



BUSINESS ENTERPRISE COMMITTEE MEETING

AGENDA

4 NOVEMBER 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 4 November 2015 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "R. [unclear]", is positioned above the typed name of the Acting Chief Executive Officer.

ACTING CHIEF EXECUTIVE OFFICER
27 October 2015

Next Meeting Date: 02.12.15

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 R A Swadling

In Attendance:

Mr R Holmes – General Manager Regional Services (Executive Officer)
Mr E Pardon – Chief Executive Officer
Ms T Sweeney – Acting 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 Greg Belz has been granted leave of absence from 3-5 November 2015 inclusive.

4 CONFIRMATION OF MINUTES

Minutes of the Business Enterprise Committee held 7 October 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: Robert Holmes - Acting Chief Executive Officer

Author: Robert Holmes - Acting 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: 4 November 2015

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
05 November 2014	Compost Trial	THAT this matter be further investigated having regard for the waste options currently being considered by Council and test the market for the operation.	Craig Dungleison	19/11/2014	Mr Alexander has supplied a business plan. Nugrow has also supplied information and costings about the services they can supply to Council. Both sets of information will be supplied and assessed. A report will be put to Council as soon as practical. This has been delayed due to the impact of Cyclone Marcia.
03 December 2014	Letter Of Concern From A Mount Morgan Resident In Regards To A Council Waste Facility	THAT correspondence be sent to the resident as detailed in this report.	Craig Dungleison	17/12/2014	Letter has been written and delivered to the resident as per the Council direction. The resident is happy with Council's response. Work to tidy and beautify the waste facility has commenced. This work did cease through the month of March due to the impact of Cyclone Marcia. The resident was contacted during this period and they are still happy with Council's response and understand the delay caused by the Cyclone.

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
04 February 2015	Waste Infrastructure Plan Update	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; 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; 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; 4. THAT the Ridgeland, Bushley, Westwood, and Bajool Roadside Bin Station sites be maintained under the current operating regime through the 2015/2016 year. 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.	Craig Dunglison	18/02/2015	No action due to Cyclone Marcia impact. Will recommence this work early April.

08 April 2015	Corporate Services Department - Rockhampton Airport - Monthly Operations and Annual Performance Plan Report	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	Discussions at the last Council meeting were unclear as to whether a further report is now required.
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7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 WASTE REDUCTION AND RECYCLING PLAN - REQUEST FOR COUNCILLOR WORKSHOP

File No: 7927
Attachments: 1. Draft WRRP - Theme - Objectives and Targets
Authorising Officer: Robert Holmes - General Manager Regional Services
Author: Craig Dunglison - Manager RRWR

SUMMARY

A draft Waste Reduction and Recycling Plan (WRRP) has been developed in accordance with the requirements of the Waste Reduction and Recycling Act and will provide positive guidance to Council and the community for the future management of their waste until 2024. This report outlines the requirements and is seeking a Councillor workshop to review the draft Waste Reduction and Recycling Plan (WRRP) 2015 – 2024 prior to the compulsory 28 day public display / advertising of the Plan seeking community / stakeholder comments.

OFFICER'S RECOMMENDATION

THAT a Councillor workshop be held as soon as practical to review the draft Waste Reduction and Recycling Plan 2015 – 2024 to enable the Plan to be advertised for public consultation.

COMMENTARY

With the assistance of a local consultancy a draft Waste Reduction and Recycling Plan (WRRP) was developed in accordance with the requirements of the Waste Reduction and Recycling Act and will provide positive guidance to Council and the community for the future management of their waste until 2024. This plan which has specific legislative requirements to address was required to be completed by the 30 June 2015. Council obtained approval to extend this date till the 31 December 2015 following the interruptions caused by TC Marcia.

The report provides a brief background to the requirements and the aim of the Plan. The Plan provides a range of current and forecast statistics for the population and waste of the Region and sets out the opportunities and challenges facing Council and the community in regards to waste management. The Plan outlines the key drivers of waste management at the national, state and local government levels.

The Plan then outlines the current waste practices including information concerning waste collection and disposal and community education and communications.

Then the Plan moves into critical areas and addresses questions like:

- Section 5 – Where do we want to get to? – Plan Vision, Theme, Objectives and Targets;
- Section 6 – How will we get there – Options Appraisal;
- Section 7 – How will the Plan be implemented – Action Plan;
- Section 8 – How to measure success.

Section 5 outlines the currently adopted Vision, Mission, Business values, Business Objectives and Key strategies drawn from existing Council Plans, Strategies and documents.

The Plan then states and develops six themes drawn from key drivers from all levels of Government and key community needs:

1. Waste Avoidance and Reduction;
2. Waste Recovery and Recycling;

3. Protection of the Environment and Human Health;
4. Community Values and Cultural Change;
5. Sustainable, Cost Effective Developments and Innovation; and
6. Waste Infrastructure Planning.

Each Theme has Objectives and Targets - see Attachment 1 – WRRP Themes.

BACKGROUND

With the introduction of the Waste Reduction and Recycling Act a responsibility was placed on all local governments in Queensland to develop a Waste Reduction and Recycling Plan which is similar to the older concept of a Waste Management Strategy.

The legislation requires actions to be incorporated in the Plan, including the gathering of specific data sets including waste generation by Council itself; meeting specific targets in waste diversion from landfill or the increase of recycling to be met by 2024.

Also the draft plan must be advertised/publicly displayed by Council for a period of 28 days for the community to provide comments. The Council must consider these comments prior to adopting the Plan.

The legislation required the Plan to be enacted by the 30 June 2015. Council due to the impact of Cyclone Marcia asked for and received an extension till the 31 December.

BUDGET IMPLICATIONS

This Plan when enacted will require additional staff resources and funding (i.e. educational programs) in RRWR and funding (staff time) in other areas of Council to support data collection and waste minimisation practices and the implementation of anti-illegal dumping and anti-littering programs.

LEGISLATIVE CONTEXT

Under the Waste Reduction and Recycling Act all local governments are required to develop a WRRP for their areas. The Act required that ranges of statistics are collected by the local government about the waste generation, treatment and disposal in its area, including the waste generated by the Council itself while carrying out its work. The Act also requires Council to monitor its performance in relation to meeting the requirements of the Plan and provide this information regularly to the community.

The State Government has also developed a Waste Strategy under the Act entitled – Queensland Waste and Avoidance and Resource Productivity Strategy (2014 - 2024). In this document there are specific targets that all Councils must meet by 2024 in regards to reducing waste generation, diverting waste from landfills and increasing the amount of material recycled.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Additional staffing resources and funding will be required to properly enact this document.

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

The key objectives of RRWR under the current Corporate Plan are to deliver commercially viable waste and recycling services that satisfy adopted customer services standards and:

- Setting the strategic direction for Council's Waste Management Strategy; and
- The support of public education programs in relation to waste minimisation, reuse and recycling.

CONCLUSION

That a workshop be convened as soon as practical so as the Council can undertake detailed discussions concerning the format, content and targets to be included in the Rockhampton Regional Council WRRP.

WASTE REDUCTION AND RECYCLING PLAN - REQUEST FOR COUNCILLOR WORKSHOP

Draft WRRP - Theme - Objectives and Targets

Meeting Date: 4 November 2015

Attachment No: 1

Theme 1: Waste Avoidance and Reduction					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
1.1	Develop a 'working with community and industry' campaign focused on waste avoidance and reduction.	1.1	2.1, 3.3, 4.1, 4.2, 4.3, 5.1	Roll-out of campaign	July 2018
1.2	Develop and implement sustainable resourcing principles for the purchasing and decision making process.	1.1	2.1, 5.1, 5.2	Guiding principles	July 2016
1.3	Monitor waste disposal levels on a monthly basis. Publish these rates as graphs on the RRC website and other forms of visual media on a biannual basis to encourage the public.	1.2	1.1	Graphs of progress communicated to the public every six months.	Biannual

