Only) - REGIONAL SERVICES



As At End Of June

Report Run: 28-Jul-2015 11:49:41 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	Commitment s	YTD Actual	Commit + Actual	Variance	
	\$	\$	\$	\$	\$	%	1
<b>REGIONAL SERVICES</b>							
<b>WASTE &amp; RECYCLING SERVICES</b>							
<u>RRWR Waste Operations</u>							
Revenues	(5,705,680)	(3,656,783)	0	(4,293,818)	(4,293,818)	117%	✓
Expenses	5,443,352	3,727,835	981,999	3,948,350	4,930,348	132%	✗
Transfer / Overhead Allocation	(1,089,665)	(136,964)	0	(103,926)	(103,926)	76%	✗
<b>Total Unit: RRWR Waste Operations</b>	<b>(1,351,993)</b>	<b>(65,913)</b>	<b>981,999</b>	<b>(449,394)</b>	<b>532,605</b>	<b>-808%</b>	<b>✗</b>
<u>RRWR Collections</u>							
Revenues	(80,939)	(47,403)	0	(40,086)	(40,086)	85%	✗
Expenses	3,604,587	3,980,249	14,868	3,346,561	3,361,429	84%	✓
Transfer / Overhead Allocation	2,287,253	2,085,354	0	1,940,326	1,940,326	93%	✓
<b>Total Unit: RRWR Collections</b>	<b>5,810,901</b>	<b>6,018,200</b>	<b>14,868</b>	<b>5,246,801</b>	<b>5,261,669</b>	<b>87%</b>	<b>✓</b>
<u>RRWR Management</u>							
Revenues	(13,121,601)	(13,931,972)	0	(12,150,295)	(12,150,295)	87%	✗
Expenses	3,907,433	6,982,451	198,911	8,868,576	9,067,488	130%	✗
Transfer / Overhead Allocation	2,408,778	194,695	0	125,501	125,501	64%	✓
<b>Total Unit: RRWR Management</b>	<b>(6,805,389)</b>	<b>(6,754,826)</b>	<b>198,911</b>	<b>(3,156,218)</b>	<b>(2,957,306)</b>	<b>44%</b>	<b>✗</b>
<b>Total Section: WASTE &amp; RECYCLING SERVICES</b>	<b>(2,346,480)</b>	<b>(802,538)</b>	<b>1,195,777</b>	<b>1,641,190</b>	<b>2,836,967</b>	<b>-353%</b>	<b>✗</b>
		(17,636,158)		(16,484,199)		93.47%	
		16,833,620		18,125,388		107.67%	

## **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**