



# **AIRPORT, WATER AND WASTE COMMITTEE MEETING**

## **AGENDA**

**4 DECEMBER 2018**

*Your attendance is required at a meeting of the Airport, Water and Waste Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 4 December 2018 commencing at 3.00pm for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. P.", is written over a faint, light blue circular stamp.

**CHIEF EXECUTIVE OFFICER**  
27 November 2018

Next Meeting Date: 26.02.19

**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 R A Swadling  
Councillor A P Williams  
Councillor C E Smith  
Councillor C R Rutherford  
Councillor M D Wickerson

In Attendance:

Mr R Cheesman – Deputy Chief Executive Officer  
Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Airport, Water and Waste Committee held 20 November 2018

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

## **6 BUSINESS OUTSTANDING**

Nil

## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 REVIEW OF UNDETECTED LEAK REBATE POLICY - COMMERCIAL

File No:	11979
Attachments:	<ol style="list-style-type: none"><li>1. Undetected Leak Rebate Policy - Non-Residential<a href="#">↓</a></li><li>2. Undetected Leak Rebate Policy - Non-Residential with Track Changes<a href="#">↓</a></li></ol>
Authorising Officer:	Martin Crow - Acting General Manager Regional Services
Author:	Jason Plumb - Manager Fitzroy River Water

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#### SUMMARY

*A review has been carried out of the Undetected Leak Rebate Policy – Commercial where it has been decided to re-name the policy Undetected Leak Rebate Policy – Non-Residential. The policy has also been amended to take into account circumstances of higher than usual water consumption due to reasons other than a water leak.*

#### OFFICER'S RECOMMENDATION

THAT the Undetected Leak Rebate Policy – Non-Residential as presented, be adopted.

#### COMMENTARY

At the request of Council, the Undetected Leak Rebate Policy – Residential was reviewed in March 2017 and the policy was amended to take into account circumstances of higher than usual water consumption due to reasons other than a water leak. This is now also included in the Non-Residential Policy. Reasons other than a water leak may include water theft or a break in at the property where a tap has been left running. Applications for exceptional water loss should include all available evidence such as police reports and proof of the property being empty during the identified time period. If a rebate is approved it will be based on the average water usage at the property.

As part of the current review it was decided to rename the policy to Undetected Leak Rebate Policy – Non-Residential.

#### BACKGROUND

Council introduced the Undetected Leak Rebate Policies in November 2005 to assist ratepayers who have a higher than average water bill due to an undetected leak on the property. Due to an application for a rebate for an unoccupied residential property with a large water bill that was not due to a water leak; the Residential Policy was widened to include other exceptional water loss. It is proposed that the Non-Residential Policy be amended in line with the Residential Policy.

The Undetected Leak Rebate Policy – Commercial was last reviewed in September 2015.

#### CONCLUSION

The Undetected Leak Rebate Policy – Non-Residential has been widened to incorporate circumstances other than undetected leaks which have resulted in extraordinary water consumption. A clean copy and a track changes copy of the revised Policy are now attached for Council's consideration and adoption.

# **REVIEW OF UNDETECTED LEAK REBATE POLICY - COMMERCIAL**

## **Undetected Leak Rebate Policy – Non-Residential**

**Meeting Date: 4 December 2018**

**Attachment No: 1**

## UNDETECTED LEAK REBATE POLICY – NON-RESIDENTIAL COMMUNITY POLICY



### 1 Scope

This policy applies to non-residential properties in the Rockhampton Regional Council Region that are connected to Fitzroy River Water's water reticulation network and have registered a water meter reading higher than usual water consumption due to an undetected leak or other exceptional water loss within the property.