Theme 2: Waste Recovery and Recycling					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
2.1	Conduct an assessment of all waste streams managed by RRC waste facilities, reviewing the processes followed to manage the waste, the resources dedicated to each process, and any areas for improvement. Focus on identifying waste streams that can be elevated up the waste hierarchy e.g. waste that is buried that could be processed and resold to the public.	2.1	2.2, 3.1, 5.2	Assessment Findings Report	July 2016
2.2	Increase the presence of “tip shops” and second hand businesses in the Region and promote these businesses to achieve increased recovery rates.	2.1	1.1, 2.2, 3.1, 4.1, 5.1	New tip shops established	Ongoing
2.3	Commission and begin using the new LCRL waste transfer station for enhanced resource recovery.	2.1	2.2	LCRL WTS operational and receiving waste	July 2016
2.4	Determine baseline waste generation and recycling rates for MSW, C&I and C&D to improve recovery and recycling rates.	2.1	1.1, 2.2, 5.2	Baseline values are included within the revised WRRP	2018
2.5	Increased supervision of waste unloading in recycling drop off areas at landfill and the WTS sites.	2.2	1.1, 2.1	Reduced contamination of recyclable material	Ongoing
2.6	Provide education to the public on the best use of kerbside recycling, to maximize efficiency and minimize contamination.	2.2	2.1, 2.3	Reduced contamination of recyclable material	Ongoing

Theme 2: Waste Recovery and Recycling					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
2.7	Monitor recycling and resource recovery rates on a monthly basis. Publish these rates as graphs on the RRC website and other forms of visual media on a biannual basis to encourage the public.	2.3	2.1,2.2, 4.1	Graphs of progress communicated to the public every six months.	Biannual

Theme 3: Protection of the Environment and Human Health					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
3.1	Regularly conduct internal compliance audits on works against the Environmental Authority and action non-conformances accordingly.	3.1	5.2	Audit report	Ongoing
3.2	Conduct regular safety inspections at each waste facility and action areas for improvement/hazards accordingly.	3.1	5.2	Action register	Annual records maintained.
3.3	Ensure landfilling operations are effective and efficient to maximise landfill life by complying with compaction requirements	3.2	3.1, 5.1	Comply with local compaction requirements (0.8 tonnes per cubic metre compaction)	Ongoing
3.4	Research third party interest into implementing different treatment methods and technologies that	3.2	3.1, 3.3, 3.4,	Consult third parties	Ongoing

Theme 3: Protection of the Environment and Human Health					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
	will prolong the life of operating landfills.		5.1		
3.5	Develop and implement a management plan for illegal dumping and littering within the Region. The management plan is to include: • Public engagement initiatives; • Increased enforcement of local laws; • Increased fines. Continual improvement and monitoring of the plans effectiveness is to be achieved annually.	3.3	4.1, 4.2, 4.3, 5.1, 5.2	Approved management plan	Management plan to be implemented by July 2017.
3.6	Identify the Region's priority wastes (as <i>per Waste Reduction and Recycling Act 2011</i>) and implement solutions for the management of those wastes.	3.4	3.1, 4.1, 4.2, 4.3, 5.1, 5.2	Approved management plan	July 2017
3.7	Update and maintain a register of all known closed landfill sites in the Region. Prepare site management plan for all sites.	3.5	3.1, 5.2	Closed Landfill Register	March 2016
3.8	Conduct yearly site inspections at each closed landfill site on the register, consisting of landfill gas monitoring and a visual inspection for signs of environmental harm (e.g. subsidence, erosion, weed infestation, leachate percolation).	3.5	3.1	Inspection checklist/ report	Annual
3.9	Develop information packages outlining the best way to dispose of asbestos and the impacts of illegally disposing of asbestos and other hazardous wastes in green waste. Continue to educate until	3.6	3.1	Information package/s	Annual – until contaminants are no longer identified in green

Theme 3: Protection of the Environment and Human Health					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
	asbestos and other contaminants are no long identified in green waste.				waste
3.10	Annually review procedures in place to manage asbestos contamination in green waste (inspections, sampling, education etc.). Implement improvements where necessary	3.6	3.1	Annual review	Annual

Theme 4: Community Values					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
4.1	Develop and implement a communication plan for the Region to raise awareness of the WRRP. Communication channels are to include a mix of both media avenues and education programs.	4.1	2.1, 3.1, 3.3, 4.2, 4.3, 5.1, 5.2	Approved Communication Plan	July 2018
4.2	Design an online interactive map for the public detailing the operating and closed landfills of the Region. The map is to include details for each site such as operating hours, waste accepted and costs and be accessible to the public through the RRC website.	4.1	3.1, 3.3, 4.2, 4.3, 5.1, 5.2	Information is available on the website.	July 2017
4.3	Deliver a two yearly survey to customers to gauge both stakeholder satisfaction and identify community	4.2, 4.5	3.3, 4.1, 4.3, 5.2	Survey and key findings from survey.	Every two years from the date of

	needs. Key findings are to be incorporated into operations and aid in the continual improvement of waste management in the Region.				this WRRP.
4.4	Attend or host at least one community collaborative waste reduction effort per year.	4.3	3.3, 4.1, 4.2	Host one collaborative effort, e.g. Clean-up Australia Day	Annually
4.5	Develop information packages to educate the public on the green waste mulching process and the costs involved. This can be incorporated with Action 3.10.	4.5	3.10	Information package/s	July 2016

Theme 5: Sustainable Developments and Innovation

Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
5.1	Develop a business case that explores at least three opportunities for innovative developments current or future waste facilities including (but not limited to): ○ Increasing resource recovery and recycling; or ○ Decreasing waste sent to landfill; or ○ Increasing landfill airspace.	5.1	2.1, 2.2, 3.2	Business Case	2019
5.2	Develop initiatives to either draw new business to the Region, or support existing businesses, in the waste management or resource recovery sector. Initiatives could include:	5.1	2.1, 4.1	Initiatives plan of action	Ongoing

Theme 5: Sustainable Developments and Innovation					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
	○ Provision of resources; ○ Advertising space on the RRC website or print media; ○ Establishing communication between the business and likeminded parties; and ○ Planning support.				
5.3	RRC to initiate a project/s, in partnership with one or more business in the Region, to the focus on waste management improvements, resource recovery, or sustainable development.	5.1	2.1, 4.1	Project report	July 2020
5.4	RRC to contact businesses in the hospitality industry and gauge interest in participating trials for the black soldier fly investigation.	5.1	3.1, 3.4, 4.3	Businesses contacted	December 2016
5.5	Set benchmarks/targets for resource recovery and recycling levels and compaction rates. Review quarterly if these targets are being achieved and implement actions if they aren't.	5.2	1.2, 2.3	Targets set and quarterly checks completed	July 2016
5.6	Develop and implement a fit for purpose accessible data management system.	5.2	-	Effective data management system	July 2018
5.7	Undertake a financial feasibility assessment of waste operations to identify waste management improvement initiatives.	5.2	-	Financial feasibility assessment	July 2017

Theme 5: Sustainable Developments and Innovation					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
5.8	Create an interactive internal map for RRC staff. Incorporate other relevant site data such as audit results and monitoring data. The intention being to create a map where staff can select any site and access relevant data about that site.	5.3	2.2, 3.1, 5.2	Interactive internal map	July 2017
5.9	Work with contractors to identify methods to better capture: - Commercial recycling figures (kerbside and drop off); - Annual breakdown of recycling to the MRF by stream; - Waste generation figures from RRC's own activities.	5.3	1.2, 2.2	Waste data captured	July 2017
5.10	Conduct assessment of green waste management process (from collection through to use of mulch). Identify areas for improvement such as methods to increase diversion from other waste streams, reducing contamination, improving profitability of composting and utilizing/incorporating other organic waste (e.g. food).	5.4	3.6	Assessment completed	December 2016

Theme 6: Waste Infrastructure Planning

Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
6.1	RRC to conduct an assessment to determine the operational lifetime for each current waste facility (landfill, WTS and bin station).	6.1	1.1, 2.1	Assessment Report	July 2016
6.2	RRC to develop a Waste Infrastructure Plan that includes: • RRC's plans for development of future waste infrastructure, that is fit for purpose, cost effective and designed to facilitate improvement; • Schedules for the replacement/upgrade of waste infrastructure; and • RRC's approach to keep abreast of new waste infrastructure developments.	6.1	1.1, 2.1, 6.2	Waste Infrastructure Plan	July 2018
6.3	Tender for design of piggy back at LCRL by end of 2015. Award tender early 2016 for operation in 2017.	6.2	3.2	Tender awarded	January 2016
6.4	Engage a consultant to conduct a review of current roadside bin operations with particular focus on capturing waste data (volumes, sources) and identifying areas to improve waste segregation and reduce waste contamination.	6.3	1.1, 1.2, 2.1, 2.2	Assessment completed	January 2017
6.5	Complete a financial feasibility assessment that outlines future waste management improvements. The most appropriate and cost-effective solutions will be adopted and implemented by RRC.	6.4	6.5	Assessment completed	January 2017
6.6	Implement the recommendations identified by the	6.4	6.5	Actions implemented	June 2017

