



# **BUSINESS ENTERPRISE COMMITTEE MEETING**

## **AGENDA**

**7 OCTOBER 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 7 October 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**  
29 September 2015

Next Meeting Date: 04.11.15

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Rose Swadling is on leave of absence from 29 September 2015 to 14 October 2015

**4 CONFIRMATION OF MINUTES**

Minutes of the Business Enterprise Committee held 2 September 2015

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

## **6 BUSINESS OUTSTANDING**

### **6.1 BUSINESS OUTSTANDING TABLE FOR BUSINESS ENTERPRISE COMMITTEE**

**File No:** 10097

**Attachments:** 1. **Business Outstanding Table for Business Enterprise Committee**

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### **SUMMARY**

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Business Enterprise Committee is presented for Councillors information.*

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

THAT the Business Outstanding Table for the Business Enterprise Committee be received.

# **BUSINESS OUTSTANDING TABLE FOR BUSINESS ENTERPRISE COMMITTEE**

## **Business Outstanding Table for Business Enterprise Committee**

**Meeting Date: 7 October 2015**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
08 April 2015	Corporate Services Department - Rockhampton Airport - Monthly Operations and Annual Performance Plan Report	THAT the Corporate Services Departmental Operations and Annual Performance Plan Report for the Rockhampton Airport as at 28 February 2015 be "received".  THAT a report come back to the Committee regarding the Rockhampton sign at the Airport with appropriate options.	Sarah Reeves	22/04/2015	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

Nil

## **9 STRATEGIC REPORTS**

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

**File No:** 7927

**Attachments:** 1. Airport Monthly Operations & Annual  
Performance Plan Report

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Ross Cheesman - General Manager Corporate Services

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#### **SUMMARY**

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

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

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

**Meeting Date: 7 October 2015**

**Attachment No: 1**

## MONTHLY OPERATIONS REPORT

### Rockhampton Airport

Period Ended 31 August 2015

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#### OBJECTIVES

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

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

The Facilities team are investigating the Building Management System capability to regulate the terminal building internal temperature (based on external ambient temperature) to reduce power consumption, improve the comfort of the general public, improve monitoring of the air conditioner chiller unit and remotely read electronic power meters.

#### *Audit and Compliance*

There are no outstanding audit or compliance matters to report.

The Office of Transport Security scheduled a four day security audit for early September.

Planning for Exercise Wallaby 2015 continued throughout August with a site meeting attended by several Singapore Defence personnel. Military aircraft, personnel and equipment associated with the exercise will start arriving in September.

#### *Projects*

##### Airport Lighting System

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

Rectification works were scheduled to commence on the Pit and Duct stage of the airfield lighting replacement project in March, however the project is still incomplete and further rectification works will be undertaken in the coming months.

##### Runway, Taxiway, Apron Overlay

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

The trial areas continue to be monitored through visual inspections and periodic friction testing. The final report is expected to be received in September. A final report will be received shortly and presented to committee.

##### Airport Master Plan

Consultation continued throughout August with the consultant appointed to develop the Airport Master Plan.

***Passenger Numbers***

Domestic passenger numbers for August this year were 51,464 compared to 55,532 in August 2014.

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

Airport Facilities with the Asset and Conquest teams are in the process of implementing asset inspections, using Conquest. Planning continues to present preventative and corrective maintenance process walk-throughs once an asset inspection is implemented.

***HV Supply***

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

- Short-term – Ergon Energy has confirmed that a 1000MW connection is available rather than the previous 800MW, to be validated in six months.
- Mid-term – Major Customer Connection application process has been initiated and Ergon Energy has confirmed they have commenced the planning process. Purchase order has been issued for this work. Ergon Energy has included the connection of the AGL generator as an additional element of this activity.

***Terminal Precinct***

The Facilities team are working with the Operations team to install additional electronic security access points within the terminal building.

Preparatory work for the introduction of JetGo services is progressing.

The Departure Lounge disability toilet auto-door has been replaced with a more robust option.

***General Aviation Precinct***

Construction of the new hanger on Lease BP, owned by Mandalay Two Pty Ltd, has commenced.

Work continues to allow Correctional Services to operate in the General Aviation precinct.

## LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for August 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	1	1	0	0	10	● 1.00	● 1.80	● 3.67	3.67
Airport Services General Enquiries	0	0	0	0	0	0	10	● 0.00	● 2.00	● 6.29	6.29

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

### ***Safety Statistics***

The safety statistics for the reporting period are:

	FOURTH QUARTER		
	July	August	September
<b>Number of Lost Time Injuries</b>	0	0	
<b>Number of Days Lost Due to Injury</b>	0	0	
<b>Total Number of Injuries</b>	0	0	
<b>Number of Completed Hazard Inspections</b>	n/a	4	

### ***Risk Management Summary***

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Aircraft accident, incident or malfunction occurs within the Rockhampton airport precinct resulting in possible death or injury, financial loss, interruption to airline service delivery, damage to infrastructure and reputation damage to the airport	Moderate 6	Upgrade airport lighting system.	Stage 1: 30/6/2014  Stage 2: 30/6/2015  Stage 3: 31/12/2015	80%	Now 100% Stage 1 ALER complete and main runway transformers replaced to improve circuit reliability from zero MΩ to 0.17MΩ bas at December 2014. Stage 2 Pit & Duct completed mid November 2014 Stage 3 commenced mid-February 2015.
Security breach or threat at the airport resulting in possible death or injury, reputation damage to the airport, additional costs, disruption to airline services due to airport closure, infrastructure damage, fines in relation to a regulatory breach	Moderate 6	Replace hard key system on all gates and access points with proximity card electronic card system so lost cards can have access withdrawn.	31/12/2015	80%	Due to the implementation issues in the GA area and lead time for new proxy locks the revised due date is now 31/12/2015. High risk gates in Main apron installed Awaiting new licences for additional locks in GA area.



Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Airport revenue decreases over a sustained period resulting in the airport performance KPI's not being met, budgetary impacts, reduced availability of funds for capital programs.	Moderate 5	Provide new lease agreements with Singaporeans and Australian Defence worth \$1.4mill  Redevelop the airport terminal to increase retail revenue.	30/06/2014  Terminal now - 1/07/2018	80%	Now 100% SAF & ADF long term leases now executed Architect has completed a cost effective solution.  Business Enterprise meeting of 5th November the report on the Terminal redevelopment was received. It is anticipated that a review will occur in the 3 <sup>rd</sup> 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.  Upgrade of RPT and GA Apron flood lighting to meet LUX standards.	Stage 1: 30/6/2015  30/06/2016	80%	Main Runway condition re-assessment by AECOM completed and recommendations included in 10 yr Capex program.  HV capacity evaluation being progressed with Ergon Energy for medium and long term  Chilled water system capacity improved with better control system and new heat exchange units  High Risk Fire Hydrant Systems now completed  Air-conditioning condition report completed.  HV Transformers condition evaluation completed.  Roads pavement condition assessment completed  Airport Council owned buildings condition assessment completed and priority 1 defects being addressed.  FRW has undertaken condition report on

