



BUSINESS ENTERPRISE COMMITTEE MEETING

AGENDA

2 SEPTEMBER 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 2 September 2015 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", written over a horizontal line.

CHIEF EXECUTIVE OFFICER
25 August 2015

Next Meeting Date: 07.10.15

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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING	2
6.1	BUSINESS OUTSTANDING TABLE FOR BUSINESS ENTERPRISE COMMITTEE	2
7	PUBLIC FORUMS/DEPUTATIONS	6
	NIL	6
8	OFFICERS' REPORTS	7
	NIL	7
9	STRATEGIC REPORTS	8
9.1	ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL AND ANNUAL PERFORMANCE REPORT FOR THE PERIOD OF JULY 2015	8
9.2	CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT - MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT	32
10	NOTICES OF MOTION	49
	NIL	49
11	URGENT BUSINESS/QUESTIONS	50
12	CLOSED SESSION	51
13.1	REPORTING ON COMMERCIAL AND PROMOTIONAL MATTERS - ROCKHAMPTON AIRPORT	51
13	CONFIDENTIAL REPORTS.....	52
13.1	REPORTING ON COMMERCIAL AND PROMOTIONAL MATTERS - ROCKHAMPTON AIRPORT	52
14	CLOSURE OF MEETING.....	53

1 OPENING

2 PRESENT

Members Present:

Councillor N K Fisher (Chairperson)
The Mayor, Councillor M F Strelow
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
Councillor R A Swadling

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Business Enterprise Committee held 5 August 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

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: 2 September 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	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	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 commence. 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	Adopted at the Council Meeting 10 February 2015 with the amendment to item 9.4.4 – Waste Infrastructure Plan Update with insertion of the words: “and that other locations in the area be considered for a bank of bins site”.
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

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

Nil

9 STRATEGIC REPORTS

9.1 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL AND ANNUAL PERFORMANCE REPORT FOR THE PERIOD OF JULY 2015

File No: 7927

Attachments: 1. RRWR Operational and Performance Plan
Report July 2015

Authorising Officer: Robert Holmes - General Manager Regional Services

Author: Gavin Carlisle - Coordinator Collections

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the RRWR Operations and Annual Performance Plan report be received.

ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL AND ANNUAL PERFORMANCE REPORT FOR THE PERIOD OF JULY 2015

RRWR Operational and Performance Plan Report July 2015

Meeting Date: 2 September 2015

Attachment No: 1

MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT**ROCKHAMPTON REGIONAL WASTE AND RECYCLING****Period Ended 31 July 2015**

VARIATIONS, ISSUES AND INNOVATIONSRoadside 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. The first of the bulk waste collections was completed satisfactorily. Operation of the trial continues to be monitored. Trial is progressing well.

Gogango: Sign placement and advertising of closure was completed and it is anticipated that the closure of the existing site should commence in mid-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 has been completed; the announced closure should commence in late September when the site will be moved to a site within the township. 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 still being planned; 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 still being planned; 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.

Completed a comprehensive review of council's proposed Draft Waste Reduction and Recycling Plan (WRRP)

National Pollution Inventory (NPI) report completed and submitted to the Clean Energy Regulator

Site visit to Lakes Creek Road Landfill for operational tour by CQU Environmental Health students