Theme 6: Waste Infrastructure Planning					
Action		Key objective addressed	Objectives addressed	Measure	Timescale for delivery
	financial assessment.				
6.7	Use financial cost benefit analysis to compare options and refine the landfill pricing model.	6.5	6.4	Pricing model refined	June 2017
6.8	RRC to host, or send key staff to, a workshop, or workshops, with members of the waste industry (RRC staff, waste contractors, specialist consultants etc.) to identify options for improvements in waste infrastructure and management.	6.6	1.1, 2.1, 5.1,5.4	Workshop held/attended	July 2018

9 STRATEGIC REPORTS

9.1 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR PERIOD 1 SEPTEMBER TO 30 SEPTEMBER 2015

File No: 7927

Attachments: 1. RRWR Operations Report September 2015

Authorising Officer: Robert Holmes - General Manager Regional Services

Author: Craig Dunglison - Manager RRWR

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the RRWR Operations report for the period ended 30 September 2015 be received.

**ROCKHAMPTON REGIONAL WASTE
AND RECYCLING OPERATIONAL
REPORT FOR PERIOD 1 SEPTEMBER
TO 30 SEPTEMBER 2015**

**RRWR Operations Report September
2015**

Meeting Date: 4 November 2015

Attachment No: 1

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

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

New Upper Ulam Site – this site has been operational for two months. There has been little to no littering or illegal dumping around the site, inside or outside of the locked compound.

The provision of a bulk waste service monthly at the site has occurred once and operated satisfactorily.

To remind Council, this station is a locked fully enclosed station with little public or onsite advertising. The compound contains a number of 240L wheelie bins which the waste is placed in – i.e. small quantities of domestic waste. Also on a monthly basis a bulk waste service is provided for 2 hours once per month. The ratepayers who do not specifically pay for this service were selected based upon a radius distance from the site; this can be altered. It is proposed to operate the site as is for 6 months and then compare the operation and operational costs of this station compared to the Midgee Station and report this Council for Council to resolve to maintain the station or alter its operation or cease the provision of the station.

The Midgee site has been closed but not remediated.

New Gogango Site – this site has been operating for approximately one month. The site is located on the northern side of the town. This site is a bank of bins not fully enclosed. All other aspects of the site are the same as for the Upper Ulam site as listed above.

A review of this sites operation will be undertaken as per the Upper Ulam site.

The previous bin station site near the showgrounds and creek has been tidied but not yet remediated. There has been no littering or illegal dumping at this site.

Laurel Bank Site – the existing site has been closed off and reopened adjacent to the old site to allow for the construction of the two concrete bunkers that will accept all waste in the future, thus permitting cessation of the provisions of bins for the site. The two concrete slabs (15m by 5m) for the site have been constructed. The walls and signage and fencing are yet to be completed.

Waste Transfer Station – Lakes Creek Road Landfill – Open Day Saturday 24th October – 09.00am to 2.00pm

Preparations are underway for day. On the day it is currently proposed to have several demonstrations of the operation of the pit and the equipment and plant in the building. There will also be several displays about the landfill, operation of the waste transfer station and piggy back.

There should also be several displays of products being recycled and reused.

National Recycling Week – 9 to 15 November and Annual Cancer Council Christmas Parade

Work has also commenced to develop material for the National Recycling week event and for Council via RRWR to participate in the annual Cancer Council Christmas Parade.

Contract Renewals / Commencements

The following contracts are at or nearing the end of their operational or approaching periods when optional extensions can be considered:

- Kerbside recycling – options period;
- Bulk waste collection – options period;
- Salvage Operations – Lakes Creek Road Landfill – currently month by month
- Bin stations – removal of bulk waste and tidying of site – currently month by month

A report will be prepared and submitted to Council which will make recommendations for the management of these contracts.

The contract for the operation of the Western Gatehouses and associated work will commence on the 26 October. The contract will cover the operation of the Gracemere Landfill and the Alton Downs, Bouldercombe and Mount Morgan Waste Transfer Stations. This operator of this contract will be the same operator that currently manages the Mount Morgan Waste Transfer Station. This contract is for a 2 year period with an option to extend it 3 times for a one year period.

A local business has been awarded the project to supply a sanitary landfill compactor for a 5 month period while Council sources a new compactor to replace the machine that was destroyed by fire recently.

Fire / Hazardous Waste Incidents

There were two fire and one hazardous waste incidents at waste facilities this month. There were fire incidents at Laurel Bank Bin station – waste - unknown source – spontaneous combustion and Mount Morgan – greenwaste - unknown source. And there was one incident of asbestos being placed in the bins at the Marmor Bin Station.

Landfill as a potential bird attractant

It has been brought to the attention of the Manager of RRWR that the Lakes Creek Road Landfill could be influencing the risk of a bird strike occurring at the Rockhampton Airport. A request has been put to the consultancy currently working with the Rockhampton Airport in this area to develop a proposal that would explore this matter.

Glass Crushing Plant

Work is well advanced in the construction of a glass crushing plant at the Parkhurst Material Recovery Facility (MRF). When completed the plant will crush and heat treat all glass containers currently going to the MRF to a size suitable and condition (sugar free) to be used in a sand mix. The mix will be used initially by FRW as a medium to lay their pipes. This will be at no additional cost to FRW.

It is hoped that the product will prove to be successful with FRW and lead to it being a product that will be used preferably by other local businesses.

Closed Landfills & Kershaw Gardens environmental monitoring

With the work being performed at Kershaw Gardens which is a closed landfill of which there are approximately 30 known sites in the RRC area all other sites will be revisited and a brief survey will be undertaken so as the sites can be prioritised and this information supplied back to Council for consideration.

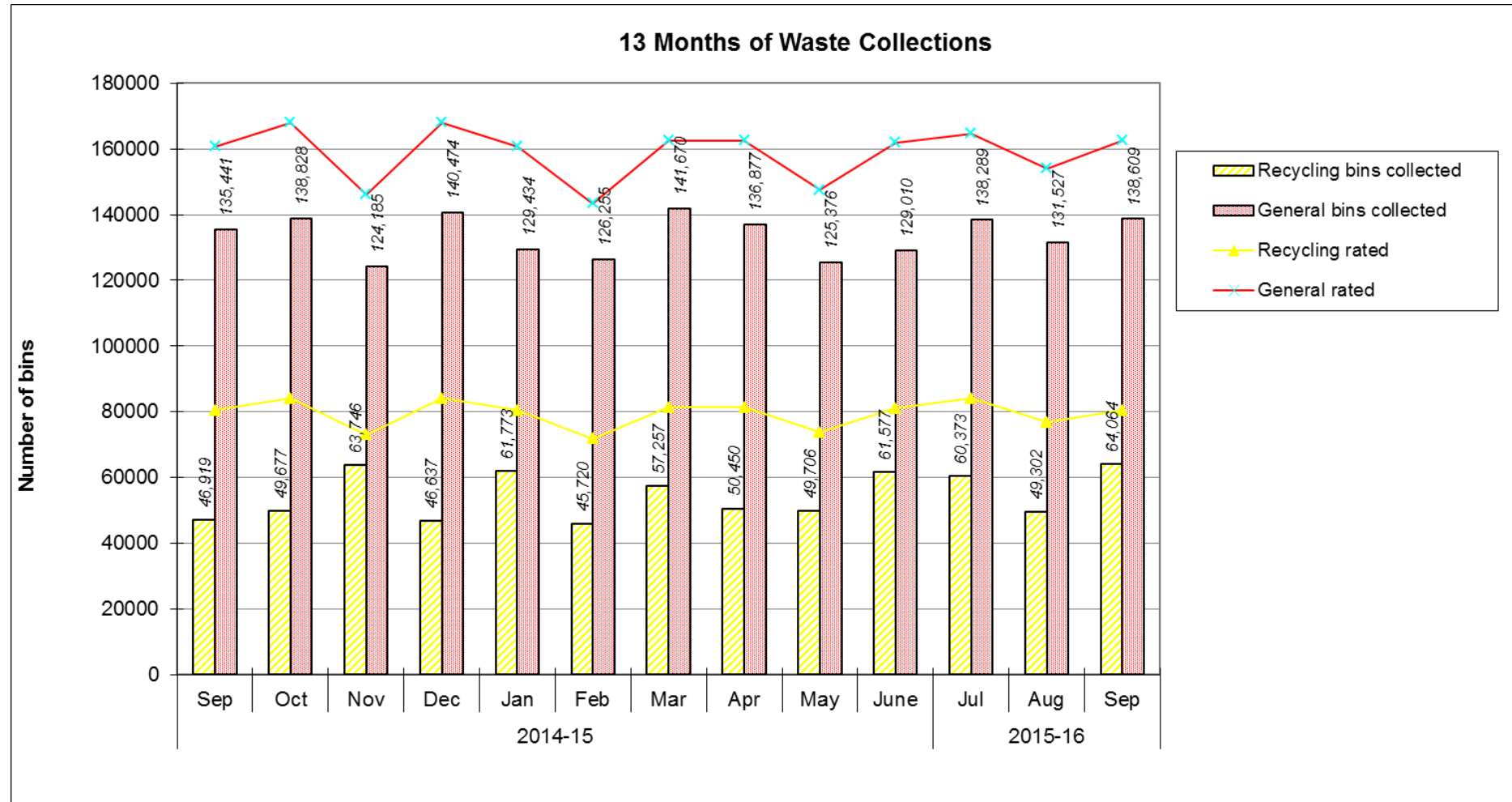
LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

