



BUSINESS ENTERPRISE COMMITTEE MEETING

AGENDA

8 JULY 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 8 July 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 printed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
1 July 2015

Next Meeting Date: 05.08.15

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)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

The Mayor, Councillor Margaret Strelow has tendered her apology and will not be in attendance.

Councillor Rose Swadling has requested a leave of absence from 5-8 July 2015 inclusive and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Business Enterprise Committee held 3 June 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: 8 July 2015

Attachment No: 1

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 Dungleison	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

03 June 2015	Rockhampton Waste Disposal Options	<p>THAT the Piggy Back Expansion of the Lakes Creek Road Landfill be adopted as the preferred medium term waste disposal option; and</p> <p>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.</p>	Robert Holmes	17/06/2015	Adopted at Ordinary Council Meeting 9 June 2015
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7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

Nil

9 STRATEGIC REPORTS

9.1 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR PERIOD 1 MAY TO 31 MAY 2015

File No: 7927

Attachments: 1. Rockhampton Regional Waste & Recycling
Operational Report May 2015

Authorising Officer: Robert Holmes - General Manager Regional Services

Author: Nigel Tuckwood - Acting Manager Waste & Recycling
Services

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the RRWR Operations report for the period ended 31 May 2015 be received.

**ROCKHAMPTON REGIONAL WASTE
AND RECYCLING OPERATIONAL
REPORT FOR PERIOD 1 MAY TO
31 MAY 2015**

**Rockhampton Regional Waste &
Recycling Operational Report May 2015**

Meeting Date: 8 July 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT**ROCKHAMPTON REGIONAL WASTE AND RECYCLING****Period Ended 31 May 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: Sign placement and advertising of closure is in place; the announced closure will come into effect 01 July. Public response to the advertising has been limited to three enquiries and one caller from Bouldercombe was concerned about the closure. Upper Ulam site has been selected and construction has commenced. Midgee Site will be remediated when closed. The new site will be a locked meshed roofed enclosure with wheelie bins located inside. Users who live adjacent to the new station have been contacted by visit and follow up letter informing them of the location of the station. Letters have been forwarded to users along adjacent roads informing them of the changes. A bulk waste collection service promoted by a letter to the users and utilising a Council rear Loader waste collection vehicle will be provided for 2 hours monthly at the sites.

Marmor: Sign placement and advertising of closure is being planned; the announced closure should commence in late May where the site will be moved to a yet to be determined site closer or in 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 3hours monthly at the site.

Gogango: Sign placement and advertising of closure is being planned; the announced closure should commence in late May where the site will be moved to a yet to be determined site closer or in 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 3hours 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 May where the site's bulk waste bins 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 3hours 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 May / June where the site's bulk waste bins will be removed and replaced with 2 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 3hours monthly at the site.

All Roadside Bin Station sites have been surveyed to collect data on users – frequency, waste type, home location etc.

All altered stations will have a person located at the site for up to 30 days to provide education on the correct use of the site and the proposed bulk waste collection service.

Cyclone Marcia – damaged wheelie bin replacement program

This program is now completed.

Contaminated mulch LCRL

All class “A” contaminated mulch has now been transferred to a permanent disposal area on site and covered with geofabric and soil cover in accordance with the disposal plan approved by WHSQ

EHP inspection Mount Morgan

An inspection (audit) was carried out at the Showgrounds Landfill; EHP confirmed by letter that during the inspection departmental officers did not observe any matters of concern or evidence to indicate a contravention of the EA or the Environmental Protection Act1994.

The Department also acknowledged RRC's proactive management approach on site.

Waste Acceptance Training

Waste Acceptance Training as required annually in the environmental authority was supplied to all landfill staff and contractors.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

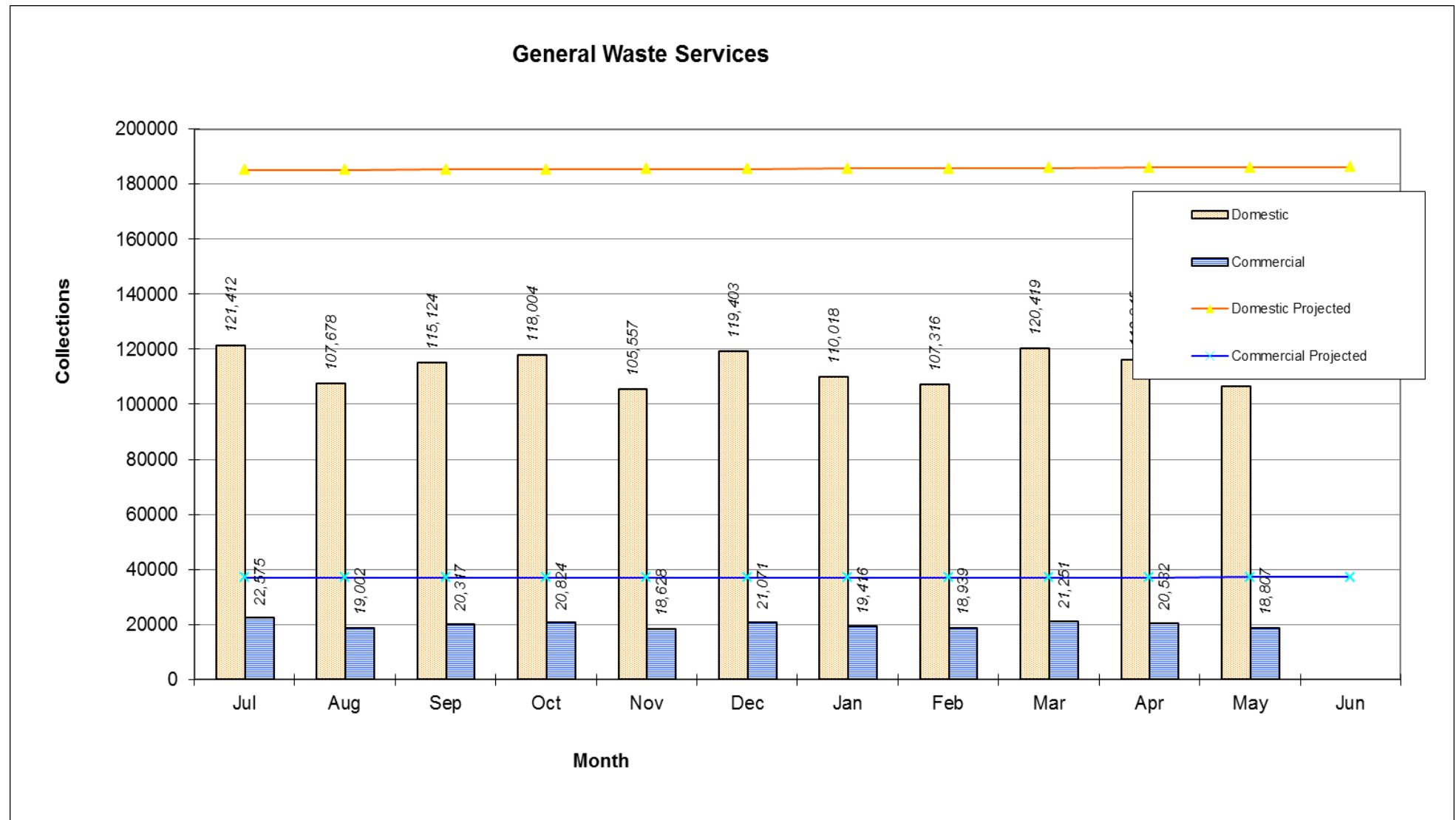
All Monthly Requests (Priority 3) RRW&R 'Traffic Light' report May 2015