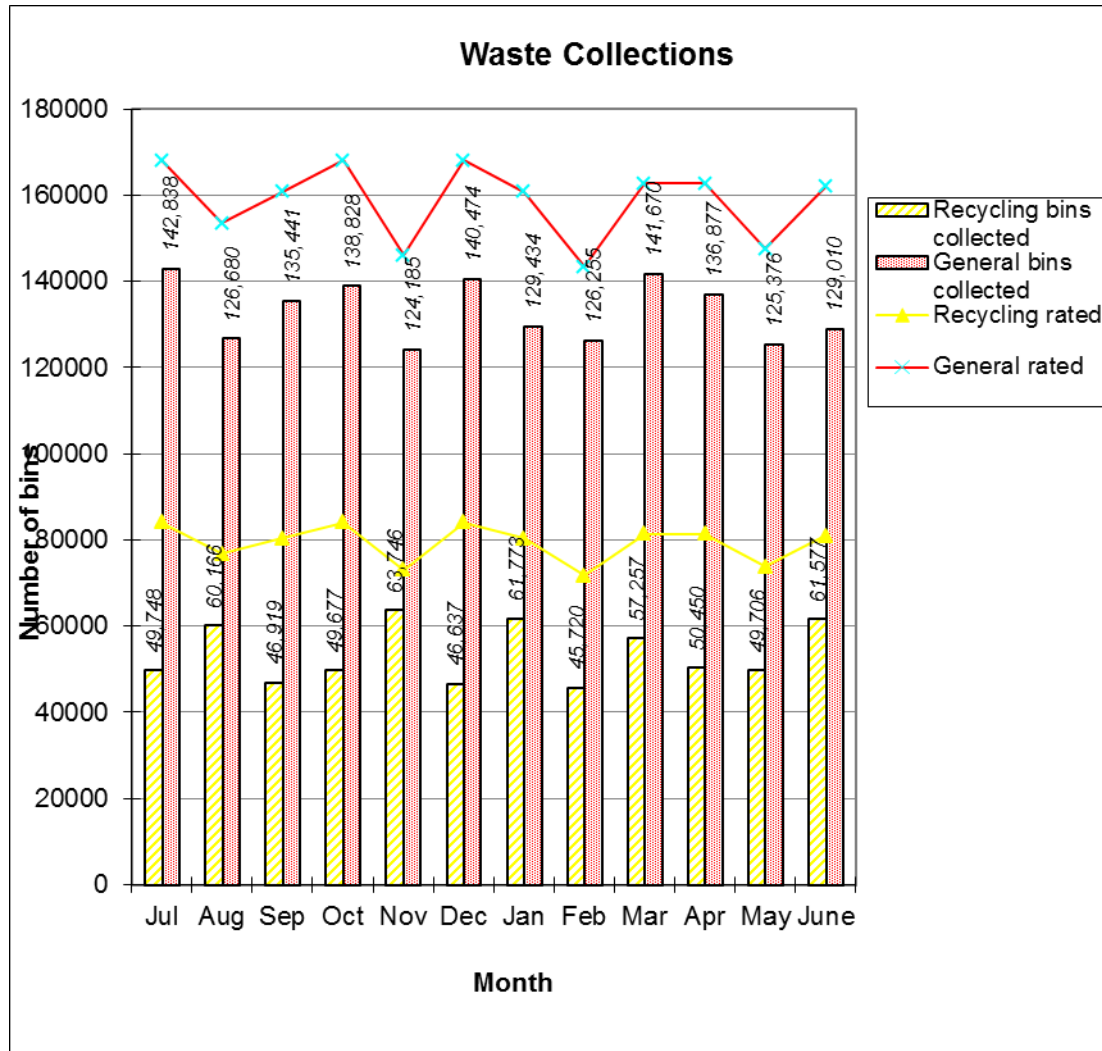
LINKAGES TO OPERATIONAL PLAN

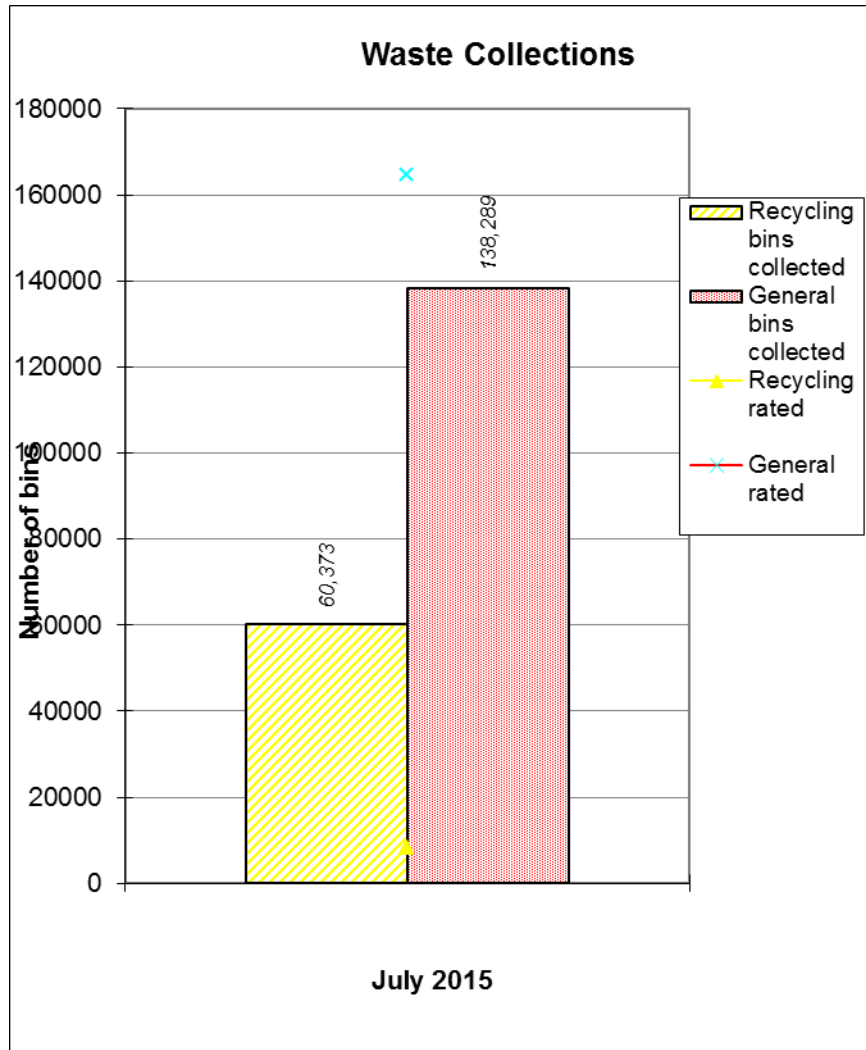
1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

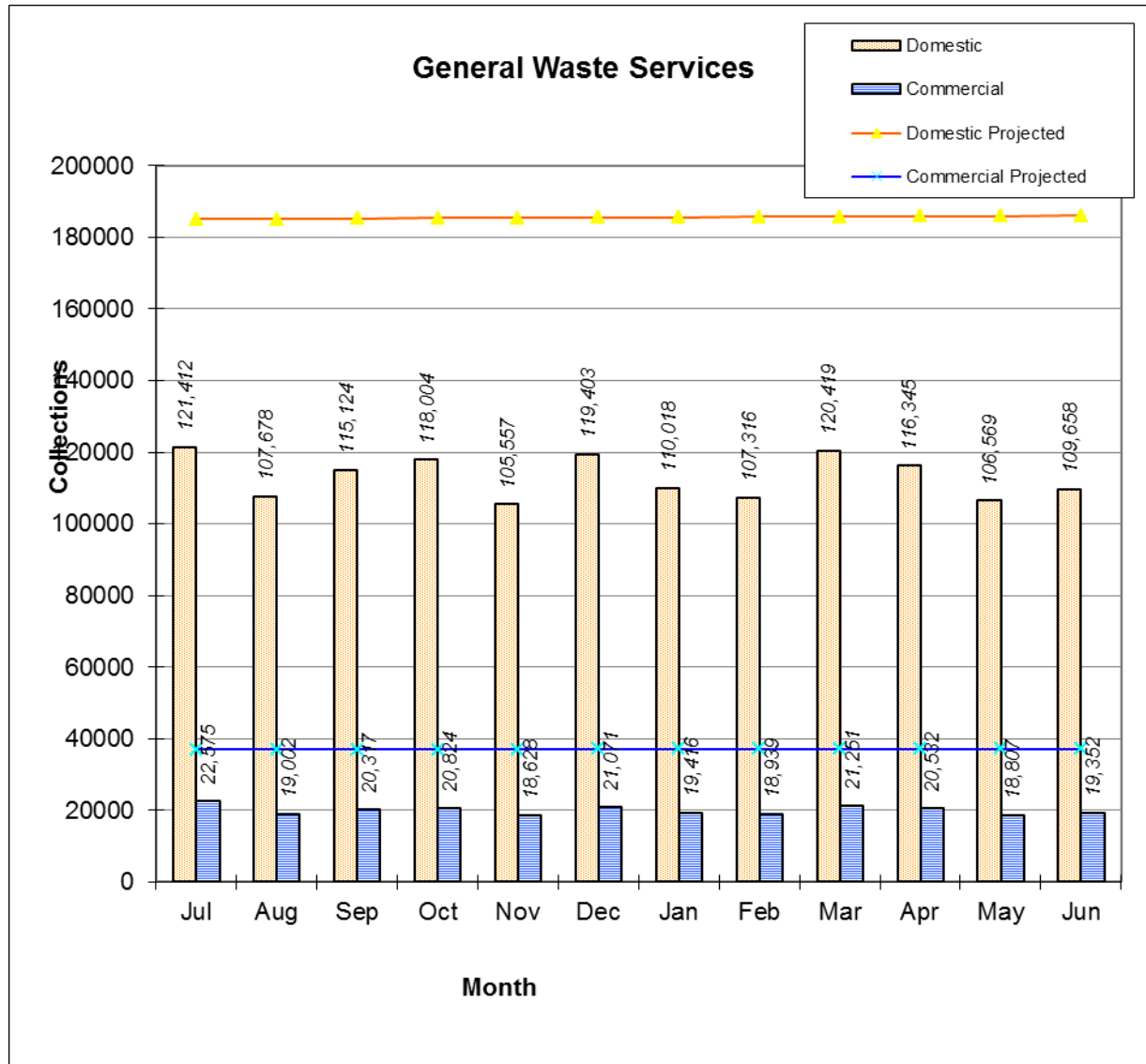
	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Waste/Recycling - RATES NOTICE QUERY	0	0	0	0	0	0	10	● 0.00	● 2.29	● 3.63	1.46
Additional Recycling Service (Fee applies) JJ RICH	0	0	1	1	0	0	2	● 0.00	● 0.75	● 1.11	0.60
Additional Waste Service (Fee applies) RRC	1	1	4	4	0	0	2	● 3.00	● 1.11	● 0.98	0.55
Park Bins (RRC Park/Reserve areas)	1	1	4	3	1	0	23	● 0.00	● 0.93	● 9.17	7.81
Change to Existing Bins (JJ RICHARDS)	7	7	27	27	0	0	5	● 0.78	● 1.56	● 2.03	1.42
Change to Existing Bins (RRC)	5	5	33	32	1	0	2	● 2.00	● 2.36	● 2.26	1.12
Missed Service Recycling - SAME DAY JJ RICHARDS	1	1	19	18	1	0	2	● 1.22	● 1.22	● 1.54	0.67
Missed Service Waste - SAME DAY ENQUIRY RRC	1	1	46	44	2	0	2	● 0.32	● 0.48	● 0.62	0.52
Missed Recycling Bin JJ (Not out or Truck Missed)	5	5	73	70	3	0	2	● 1.06	● 5.62	● 4.09	5.20
Missed General RRC (Bin Not Out or Truck Missed)	2	2	53	53	0	0	2	● 0.28	● 0.44	● 0.68	0.54
New (First) Bin Set Up (Domestic/Recycle & Comm)	5	5	12	8	4	0	5	● 2.13	● 3.15	● 3.12	2.27
Repair JJ Richards Recycle	1	1	1	1	0	0	5	● 10.00	● 2.81	● 3.80	2.00
Repair RRC General Waste Bin	0	0	22	21	1	0	2	● 1.05	● 1.40	● 1.41	0.85
Replacement Bin JJ (Damaged/Lost/Stolen)	2	2	17	13	4	0	5	● 3.46	● 2.78	● 2.88	2.01
Replacement Bin RRC (Damaged/Lost/Stolen)	10	8	91	79	14	0	2	● 1.47	● 1.40	● 1.32	0.90
Special Event Bins (Parks/Halls etc)	0	0	3	3	0	0	2	● 3.67	● 1.17	● 1.57	0.74
Landfills & Transfer Station - Waste Facilities	0	0	7	7	0	0	1	● 0.86	● 1.28	● 1.21	0.85
Waste and Recycling General Query	8	8	46	41	5	0	5	● 1.49	● 1.47	● 1.79	1.09
Compliment or Complaint RRC or JJ Richards	0	0	3	3	0	0	2	● 1.33	● 3.06	● 2.38	0.63