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
					mains water and replacement of priority section completed final section in capex program
1. Lack of a Business Continuity Plan to provide viable options for the airport to continue to operate or offer alternate air travel arrangements for the public 2. Natural disasters, Fire, Flood, Cyclones, Earthquake, Storm 3. IT or Communications failures 4. Aircraft crash on airport.	High 4	Develop a contingency plan for reduced or ceased terminal operation capacity and ensure all planning is integrated into any whole of council planning for business continuity management.	31/12/2015	50%	An outline of a proposed Continuity plan has been developed and will be further refined to identify contingency plans that are in place and need to be developed. Learnings of the recent TC Marcia will be incorporated

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

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Review of Airport Security Risk Register	July 2014	100%	Revised and to be presented to the Airport Security Committee on 8 September 2015
Annual Review of Airport SMS Risk Register	April 2015	40%	The initial scan of the Risk Register has been performed and a meeting scheduled for 8 October 2015 to finalise.
Aerodrome Manual review	April 2015	75%	Manual being reviewed to incorporate new lighting project components and overall content critique.
Annual Airport Electrical Inspection	November 2015	0%	
Annual Airport Technical Inspection	November 2015	0%	
Annual Runway Friction Testing	January 2016	0%	
Emergency Exercise (Table Top)	May 2016	0%	

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

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
959150 – Runway Lighting System Replacement	18/12/2011	31/12/2015	<u>WIP</u> <ul style="list-style-type: none"> <li>Stage 1 – Practical completion issued 24 April 2014. List of final defects being repaired.</li> <li>Stage 2 – Practical completion has been issued. List of defects being repaired.</li> <li>Stage 3 – Work has progressed up to week 36 – Installation of generator and fibre cable routes.</li> </ul>	\$1,766,863	\$1,741,235
<p>Commentary:</p> <p>Approval has been provided by Council resolution for \$1.56 million to be brought forward and the budget to be amended during the December 2014 revision.</p> <p>Strategy has been developed to complete this project over a four to five year period.</p> <p>Major Projects are managing this project; please refer to the Major Projects Monthly Report for more detail.</p> <p>Stage 1 – Airfield Lighting Equipment Room (ALER) – Construction of a new ALER to house the electrical and control equipment associated with the new Aeronautical Ground Lighting System (AGL).</p> <p>Stage 2 - Pit &amp; Duct Network for Main Runway and Taxiways – Installation of the electrical pit and duct network to house the main electrical and control wiring network associated with the new AGL System.</p> <p>Stage 3 - AGL System for Main Runway and Taxiways – Installation of the electrical and control equipment and network, including light fittings, for the new AGL System. This stage also includes the installation of the standby generator set required to support the new AGL System.</p>					
987680 – Enhance the functionality of the Airport Building Management	19/12/2013	Ongoing	<u>WIP</u> <p>RRC IT is planning installation of additional IT hardware required to expand connectivity.</p> <p>Investigating system</p>	\$30,000	\$4,580

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
System software			capability to regulate Terminal Building Internal Temperature (based on external ambient temperature) to reduce power consumption and improve general public comfort, improve monitoring of the A/C Chiller Unit and remotely read electronic power meters.		
<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		\$30,000	\$0
<p>Commentary:</p> <p>Implementation of systems and equipment that will assist people with disabilities to access the Airport Terminal building and facilities.</p>					
959133 – RPT Apron Lighting	29/08/2013	N/A	<p><b>WIP</b></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 infrastructure is not</p>	\$50,000	\$31,759

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
			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	30/09/2015	<p><b><u>WIP</u></b></p> <p>Concept lighting design complete.</p> <p>Lighting design revised due to proposed shortening of cross-runway, Runway 04/22.</p> <p>Installation of lights associated with the RFDS lease extension is in the final stages.</p>	\$105,473	\$105,473
<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 August budget review.</p> <p>RFDS Element:</p> <ol style="list-style-type: none"> <li>1. Installation of Pole 2 and removal of existing pole if front of the RFDS Lease</li> <li>2. Installation of Pole 1 next to Peace hangar.</li> <li>3. Installation of Pole 3 footing next to RFDS hangar.</li> </ol>					
987682 – Replace various Airport IT Systems Software and Hardware	N/A	N/A	<p><b><u>WIP</u></b></p> <p>Flight Information Display System (FIDS) Upgrade was reallocated to this project from Capital Project – 987685. Minor commissioning issues being resolved.</p>	\$21,039	\$0
<p>Commentary:</p> <p>This includes the upgrade of the software and monitors of the FIDS system.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2015	<u><b>Complete</b></u> The CBA preferred card reader provider cannot deliver the required equipment. CBA advised that CDS have capability to install certified equipment.  EMV equipment has been ordered at a value of \$82,000. Implementation plan being developed, estimated completion date 31 July 2015.	\$82,261	\$82,261
Commentary: Credit card providers stipulated that all credit card readers need to be upgraded to read the new programmable chip technology by 31 December 2015. Additional funds in December budget review.					
1033863 – Replace Internal & External Doors within the Terminal	Early 2015	Early 2016	<u><b>WIP</b></u> Planning to replace Departure Gate 1 Door as a trail of other Departure Gate Doors.	\$20,000	\$4,476
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><b>WIP</b></u> Installing alternate sheeting as a trial, cost savings with material, installation and 25 year warranty.	\$28,927	\$0
Commentary: The terminal roof skylights are significantly deteriorated and require replacement.					
987694 – Refurbish Terminal	Early 2015	N/A	<u><b>Deferred</b></u> Preliminary design has been agreed.	\$80,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
Concourse Toilets			Concept design is being developed.  Pricing of options being sourced.		
<p>Commentary:</p> <p>It has been identified that the terminal toilets are under capacity during peak operating hours and require redesign to increase capacity.</p>					
987712 – Replace General Aviation Power Switchboards	Early 2015	June 2016	A detailed condition and capacity assessment being carried out.	\$70,000	\$0
<p>Commentary:</p> <p>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>					
1047109 – Replace existing storage-workshop-office-lunchroom Rose (Lease BD)	Sept 15	June 16	<u><b>WIP</b></u> Currently developing scope of work for building annex.	\$30,000	\$0
<p>Commentary:</p> <p>The office/storage area for the Aeroworx complex requires replacement. The first stage of redevelopment will be building an additional annex adjacent to the current Aeroworx hangar/workshop.</p>					
987926 – Upgrade terminal standby power generator	Sept 15	June 16	<u><b>WIP</b></u> Load surveys and system testing are currently being conducted to assist in the development of the scope of works for the replacement generator.	\$565,000	\$0
<p>Commentary:</p> <p>The essential load on our current stand by generator exceeds its capacity. The new generator will meet the required capacity and allow for future growth of the Airport Terminal Precinct. The replacement generator</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
will be part of our business continuity plan for the Airport.					
959095 – Crescent Lagoon Area Storm Water Management	08/08/2013	30/09/2015	<u><b>WIP</b></u> On-site training was conducted late July.  Some minor commissioning issues being resolved.	\$8,000	\$2,727
Commentary: 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.					
959127– General Security Access Upgrades	Ongoing	Ongoing	<u><b>WIP</b></u> Initial installation of equipment has been completed but could not be finalised due to withdrawal from sale of the electronic padlocks. Supply of the padlocks has resumed allowing this project to be finalised. Electronic padlocks for Gate 1 and 1A have been installed. This will provide enhanced access control for emergency services and defence force deployments. Additional padlocks for the GA and RPT Apron areas have been received. A “Hotspot” reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area.	\$70,000	\$70,433



Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
<p>Commentary:</p> <p>Funds to upgrade security equipment includes the replacement of the locking system for gates at the GA Apron and military deployment areas.</p> <p>Two wireless electronic locking systems were evaluated for external gates. A product that provides a wireless extension of the existing "Cardax" system has been selected.</p>					
987685 – Renewal of Aviation Security Infrastructure	Ongoing	Ongoing	<p><b><u>WIP</u></b></p> <p>Recurring annual provision to upgrade and replace systems. A review of CCTV coverage is underway to determine the most appropriate areas for further coverage. A control unit has been installed in the Departure Gate area to provide capacity for multiple cameras to be installed to the apron side of the terminal.</p>	\$55,314	\$12,440
<p>Commentary:</p> <p>A complete review is being undertaken of the CCTV, Car Park and Cardax access systems to achieve better coverage of critical areas on airport and in the Terminal precinct.</p> <p>Recurring annual project. Installation of CCTV cameras and associated infrastructure.</p>					
983763 – Main Runway Resurface (Consultancy)	1/12/14	Delivery of resurface 2017 - 2019	<p><b><u>Completed</u></b></p> <p>Progressive consultancy to design and complete a resurface of primary aircraft movement area pavements. Delivery of services has commenced.</p>	\$291,298	\$86,832
<p>Commentary:</p> <p>A considerable area of high strength, heavy asphalt surface will require renewal. The assistance of a specialist consultant will minimise the capital, and in service operational risk associated with delivery of this project. The current engagement will also provide a closer estimate of the capital required to complete the project.</p>					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FACILITIES</b>					
987727 – Terminal master planning and reconfiguration	Late 2015	TBA	1. Seek a suitably qualified architect to assist with the terminal building master plan. 2. Document and cost new terminal layout. 3. Develop business case for capital to carryout the reconfiguration and renewal of the terminal. 4. Construct new terminal.	\$250,000	\$77,600
Commentary:  The internal layout of the terminal building needs to be updated to reflect the change in market conditions and contemporary airport management practices. This project will allow this to take place.					

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

As at period ended August 2015 – 8.33% of year lapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$47 916	\$34 284	72%	<b><u>Completed</u></b> This study is to determine the best options for a new road off Hunter Street to open up land for development and effects of the footprint of any new developments on the floodplain and how these can be mitigated in order for the developments to proceed. The study is progressing with input from flood modelling initially, of a local flood event. This project is yet to proceed further.

## 5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

### Non-Financial Performance Targets & Required Outcomes

#### Required Outcomes compared for the same period in 2014/2015

	Monthly Target	Result
		Monthly / Full Year
Passenger Numbers	+1%	-7.3% / -5.5%
Aircraft Movements*	+1%	-8.2% / -8.2%
Bird Strikes	3 per month	3 / 5
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	1 / 0
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

#### 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 valued at \$42,000 for the financial year.

## FINANCIAL MATTERS



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

As At End Of August 2015

Report Run: 10-Sep-2015 10:15:11 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	16.7% of Year Gone
<b>CORPORATE SERVICES</b>						
<b>AIRPORT</b>						
<i>Airport Operations</i>						
Revenues	0	0	(2,006)	(2,006)	0%	✓
Expenses	2,173,754	584,348	479,002	1,063,350	22%	✗
Transfer / Overhead Allocation	146,750	0	20,049	20,049	14%	✓
<b>Total Unit: Airport Operations</b>	<b>2,320,504</b>	<b>584,348</b>	<b>497,045</b>	<b>1,087,393</b>	<b>21%</b>	<b>✗</b>
<i>Airport Facilities</i>						
Revenues	(630,270)	0	(67,693)	(67,693)	11%	✗
Expenses	4,379,126	443,547	175,633	619,180	4%	✓
Transfer / Overhead Allocation	88,000	0	2,297	2,297	3%	✓
<b>Total Unit: Airport Facilities</b>	<b>3,836,856</b>	<b>443,547</b>	<b>110,237</b>	<b>553,784</b>	<b>3%</b>	<b>✓</b>
<i>Airport Administration</i>						
Revenues	(30,000)	0	(15,680)	(15,680)	52%	✓
Expenses	3,634,427	320,568	767,127	1,087,695	21%	✗
Transfer / Overhead Allocation	5,342,586	0	889,448	889,448	17%	✓
<b>Total Unit: Airport Administration</b>	<b>8,947,073</b>	<b>320,568</b>	<b>1,640,894</b>	<b>1,967,463</b>	<b>18%</b>	<b>✗</b>
<i>Airport Commercial</i>						
Revenues	(15,457,634)	4,520	(2,470,783)	(2,466,263)	16%	✗
Expenses	353,261	25,297	17,478	42,775	5%	✓
Transfer / Overhead Allocation	0	0	848	848	0%	✗
<b>Total Unit: Airport Commercial</b>	<b>(15,104,373)</b>	<b>29,817</b>	<b>(2,452,458)</b>	<b>(2,422,641)</b>	<b>16%</b>	<b>✗</b>
<b>Total Section: AIRPORT</b>	<b>0</b>	<b>1,378,281</b>	<b>(204,281)</b>	<b>1,174,000</b>		



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

Percentage of Year Elapsed: 16.67%

		12 Month Adopted Budget \$	Adopted inc Carry Forward	YTD Actuals \$	Committals \$	Total YTD Actuals (inc committals) \$	% of YTD Actuals (excl committals) to Total Budget %
<b>CP640 CAPITAL CONTROL AERO</b>							
0959095	0959095 Crescent Lagoon Area Storm Water Managem	0	8,000	0	2,727	2,727	0%
0959127	0959127 [N] Security Upgrades to General Aviatio	0	70,000	0	70,433	70,433	0%
0959133	0959133 [U] RPT Apron Lighting	0	50,000	7,850	24,109	31,759	0%
0959135	0959135 [N] GA Apron Lighting	0	105,473	0	105,473	105,473	0%
0959150	0959150 [R] Runway Lighting Power Distribution a	500,000	1,766,863	226,097	1,515,138	1,741,235	45%
0959158	0959158 [R] Terminal Building Airside Water Main	0	0	0	0	0	0%
0983763	0983763 [R] Main Runway Resurface	200,000	291,298	0	86,832	86,832	0%
0984590	0984590 Runway Sweeper Assembly	0	9,000	0	0	0	0%
0987712	0987712 [R] Replace General Aviation Power Switc	70,000	70,000	0	0	0	0%
	<b>TOTAL CP640 CAPITAL CONTROL AERO</b>	<b>770,000</b>	<b>2,370,634</b>	<b>233,747</b>	<b>1,804,712</b>	<b>2,038,459</b>	<b>30%</b>
<b>CP650 CAPITAL CONTROL NON AERO</b>							
0987680	0987680 [R] Enhance the Functionality of the Air	20,000	30,000	0	4,580	4,580	0%
0987682	0987682 [R] Replace various Airport IT Systems S	0	21,039	0	0	0	0%
0987685	0987685 [R] Renewal of aviation security infrast	0	55,314	12,185	255	12,440	0%
0987693	0987693 [U] Improve Terminal Access for People w	60,000	60,000	0	0	0	0%
0987694	0987694 [R] Refurbish Terminal Toilets	0	80,000	0	0	0	0%
0987727	0987727 [U] Terminal master planning and reconfi	250,000	250,000	0	77,600	77,600	0%
1023540	1023540 [U] Europay MasterCard Visa - Compliance	0	82,261	82,261	0	82,261	0%
1033863	1033863 [N] Replace internal & external doors Te	0	20,000	0	4,476	4,476	0%
1033866	1033866 [R] Terminal Roof Skylights	0	28,927	0	0	0	0%
1047109	1047109 [R] Replace existing storage-workshop-of	30,000	30,000	0	0	0	0%
	<b>TOTAL CP650 CAPITAL CONTROL NON AERO</b>	<b>360,000</b>	<b>657,541</b>	<b>94,446</b>	<b>86,911</b>	<b>181,357</b>	<b>26%</b>
<b>CP660 Capital Control Aero/Non-Aero</b>							
0987926	0987926 [R] Upgrade Terminal Standby Power Gener	565,000	565,000	0	0	0	0%
	<b>TOTAL CP660 Capital Control Aero/Non-Aero</b>	<b>565,000</b>	<b>565,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,695,000</b>	<b>3,593,175</b>	<b>328,194</b>	<b>1,891,623</b>	<b>2,219,817</b>	<b>19%</b>