	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	●	5.38	●	3.56	1.38
Additional Recycling Service (Fee applies) JJ RICH	1	1	0	0	0	0	2	●	0.00	●	1.29	●	1.70	0.75
Additional Waste Service (Fee applies) RRC	0	0	3	3	0	0	2	●	0.33	●	0.61	●	0.87	0.69
Park Bins (RRC Park/Reserve areas)	0	0	5	4	1	0	23	●	0.50	●	14.67	●	13.13	11.40
Change to Existing Bins (JJ RICHARDS)	6	6	8	8	0	0	5	●	2.50	●	1.93	●	2.44	1.87
Change to Existing Bins (RRC)	5	5	14	14	0	0	2	●	1.93	●	2.46	●	2.24	1.24
Missed Service Recycling - SAME DAY JJ RICHARDS	1	1	5	4	1	0	2	●	1.25	●	1.21	●	1.80	0.78
Missed Service Waste - SAME DAY ENQUIRY RRC	0	0	29	29	0	0	2	●	0.38	●	0.62	●	0.72	0.59
Missed Recycling Bin JJ (Not out or Truck Missed)	2	2	12	11	1	0	2	●	1.55	●	1.37	●	1.72	0.78
Missed General RRC (Bin Not Out or Truck Missed)	0	0	20	20	0	0	2	●	0.25	●	0.52	●	0.83	0.71
New (First) Bin Set Up (Domestic/Recycle & Comm)	5	5	31	27	4	0	5	●	3.74	●	3.19	●	3.24	2.36
Repair JJ Richards Recycle	0	0	5	4	1	0	5	●	2.25	●	2.33	●	3.57	1.93
Repair RRC General Waste Bin	6	6	24	19	5	0	2	●	1.00	●	1.36	●	1.42	0.94
Replacement Bin JJ (Damaged/Lost/Stolen)	2	2	14	13	1	0	5	●	3.00	●	2.67	●	3.04	2.27
Replacement Bin RRC (Damaged/Lost/Stolen)	38	37	163	159	5	0	2	●	1.23	●	1.33	●	1.30	0.87
Special Event Bins (Parks/Halls etc)	2	2	4	4	0	0	2	●	0.75	●	0.71	●	1.44	0.93
Landfills & Transfer Station - Waste Facilities	0	0	3	3	0	0	1	●	2.33	●	1.50	●	1.30	0.90
Waste and Recycling General Query	10	10	76	70	6	0	5	●	1.53	●	1.33	●	1.70	1.00
Compliment or Complaint RRC or JJ Richards	0	0	4	4	0	0	2	●	0.75	●	2.88	●	2.34	0.73