### 2 Purpose

The purpose of this policy is to provide clear and concise guidelines on seeking consideration of a rebate in respect of a water account received, due to an undetected leak or other exceptional water loss on a non-residential property.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

Undetected Leak Rebate Application Form

Water Access and Consumption Charges Fact Sheet

### 4 Definitions

To assist in interpretation, the following definitions apply:

Billing Period	In accordance with Council's adopted budget.
Council	Rockhampton Regional Council
Customer	An individual, business, organisation or a member of the public.
FRW	Fitzroy River Water is a commercialised business unit of Rockhampton Regional Council.
Non-residential	Land used in whole or in part, or intended for use in whole or in part, for commercial or industrial purposes.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Undetected Leak	Where a leak has occurred in the property's plumbing (for example, the water service line from the water meter to the property).

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Adopted/Approved:	DRAFT	Department:	Regional Services
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## 5 Policy Statement

FRW receives requests for water accounts to be waived or rebated due to undetected water leaks or other exceptional water loss on the customer's side of the meter. These requests result from unexpected increases in the water rate consumption amount payable by the customer.

### 5.1 Applying for a Rebate

To apply for a rebate, complete an Undetected Leak Rebate Application Form and submit to Council along with all other required documentation (as per paragraph 5.2).

### 5.2 Criteria

The following criteria will be assessed prior to approving a rebate application:

- (a) The application must be in writing for a non-residential property and include the following:
  - (i) A statement signed by a licensed plumber who repaired the leak certifying that an undetected leak had occurred and was undetectable by the customer;
  - (ii) A receipted invoice from a licensed plumber, as confirmation that a suitable repair has been carried out. All leaks must be repaired by a licensed plumber at the property owner's cost;
- (b) The leak must have been associated:
  - (i) With either underground or internal plumbing that is not normally visible to the customer. Such a leak does not include leaking taps, or plumbing fixtures or fittings that have not been maintained adequately; or
  - (ii) An exceptional water loss due to unauthorised use of activity (for example, break and enter, water theft) during a period where the property is unattended for a period of greater than two weeks may be considered for a rebate subject to the provision of satisfactory evidence and demonstrated financial hardship. Evidence must include, a Police report, demonstrated absence from the property, the inability to claim insurance cover, and genuine circumstances of financial hardship;
- (c) The request must be received by Council within a reasonable timeframe from the date the leak was discovered or within 30 days of receipt of the water consumption account; and
- (d) The leak must be repaired within a reasonable timeframe from the date the leak was discovered.

### 5.3 Conditions

The following conditions apply:

- (a) Rebates are granted on a 'one off' basis per non-residential property and are not eligible if previously approved.
- (b) If the customer is not eligible for a rebate due to previously receiving an undetected leak rebate payment, however the criteria in paragraph 5.2 are satisfied, the Manager FRW may approve payment of the rebate if the customer can demonstrate genuine circumstances of financial hardship.
- (c) Rebates can be applied over two billing periods where there is evidence that the leak may affect the consumption charges over more than one reading cycle.

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- (d) Where a rebate is granted, the following will apply:
- (i) Customers will be charged based on their average consumption for the period the leak occurred;
  - (ii) An average consumption is calculated by averaging the previous three billing periods or previous three equivalent seasonal billing periods depending upon the usage pattern that is evident. The most consistent record is used to calculate the average use;
  - (iii) Arriving at the difference between the extraordinary water account and the average bill by deducting the average calculated in accordance with the above from the total amount of the water bill/s for which the claim for rebate is being made;
  - (iv) Calculating the rebate based on 25% of the difference arrived at in the above; and
  - (v) To the billing period in which the leak occurred up to a maximum of two billing periods or twelve months.

The Manager FRW is responsible for ensuring compliance with this policy and will determine all rebates.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by Council.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Fitzroy River Water
Policy Quality Control	Legal and Governance

## OUR VALUES



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# **REVIEW OF UNDETECTED LEAK REBATE POLICY - COMMERCIAL**

## **Undetected Leak Rebate Policy – Non-Residential with Track Changes**

**Meeting Date: 4 December 2018**

**Attachment No: 2**

## UNDETECTED LEAK REBATE POLICY – ~~NON-RESIDENTIAL COMMERCIAL~~ COMMUNITY POLICY



### 1 Scope

This policy applies to ~~non-residential commercial~~ properties in the Rockhampton Regional Council Region that are connected to Fitzroy River Water's water reticulation network and have registered a water meter reading higher than usual water consumption due to an undetected leak or other exceptional water loss within the property.