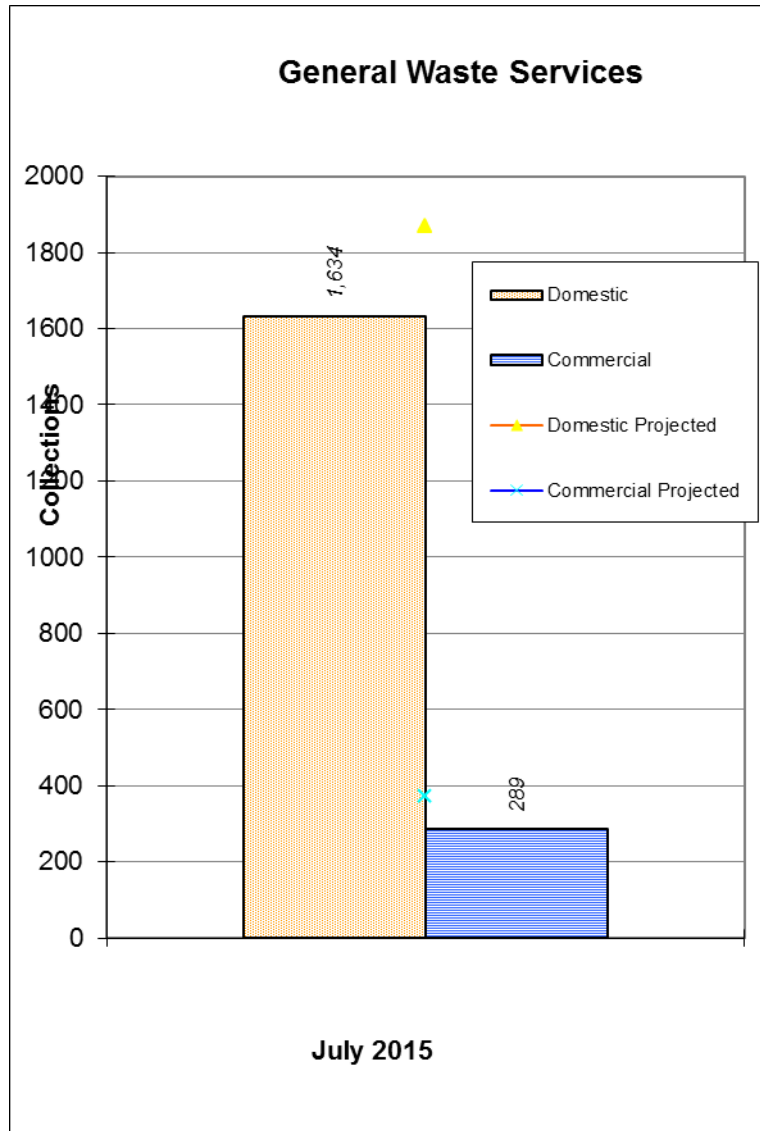
Comment: A change of Recycling Collection contractor's service methods by their staff had created inefficiencies which were identified and were discussed and resolved with contractor and dealt with by contract manager during the July reporting period.