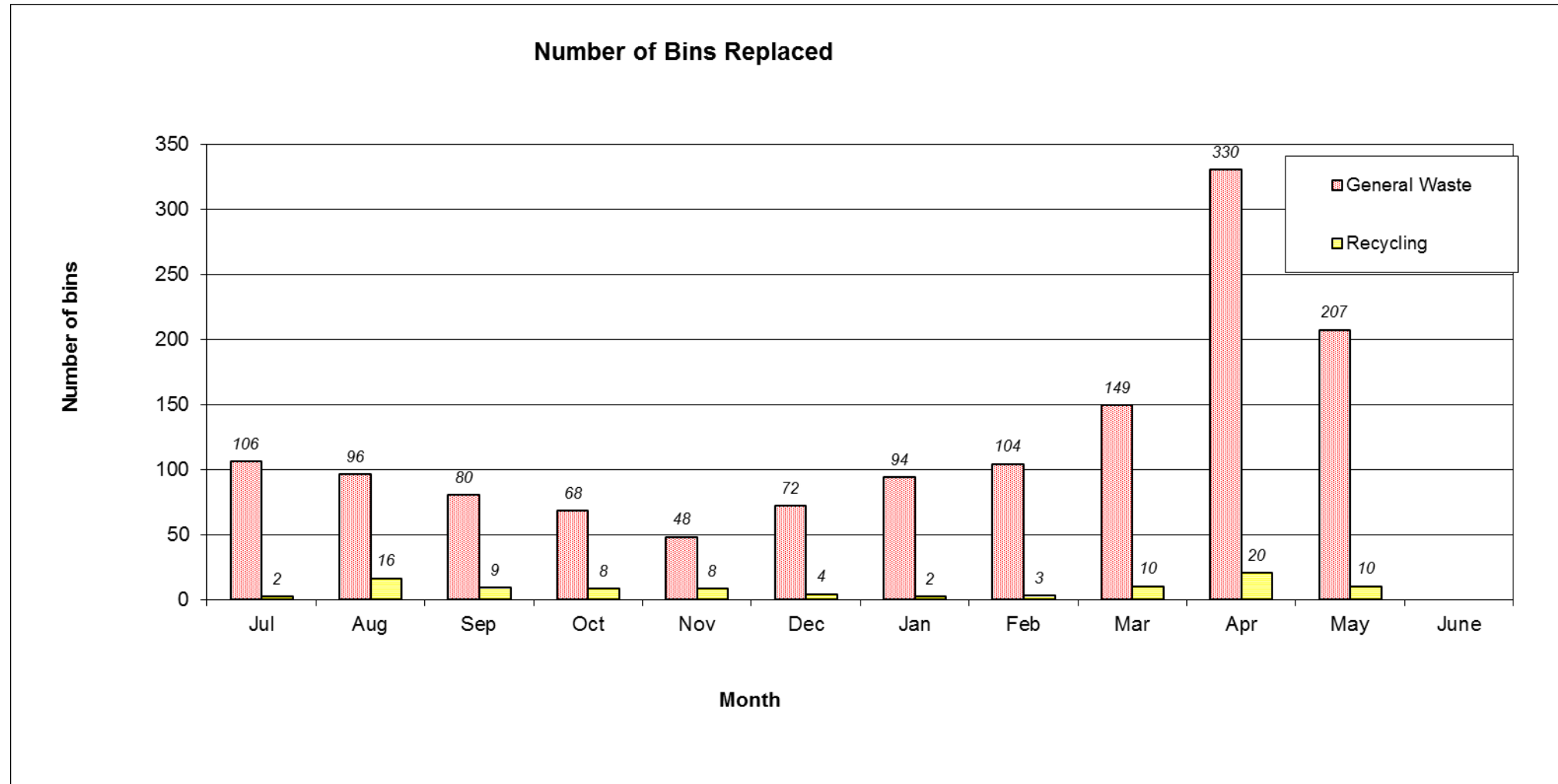
Comment: Mostly requests have been met within required time frame during the May reporting period.



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



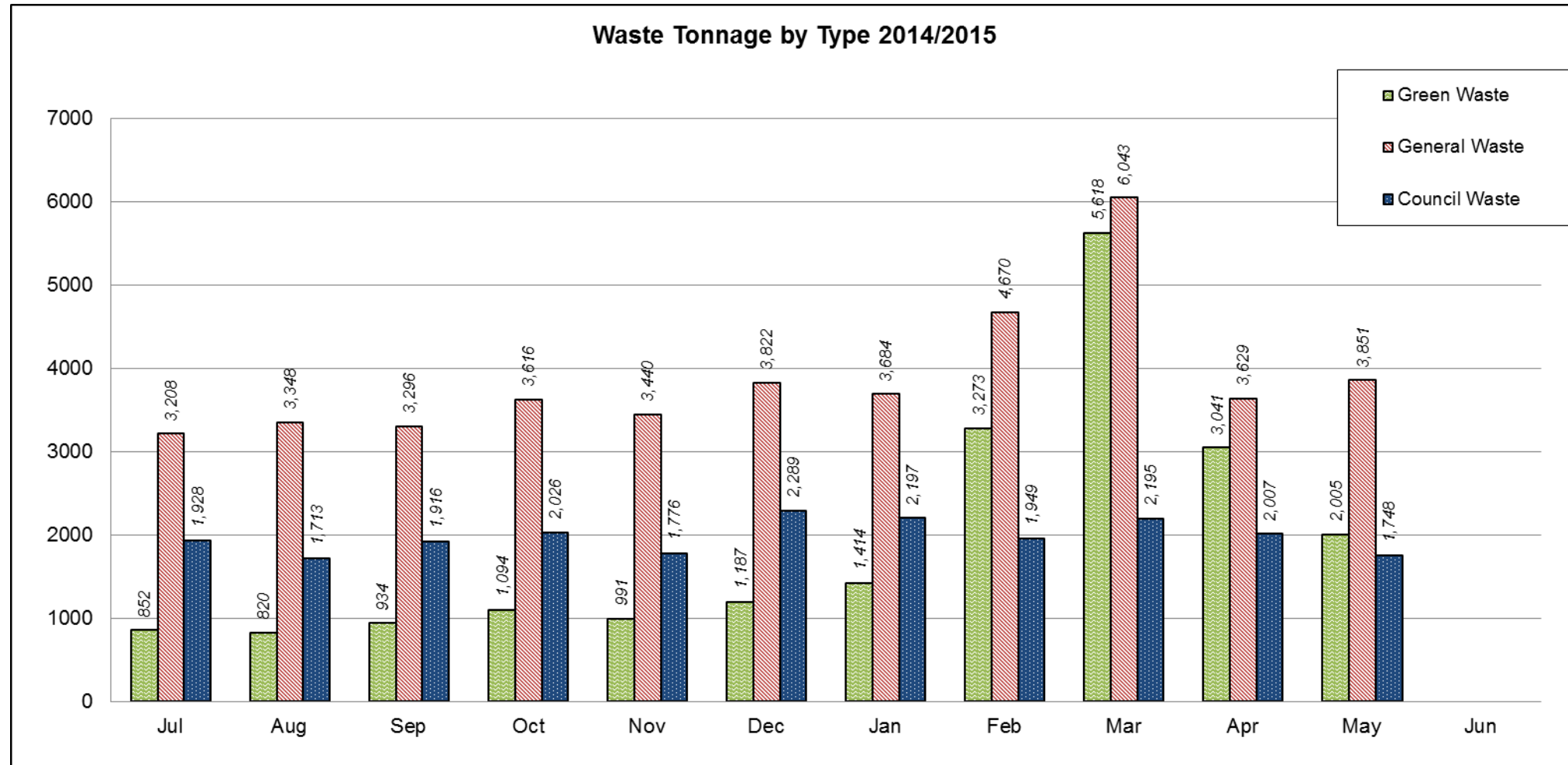
The graph above depicts the division of domestic and commercial waste collection services provided during the 2014/2015 financial year on a monthly basis.