### 2 Purpose

The purpose of this policy is to provide clear and concise guidelines on seeking consideration of a rebate in respect of a water account received, due to an undetected leak or other exceptional water loss on a ~~non-residential commercial~~ property.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

Undetected Leak Rebate Application Form

Water Access and Consumption Charges ~~Undetected Water Leaks~~ Fact Sheet

### 4 Definitions

To assist in interpretation, the following definitions apply:

Billing Period	<u>In accordance with Council's adopted budget. Will be at minimum quarterly and maximum half-yearly</u>
Council	Rockhampton Regional Council
Customer	An individual, business, organisation or a member of the public.
FRW	Fitzroy River Water is a commercialised business unit of Rockhampton Regional Council.
Non-residential	Land used in whole or in part, or intended for use in whole or in part, for commercial or industrial purposes.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Undetected Leak	Where a leak has occurred in the property's plumbing (for example, the water service line from the water meter to the property).

#### LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted 11 October 2011 <del>DRAFT</del>	Department:	Regional Services
Version:	2	Section:	Fitzroy River Water
Reviewed Date:	24 September 2015	Page No:	Page 1 of 3

## 5 Policy Statement

FRW receives requests for water accounts to be waived or rebated due to undetected water leaks or other exceptional water loss on the customer's side of the meter. These requests result from unexpected increases in the water rate consumption amount payable by the customer.

### 4.5.1 Applying for a Rebate

To apply for a rebate, complete an Undetected Leak Rebate Application Form and submit to Council along with all other required documentation (as per paragraph 5.2).

#### 2.5.1 Criteria

The following criteria will be assessed prior to approving a rebate application:

- (a) The application must be in writing for a non-residential commercial property and include the following:
  - (i) A statement signed by a licensed plumber who repaired the leak certifying that an undetected leak had occurred and was undetectable by the customer;
  - (ii) A receipted invoice from a licensed plumber, as confirmation that a suitable repair has been carried out. All leaks must be repaired by a licensed plumber at the property owner's cost;
- (b) The leak must have been associated:
  - 1-(i) With either underground or internal plumbing that is not normally visible to the customer. Such a leak does not include leaking taps, or plumbing fixtures or fittings that have not been maintained adequately; or
  - 2-(i) An exceptional water loss due to unauthorised use of activity (for example, break and enter, water theft) during a period where the property is unattended for a period of greater than two weeks may be considered for a rebate subject to the provision of satisfactory evidence and demonstrated financial hardship. Evidence must include, a Police report, demonstrated absence from the property, the inability to claim insurance cover, and genuine circumstances of financial hardship;
- (c) The request must be received by Council within a reasonable timeframe from the date the leak was discovered or within 30 days of receipt of the water consumption account; and
- (d) The leak must be repaired within a reasonable timeframe from the date the leak was discovered.

### 4.5.1 Conditions

The following conditions apply:

- (e)(a) Rebates sought under the provisions of this policy will only be considered from the billing period commenced on or after 1 July 2011.
- (f)(b) Rebates are granted on a 'one off' basis per non-residential commercial property and are not eligible if previously approved.
- (g)(c) If the customer is not eligible for a rebate due to previously receiving an undetected leak rebate payment, however the criteria in paragraph 5.2 are satisfied, the General Manager FRW Regional Services may approve payment of the rebate if the customer can demonstrate genuine circumstances of financial hardship.
- (h)(d) Rebates can be applied over two billing periods where there is evidence that the leak may affect the consumption charges over more than one reading cycle.