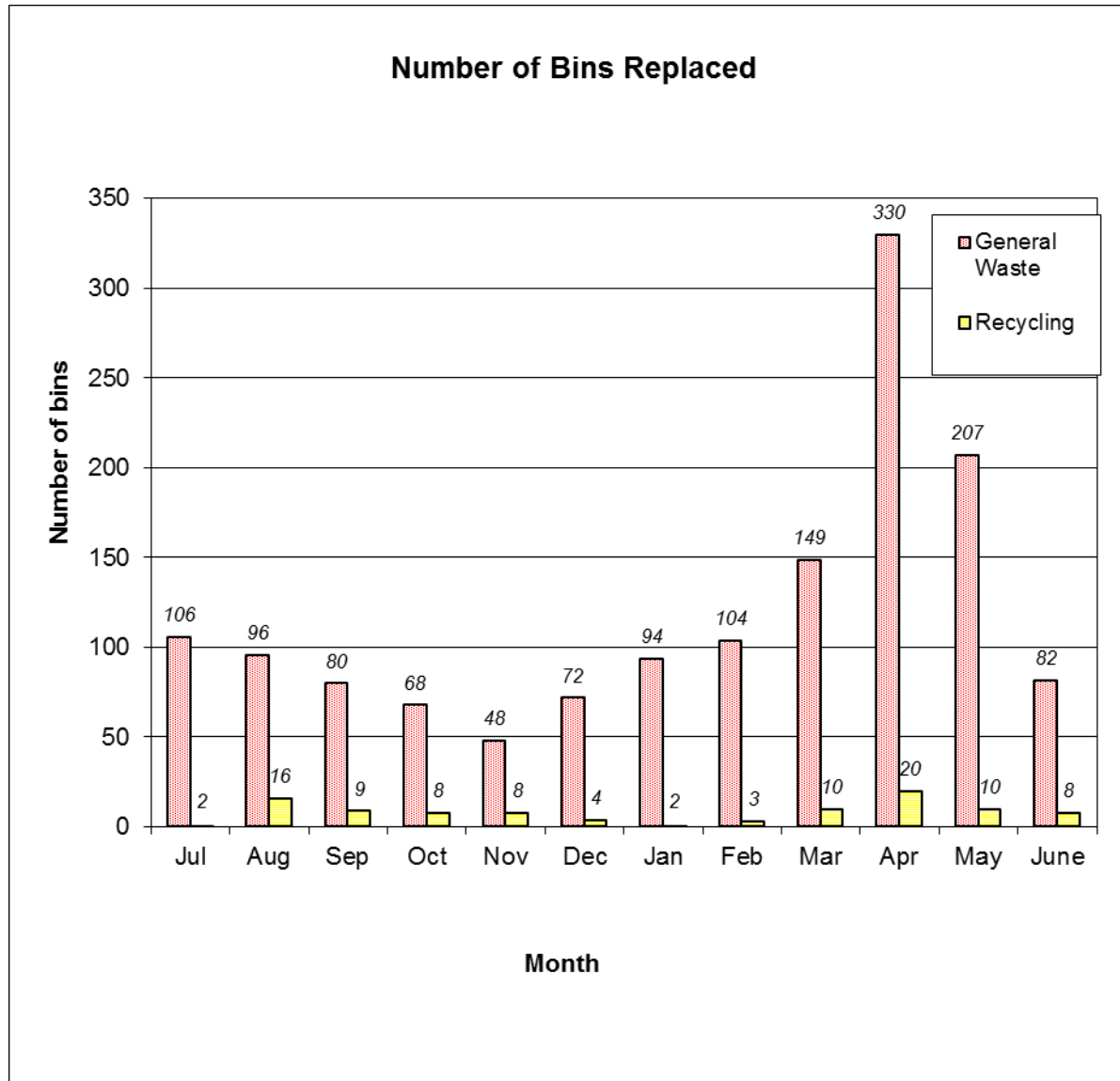


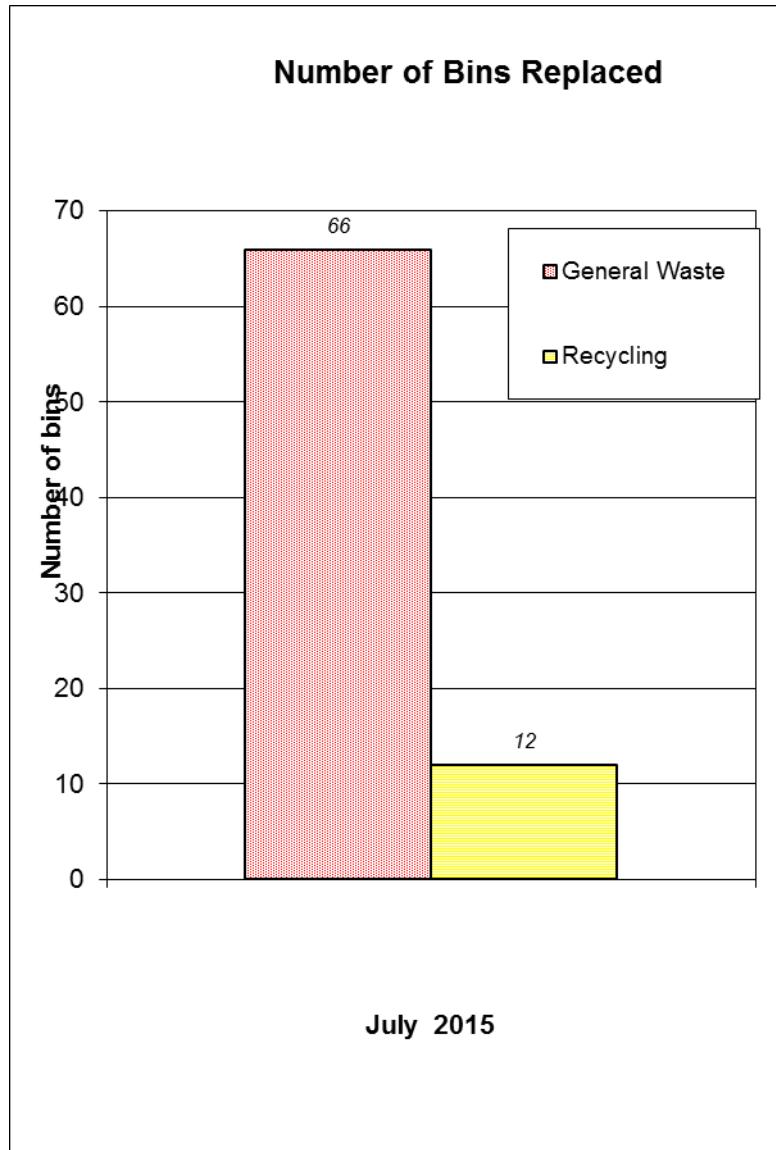
The graph above shows the number of General Waste and Recycling bins serviced during the 2014/2015 financial year on a monthly basis.



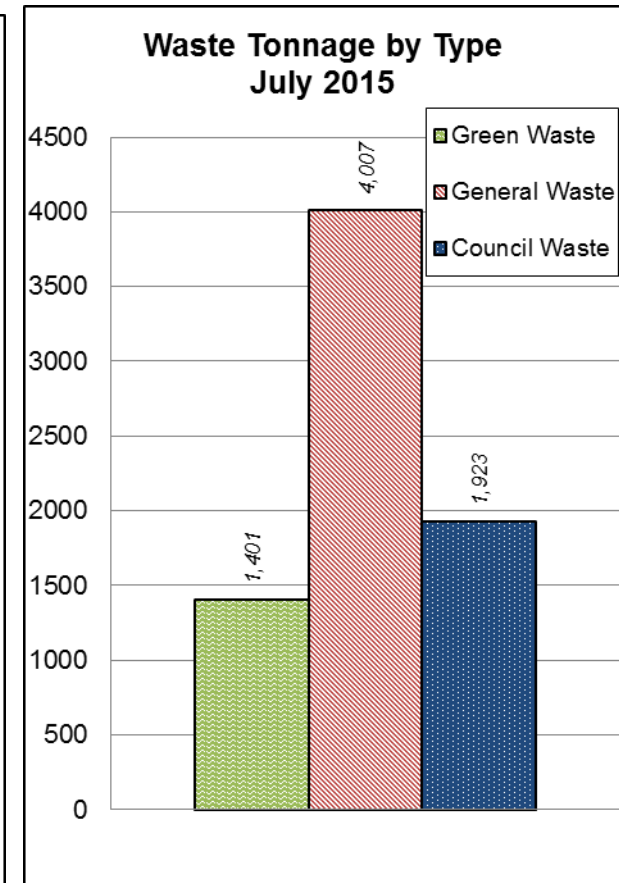
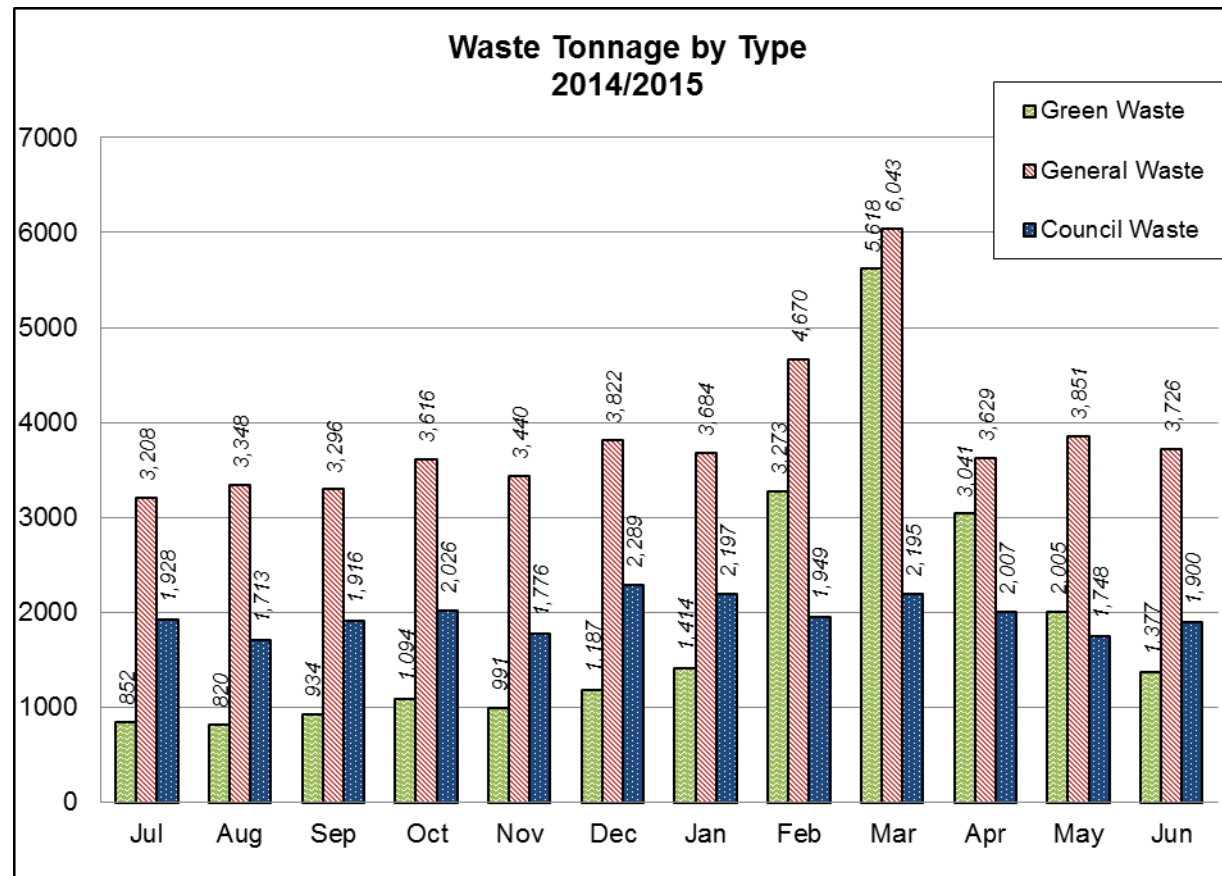


The graph above depicts the division of domestic and commercial waste collection services provided during the 2014/2015 financial year on a monthly basis.