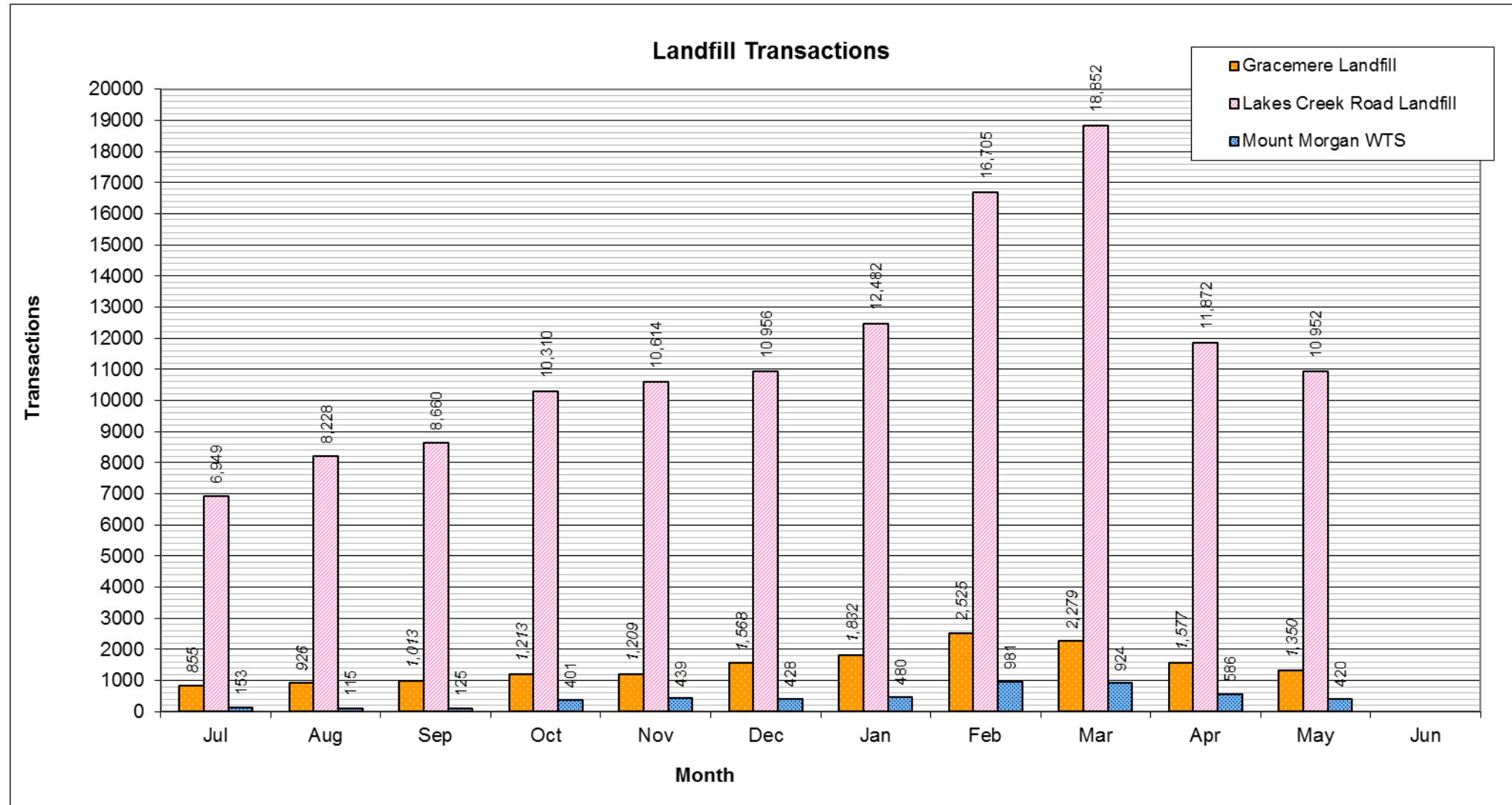
The graph above shows the number of bins replaced during the 2014/2015 financial year on a monthly basis.

Comment: General Waste:
Recycling:

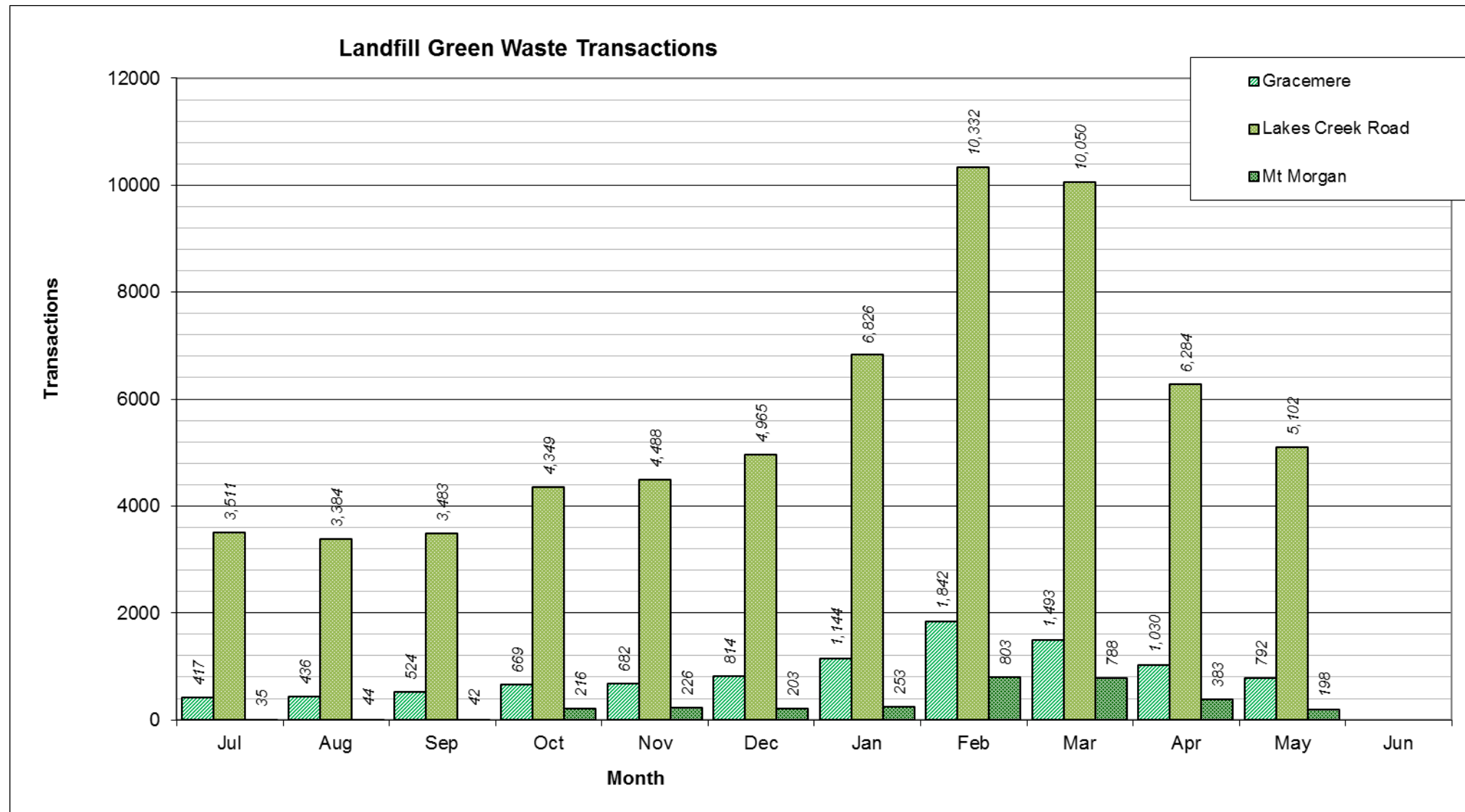
The figures is highly due ot the operation of the Cyclone Marcia wheelie bin replacment program
Recycling bin replacement is considerable less as all bins are newer than the General Waste bins and carry a lesser weight (ie “less wear and tear”).