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Adopted/Approved:	Adopted 11 October 2011 DRAFT	Department:	Regional Services
Version:	2	Section:	Fitzroy River Water
Reviewed Date:	24 September 2015	Page No:	Page 2 of 3

(i)(e) Where a rebate is granted, the following will apply:

- 1-(i) Customers will be charged based on their average consumption for the period the leak occurred;
- 2-(i) An average consumption is calculated by averaging the previous three billing periods or previous three equivalent seasonal billing periods depending upon the usage pattern that is evident. The most consistent record is used to calculate the average use;
- 3-(i) Arriving at the difference between the extraordinary water account and the average bill by deducting the average calculated in accordance with the above from the total amount of the water bill/s for which the claim for rebate is being made;
- 4-(i) Calculating the rebate based on 25% of the difference arrived at in the above; and
- 5-(i) To the billing period in which the leak occurred up to a maximum of two billing periods or twelve months.

The Manager FRW is responsible for ensuring compliance with this policy and will determine all rebates.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by Council.

## 7 Document Management

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## OUR VALUES



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### LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted 11 October 2014 DRAFT	Department:	Regional Services
Version:	2	Section:	Fitzroy River Water
Reviewed Date:	24 September 2015	Page No:	Page 3 of 3

**8.2 ROCKHAMPTON AIRPORT MONTHLY OPERATIONS REPORT - NOVEMBER 2018****File No:** 7927**Attachments:** 1. Rockhampton Airport Monthly Operations Report - November 2018 [↓](#)**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton**Author:** Tracey Baxter - Manager Airport

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**SUMMARY**

*The Monthly Operations and Annual Performance Plan Report for the Rockhampton Airport for November 2018 is presented for Councillors information.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Airport Operations and Annual Performance Plan Report for November 2018 be 'received'.

**COMMENTARY**

The Monthly Operations and Annual Performance Plan Report for the Rockhampton Airport of the Advance Rockhampton Department is attached for Council's consideration.

**CONCLUSION**

It is recommended that the Monthly Operations and Annual Performance Plan Report for the Rockhampton Airport for period ending November 2018 be received.

# **ROCKHAMPTON AIRPORT MONTHLY OPERATIONS REPORT – NOVEMBER 2018**

## **Rockhampton Airport Monthly Operations Report - November 2018**

**Meeting Date: 4 December 2018**

**Attachment No: 1**

# MONTHLY OPERATIONS REPORT

## AIRPORT

### PERIOD ENDED 30 NOVEMBER 2018



## 1. Operational Summary

### Passenger Screening Chair

Airport Management have purchased a bariatric chair for the Passenger Screening Point. The heavy duty chair is for a passenger to sit on during a secondary search. The chair is specially designed to allow persons to use the arm rests to easily sit and stand.



### Terminal Redevelopment

Planning has commenced on the redesign of the terminal screening point and departure lounge to facilitate the installation of new airport security screening equipment.

### Lost Time Injury Free

The Airport has been Lost Time Injury (LTI) free for 1037 days as of 22/11/2018 with the last recorded LTI being 20/01/2016.

### Military Exercises

Defence Exercise Wallaby 2018 has now concluded, with the final outbound passenger charter aircraft departing Rockhampton for Singapore on the 15 of November 2018.

The Rockhampton Airport has enjoyed facilitating the aircraft operations of Exercise Wallaby 2018, and looks forward to supporting the 2019 exercise.

International Passengers

Throughout Exercise Wallaby the Airport received a total of 13 international charters operated by Singapore Airlines, Royal Brunei Airlines and Air New Zealand. The Airport serviced approximately 4,300 arriving and departing passengers from Singapore from 22 September 2018 to 15 November 2018.



## 2. Customer Service Requests

November response times for completing customer requests were not available at the time of finalising the report.