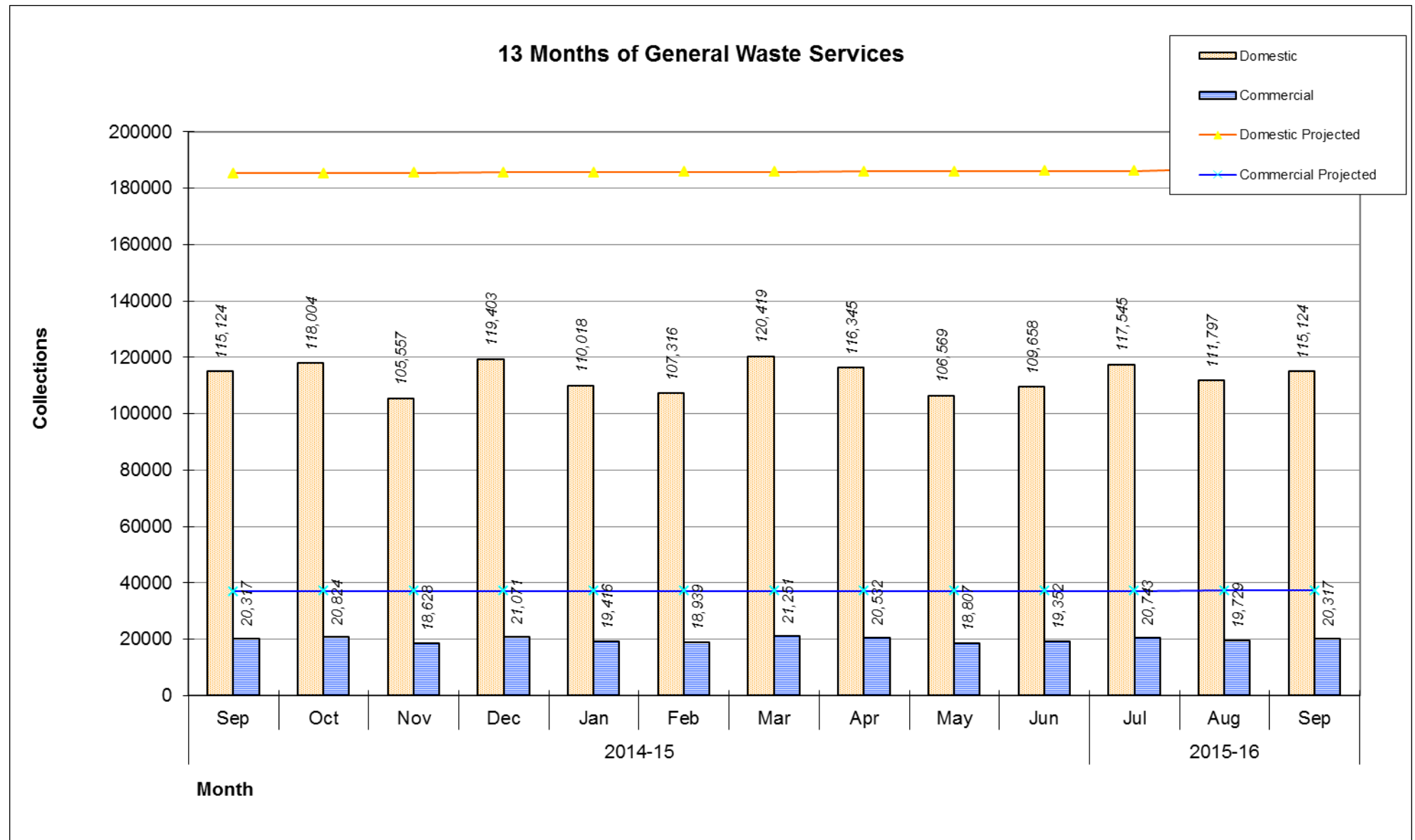
All Monthly Requests (Priority 3) RRW&R 'Traffic Light' report September 2015

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed								
Waste/Recycling - RATES NOTICE QUERY	0	0	0	0	0	0	10	● 0.00	● 0.33	● 3.62	0.80	● 0.00
Additional Recycling Service (Fee applies) JJ RICH	0	0	0	0	0	0	2	● 0.00	● 0.50	● 0.90	0.40	● 0.00
Additional Waste Service (Fee applies) RRC	1	1	4	3	1	0	2	● 0.33	● 1.36	● 0.98	0.48	● 1.58
Park Bins (RRC Park/Reserve areas)	1	1	1	1	0	0	23	● 0.00	● 2.72	● 8.92	6.45	● 4.63
Change to Existing Bins (JJ RICHARDS)	3	3	24	24	0	0	5	● 1.42	● 1.42	● 1.64	1.06	● 1.26
Change to Existing Bins (RRC)	4	4	32	27	5	0	2	● 1.52	● 1.94	● 2.19	1.07	● 2.12
Missed Service Recycling - SAME DAY JJ RICHARDS	3	3	16	15	1	0	2	● 0.87	● 1.17	● 1.19	0.63	● 1.00
Missed Service Waste - SAME DAY ENQUIRY RRC	0	0	32	31	1	0	2	● 0.42	● 0.54	● 0.63	0.48	● 0.58
Missed Recycling Bin JJ (Not out or Truck Missed)	4	4	42	38	4	0	2	● 1.13	● 1.16	● 3.65	4.61	● 1.13
Missed General RRC (Bin Not Out or Truck Missed)	2	1	29	27	3	0	2	● 0.56	● 0.51	● 0.59	0.49	● 0.49
New (First) Bin Set Up (Domestic/Recycle & Comm)	5	5	28	22	6	0	5	● 1.95	● 2.88	● 3.00	2.17	● 2.69
Repair JJ Richards Recycle	0	0	0	0	0	0	5	● 0.00	● 2.67	● 3.10	1.93	● 10.00
Repair RRC General Waste Bin	1	1	21	19	2	0	2	● 0.95	● 1.34	● 1.35	0.72	● 1.11
Replacement Bin JJ (Damaged/Lost/Stolen)	1	1	11	7	4	0	5	● 1.86	● 2.56	● 2.76	1.91	● 2.90
Replacement Bin RRC (Damaged/Lost/Stolen)	9	9	120	113	7	0	2	● 0.77	● 1.53	● 1.40	0.83	● 1.29
Special Event Bins (Parks/Halls etc)	0	0	4	3	1	0	2	● 1.33	● 1.25	● 1.41	0.61	● 2.25
Landfills & Transfer Station - Waste Facilities	0	0	3	3	0	0	1	● 0.33	● 0.89	● 1.09	0.60	● 0.54
Waste and Recycling General Query	7	6	33	28	6	0	5	● 1.54	● 1.82	● 1.81	1.07	● 1.93
Compliment or Complaint RRC or JJ Richards	1	1	4	4	0	0	2	● 1.75	● 1.25	● 2.18	0.50	● 1.20