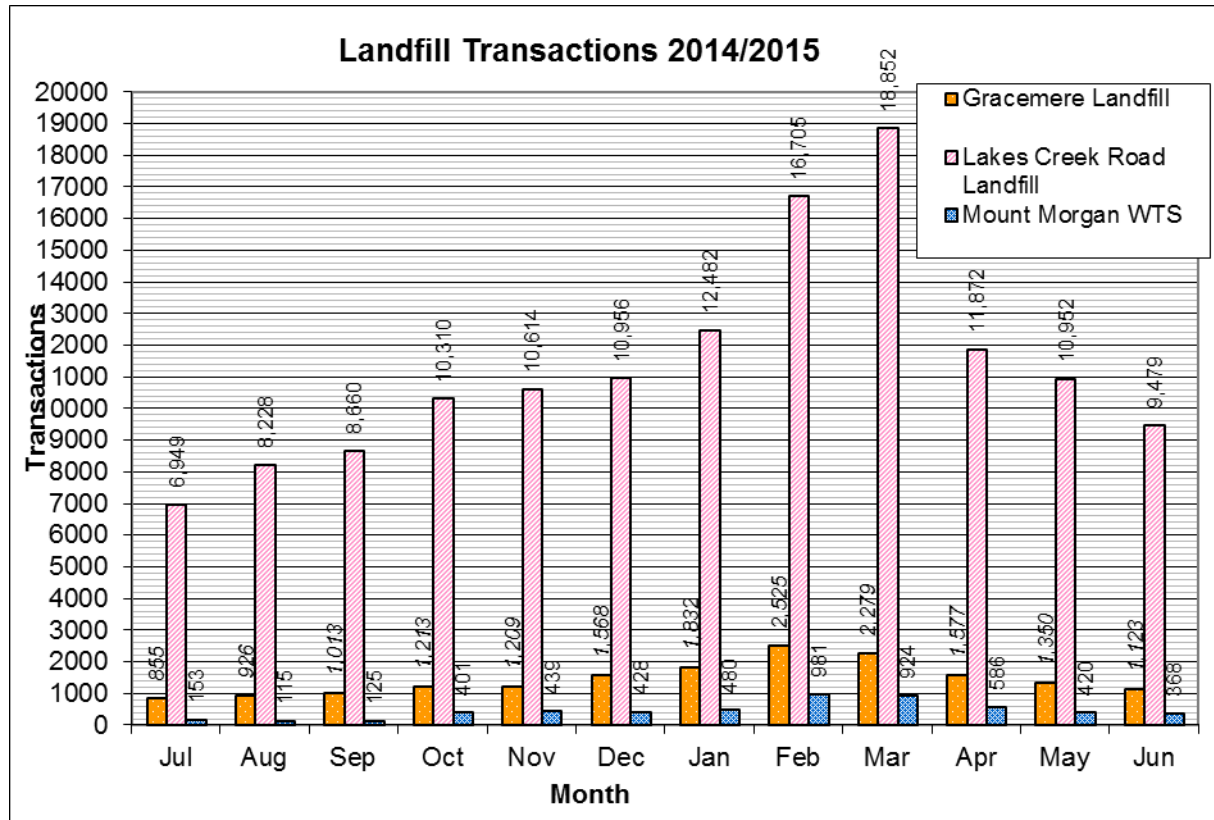


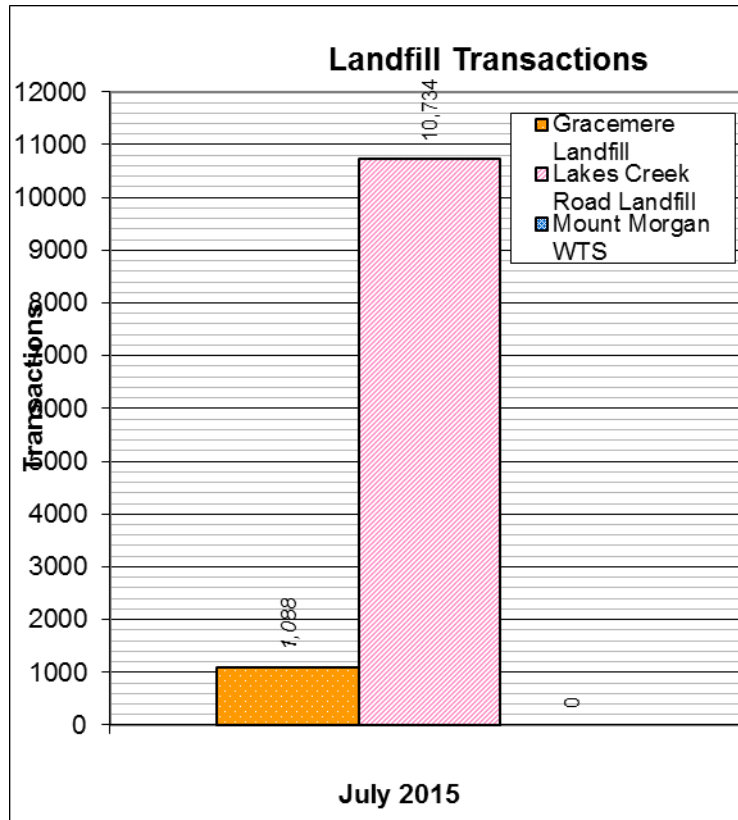


The graph above shows the number of bins replaced during the 2014/2015 financial year on a monthly basis.