The graph above shows 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.

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
	JANUARY	FEBRUARY	MARCH	MAY
Number of Lost Time Injuries	0	0	1	0
Number of Days Lost Due to Injury	0	0	5	0
Total Number of Incidents Reported	1	1	10	1
Number of Incomplete Hazard Inspections	0	1	0	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	Moderate 6	Nil – Risk at acceptable level	N/A	N/A	The WTS building is almost complete and work continues on the internal and external road

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community.					
Failure to locate and establish a new Landfill for the community of Rockhampton and its surrounds prior to the closure of the existing Lakes Creek Road Landfill - current closure date December 2016 which would result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused.	Moderate 6	Nil – Risk at acceptable level	N/A	N/A	The project with Gladstone Regional Council has concluded is being reviewed. The Landfill Life Extension Project for Lakes Creek Road Landfill has Planning approval. No further discussions were held with the EHP due to Cyclone related activities.
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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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	100% Calculated /by number of staff	All have been completed. Am working with one staff member to develop appropriate KPIs
Quarterly and Annual Performance Plans	30/09/14 31/12/14 31/03/15 30/06/15	50%	Presented to Council at the January meeting – adopted by Council First quarterly report for 2014/15 complete December Quarterly Report combined with the January Monthly Report and submitted to Council at the February Business Enterprise Committee Meeting
National Pollutant Inventory	30/12/15	0%	Annual reporting requirements – has been placed in the RRWR Corporate Calendar for September 2015 to be addressed
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 No work undertaken in this period due to work priorities and resources
Annual Report	30/06/15	0%	Both the Annual Report and Annual Return have been placed in the RRWR Corporate Calendar for action. In both cases EHP will forward

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Return	30/08/15	0%	the appropriate documents to Council for attention
Queensland Waste Data System	Quarterly	ongoing	Supply of waste tonnages processed through all landfills. Previous quarter report submitted – ongoing
Production of Waste Reduction and Recycling Plan (WRRP) as required under the Waste Reduction and Recycling Act	30 June	5%	Initial workshop has been held with Council prior to the Cyclone. Work has recommenced but will not be completed prior to the 30 June. A letter has been sent to EHP requesting an extension of time due to the impact of the Cyclone
Waste Facilities - EHP letter setting conditions to formal close old landfill sites – Marmor, Mt Morgan (adjacent to Showgrounds), Bouldercombe, Alton Downs	30 June	10%	Work has commenced but was halted by the impact of the Cyclone. Will attempt to complete prior to 30 June due to budget constraints expected in 15/16
Waste Facilities – asbestos management	No set date	N/A	The plans are complete and are being enacted. The last 2 sampling rounds have provided results that show no ACM in the greenwaste mulch. The plan will be reviewed in light of the 2 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
Safe Plan 2	Ongoing	ongoing	Monitored via Hazard Inspections, regular RRWR Safety Meetings and consistent highlighting at all Tool Box Meetings - ongoing

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

The following abbreviations have been used within the table below:

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ROCKHAMPTON REGIONAL WASTE & RECYCLING CAPITAL WORKS PROGRAM					
2014/ 2015					
LCRL – Remediation	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/14	30/06/15	60%	\$1,957,200	\$1,385,916
Comment: Placing rubbish on the Northern face off Stage 1. Constructing spiral drain on East and North face of Stage 1. Progressing North in Stage 2 towards the drain. Ongoing through February. No further work performed in March April due to Cyclone repair work underway					
LCRL Waste Transfer Station and related Works	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
Waste Transfer Station	29/10/12	November 2014	99%	\$1,297,610	\$1,934,328
Intersection	30/8/14	16/01/15	85%	\$692,000	\$16,017