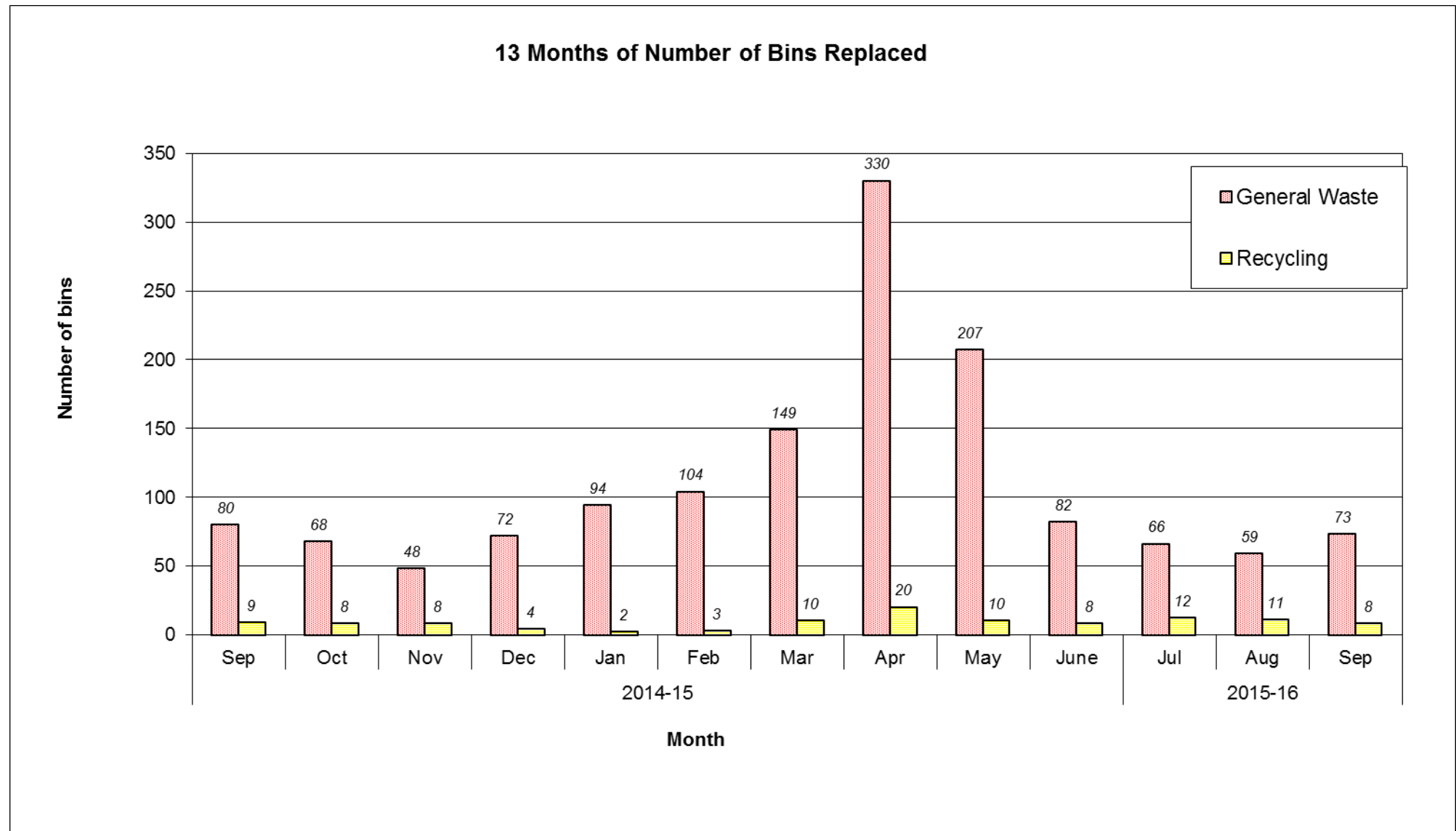
Comment: Nil



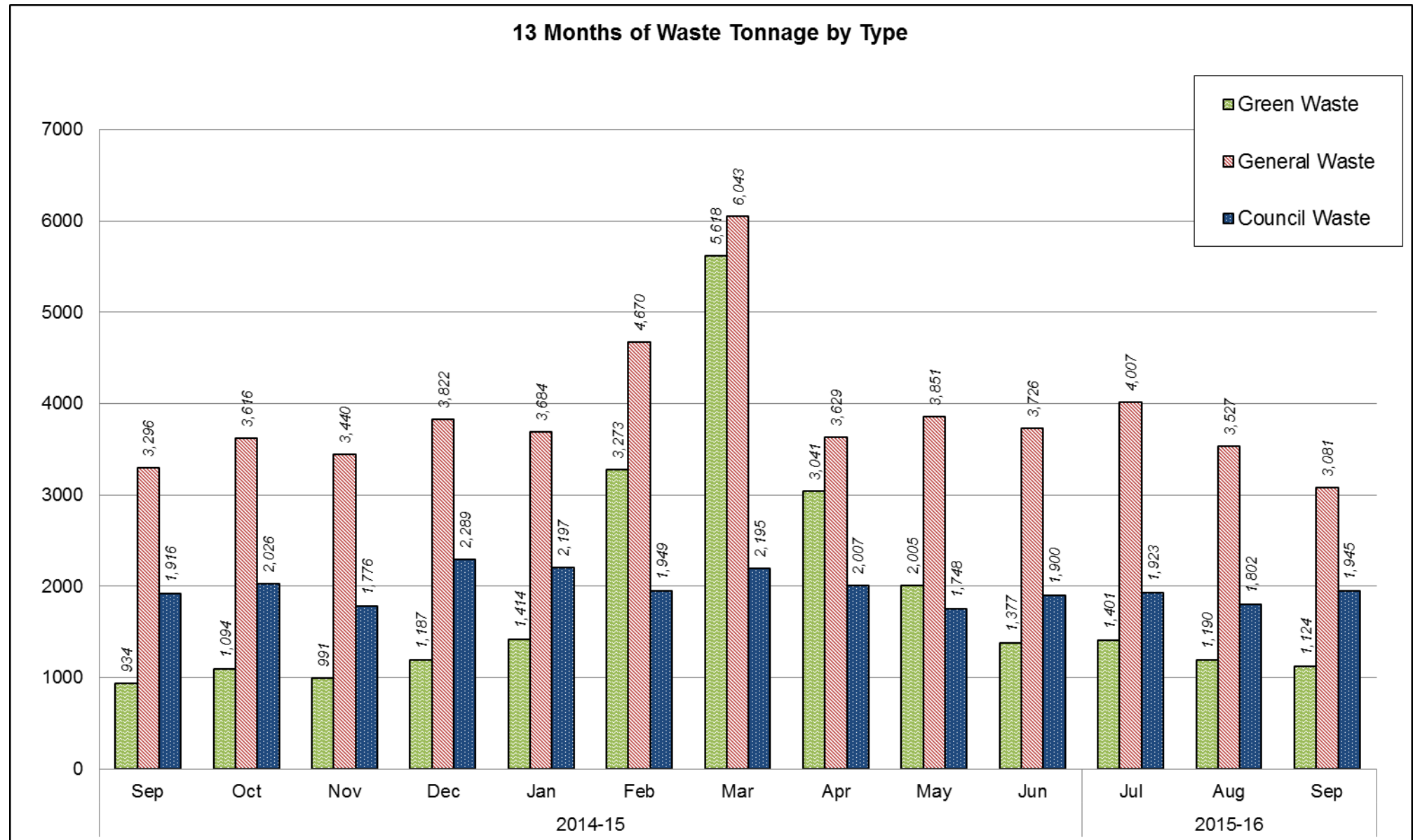
The graphs above shows the number of General Waste and Recycling bins serviced on a monthly basis during the past 13 month period.