**9.2 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT FOR PERIOD 1 AUGUST TO 31 AUGUST 2015****File No: 7927****Attachments: 1. RRWR Operational Report August 2015****Authorising Officer: Robert Holmes - General Manager Regional Services****Author: Craig Dunglison - Manager RRWR**

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

THAT the RRWR Operations report for the August 2015 period be received.

**ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING MONTHLY  
OPERATIONS AND ANNUAL  
PERFORMANCE PLAN REPORT  
FOR PERIOD 1 AUGUST TO  
31 AUGUST 2015**

**RRWR Operational Report August 2015**

**Meeting Date: 7 October 2015**

**Attachment No: 1**

**Attachment 1**

***Rockhampton Regional Waste & Recycling Monthly Operations And Annual Performance Plan Report***

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**MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT**

**ROCKHAMPTON REGIONAL WASTE AND RECYCLING**

**Period Ended 31 August 2015**

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**VARIATIONS, ISSUES AND INNOVATIONS**

Nil



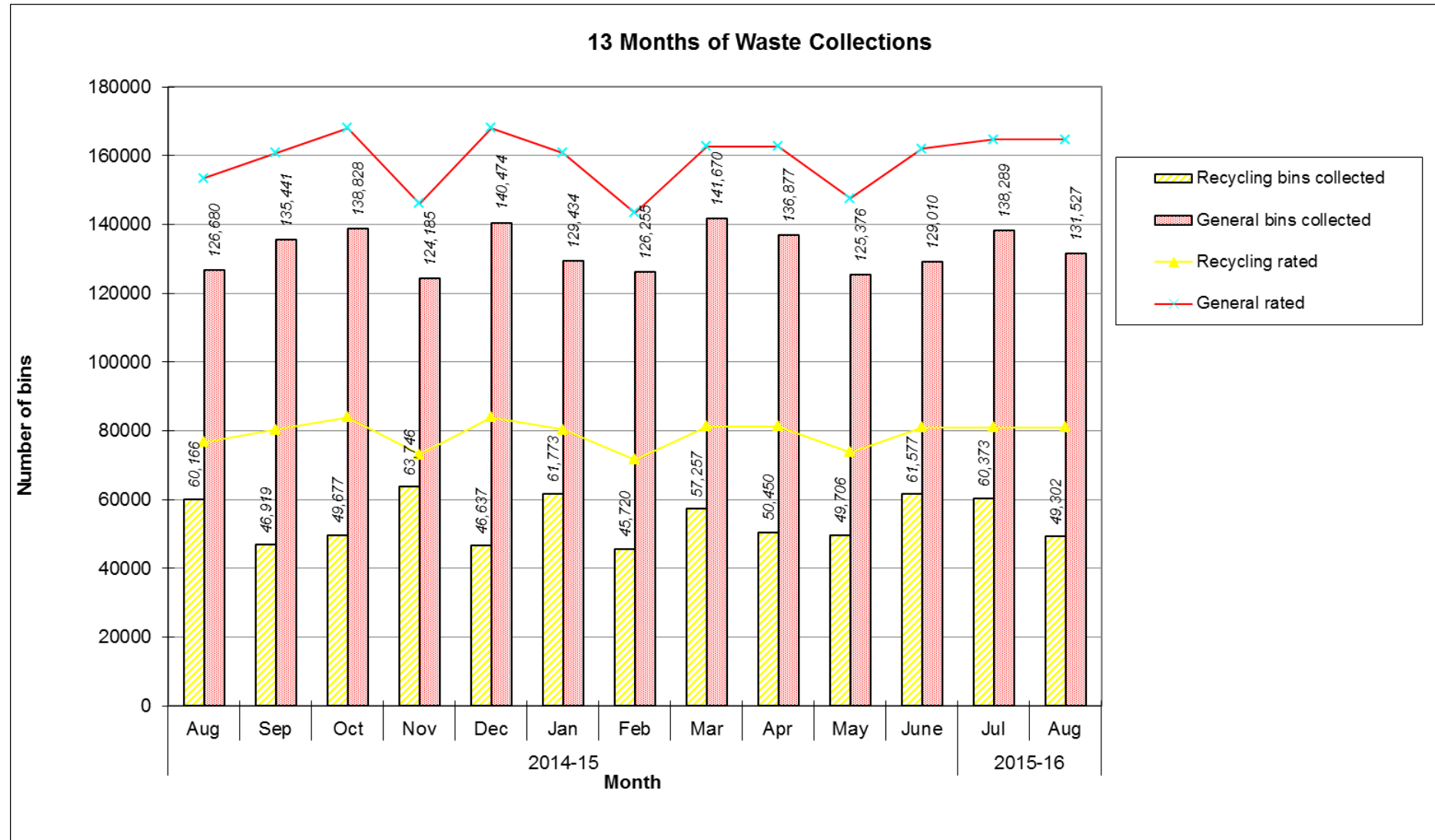
## LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