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Queensland Rail Infrastructure	10/04/15	23/04/15	50%	\$779,000	\$870,165
Entry Road	28/11/13	9/04/15	89%	\$386,569	\$1,240,088
Comment: The above figures are for the Waste Transfer Station Building, Dean Street Intersection (including internal road works) and the rail crossing. The Waste Transfer Station building itself is complete except for commissioning and some defect repairs. The internal road component of the Dean Street Intersection has completed its preload phase and work has commenced on the intersection proper. QR are still programed to commence work in late May / June with a completion date of June 10.					
240Litre Mobil Garbage Bin (Wheelie Bin) Purchases	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	39%	\$152,389	\$58,329
Comment: With the project currently operating to replace all cyclone damaged bins under way the funds in this budget items have not been accessed.					
Gracemere Landfill – Expansion and Capping	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$228,882	\$2,144
Comment: No action this period – awaiting Council decision in regards future airspace requirements					
Waste Infrastructure Plan & Landfill Infrastructure Plan	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$1,803,534	\$309,216
Comment: Report to Council in January with recommendations to undertake some alterations at some existing stations. Cost estimates and plans are being developed for the alterations to the Laurel Bank Station and work is also progressing for the provision of Bank of Bin Stations. A request has been submitted for a Bank of bin Station in the Upper Ulan area. This is being investigated. 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					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Closure of Existing Landfill sites and landfill remediation work	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$86,436	\$0
Comment: No work this period due to Cyclone Relief being undertaken. Council is obligated to undertake limited works to close several old landfill sites prior to the 30 June. This is underway.					
Waste Facilities, fences, gates and security maintenance	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/14	30/06/15	0%	\$50,000	\$17,517
Comment: 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 91.7%

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

Report Run: 10-Jun-2015 15:29:26 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 91.7% of Year Gone
REGIONAL SERVICES							
WASTE & RECYCLING SERVICES							
<u>Waste & Recycling</u>							
Revenues	(13,121,601)	(13,931,972)	0	(12,253,337)	(12,253,337)	88% ✖	
Expenses	3,907,433	6,982,451	556,090	8,238,194	8,794,285	126% ✖	
Transfer / Overhead Allocation	2,408,778	194,695	0	91,180	91,180	47% ✔	
Total Unit: Waste & Recycling	(6,805,389)	(6,754,826)	556,090	(3,923,962)	(3,367,872)	50% ✖	
<u>Waste Collections</u>							
Revenues	(80,939)	(47,403)	0	(37,474)	(37,474)	79% ✖	
Expenses	3,604,587	3,980,249	108,233	2,792,544	2,900,778	73% ✔	
Transfer / Overhead Allocation	2,287,253	2,085,354	0	1,757,342	1,757,342	84% ✔	
Total Unit: Waste Collections	5,810,901	6,018,200	108,233	4,512,412	4,620,645	77% ✔	
<u>Waste Facilities</u>							
Revenues	(5,705,680)	(3,656,783)	0	(3,874,906)	(3,874,906)	106% ✔	
Expenses	5,443,352	3,727,835	1,147,371	3,451,012	4,598,383	123% ✖	
Transfer / Overhead Allocation	(1,089,665)	(136,964)	0	(102,958)	(102,958)	75% ✖	
Total Unit: Waste Facilities	(1,351,993)	(65,913)	1,147,371	(526,852)	620,519	-941% ✖	
Total Section: WASTE & RECYCLING SERVICES	(2,346,480)	(802,538)	1,811,695	61,597	1,873,292	-233% ✖	

All percentages are exclusive of committals unless specifically mentioned.

Operational Summary

Total Revenue is slightly below the percentage of year elapsed at 91.66%, offset by slightly higher than anticipated operating expenses of 96.40% resulting in a slight loss.

All percentages are exclusive of committals and calculated using the revised budget figures unless specifically mentioned.

Capital Summary

RRWR capital project expenditure is below the percentage of year elapsed at 86%.

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.

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

SUMMARY

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

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

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

Meeting Date: 8 July 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT

Rockhampton Airport

Period Ended 31 May 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.

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

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

VARIATIONS, ISSUES AND INNOVATIONS

The monitoring of the passengers arrivals door has been revised by providing supervision by MSS Security, which enables our Duty Safety Officers to be available to control the bird hazards more effectively on aircraft during take-off and landing.

The operational roster for the Duty Supervisors and Duty Safety Officers has been varied to enable the same coverage during operational hours Saturday, Sunday and Public holidays as now occurs Monday to Friday to provide a more consistent response to Terminal and Airside issues at all times.

Improvements / Deterioration in Levels of Services or Cost Drivers

The Northern Smoking area has been relocated away from the main entry to the terminal.

Audit and Compliance

There are no outstanding audit or compliance matters to report. The Office of Transport Security conducted a two day security compliance inspection and did not identify any non-compliance as a result.

The final planning meeting for the Rockhampton Airport Emergency Planning Committee was held in May prior to the tabletop exercise scheduled for June 2015.

The Airport Operations team met with QPS and MSS Security to discuss an increase in credit card knives retrieved at the passenger screening point.

The Airport Operations Coordinator attended the Final Planning Conference for Talisman Sabre at the Richmond Defence Base.

Projects

Airport Lighting System

Site works commenced on Stage E and J of the Airfield Ground Lighting Project. The majority of the works were conducted as day works in the closed portion of Runway 33. The works included identification of services, installation of conduit, cabling and light fittings. 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, however the project is still incomplete and further rectification works will be undertaken in the coming months.

Runway, Taxiway, Apron Overlay

Aecom finalized the preliminary report into Phase 1 of the Asphalt Coring and Subsurface Soil Investigation works that were conducted on the primary runway, associated taxiways and main apron. The next step is to work through the best options for a long term maintenance plan for the runway which will include Surface Enrichment Spray Treatments to extend the life of the asphalt pavement and major overlays to the main runway, taxiways and aprons at varying points in time.

Passenger Numbers

Domestic passenger numbers for May this year were 55,784 compared to 54,965 in May 2014. This is a 1.5% increase compared to May 2014. The increase could be attributed to the extra passengers travelling for Beef 2015.