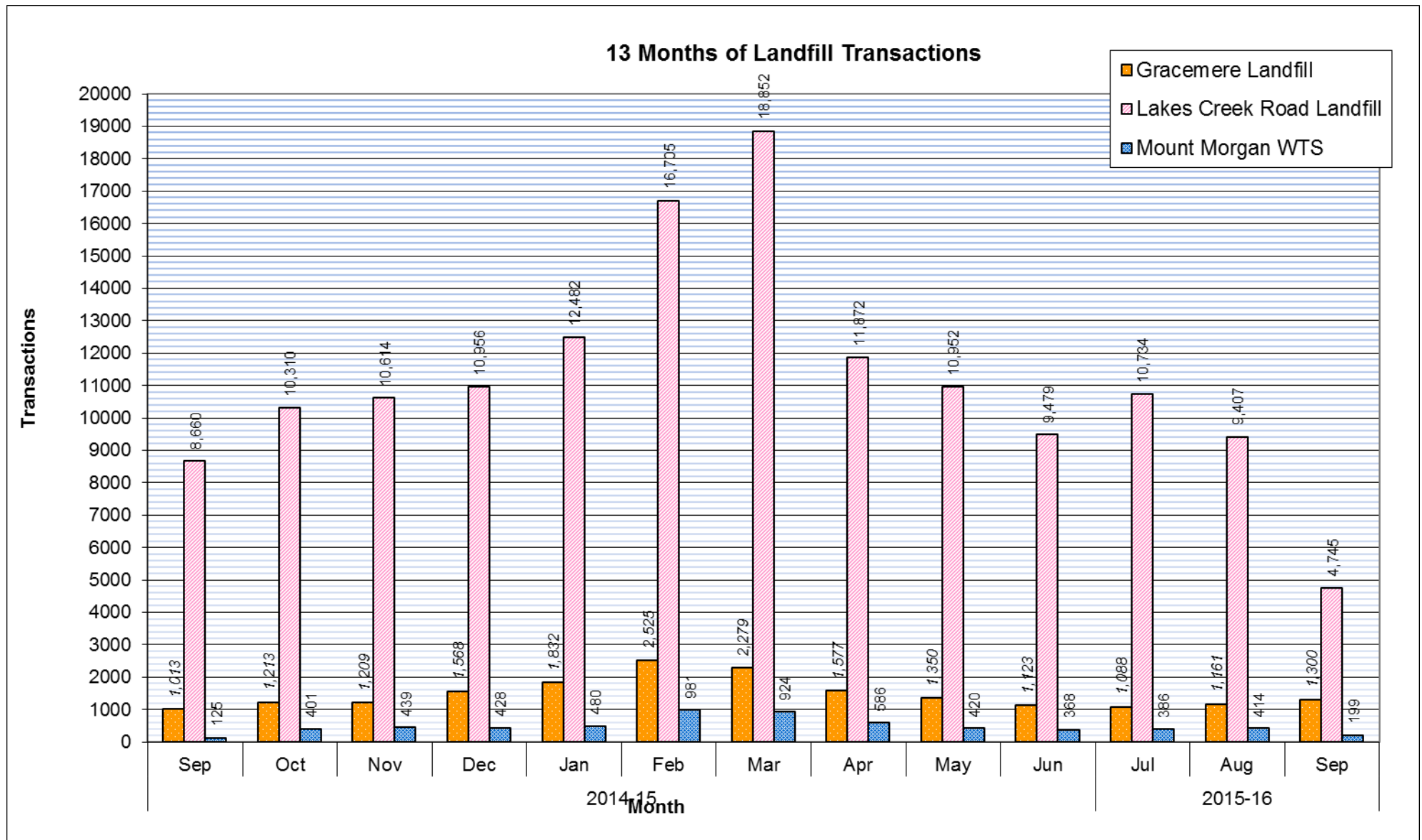
The graphs above depicts the division of domestic and commercial waste collection services on a monthly basis during the past 13 month period.



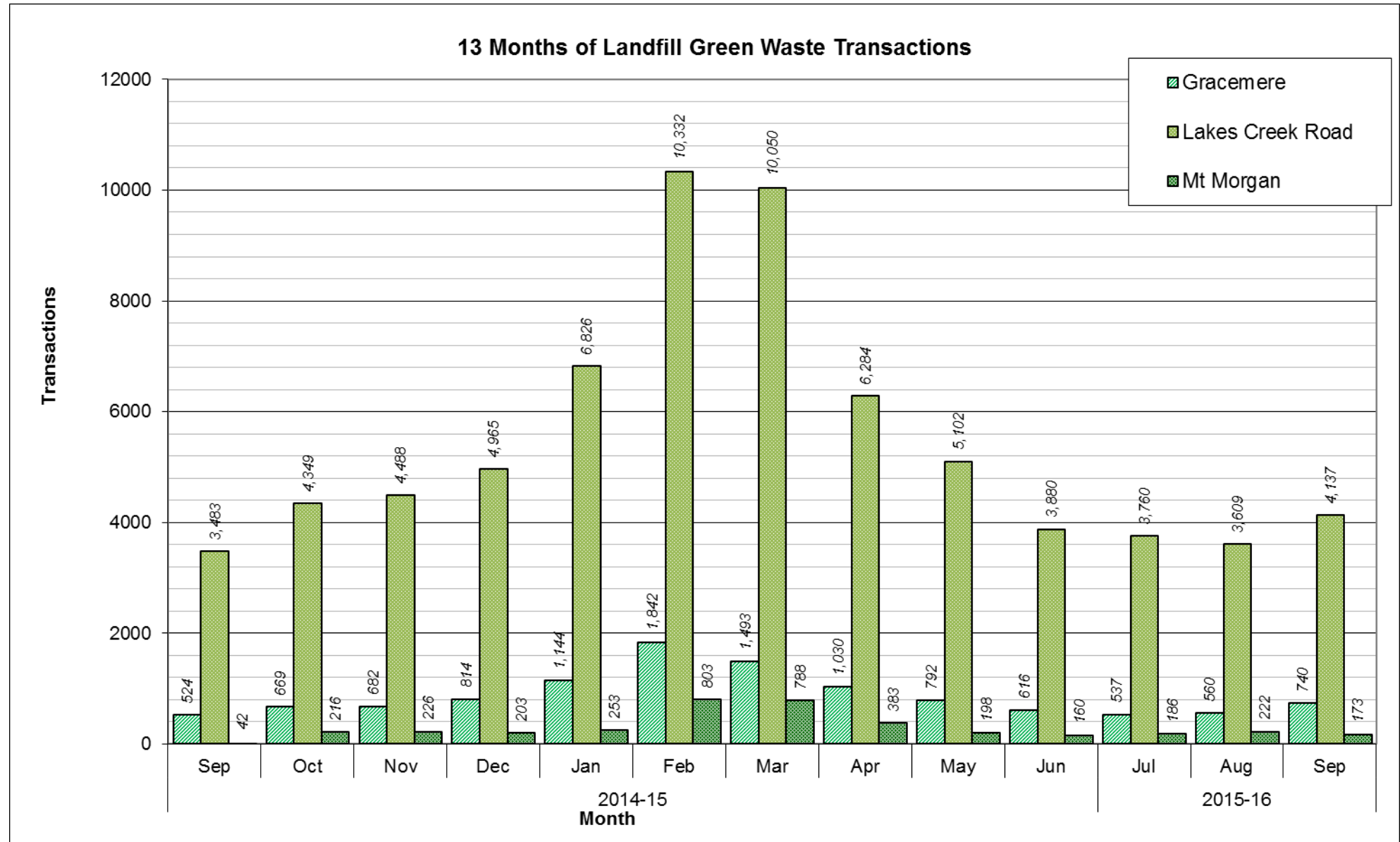
The graph above shows the number of wheelie bins replaced on a monthly basis during the past 13 month period.



The graphs above show waste tonnage by waste types accepted at all facilities on a monthly basis during the past 13 month period. The spike in activities in February and March 2015 was due to Cyclone Marcia clean-ups.