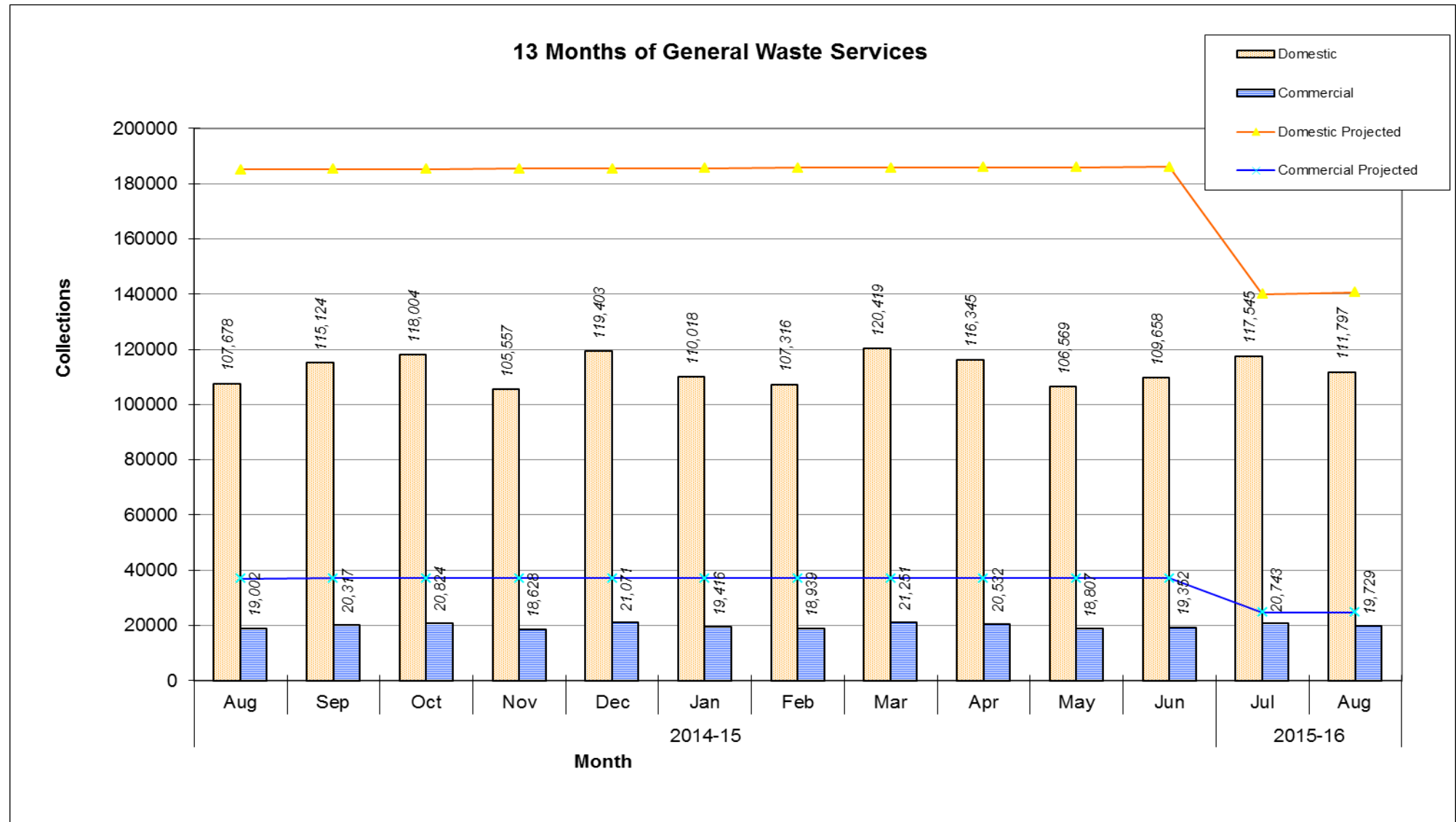
## All Monthly Requests (Priority 3) RRW&R 'Traffic Light' report August 2015

	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	1	1	0	0	10	● 0.00	● 0.33	● 3.41	1.36
Additional Recycling Service (Fee applies) JJ RICH	0	0	2	2	0	0	2	● 0.00	● 0.50	● 0.91	0.50
Additional Waste Service (Fee applies) RRC	0	0	5	4	1	0	2	● 1.25	● 1.19	● 1.04	0.56
Park Bins (RRC Park/Reserve areas)	1	0	3	3	1	0	23	● 0.67	● 0.88	● 8.04	6.81
Change to Existing Bins (JJ RICHARDS)	0	0	19	16	3	0	5	● 1.19	● 1.54	● 1.92	1.34
Change to Existing Bins (RRC)	1	1	21	17	4	0	2	● 2.24	● 2.03	● 2.25	1.12
Missed Service Recycling - SAME DAY JJ RICHARDS	1	1	26	23	3	0	2	● 0.83	● 1.18	● 1.33	0.64
Missed Service Waste - SAME DAY ENQUIRY RRC	2	2	42	42	0	0	2	● 0.86	● 0.56	● 0.65	0.49
Missed Recycling Bin JJ (Not out or Truck Missed)	3	3	58	53	5	0	2	● 1.04	● 5.15	● 3.78	4.78
Missed General RRC (Bin Not Out or Truck Missed)	0	0	46	45	1	0	2	● 0.71	● 0.50	● 0.65	0.51
New ( First) Bin Set Up (Domestic/Recycle & Comm)	4	4	15	10	5	0	5	● 3.10	● 2.95	● 3.08	2.22
Repair JJ Richards Recycle	0	0	0	0	0	0	5	● 0.00	● 2.81	● 3.27	2.00
Repair RRC General Waste Bin	1	1	15	14	1	0	2	● 1.36	● 1.44	● 1.39	0.80
Replacement Bin JJ (Damaged/Lost/Stolen)	5	5	16	14	2	0	5	● 2.64	● 2.56	● 2.81	1.97
Replacement Bin RRC (Damaged/Lost/Stolen)	13	12	66	59	8	0	2	● 1.41	● 1.46	● 1.38	0.91
Special Event Bins (Parks/Halls etc)	0	0	2	2	0	0	2	● 1.50	● 1.20	● 1.56	0.70
Landfills & Transfer Station - Waste Facilities	0	0	3	3	0	0	1	● 0.00	● 1.11	● 1.14	0.73
Waste and Recycling General Query	5	5	33	26	7	1	5	● 1.19	● 1.45	● 1.81	1.05
Compliment or Complaint RRC or JJ Richards	0	0	8	7	1	0	2	● 0.86	● 2.41	● 2.05	0.50