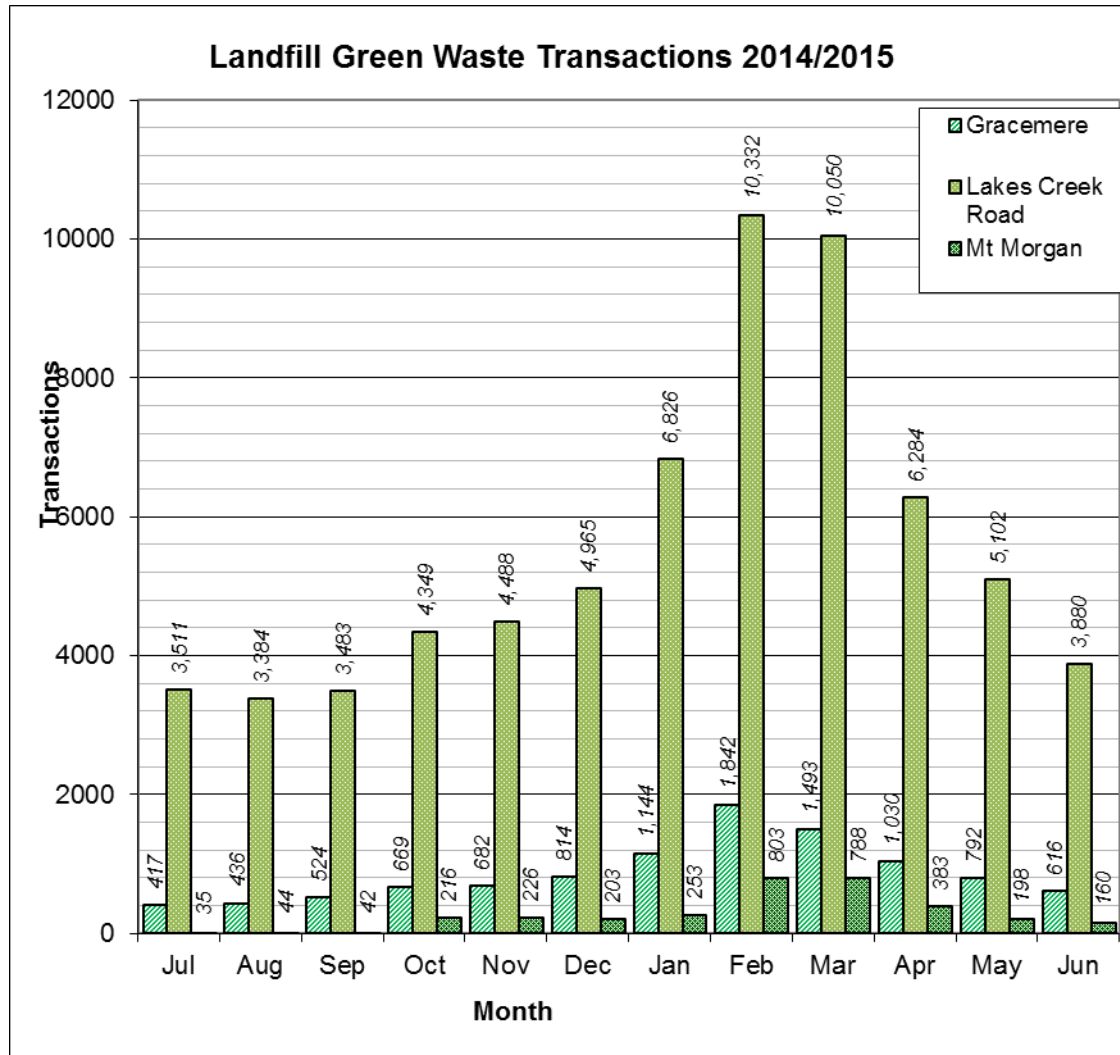


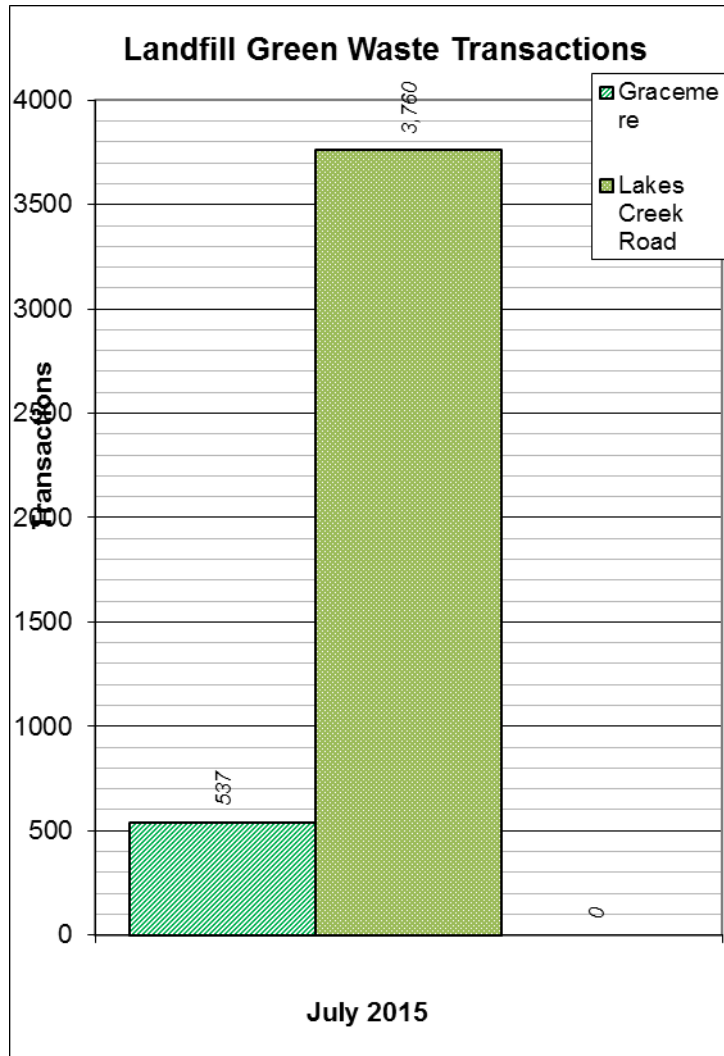
The graphs above show waste tonnage by waste types accepted at all facilities during the previous financial year and this year to date.





The graphs above show the number of transactions to landfill facilities during the previous financial year and to date on a monthly basis. No data was available at the time of compiling this report for Mount Morgan Waste Transfer station due to an electronic communications issue with the point of sale computer system. The missing data will be entered as soon as communications is restored.





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

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	JULY
Number of Lost Time Injuries	0	0	0	1
Number of Days Lost Due to Injury	0	0	0	5
Total Number of Incidents Reported	0	0	0	35
Number of Incomplete Hazard Inspections	5	1	7	0

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					design
Loss of a major waste management facility due to a natural or man-made disaster, i.e. flood, storm damage, discovery of unexploded ordinance, discovery of a hazardous waste type, etc. which may result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and 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.

Legislative Compliance Matter	Due Date	% Completed	Comments
National Pollutant Inventory	30/12/15	100%	Annual reporting has been completed and will be submitted in July 2015
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

Legislative Compliance Matter	Due Date	% Completed	Comments
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:

LCRL	Lakes Creek Road Landfill	WTS	Waste Transfer Station
------	---------------------------	-----	------------------------

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ROCKHAMPTON REGIONAL WASTE & RECYCLING CAPITAL WORKS PROGRAM					
2015/2016					
LCRL – Remediation	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/15	30/06/16	5%	\$400,00	\$121,603
Comment: Placing rubbish on the Northern face off Stage 2. Constructing spiral drain on East and North face of Stage 1.					
LCRL WTS and related Works	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
WTS	29/10/12	September 2015	99%	\$280,000	\$341,759
Comment: The above figures are for the Waste Transfer Station Building, Dean Street Intersection (including internal road works) and the rail crossing. The Waste Transfer Station building itself is complete except for commissioning and some defect repairs. The 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					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
which has been allowed for in the 2015/16 budget. It is proposed for the budget to be amended					
LCRL Augmentation	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/15	30/06/16	0%	\$1,220,000	\$0
Comment: Commenced with collation of background information required for the design. Review draft Environmental Authority to allow for the augmentation project. Developing a Project Plan.					
240Litre Mobile Garbage Bin (Wheelie Bin) Purchases	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/15	30/06/16	0%	\$100,000	\$0
Comment:					