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:

	FIRST QUARTER 2015/16			THIS REPORTING PERIOD
	JULY	AUG	SEPT	SEPT
Number of Lost Time Injuries	1	0	1	1
Number of Days Lost Due to Injury	5	15	28	28
Total Number of Incidents Reported		2	5	5
Number of Incomplete Hazard Inspections	0	0	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 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 of unexploded ordinance, discovery of a hazardous waste	Low 7	Nil	N/A	N/A	Work is continuing on the development of a basic disaster management

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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.					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
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Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ROCKHAMPTON REGIONAL WASTE & RECYCLING CAPITAL WORKS PROGRAM					
2015/2016					
LCRL – Remediation	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
	01/07/15	30/06/16	65%	\$1,400,00	\$333,843
Comment: ongoing					
LCRL WTS and related Works	<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Status</i>	<i>Budget Estimate</i>	<i>YTD actual (incl committals)</i>
WTS	29/10/12	December 2015	99%	\$280,000	\$583,234
Comment: YTD cost includes the completion of Dean Street Intersection (including internal road works) and the rail crossing, completion of rail crossing by QR and upgrading of the power supply by Ergon Energy. Outstanding expenditure is the completion of the new access gate, final invoice from QR and final invoice from JMK.					
LCRL Augmentation	<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
Comment: Nil					

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

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

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Nil	Nil	Nil	Nil	Nil

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

Service Delivery Standard	Target	Current Performance
Weekly collection of domestic waste on same day every week	98%	99.86%
Weekly collection of commercial waste	95%	99.98%
Fortnightly Collection of domestic recyclable waste	98%	99.85%
Fortnightly Collection of commercial recyclable waste	98%	99.95%
Missed service collection provided within two working days from notification when notification is within one working day of scheduled collection	95%	100.00%
Collection services will be made available within four working days upon application by owner	98%	100.00%
Provision of assisted services within ten working days from application by owner	100%	100.00%
Repair or replacement of stolen, removed, damaged, vandalised mobile bins within four working days from notification	100%	100.00%

as at 30 June 2015

6. FINANCIAL MATTERS

Percentage of year elapsed 25%

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

Report Run: 16-Oct-2015 09:42:56 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	
REGIONAL SERVICES							
WASTE & RECYCLING SERVICES							
<u>RRWR Waste Operations</u>							
Revenues	(4,870,421)	0	0	(1,318,926)	(1,318,926)	27%	✓
Expenses	4,301,410	0	2,924,858	980,434	3,905,291	91%	✗
Transfer / Overhead Allocation	(390,160)	0	0	(116,091)	(116,091)	30%	✓
Total Unit: RRWR Waste Operations	(959,172)	0	2,924,858	(454,583)	2,470,275	-258%	✗
<u>RRWR Collections</u>							
Revenues	(86,336)	0	0	(27,690)	(27,690)	32%	✓
Expenses	3,844,767	0	30,956	658,000	688,956	18%	✓
Transfer / Overhead Allocation	2,115,325	0	0	490,761	490,761	23%	✓
Total Unit: RRWR Collections	5,873,756	0	30,956	1,121,072	1,152,028	20%	✓
<u>RRWR Management</u>							
Revenues	(13,966,228)	0	0	(6,326,668)	(6,326,668)	45%	✓
Expenses	3,584,766	0	83,004	881,032	964,036	27%	✗
Transfer / Overhead Allocation	2,463,773	0	0	578,728	578,728	23%	✓
Total Unit: RRWR Management	(7,917,688)	0	83,004	(4,866,909)	(4,783,905)	60%	✓
Total Section: WASTE & RECYCLING SERVICES	(3,003,104)	0	3,038,818	(4,200,420)	(1,161,603)	39%	✓

All percentages are exclusive of committals unless specifically mentioned.

Operational Summary

Total Revenue is currently at 40.6% 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 21.8% when committals are excluded.

Capital Summary

RRWR capital project expenditure is above the percentage of year elapsed at 42.63%. When committals are included for works yet to be completed this equates to 48.03%

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

**9.2 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT -
MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT****File No:** 7927**Attachments:** 1. Airport Monthly Operations & Annual
Performance Plan Report**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Alicia Cutler - Acting General Manager Corporate
Services

SUMMARY

The monthly operations and annual performance plan report for the Rockhampton Airport as at 30 September 2015 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations and Annual Performance Plan Report for the Rockhampton Airport as at 30 September 2015 be "received".

COMMENTARY

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

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

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

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

Meeting Date: 4 November 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT

Rockhampton Airport

Period Ended 30 September 2015

OBJECTIVES

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

VARIATIONS, ISSUES AND INNOVATIONS

Dial Before You Dig (DBYD)

The Airport boundary has been identified in the GeoCortex system to assist with the DBYD process. Previously FRW administration staff had difficulty in identifying which DBYD requests needed to be forwarded to the Airport.

Jetgo

Jetgo commenced services on 28 September 2015 between Rockhampton and Townsville and Gold Coast. See first flight photo below:



Improvements in Levels of Services or Cost Drivers

Capital Project 987680 - Enhance the functionality of the Airport Building Management System (BMS) software

The terminal building concourse air temperature is now being automatically adjusted based on the outdoor air temperature using the BMS. The intent of this change is to significantly improve the comfort level of people within the terminal, save on power consumption and extend the life of the air conditioning equipment. Previously the terminal building concourse air temperature was constantly set at 23 degrees Celsius resulting in a significant temperature differential in the middle of summer and middle of winter.

Several airport electronic power meters can now be read remotely from council desk top computers using the BMS removing the need to physically visit these power meters on a monthly basis to read for billing purposes.

AIRPORT OPERATIONS***Audit and Compliance***

There are no outstanding audit or compliance matters to report.

The Office of Transport Security conducted a four day security audit. The report is yet to be received. It is understood there will be some minor non compliances requiring rectification.

Exercise Wallaby 2015 commenced during September with the arrival of aircraft, personnel and equipment associated with the exercise and will continue through to the end of November.

Projects**Airport Lighting System**

Works were focused on surveying as constructed, 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.

For the sake of continuity and risk mitigation, a variation of contract has been made to include an additional 2 years parts and labour maintenance contract.

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 October.

Airport Master Plan

Consultation continued throughout September with the consultant appointed to develop the Airport Master Plan. Feedback from Council will be sought at a Council Workshop on Monday 27th October, 2015

Passenger Numbers

Domestic passenger numbers for September this year were 52,137 compared to 57,900 in September 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 airport asset inspections, using Conquest. Conquest training for Airport Admin resources being planned.

HV Supply

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

- Short-term – Ergon Energy has confirmed that a 1.0MW connection is available rather than the previous 800MW, to be validated in six months.
- Mid-term – Major Customer Connection application process has been initiated and Ergon Energy has confirmed they have commenced the planning process, the connection of the AGL generator as an additional element of this activity.

Terminal Precinct

The Flight Information Display System (FIDS) provider Inter-Systems conducted their yearly site visit resulting in the resolution some operational issues with the Airline Ground Handling Agencies and clarification of the last couple of outstanding issues from the System Upgrade.

Preparatory work completed during September for the successful introduction of JetGo services.

Work continues on the Terminal Standby Power Audit to evaluate the operation and condition of equipment within the standby power system.

Customer Service Training in Dealing with People with Disabilities was delivered to Airport Tenant Staff, RRC Airport Staff and other RRC Staff, by Endeavour Foundation and Guide Dogs Queensland. All attendees found the training beneficial.

General Aviation Precinct

Engineering Consultants have completed the Detailed Condition Assessment of the General Aviation Low Voltage Electricity Network, some issues requiring immediate attention have been addressed, and we are in the process of developing a plan to address all other identified issues in order of priority. This activity has provided a good starting point for the Capital Project 987712 – Replace General Aviation Power Switchboards to move into the Design Phase addressing the most deteriorated elements of the Low Voltage Network.

Work continues with the relocation of Correctional Services to operate in the General Aviation precinct.

Construction of the new hangar (expected to be in the vicinity of 1000m² under roof) on Lease site BP, is continuing, see photo below.



LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for September 2015 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed									
Airport Administration General Enquiries	0	0	0	0	0	0	10	● 0.00	●	2.00	● 3.67	3.67	● 2.00
Airport Services General Enquiries	0	0	0	0	0	0	10	● 0.00	●	1.00	● 7.25	7.25	● 0.00

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

Safety Statistics

The safety statistics for the reporting period are:

	FOURTH QUARTER		
	July	August	September
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Injuries	0	0	0
Number of Completed Hazard Inspections	n/a	4	2

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. The options for Terminal redevelopment will be further considered as part of the Airport Masterplan Process.
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 SMS Risk Register	April 2015	100%	Revised and to be presented to SMS meeting on 8 October 2015.
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%	
Annual Review of Airport Security Risk Register	September 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	31/12/2015	<u>WIP</u> - 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 40 – Surveying of the As Constructed components. A non-compliance issue has been identified and is being discussed with the contractor.	\$1,766,863	\$467,751 (doesn't include committals)
Commentary: Strategy has been developed to complete this project over a four to five year period. Major Projects are managing this project; please refer to the Major Projects Monthly Report for more detail. 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). 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. 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.					
987680 – Enhance the functionality of the Airport Building	19/12/2013	Ongoing	<u>WIP</u> RRC IT is planning installation of additional IT hardware required to	\$30,000	\$5,570

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
Management System software			expand connectivity. Terminal Building Internal Temperature is being automatically regulated (based on external ambient temperature) to reduce power consumption and improve general public comfort. Some electronic power meters can now be read remotely.		
Commentary: 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. Air-condition component implemented as per comments in introduction however further aspects awaiting finalisation.					
987693 – Improve Terminal Access for People with Disabilities.	Ongoing	Ongoing	<u>Deferred</u>	\$60,000	\$0
Commentary: Implementation of systems and equipment that will assist people with disabilities to access the Airport terminal building and facilities.					
959133 – RPT Apron Lighting	29/08/2013	N/A	<u>WIP</u> Concept lighting design is complete. Switchgear and control equipment has been upgraded on 3 of 6 poles. Existing poles are structurally sound, pole footings require additional strengthening, proposal being developed.	\$50,000	\$32,209

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
			Existing power supply and infrastructure is not capable of supporting additional lights and poles. Investigating alternate power supply from new ALER. Concept lighting design being reviewed to determine the most appropriate implementation strategy.		
Commentary: Upgrading RPT apron lighting fittings, switchgear and control equipment to meet current LUX standards.					
959135 – GA Apron Lighting	17/02/2012	30/09/2015	<u>Completed for Current Year</u> Concept lighting design complete. Lighting design revised due to proposed shortening of cross-runway, Runway 04/22. Installation of lights associated with the RFDS lease extension is complete.	\$105,473	\$105,473
Commentary: Final concept accepted. Upgrading GA Apron lighting fittings, switchgear and control equipment to meet current standards. Future additional poles to be installed to ensure lighting standards are met for the entire GA area in future years.					
987682 – Replace various Airport IT Systems Software and	N/A	N/A	<u>WIP</u> Flight Information Display System (FIDS) Upgrade was reallocated	\$21,039	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
Hardware			to this project from Capital Project – 987685. Minor commissioning issues being resolved.		
Commentary: This includes the upgrade of the software and monitors of the FIDS system.					
1023540 – Upgrade to Car Park Credit Card Readers for EMV	01/11/2014	31/12/2015	<u>Complete</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 implemented.	\$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>WIP</u> Planning to replace Departure Gate 1 Door as a trial 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>WIP</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.					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
987694 – Refurbish Terminal Concourse Toilets	Early 2015	N/A	<u>Deferred</u> Preliminary design has been agreed. Concept design is being developed. Pricing of options being sourced.	\$80,000	\$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 General Aviation Power Switchboards	Early 2015	June 2016	Revised program submitted in the December revised budget. A detailed condition and capacity assessment is being finalised in preparation to commence the Design Stage.	\$70,000	\$0
Commentary: A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.					
1047109 – Replace existing storage-workshop-office-lunchroom Rose (Lease BD)	Sept 15	June 16	<u>WIP</u> Currently developing scope of work for building annex.	\$30,000	\$0
Commentary: 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.					
987926 – Upgrade terminal	Sept 15	June 16	<u>WIP</u> Load surveys and system testing are	\$565,000	\$0

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
FACILITIES					
standby power generator			currently being conducted to assist in the development of the scope of works for the replacement generator.		
Commentary: The essential load on our current stand by generator exceeds its capacity. The new generator will meet the required capacity and allow for future growth of the Airport terminal precinct. The replacement generator will be part of our business continuity plan for the Airport.					
959095 – Crescent Lagoon Area Storm Water Management	08/08/2013	30/09/2015	WIP 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.					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
987685 – of Renewal Aviation Security Infrastructure	Ongoing	Ongoing	WIP Recurring annual provision to upgrade and replace systems. A review of CCTV coverage is underway to determine the most appropriate areas for further coverage. A control unit has been installed in the Departure Gate area to provide capacity for multiple cameras to be installed to the apron side of the terminal.	\$55,314	\$12,440

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
Commentary: 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. Recurring annual project. Installation of CCTV cameras and associated infrastructure.					
959127– General Security Access Upgrades	Ongoing	Ongoing	<u>WIP</u> Initial installation of equipment has been completed but could not be finalised due to withdrawal from sale of the electronic padlocks. Supply of the padlocks has resumed allowing this project to be finalised. Electronic padlocks for Gate 1 and 1A have been installed. This will provide enhanced access control for emergency services and defence force deployments. Additional padlocks for the GA and RPT Apron areas have been received. A “Hotspot” reader is to be installed at the GA Apron to allow tenants to use padlocks installed in that area.	\$70,000	\$70,856
Commentary: Funds to upgrade security equipment includes the replacement of the locking system for gates at the GA Apron and military deployment areas. Two wireless electronic locking systems were evaluated for external gates. A product that provides a wireless extension of the existing “Cardax” system has been selected.					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD Actual (Including Committals)
CAPITAL WORKS PROGRAM					
OPERATIONS					
983763 – Main Runway Resurface (Consultancy)	1/12/14	Delivery of resurface 2017 - 2019	<u>Completed</u> Progressive consultancy to design and complete a resurface of primary aircraft movement area pavements. Delivery of services has commenced.	\$291,298	\$86,832
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.					
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 September 2015 – 25% of year lapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Drainage Study for Future Developments	\$47 916	\$34 283.60	72%	<u>Completed</u> 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%	-9.9% / -7.0%
Aircraft Movements*	+1%	-21.5% / -14.7%
Bird Strikes	3 per month	0 / 8
Lost Time Days – workplace injuries	0	0 / 0
Reported Public Injuries on Airport Precinct	0	0 / 1
Customer Requests Actioned	100%	100% / 100%
Airline Engagement Meetings	Every 3 months	Yes / Yes
Military Exercise Briefings Attended	100%	Yes / Yes

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

FINANCIAL MATTERS



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

As At End Of September 2015

Report Run: 16-Oct-2015 15:02:16 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 25% of Year Gone
CORPORATE SERVICES						
AIRPORT						
<u>Airport Operations</u>						
Revenues	0	0	(2,775)	(2,775)	0%	✓
Expenses	2,173,754	971,926	922,804	1,894,729	87%	✗
Transfer / Overhead Allocation	146,750	0	35,603	35,603	24%	✓
Total Unit: Airport Operations	2,320,504	971,926	955,632	1,927,558	83%	✗
<u>Airport Facilities</u>						
Revenues	(630,270)	0	(112,097)	(112,097)	18%	✗
Expenses	4,379,126	580,144	369,041	949,185	22%	✓
Transfer / Overhead Allocation	88,000	0	2,436	2,436	3%	✓
Total Unit: Airport Facilities	3,836,856	580,144	259,380	839,524	22%	✓
<u>Airport Administration</u>						
Revenues	(30,000)	0	(22,196)	(22,196)	74%	✓
Expenses	3,634,427	350,713	968,361	1,319,074	36%	✗
Transfer / Overhead Allocation	5,342,586	0	1,334,697	1,334,697	25%	✓
Total Unit: Airport Administration	8,947,013	350,713	2,280,862	2,631,575	29%	✗
<u>Airport Commercial</u>						
Revenues	(15,457,634)	4,528	(3,713,114)	(3,708,586)	24%	✗
Expenses	353,261	32,968	48,144	81,112	23%	✓
Transfer / Overhead Allocation	0	0	1,019	1,019	0%	✗
Total Unit: Airport Commercial	(15,104,373)	37,497	(3,663,951)	(3,626,455)	24%	✗
Total Section: AIRPORT	0	1,940,280	(168,077)	1,772,202	506343526%	✗

CSO's

The Rockhampton Airport provided a Community Service Obligation to emergency service providers the Royal Flying Doctor's Service and the Capricorn Helicopter Rescue Service. This is valued at \$42,000 for the financial year.

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 Bad Debt Write Off

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 BAD DEBT WRITE OFF

File No: 1117

Attachments: Nil

Authorising Officer: Robert Holmes - Acting Chief Executive Officer

Author: Alicia Cutler - Acting 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

Manager presenting report in regards to Bad Debt Write Off due to Company being in Liquidation.

14 CLOSURE OF MEETING