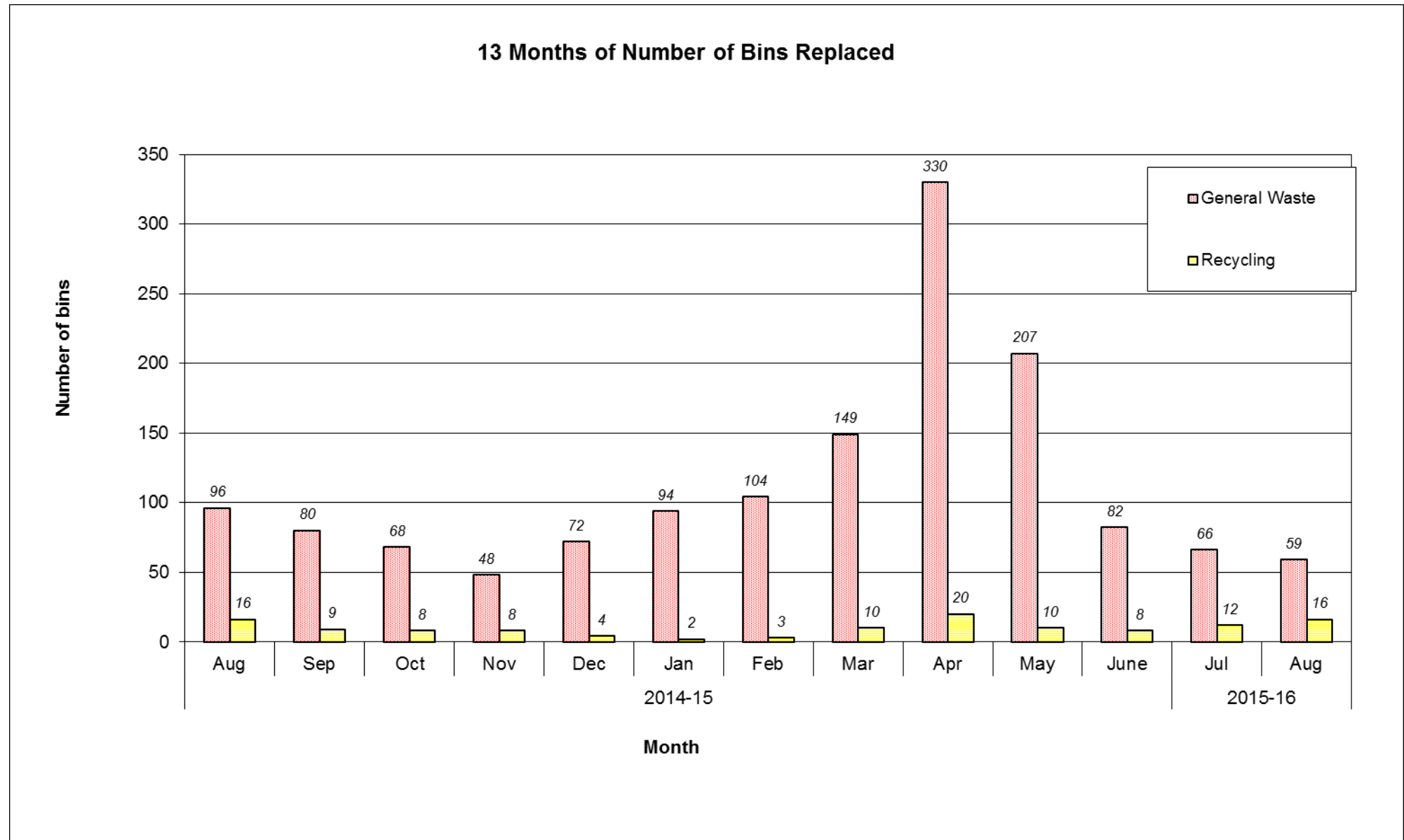
Comment: Nil



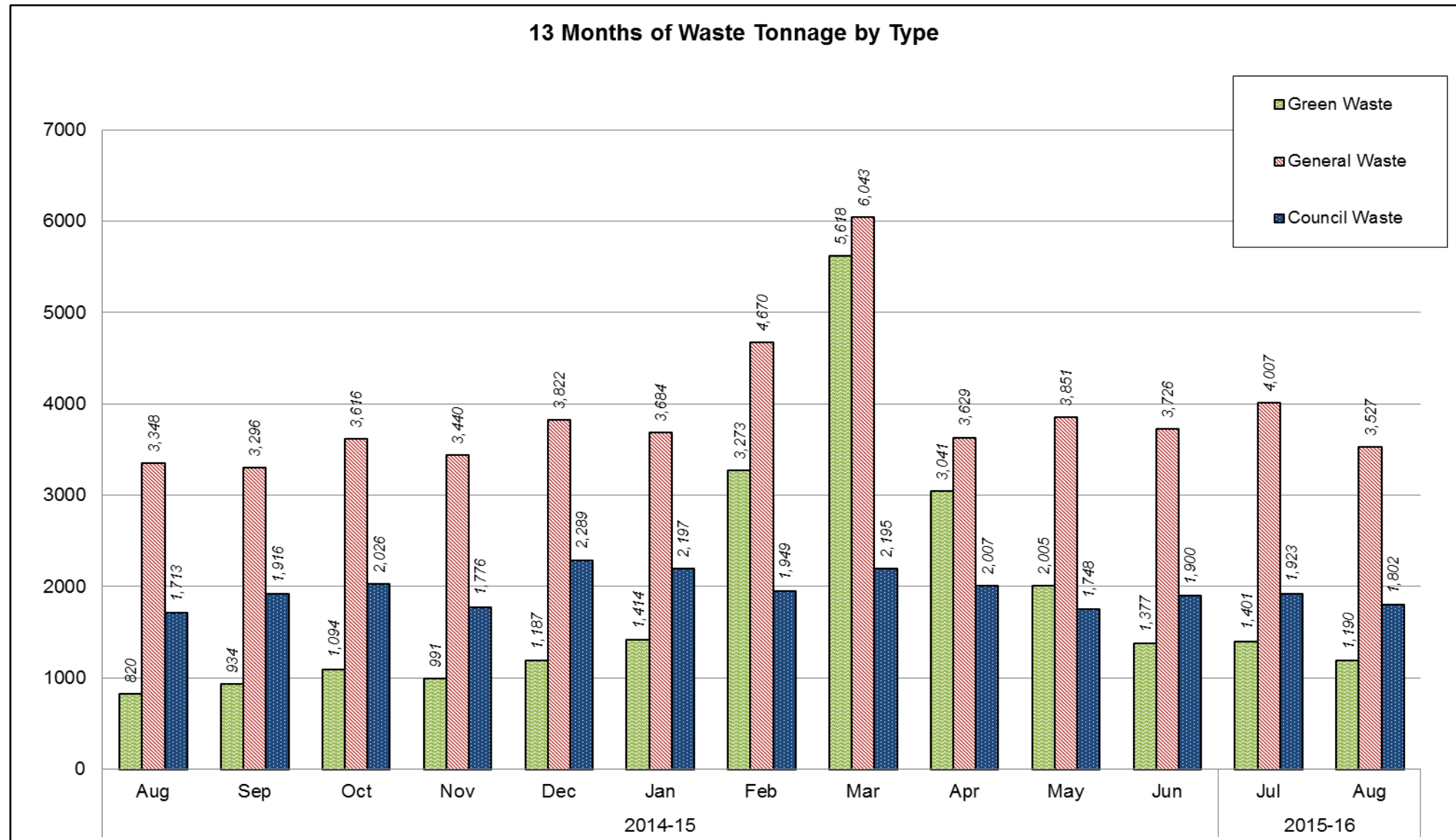
The graphs above shows the number of General Waste and Recycling bins serviced on a monthly basis during the past 13 month period.