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 8.33%

**End of Month General Ledger - (Operating Only) - REGIONAL SERVICES****As At End Of July 2015**

Report Run: 14-Aug-2015 15:40:10 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 8.33% of Year Gone"
REGIONAL SERVICES							
WASTE & RECYCLING SERVICES							
<u>RRWR Waste Operations</u>							
Revenues	(4,870,421)	0	0	(499,627)	(499,627)	10%	✗
Expenses	4,301,410	0	1,166,811	188,119	1,354,930	31%	✓
Transfer / Overhead Allocation	(390,160)	0	0	(21,786)	(21,786)	6%	✗
Total Unit: RRWR Waste Operations	(959,172)	0	1,166,811	(333,293)	833,517	-87%	✗
<u>RRWR Collections</u>							
Revenues	(86,336)	0	0	(26,924)	(26,924)	31%	✗
Expenses	3,844,767	0	12,004	52,689	64,693	2%	✓
Transfer / Overhead Allocation	2,115,325	0	0	196,176	196,176	9%	✓
Total Unit: RRWR Collections	5,873,756	0	12,004	221,941	233,945	4%	✓
<u>RRWR Management</u>							
Revenues	(13,966,228)	0	0	(6,908,808)	(6,908,808)	49%	✗
Expenses	3,584,766	0	62,035	171,941	233,976	7%	✓
Transfer / Overhead Allocation	2,463,773	0	0	170,411	170,411	7%	✓
Total Unit: RRWR Management	(7,917,688)	0	62,035	(6,566,456)	(6,504,420)	82%	✗
Total Section: WASTE & RECYCLING SERVICES	(3,003,104)	0	1,240,850	(6,677,808)	(5,436,958)	181%	✓

All percentages are exclusive of committals unless specifically mentioned.

Operational Summary

Total Revenue is currently at 39.29% due to the first rating cycle for the financial year having been processed, while operating expenses are slightly under the percentage of year elapsed at 4.76%.

Capital Summary

RRWR capital project expenditure is above the percentage of year elapsed at 20%. The over spend from 2014/15 has yet to be applied and will see a reduction in the available capital for 2015/16.

The majority of RRWR capital expenditure to date relates to LCR waste transfer station, LCR landfill capping and the remediation of existing landfill sites.

**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:** Tracey Baxter - Acting Manager Airport

SUMMARY

The monthly operations and annual performance plan report for the Rockhampton Airport as at 31 July 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 31 July 2015 be "received".

COMMENTARY

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

It is recommended that the monthly operations and annual performance plan report for the Rockhampton Airport as at 31 July 2015 be received.

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

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

Meeting Date: 2 September 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT

Rockhampton Airport

Period Ended 31 July 2015

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.

VARIATIONS, ISSUES AND INNOVATIONS

The Relay news and gift store at the Airport has had a trade agent appointed from 1 July to manage the store. This has seen an improved customer service experience for our customers. Relay have increased their 'grab and go' on offer, dedicated a small bar area with banner signs to make it look fresh as well as rearranging products as part of their innovative store concepts.

Improvements / Deterioration in Levels of Services or Cost Drivers

The Covered Car Park has now been reduced to \$19.00 per day after the first 24 hours.

The car park pay stations and exit stations have now been upgraded to allow for 'tap & go' for credit cards. The manual inserting of cards is still available. The kerbside guards have noticed a decrease in the occurrence of credit card jams since this upgrade. Customers have accepted the new look and operation of the pay stations well with limited help required from the guards.

Audit and Compliance

There are no outstanding audit or compliance matters to report.

Queensland Fire & Emergency Services (QFES) conducted a maintenance inspection of the airport terminal to ensure legislative compliance with the relevant Act and Regulations. There were no rectification actions from the inspection.

Exercise Talisman Sabre 15 was completed at the end of July. All military personnel, aircraft and equipment associated with the exercise have left Rockhampton Airport.

Projects

Airport Lighting System

Works were focused on the sit pits, primary cabling, light programming and outstanding rectifications. Ongoing consultation and planning with the contractor will occur to ensure works are carried out in accordance with appropriate plans and schedules.

Rectification works were scheduled to commence on the Pit and Duct stage of the airfield lighting replacement project in March, and these are still being worked through.

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. This is being undertaken by airport runway specialists.

Airport Master Plan

A contract has been awarded to the successful tenderer for development of the Airport Master Plan. An initial meeting was held with Airport Management and the Consultant in July.

Passenger Numbers

Domestic passenger numbers for July this year were 56,301 compared to 58,610 in July 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. Planning continues 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 1.0MW 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.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for July 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)
			Received	Completed							
Airport Administration General Enquiries	0	0	2	2	0	0	10	● 2.50	● 2.00	● 3.56	3.56
Airport Services General Enquiries	0	0	0	0	0	0	10	● 0.00	● 2.00	● 6.29	6.29

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		
	July	August	September
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Injuries	0		
Number of Completed Hazard Inspections	n/a		

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 worth \$1.4mill Redevelop the airport terminal to increase retail revenue.	30/06/2014 Terminal now - 1/07/2018	80 %	Now 100% SAF & ADF long term leases now executed Architect has completed a cost effective solution. Business Enterprise meeting of 5th November the report on the Terminal redevelopment was received. It is anticipated that a review will occur in 2015-16.
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 addressed.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					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%	To achieve completion by September 2015.
Annual Review of Airport SMS Risk Register	Dec 2015	20%	
Aerodrome Manual review	April 2015	75%	Manual reviewed being reviewed to incorporate new lighting project components and overall content critique.
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

Please note that the budget estimates do not include carry over amounts from 2014/2015. These figures will appear in next month's report.

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
959150 – Runway Lighting System Replacement	18/12/2011	31/12/2015	<u>WIP</u> <ul style="list-style-type: none"> Stage 1 – Practical completion issued 24 April 2014. List of final defects being repaired. Stage 2 – Practical completion has been issued. List of defects being repaired. Stage 3 – Work has progressed up to week 34 – Light transformers installed, labelling of cables and pits progressing. 	\$1,766,863	\$1,752,341
<p>Commentary:</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 & 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>					
987680 – Enhance the functionality of the Airport Building Management System software	19/12/2013	Ongoing	<u>WIP</u> <p>BMS software has been upgraded with graphical displays.</p> <p>RRC IT is planning installation of additional IT hardware required to expand connectivity.</p>	\$30,000	\$0
<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</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
of IT aspects.					
987693 – Improve Terminal Access for People with Disabilities.	Ongoing	Ongoing	<u>Deferred</u>	\$30,000	\$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	<u>WIP</u> 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.	\$50,000	\$31,509
<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	<u>Completed</u> Concept lighting design complete. Lighting design revised due to proposed shortening of cross-runway, Runway 04/22.	\$105,473	\$105,473

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
			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 has been completed.		
<p>Commentary:</p> <p>Final concept accepted. Upgrading GA Apron lighting fittings, switchgear and control equipment to meet current standards.</p> <p>RFDS Element:</p> <ol style="list-style-type: none"> 1. Installation of Pole 2 and removal of existing pole if front of the RFDS Lease 2. Installation of Pole 1 next to Peace hangar. 3. Installation of Pole 3 footing next to RFDS hangar. 					
987682 – Replace various Airport IT Systems Software and Hardware	N/A	N/A	Replace and Upgrade IT Software in 2015-16	\$21,039	\$0
<p>Commentary:</p> <p>This includes the upgrade of the software and monitors of the FIDS system.</p>					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2015	<p>Complete</p> <p>The CBA preferred card reader provider cannot deliver the required equipment. CBA advised that CDS have capability to install certified equipment.</p> <p>EMV equipment has been ordered at a value of \$82,000. Implementation plan being developed, estimated completion date 31 July 2015.</p>	\$82,261	\$82,261