## 3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended November – 42% of year elapsed.

In terms of scope, schedule and budget, the project is;



on track








generally on track,  
with minor issues









off track

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
987727 – Terminal master planning and reconfiguration	Late 2015	July 2017		\$10,000	\$0
<b>Comments</b>	<p><u>Commentary</u> Completed and adopted by Council. The plan will now be distributed for consultation.</p> <p><u>Status</u> Individual meetings offered for Target Group B (Defence, Freight, Fuel) in May 2018. Council Resolution 16.2 on 10 July 2018 - 'That Council resolve not to proceed with the Stage 2'. Further consultation to be undertaken into early 2019'.</p>				

987685 – Renewal of aviation security infrastructure	Ongoing	Ongoing		\$14,799	\$21,356
<b>Comments</b>	<u>Commentary</u> Operational need identified to replace Airside Security Gate 1 due to emergency access requirements and high usage during military exercises. <u>Status</u> Construction on the installation of the automatic vehicle gate at Airside Security Gate 1 has been completed.				
959150 – Runway Lighting System Replacement	18/12/11	31/11/17		\$0	\$144,055
<b>Comments</b>	<u>Commentary</u> Major Projects are managing this project; please refer to the Major Projects Monthly Report for more detail. The Airport Lighting System was commissioned on the 5th June 2018, ongoing rectification works to be undertaken in the coming months. <u>Status</u> <ul style="list-style-type: none"> <li>• Stage 1 – Practical completion issued 24 April 2014. List of final defects repaired.</li> <li>• Stage 2 – Practical completion has been issued. Issues with initial Contractor being available to repair defects. Current on-site contractor have commenced defect rectification.</li> <li>• Stage 3 – Commissioning of current system and close out of remaining defects.</li> </ul>				
959135 – GA Apron Lighting	17/02/12	December 2018		\$339,675	\$0
<b>Comments</b>	<u>Commentary</u> A condition assessment of the GA Apron lighting was conducted in 2014 with recommendations to upgrade the system. Original concept design is under review to investigate options for a LED installation and to review the aircraft parking layout. The system remains non-compliant due to inability to infringe the airspace of Runway 04/22; this will be rectified in Stage 3 following the displacement Runway 04/22. Project to be delivered in three stages, Stage 1 15/16 – Install three lights for RFDS Operations (completed), Stage 2 17/18 – Lighting Design Review and Project Concept (awaiting report), Stage 3				

	18/19 – Implement compliant system. <u>Status</u> Remainder of project postponed to allow reconfiguration of cross runway. Operations to review of aircraft parking requirements prior to conducting design review to consider LED Lighting and installation.				
959133 – RPT Apron Lighting	29/08/13	June 2019		\$466,255	\$0
<b>Comments</b>	<u>Commentary</u> To obtain regulatory compliance a condition assessment was conducted of the RPT Apron lighting in 2014 with one recommendation. Engineering assessment confirmed additional lights could be installed on existing poles. Original concept design under review to investigate options of LED installation and review parking layout. Testing of existing electrical supply cables identified that they were close to failure. Project to be delivered in two stages, Stage 1 16/17 – Replace and upgrade electrical supply cables, Lighting Design Review and Project Concept, Stage 2 18/19 – Implement compliant system. <u>Status</u> Installation of six new switchboards at each apron light pole - four complete and two remaining. Aircraft parking requirements have been reviewed and lighting design review has commenced.				
1047109 – Replace existing storage-workshop-office-lunchroom (site BD)	September 2015	March 2019		\$135,833	\$0
<b>Comments</b>	<u>Commentary</u> Several issues with the buildings within the Aeroworx complex were identified in the RRC Asset Building Inspection in 2014. Electrical switchboard issues were identified in a condition assessment conducted in 2015. Office building and electrical switchboards are beyond repair therefore requiring replacement. The project scope is to extend the hangar, renew electrical connection and replace office and lunchroom. <u>Status</u> A Development Application has been drafted. Sewer connection infrastructure – completed. Currently awaiting Council approvals. Documents are being prepared for Public Tender to complete works.				