*The graphs above depicts the division of domestic and commercial waste collection services on a monthly basis during the past 13 month period.*

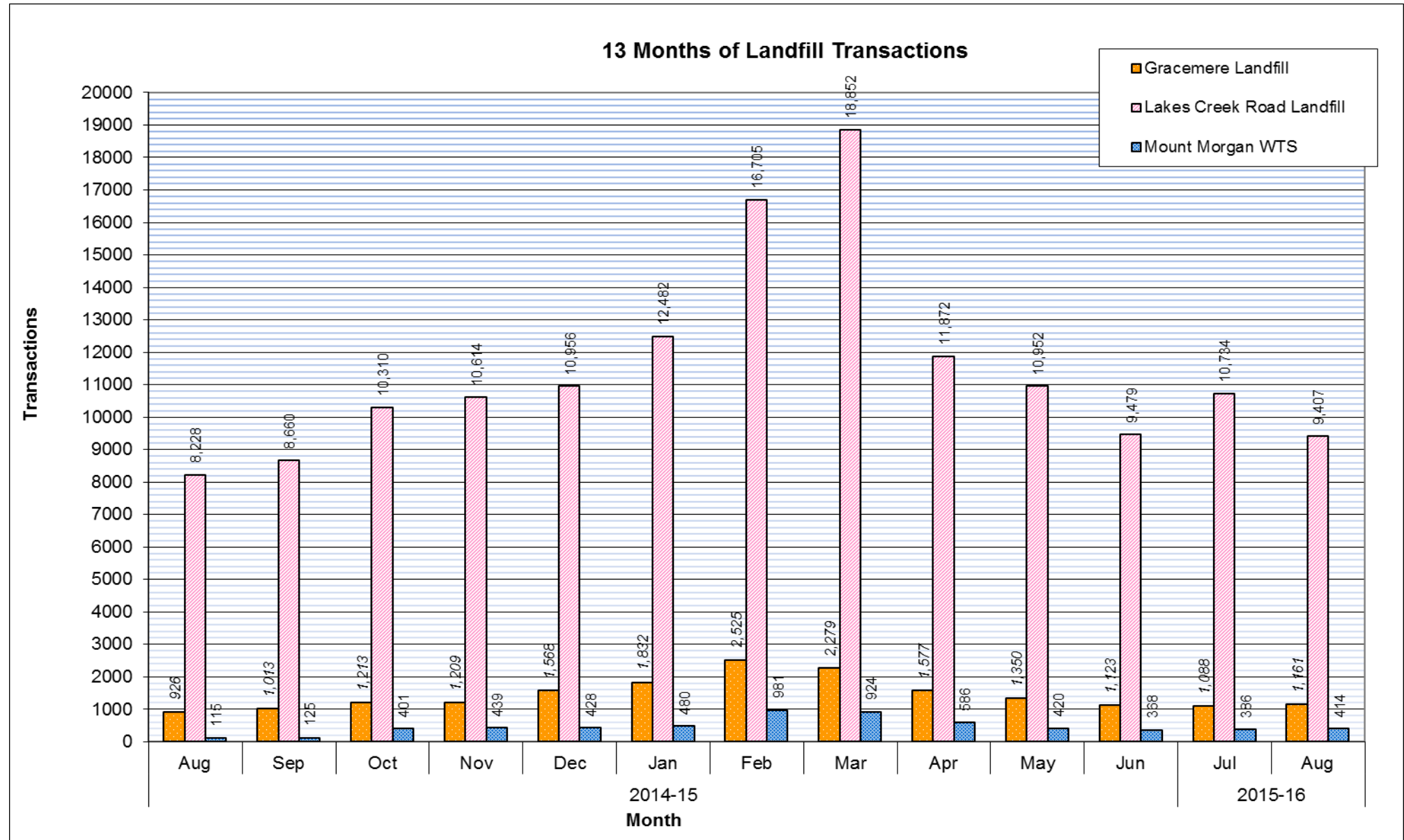


*The graph above shows the number of wheelie bins replaced on a monthly basis during the past 13 month period.*

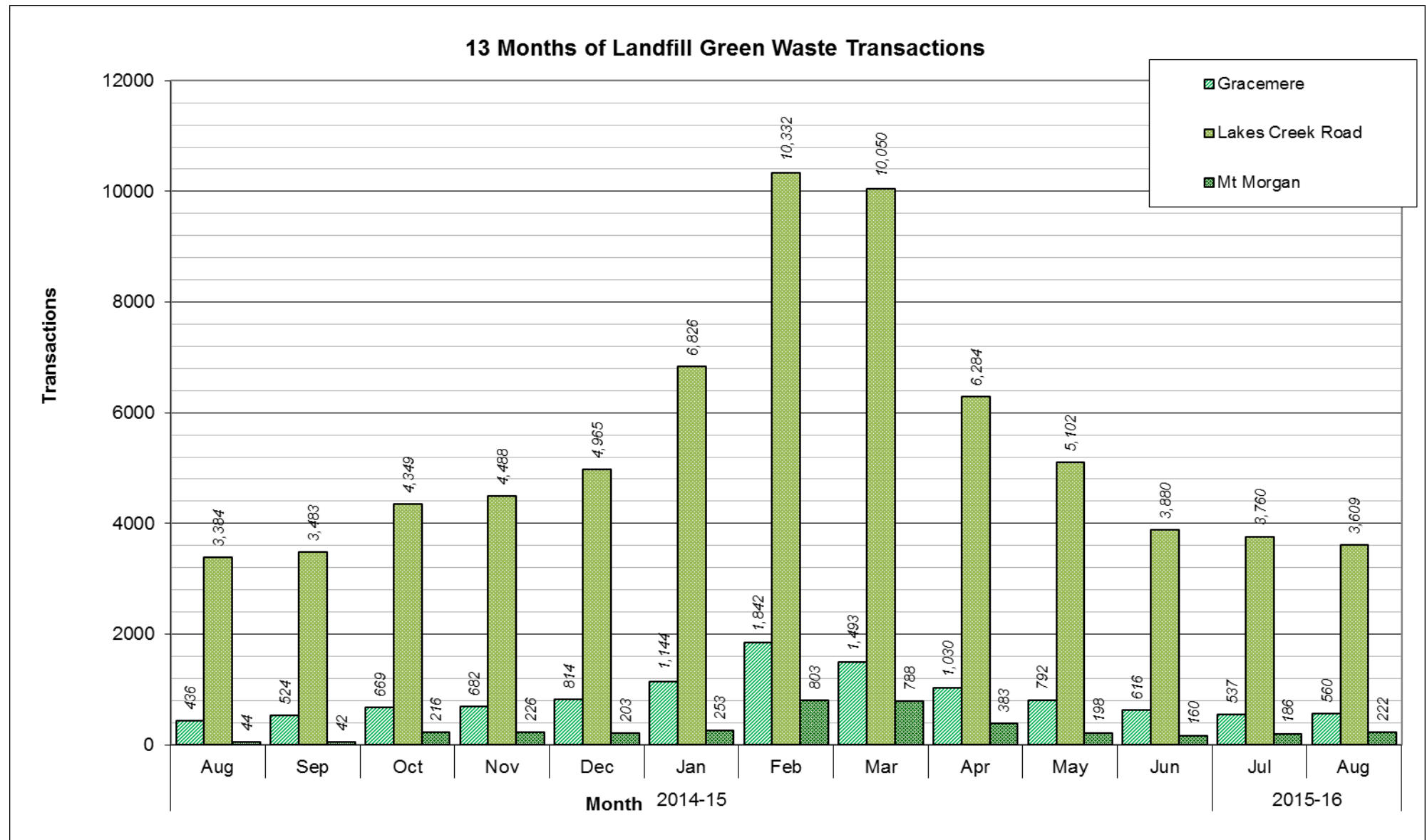


*The graphs above show waste tonnage by waste types accepted at all facilities on a monthly basis during the past 13 month period.*





*The graphs above show the number of transactions to landfill facilities on a monthly basis during the past 13 month period.*



*The graphs above shows the number of Green Waste Transactions accepted at facilities with electronic record keeping capabilities on a monthly basis during the past 13 month period.*

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

The safety statistics for the reporting period are:

	LAST QUARTER			THIS REPORTING PERIOD
	APRIL	MAY	JUNE	AUGUST
<b>Number of Lost Time Injuries</b>	0	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0	15
<b>Total Number of Incidents Reported</b>	0	0	0	2
<b>Number of Incomplete Hazard Inspections</b>	5	1	7	0



**Risk Management Summary**

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to construct & have operational the Waste Transport Station (WTS), including off site haulage at Lakes Creek Road Landfill, by December 2016 which may result in the community of Rockhampton and its surrounds not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community	Moderate 6	Nil – Risk at acceptable level	31/8/15	N/A	The WTS building is complete and is still in commissioning phase and some safety and warranty issues are still being resolved.
Failure to locate and establish a new Landfill for the community of Rockhampton and its surrounds prior to the closure of the existing Lakes Creek Road Landfill - current closure date December 2016 which would result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused.	Moderate 6	Commenced with Lakes Creek Landfill Augmentation option.	N/A	N/A	The Lakes Creek Landfill Augmentation Project has Planning approval. Discussions with EHP are underway but there is some confusion as all current EAs for all landfills and closed landfills are being reviewed at the same time. The approval for the Augmentation Project is being separated out so as it can advance.
Loss of a major waste management facility due to a natural or man-made disaster, i.e. flood, storm damage, discovery	Low 7	Nil	N/A	N/A	Work is continuing on the development of a basic

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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.					disaster management plan based upon lessons learned from the February event.
Failure to adequately fund and support Council's asset system which may result in financial loss through increased maintenance costs and service delivery disruptions.	Low 7	Nil	N/A	N/A	Nil work this period

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

Legislative Compliance Matter	Due Date	% Completed	Comments
Overdue performance reviews	Various	Calculated /by number of staff	Performance overviews will be completed upon return of the Manager from leave.
Quarterly and Annual Performance Plans	30/09/14 31/12/14 31/03/15 30/06/15	100%	June Quarterly Report combined with the July Monthly Report.
National Pollutant Inventory	30/12/15	100%	Annual reporting has been completed and will be submitted in July 2015
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

Legislative Compliance Matter	Due Date	% Completed	Comments
Annual Report	30/06/15	100%	Both the Annual Report and Annual Return have been completed and will be submitted in July 2015.  Supply of waste tonnages processed through all landfills. June quarterly report completed and submitted – ongoing.
Annual Return	30/08/15	100%	
Queensland Waste Data System	Quarterly	ongoing	
Production of Waste Reduction and Recycling Plan (WRRP) as required under the Waste Reduction and Recycling Act		80%	A draft WRRP has been prepared and some amendments are underway. Council has an extension to the 31 December to complete the Plan and submit it to EHP for approval.
Waste Facilities - EHP letter setting conditions to formal close old landfill sites – Marmor, Mt Morgan (adjacent to Showgrounds), Bouldercombe, Alton Downs		60%	Work has commenced on the formal closure of the landfills.
Waste Facilities – asbestos management	No set date	Ongoing	A simplified process has been developed due to 2 cycles of asbestos free mulch occurring. The roll out of this process from Lakes Creek road Landfill to the other sites has not yet commenced.
Fatigue Management	Ongoing	ongoing	Managed via the use of timesheet monitoring, and Wastedge - ongoing
RiskWare	Ongoing	ongoing	Monitored via Hazard Inspections, regular RRWR Safety Meetings and consistent highlighting at all Tool Box Meetings - ongoing

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

The following abbreviations have been used within the table below:

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>ROCKHAMPTON REGIONAL WASTE &amp; RECYCLING CAPITAL WORKS PROGRAM</b>					
<b>2015/2016</b>					
<b>LCRL – Remediation</b>	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/15	30/06/16	5%	\$1,400,00	\$333,843
<b>Comment:</b> Nil					
<b>LCRL WTS and related Works</b>	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
<b>WTS</b>	29/10/12	September 2015	99%	\$280,000	\$583,234
<b>Comment:</b> The above figures are for the Waste Transfer Station Building, Dean Street Intersection (including internal road works) and the rail crossing. The Waste Transfer Station building itself is complete except for commissioning and some defect repairs. The new access road and Dean Street Intersection has been completed. The over expenditure is due to additional invoices from QR - \$278,140 and unplanned internal road works to permit ease of access for the vehicle transporting waste to the now on site landfill - \$154,851.					
<b>LCRL Augmentation</b>	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/15	30/06/16	0%	\$1,220,000	\$19,900
<b>Comment:</b> Nil					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>240Litre Mobile Garbage Bin (Wheelie Bin) Purchases</b>	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
	01/07/15	30/06/16	0%	\$100,000	\$0
<b>Comment:</b>					

#### 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 30 June 2015

**6. FINANCIAL MATTERS**

Percentage of year elapsed 16.7%

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

Report Run: 11-Sep-2015 08:54:09 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	16.7% of Year Gone
<b>REGIONAL SERVICES</b>							

**WASTE & RECYCLING SERVICES**RRWR Waste Operations

Revenues	(4,870,421)	0	0	(919,824)	(919,824)	19%	✓
Expenses	4,301,410	0	2,043,257	558,705	2,601,962	60%	✗
Transfer / Overhead Allocation	(390,160)	0	0	(72,474)	(72,474)	19%	✓
<b>Total Unit: RRWR Waste Operations</b>	<b>(959,172)</b>	<b>0</b>	<b>2,043,257</b>	<b>(433,592)</b>	<b>1,609,665</b>	<b>-168%</b>	<b>✗</b>

RRWR Collections

Revenues	(86,336)	0	0	(25,089)	(25,089)	29%	✓
Expenses	3,844,767	0	25,001	419,293	444,295	12%	✓
Transfer / Overhead Allocation	2,115,325	0	0	341,278	341,278	16%	✓
<b>Total Unit: RRWR Collections</b>	<b>5,873,756</b>	<b>0</b>	<b>25,001</b>	<b>735,483</b>	<b>760,484</b>	<b>13%</b>	<b>✓</b>

RRWR Management

Revenues	(13,966,228)	0	0	(6,670,551)	(6,670,551)	48%	✓
Expenses	3,584,766	0	71,275	327,364	398,639	11%	✓
Transfer / Overhead Allocation	2,463,773	0	0	373,153	373,153	15%	✓
<b>Total Unit: RRWR Management</b>	<b>(7,917,688)</b>	<b>0</b>	<b>71,275</b>	<b>(5,970,034)</b>	<b>(5,898,759)</b>	<b>75%</b>	<b>✓</b>

<b>Total Section: WASTE &amp; RECYCLING SERVICES</b>	<b>(3,003,104)</b>	<b>0</b>	<b>2,139,533</b>	<b>(5,668,144)</b>	<b>(3,528,610)</b>	<b>117%</b>	<b>✓</b>
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All percentages are exclusive of committals unless specifically mentioned.

**Operational Summary**

Total Revenue is currently at 40.24% due to the first rating cycle for the financial year having been processed, while operating expenses are slightly under the percentage of year elapsed at 12.23% when committals are excluded.

**Capital Summary**

RRWR capital project expenditure is above the percentage of year elapsed at 34.43%. When committals are included for works yet to be completed this equates to 40.63%

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

## **10 NOTICES OF MOTION**

Nil



**11 URGENT BUSINESS/QUESTIONS**

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

## **12 CLOSURE OF MEETING**