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
<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. Additional funds in December budget review.</p>					
1033863 – Replace Internal & External Doors within the Terminal	Early 2015	Early 2016	<p>WIP</p> <p>Revising scope to replace Departure Gates with equivalent swinging doors. Obtaining revised quotes.</p>	\$20,000	\$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	Early 2015	Late 2015	<p>WIP</p> <p>Installing alternate sheeting as a trial, cost savings with material, installation and 25 year warranty.</p>	\$28,927	\$0
<p>Commentary:</p> <p>The terminal roof skylights are significantly deteriorated and require replacement.</p>					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	Early 2016	<p>WIP</p> <p>Preliminary design has been agreed.</p> <p>Concept design is being developed.</p> <p>Pricing of options being sourced.</p>	\$80,000	\$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	<p>WIP</p>	\$70,000	\$0
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
1047109 – Replace existing storage-workshop	Sept 15	June 16	<u>WIP</u> Currently developing scope of work for building annex.	\$30,000	\$0
<p>Commentary:</p> <p>The office/storage area for the Aeroworx complex requires replacement. The first stage of redevelopment will be building an additional annex adjacent to the current Aeroworx hangar/workshop.</p>					
987926 – Upgrade terminal standby power generator	Sept 15	June 16	<u>WIP</u> Load surveys are currently being completed to allow the development of the scope of works for the replacement generator.	\$565,000	\$0
<p>Commentary:</p> <p>The essential load on our current stand by generator exceeds its capacity. The new generator will meet the required capacity and allow for future growth of the Airport Terminal Precinct. The replacement generator will be part of our business continuity plan for the Airport.</p>					
959127– General Security Access Upgrades	Ongoing	Ongoing	<u>WIP</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”	\$70,000	\$80,781

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
			reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area.		
<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>					
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.	\$55,314	\$12,440
<p>Commentary:</p> <p>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. Installation of CCTV cameras and associated infrastructure.</p>					
983763 – Main Runway Resurface (Consultancy)	1/12/14	Delivery of resurface 2017 - 2019	<u>WIP</u> Consultancy to design and test for a resurface of primary aircraft movement area pavements. Delivery of services has commenced.	\$291,298	\$41,207
<p>Commentary:</p> <p>A considerable area of high strength, heavy asphalt surface will require renewal. The assistance of a specialist consultant will analyse alternative treatments to extend the runway's life, and the current engagement will also provide a closer estimate of the capital required to complete the project.</p>					
987727 – Terminal	Late 2015	30/06/15	1. Seek a suitably qualified architect to assist	\$250,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
master planning and reconfiguration			with the terminal building master plan. 2. Document and cost new terminal layout. 3. Develop business case for capital to carryout the reconfiguration and renewal of the terminal. 4. Construct new terminal.		
<p>Commentary:</p> <p>The internal layout of the terminal building needs to be updated to reflect the change in market conditions and contemporary airport management practices. This project will allow this to take place.</p>					

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

No Operational Projects to highlight within the Adopted Budget.

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 2014/2015

	Monthly Target	Result
		Monthly / Full Year
Passenger Numbers	+1%	-3.9% / -3.9%
Aircraft Movements*	+1%	-21.4% / -8.3%
Bird Strikes	3 per month	2 / 2
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	0 / 0
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

FINANCIAL MATTERS



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

As At End Of & PERIOD.DESCR

Report Run: 17-Aug-2015 14:28:20 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	8.3% of Year Gone
CORPORATE SERVICES						
AIRPORT						
<u>Airport Operations</u>						
Revenues	0	0	(1,154)	(1,154)	0%	✓
Expenses	2,173,754	360,833	221,698	582,531	27%	✗
Transfer / Overhead Allocation	146,750	0	8,436	8,436	6%	✓
Total Unit: Airport Operations	2,320,504	360,833	228,980	589,813	25%	✗
<u>Airport Facilities</u>						
Revenues	(630,270)	0	(8,901)	(8,901)	1%	✗
Expenses	4,379,126	291,372	38,367	329,739	8%	✓
Transfer / Overhead Allocation	88,000	0	1,899	1,899	2%	✓
Total Unit: Airport Facilities	3,836,856	291,372	31,365	322,737	8%	✗
<u>Airport Administration</u>						
Revenues	(30,000)	0	0	0	0%	✗
Expenses	3,634,427	264,752	344,938	609,689	17%	✗
Transfer / Overhead Allocation	5,342,586	0	444,614	444,614	8%	✗
Total Unit: Airport Administration	8,947,013	264,752	789,552	1,054,304	12%	✗
<u>Airport Commercial</u>						
Revenues	(15,457,634)	1,510	(1,187,515)	(1,186,005)	8%	✗
Expenses	353,261	12,164	9,881	22,045	6%	✓
Transfer / Overhead Allocation	0	0	848	848	0%	✗
Total Unit: Airport Commercial	(15,104,373)	13,674	(1,176,787)	(1,163,113)	8%	✗
Total Section: AIRPORT	0	930,631	(126,890)	803,740		

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 July 2015

Percentage of Year Elapsed: 8.33%

		12 Month Adopted Budget	Revised Budget	YTD Actuals	Committals	Total YTD Actuals (inc committals)	% of YTD Actuals (excl committals) to Total Budget
		\$	\$	\$	\$	\$	%
CP640 CAPITAL CONTROL AERO							
0959127	0959127 [N] Security Upgrades to General Aviation	0	0	0	80,781	80,781	0%
0959133	0959133 [U] RPT Apron Lighting	0	0	0	26,609	26,609	0%
0959135	0959135 [N] GA Apron Lighting	0	0	0	105,473	105,473	0%
0959150	0959150 [R] Runway Lighting Power Distribution a	500,000	0	381	1,539,270	1,539,651	0%
0959158	0959158 [R] Terminal Building Airside Water Main	0	0	0	0	0	0%
0983763	0983763 [R] Main Runway Resurface	200,000	0	0	61,856	61,856	0%
0987712	0987712 [R] Replace General Aviation Power Switc	70,000	0	0	0	0	0%
	TOTAL CP640 CAPITAL CONTROL AERO	770,000	0	381	1,813,989	1,814,370	0%
CP650 CAPITAL CONTROL NON AERO							
0987680	0987680 [R] Enhance the Functionality of the Air	20,000	0	0	0	0	0%
0987682	0987682 [R] Replace various Airport IT Systems S	0	0	0	0	0	0%
0987685	0987685 [R] Renewal of aviation security infrast	0	0	12,185	255	12,440	0%
0987693	0987693 [U] Improve Terminal Access for People w	60,000	0	0	0	0	0%
0987727	0987727 [U] Terminal master planning and reconfi	250,000	0	0	0	0	0%
1023540	1023540 [U] Europay MasterCard Visa - Compliance	0	0	82,261	0	82,261	0%
1033866	1033866 [R] Terminal Roof Skylights	0	0	0	0	0	0%
1047109	1047109 [R] Replace existing storage-workshop-of	30,000	0	0	0	0	0%
	TOTAL CP650 CAPITAL CONTROL NON AERO	360,000	0	94,446	255	94,701	26%
CP660 Capital Control Aero/Non-Aero							
0987926	0987926 [R] Upgrade Terminal Standby Power Gener	565,000	0	0	0	0	0%
	TOTAL CP660 Capital Control Aero/Non-Aero	565,000	0	0	0	0	0%
	TOTAL CAPITAL EXPENDITURE	1,695,000	0	94,828	1,814,244	1,909,072	6%

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS/QUESTIONS

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

12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

13.1 Reporting on Commercial and Promotional Matters - Rockhampton Airport

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

13 CONFIDENTIAL REPORTS

13.1 REPORTING ON COMMERCIAL AND PROMOTIONAL MATTERS - ROCKHAMPTON AIRPORT

File No: 1392

Attachments: Nil

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Ross Cheesman - General Manager Corporate Services

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

SUMMARY

Committee Chairman and Officers to update the Committee on commercial and promotional matters pertaining to the Rockhampton Airport.

14 CLOSURE OF MEETING