987926 – Upgrade terminal standby power generator	September 2015	February 2018		\$0	\$1,665
<b>Comments</b>	<p><u>Commentary</u></p> <p>Current generator only supplies a portion of the Terminal. The generator failed during cyclone Marcia and on several other occasions. The replacement generators are an essential component of the Airport Business Continuity Plan.</p> <p><u>Status</u></p> <p>Construction works are complete, as-cons yet to be provided. The new system is now operational and connected to the terminal Building Management System for ongoing monitoring.</p> <p>Additional works to remove the in-ground fuel tank have been completed.</p>				
987704 – Improve Airside Stormwater Management	July 2017	June 2018		\$220,000	\$24,990
<b>Comments</b>	<p><u>Commentary</u></p> <p>The drainage of the Airport is a key factor in the continued aeronautical operation during extreme weather. The intention of this project is to evaluate the effectiveness of current drainage systems. This will include implementing strategies to improve drainage and remedial work on existing drainage systems. Inspection of storm water inlets and adjoining pipe work is currently being carried out.</p> <p><u>Status</u></p> <p>Management framework for project to be finalised. Initial investigations of known airside drains commenced in September. Drains are continuing to be identified and inspected.</p>				
989183 – Terminal Refurbishment – Auto Doors	July 2017	June 2018		\$100,000	\$97,650
<b>Comments</b>	<p><u>Commentary</u></p> <p>Terminal automatic entry doors are approaching the end of their useful life. Project scope has been revised to upgrade the control system and drive mechanisms on the nine oldest doors.</p> <p><u>Status</u></p> <p>Tenders closed early April and has been awarded. Construction commenced on 09/07/18. Project 100% complete. Final inspection completed. Project is complete</p>				

987723 – Replace Air Conditioning Chilled Water Unit	January 2017	December 2018		\$143,500	\$3,500
<b>Comments</b>	<p><u>Commentary</u></p> <p>The Chiller unit has reached the end of its expected life. This has been quantified by several component failures over recent years. With the current load on the chiller it is required to operate at 100% capacity to cool the Airport Terminal during the hottest portion of the year.</p> <p>The project will consist of a concept (scope of works), design, construction and commissioning stages. While this project continues over several years the initial concept and design will be for the entire project.</p> <p><u>Status</u></p> <p>Engineering consultancy services have been engaged to assist in Developing a Project Concept Plan &amp; Scope of Works for the complete Terminal Air Conditioning System, for approval. Draft report under review.</p> <p>This project is progressing to the development of a tender specification due to recent breakdowns in October.</p>				
1126023 – Replace HV Cable Feeds	January 2019	June 2019		\$21,000	\$0
<b>Comments</b>	<p><u>Commentary</u></p> <p>Investigation of HV supply for Rockhampton Airport for redevelopment works.</p> <p><u>Status</u></p> <p>Project has not commenced at this stage.</p>				
0987712 – Replace General Aviation Power Switchboards	10/06/16	June 2019		\$2,906	\$0
<b>Comments</b>	<p><u>Commentary</u></p> <p>The electrical switchboards in the General Aviation Area have recently had a condition assessment completed.</p> <p><u>Status</u></p> <p>Rectification work has been carried out in October. With sign off to be completed in November. The Switch board replacement at Gate 22 is 50% complete</p>				

## 4. Budget

### AIRPORT FINANCIAL

This report details the financial position and other strategic matters for Rockhampton Airport.

Please note, these reports have been run on 22 November and do not represent the full month's transactions.

#### Operational Summary

No narrative comment is provided.

#### Capital Summary

No narrative comment is provided.