HV Supply

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

- Short-term – Ergon Energy has confirmed that a 1.0MW 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 May 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	0	0	0	0	10	●	0.00	●	4.50	●	2.46		2.46
Airport Services General Enquiries	0	0	1	1	0	0	10	●	1.00	●	1.67	●	6.75		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		
	April	May	June
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Injuries	0	0	
Number of Completed Hazard Inspections	no inspections for April	0 (2 completed early June for May)	

Risk Management Summary

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Aircraft accident, incident or malfunction occurs within the Rockhampton airport precinct resulting in possible death or injury, financial loss, interruption to airline service delivery, damage to infrastructure and reputation damage to the airport	Moderate 6	Upgrade airport lighting system.	Stage 1: 30/6/2014 Stage 2: 30/6/2015 Stage 3: 30/6/2015	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.	30/06/2015	75 %	Due to the implementation issues in the GA area and lead time for new proxy locks the revised due date is now 30/06/2015. 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.	30/06/2015 Terminal now - 31/12/2015	80 %	Now 100% SAF & ADF long term leases now executed Architect has completed a cost effective solution. Business Enterprise meeting of 5th November the report on the Terminal redevelopment was received. It is anticipated that a review will occur in the 3 rd quarter.
Airport assets not maintained, upgraded, inspected or monitored effectively in accordance with regulatory requirements resulting in possible death or injury, reputational damage, compliance failure, reduced service delivery, WH&S fine	Moderate 6	Facility maintenance and condition assessment inspection schedules are in the process of being completed and detailed in conquest. Consultant engaged to identify critical infrastructure and to load into Conquest to ensure regular maintenance is performed.	Stage 1: 31/12/2015	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.	30/6/2015	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 June 2015.
Annual Review of Airport SMS Risk Register	April 2015	20%	
Aerodrome Manual review	April 2015	20%	
Emergency Exercise (Table Top)	June 2015	0%	Exercise will occur 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)
CAPITAL WORKS PROGRAM					
FACILITIES					
959150 – Runway Lighting System Replacement	18/12/2011	30/05/2016	<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 22 – Main power cable installed, 33 end of runway complete. 	\$4,372,805	\$4,835,855
<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 & 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	<u>Completed</u> <p>Valving has been installed.</p> <p>Valve platform and grate have been installed.</p> <p>Pumping solution – Pump has been delivered and installed.</p> <p>Commissioning and training rescheduled for early June.</p>	\$88,044	\$77,390

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
			Pump site – has been constructed and spray sealed.		
<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>WIP</p> <p>BMS software has been upgraded with graphical displays.</p> <p>RRC IT has ordered 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	Deferred	\$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>WIP</p> <p>Concept lighting design is complete.</p> <p>Switchgear and control equipment has been upgraded on 3 of 6 poles.</p> <p>Existing poles are structurally sound, pole footings require additional strengthening, proposal being developed.</p> <p>Existing power supply and</p>	\$80,102	\$28,564

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
			infrastructure is not capable of supporting additional lights and poles. Investigating alternate power supply from new ALER.		
<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	30/6/2015	<p><u>WIP</u></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 – Landside work commenced 25 May 2015. Planning Airside Works.</p> <p>Proposal to install a shorter 16 M pole next to RFDS Hangar.</p>	\$260,000	\$166,605
<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"> 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. 4. Contractor to commence works mid-May 					
1017282 – Covered areas for long Term car park equipment	01/07/2014	31/08/2014	<p><u>Completed</u></p> <p>Financials to be finalised.</p>	\$25,000	\$21,930

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
<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>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.</p>					
1020125 - Airport Screening equipment			<u>Completed</u> Project currently in defect liability period. Maintenance agreement is finalised.	\$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>					
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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
<p>Commentary:</p> <p>Installation of 24/7 monitoring and control of the air conditioning condenser water chemicals treatment. Chemical monitoring and dosing equipment to be installed in a section of ground floor office area leased to Virgin Australia.</p>					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2015	<p><u>WIP</u></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 8 July 2015.</p>	\$80,000	\$82,120
<p>Commentary:</p> <p>Credit card providers stipulated that all credit card readers need to be upgraded to read the new programmable chip technology by 31 December 2015.</p>					
959158 – Terminal Building Airside Water Main	25/09/2011	N/A	<p><u>Deferred</u></p> <p>Scope of works has been finalised, in conjunction with FRW and the Design Office.</p>	\$0	\$1,259
<p>Commentary:</p> <p>Sections of the Airport water main are constructed in asbestos cement which has been identified as a high risk of failure therefore needs to be replaced.</p>					
987719 – Refurbish Terminal Building Front Awning	N/A	N/A	<p><u>Deferred</u></p>	\$0	\$0
<p>Commentary:</p> <p>Several sections of the terminal building front awning require major repairs.</p>					
987728 – Replace/ Refurbish Air Handling Unit	01/08/2014	10/10/2014	<p><u>Completed</u></p> <p>Financial to be finalised.</p>	\$10,000	\$9,940

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
AC7					
Commentary: Condition assessment identified that AC 7 required refurbishment work to extend its working life.					
1033863 – Replace Internal & External Doors within the Terminal	Early 2015	Mid 2015	<u>WIP</u> Revising Scope to replacing Departure Gates with equivalent swinging doors. Obtaining revised quotes.	\$20,000	\$14
Commentary: Several terminal doors are showing evidence of total failure and require replacing to ensure integrity of perimeter security.					
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	\$1,032
Commentary: The terminal roof skylights are significantly deteriorated and require replacement.					
1033879 – Access Road to Workshop	N/A	N/A	<u>Deferred</u>	\$0	\$0
Commentary: The road has significantly deteriorated and requires resurfacing.					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	3 rd Quarter 2015	<u>Deferred</u> Preliminary design has been agreed. Concept design is being developed. Pricing of options being sourced.	\$100,000	\$0
Commentary: It has been identified that the terminal toilets are under capacity during peak operating hours and require redesign to increase capacity.					
987712 – Replace	Early 2015	Late 2015	<u>Deferred</u>	\$0	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
General Aviation Power Switchboards			Revised program submitted in the December revised budget. A detailed Condition and Capacity Assessment being carried out.		
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
959127– General Security Access Upgrades	Ongoing	Ongoing	<p>WIP</p> <p>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.</p>	\$116,149	\$94,959

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
<p>Commentary:</p> <p>Funds to upgrade security equipment includes the replacement of the locking system for gates at the GA Apron and military deployment areas.</p> <p>Two wireless electronic locking systems were evaluated for external gates. A product that provides a wireless extension of the existing "Cardax" system has been selected.</p>					
959142 – Ongoing Extension of All Weather Trafficable Perimeter Road	1/7/2014	N/A	<u>Deferred</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
<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	\$80,689	\$56,205

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
			multiple cameras to be installed to the apron side of the terminal.		
Commentary: Installation of CCTV Cameras and associated infrastructure.					
959145 – Repairs to Defence deployment area	Ongoing	Completed	Completed 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
Commentary: 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.					
983763 – Main Runway Resurface (Consultancy)	1/12/14	Delivery of resurface 2017 - 2019	Completed Progressive consultancy to design and complete a resurface of primary aircraft movement area pavements. Delivery of services has commenced.	\$200,000	\$112,778
Commentary: 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. This work has been brought forward and a budget amount of \$200,000 will be provided in the December review.					