### End of Month General Ledger - (Operating Only) - ADVANCED ROCKHAMPTON

As At End Of November 2018

Report Run: 22-Nov-2018 12:02:34 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 41.7% of Year Gone
<b>AIRPORT</b>						
<u>Airport Operations</u>						
Revenues	(10,385)	0	0	0	0%	✓
Expenses	2,109,185	77,176	672,948	750,124	32%	✗
Transfer / Overhead Allocation	161,755	8,408	42,601	51,009	26%	✗
<b>Total Unit: Airport Operations</b>	<b>2,260,555</b>	<b>85,584</b>	<b>715,549</b>	<b>801,133</b>	<b>32%</b>	<b>✗</b>
<u>Airport Facilities</u>						
Revenues	(579,500)	(41,647)	(208,320)	(249,967)	36%	✓
Expenses	4,301,336	250,075	1,398,342	1,648,417	33%	✗
Transfer / Overhead Allocation	89,816	2,082	4,636	6,719	5%	✗
<b>Total Unit: Airport Facilities</b>	<b>3,811,652</b>	<b>210,510</b>	<b>1,194,658</b>	<b>1,405,168</b>	<b>31%</b>	<b>✗</b>
<u>Airport Administration</u>						
Revenues	(41,594)	0	99,603	99,603	-239%	✗
Expenses	4,262,342	293,255	2,032,802	2,326,057	48%	✗
Transfer / Overhead Allocation	4,428,987	368,026	1,844,731	2,212,757	42%	✗
<b>Total Unit: Airport Administration</b>	<b>8,649,735</b>	<b>661,281</b>	<b>3,977,136</b>	<b>4,638,417</b>	<b>46%</b>	<b>✗</b>
<u>Airport Commercial</u>						
Revenues	(15,377,893)	(498,985)	(5,550,232)	(6,049,217)	36%	✓
Expenses	428,074	9,061	191,337	200,398	45%	✗
Transfer / Overhead Allocation	2,122	0	2	2	0%	✗
<b>Total Unit: Airport Commercial</b>	<b>(14,947,697)</b>	<b>(489,923)</b>	<b>(5,358,893)</b>	<b>(5,848,816)</b>	<b>36%</b>	<b>✓</b>
<b>Total Section: AIRPORT</b>	<b>(225,755)</b>	<b>467,452</b>	<b>528,450</b>	<b>995,902</b>	<b>-234%</b>	<b>✗</b>

## 5. Section Statistics

### AIRPORT FACILITIES

#### Prickly Acacia

From Tuesday 23/10/2018 to Friday 26/10/2018 the RRC Pest Management Team sprayed and cut down all the Prickly Acacia trees and Rubbervine plants from the airport fence through to Nine Mile Road in Lion Creek. A team member will complete a follow up inspection in late November to assess if further work is required.

#### Hertz Office – Site BH

M&P Services delivered the new Hertz Office building. Essential services such as electricity and plumbing are currently being connected to the building and once works are completed the building will be utilised by the tenants.



### AIRPORT OPERATIONS

#### Audit and Compliance

Aviation and Maritime Security from the Department of Home Affairs conducted a Security Compliance Audit of the Airport's Visitor Issuing procedures and records. There were no deficiencies raised during the exit brief however the formal report is yet to be received. At this time, they also conducted a systems test at the Screening Point in which Contracted Screening Staff failed to identify the test piece. The Screening Contractor has completed an investigation into this occurrence and is taking appropriate action.

### AIRPORT COMMERCIAL

We are still in negotiations with the airline clients in renewing their Aeronautical Agreements for the next five years. The East West link business case is completed, from here we are sending the Business case to State Development stakeholders to try and get support to progress to presenting this to airlines.

We are also working through a Sydney – Rockhampton business case to present to airlines in the future.

An internal working group has been formed to review the Airport master plan, in doing this we will lock down development stages for Freight and commercial precincts.

There is interest from a car rental company to lease a space close to the terminal. We are working through the terms with that company and hopefully reach commercial terms early in the New Year.

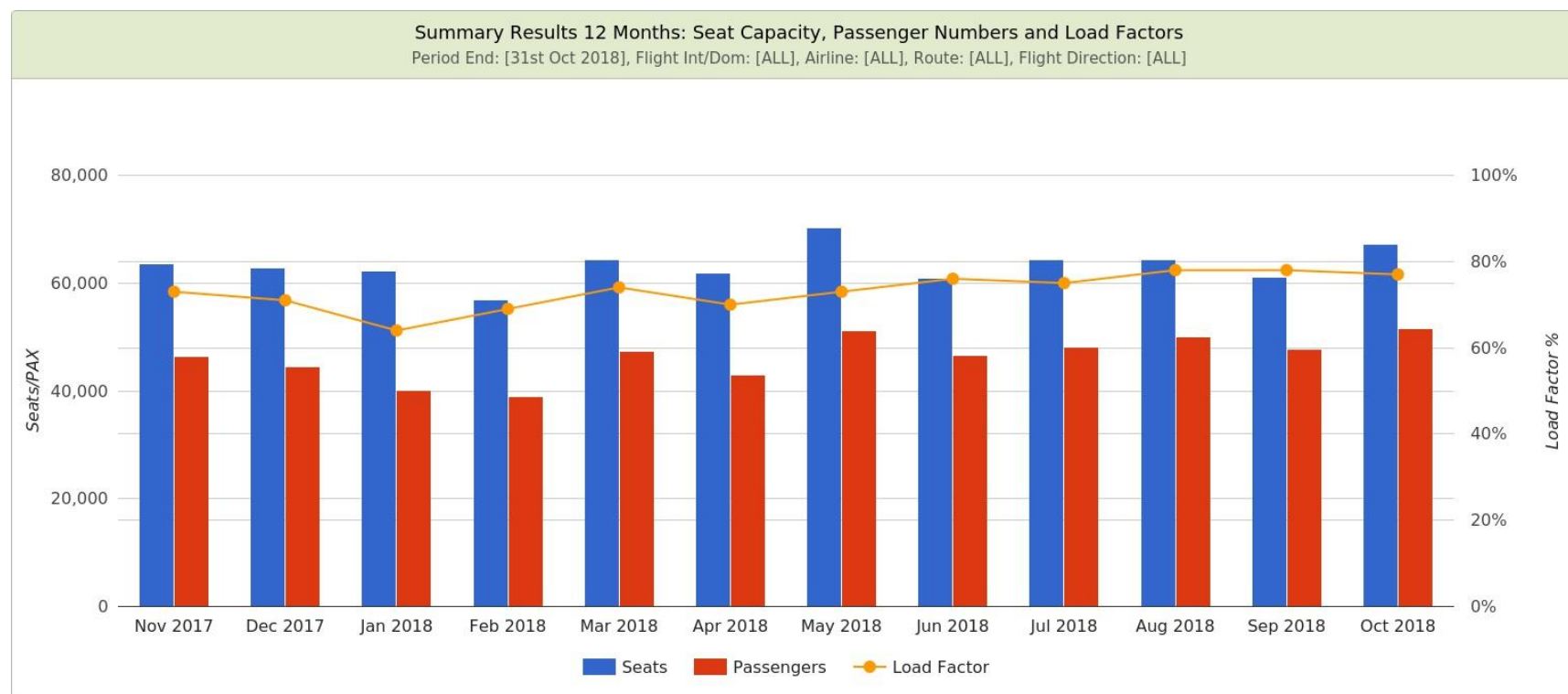
### Patient Travel Subsidy Scheme Car Park Waiver

Up to 22 November 2018, 133 vehicles had \$6,111 in car park fees waived. The total period of time these vehicles were in the Airport car parks was an average of 1.91 days per passenger.

### Passenger Numbers

Final November passenger numbers for were not available at the time of finalising the report.

From November 2017 - October 2018 Rockhampton Airport has had 4,672 international and 550,827 domestic passengers through the Airport. The annual passenger results show that overall passenger numbers were at the highest during October 2018 (51,605). These numbers were higher than May 2018 (51,164) when Beef 2018 attracted extra travellers to our region.



## **9 NOTICES OF MOTION**

Nil

**10 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.*

## **11 CLOSURE OF MEETING**