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

As at period ended May 2015 – 92% of year lapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$44 481	\$34 283	77%	Completed This study is to determine the best options for a new road off Hunter Street to open up land for development and effects of the footprint of any new developments

				on the floodplain and how these can be mitigated in order for the developments to proceed. The study is progressing with input from flood modelling initially, of a local flood event.
Rockhampton Sign on Airport Walkway	\$6 015	\$5 193	86%	<p><u>Completed</u></p> <p>The previous 'Rockhampton' sign was located. It has been refurbished and installed on top of the framework of the airside walkway. All invoices have now been received and processed.</p>
Terminal Redevelopment Design and Business Case	N/A	N/A	N/A	<p><u>Completed</u></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 & Beverage and News & 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>

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%	1.5% / -5.4%
Aircraft Movements*	+1%	-15.6% / -5.7%
Bird Strikes	3 per month	3 / 41
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	1 / 9
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

FINANCIAL MATTERS



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

As At End Of May

Report Run: 09-Jun-2015 16:14:52 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 91.7% of Year Gone
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CORPORATE SERVICES

AIRPORT

Rockhampton Airport

Revenues	(12,032,028)	(11,533,590)	1,501	(10,533,827)	(10,532,326)	91%	✘
Expenses	213,971	314,655	72,687	266,780	339,467	108%	✘
Transfer / Overhead Allocation	0	0	0	1,832	1,832	0%	✘
Total Unit: Rockhampton Airport	(11,818,057)	(11,218,935)	74,188	(10,265,214)	(10,191,027)	91%	✘

Administration

Revenues	(130,384)	(102,134)	0	(102,715)	(102,715)	101%	✓
Expenses	3,761,299	3,621,445	13,384	3,397,367	3,410,751	94%	✘
Transfer / Overhead Allocation	5,338,895	5,353,839	0	4,909,868	4,909,868	92%	✘
Total Unit: Administration	8,969,810	8,873,149	13,384	8,204,519	8,217,903	93%	✘

Airport Operations

Revenues	0	0	0	(2,160)	(2,160)	0%	✓
Expenses	1,471,967	1,355,237	14,422	1,233,255	1,247,677	92%	✘
Transfer / Overhead Allocation	99,935	85,000	0	89,165	89,165	105%	✘
Total Unit: Airport Operations	1,571,902	1,440,237	14,422	1,320,260	1,334,681	93%	✘

Airport Commercial

Revenues	(1,500,172)	(1,463,408)	0	(1,352,606)	(1,352,606)	92%	✓
Expenses	4,092	0	0	0	0	0%	✓
Total Unit: Airport Commercial	(1,496,080)	(1,463,408)	0	(1,352,606)	(1,352,606)	92%	✓

Airport Facilities

Revenues	(2,444,500)	(2,420,247)	0	(2,210,464)	(2,210,464)	91%	✘
Expenses	5,074,345	4,661,619	563,805	3,793,990	4,357,795	93%	✘
Transfer / Overhead Allocation	142,580	127,584	0	67,992	67,992	53%	✓
Total Unit: Airport Facilities	2,772,425	2,368,956	563,805	1,651,518	2,215,323	94%	✘

Total Section: AIRPORT	1	(0)	665,799	(441,524)	224,275		
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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 May 2014

Percentage of Year Elapsed 91.67% ✓

		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
		\$		\$	\$	\$	\$	%
CP640 CAPITAL CONTROL AERO								
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 Aviation	50,000	116,149	116,149	14,178	80,781	94,959	12%
0959133	0959133 [U] RPT Apron Lighting	0	80,102	80,102	0	28,564	28,564	0%
0959135	0959135 [N] GA Apron Lighting	0	50,827	260,000	133,684	32,920	166,605	263%
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	1,876,172	2,959,683	4,835,855	57%
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	71,570	41,208	112,778	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%
TOTAL CP640 CAPITAL CONTROL AERO		2,764,090	4,387,325	5,127,545	2,186,337	3,143,156	5,329,493	50%
CP650 CAPITAL CONTROL NON AERO								
0580951	0580951 Rockhampton Airport Terminal redevelopme	0	1,609	0	4,680	12,593	17,273	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	14,010	24,821	38,831	26%
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	13,189	43,015	56,205	16%
0987693	0987693 [U] Improve Terminal Access for People w	20,000	59,562	0	0	0	0	0%
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	9,940	0	9,940	99%
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	14	0	14	0%
1033866	1033866 [R] Terminal Roof Skylights	30,000	30,000	30,000	1,032	0	1,032	3%
1033879	1033879 [U] Access road to Workshop	42,400	42,400	0	0	0	0	0%
TOTAL CP650 CAPITAL CONTROL NON AERO		317,400	647,303	477,435	84,952	162,549	247,502	13%
TOTAL CAPITAL EXPENDITURE		3,081,490	5,034,628	5,604,980	2,271,289	3,305,706	5,576,994	45%

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 Rockhampton Airport - General Aviation Fees

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 ROCKHAMPTON AIRPORT - GENERAL AVIATION FEES

File No: 7816

Attachments:

1. Email Regarding Airport Landing Fees
Rockhampton Airport
2. Airport Charge Rates Summary

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

General Manager Corporate Services reporting on Rockhampton Airport - general aviation fees.

14 CLOSURE OF MEETING