



# **BUSINESS ENTERPRISE COMMITTEE MEETING**

## **AGENDA**

**3 FEBRUARY 2016**

*Your attendance is required at a meeting of the Business Enterprise Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 3 February 2016 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**  
28 January 2016

Next Meeting Date: 02.03.16

**Please note:**

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

## TABLE OF CONTENTS

| ITEM | SUBJECT                                                                                                                     | PAGE NO |
|------|-----------------------------------------------------------------------------------------------------------------------------|---------|
| 1    | OPENING.....                                                                                                                | 1       |
| 2    | PRESENT .....                                                                                                               | 1       |
| 3    | APOLOGIES AND LEAVE OF ABSENCE .....                                                                                        | 1       |
| 4    | CONFIRMATION OF MINUTES .....                                                                                               | 1       |
| 5    | DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....                                                                      | 1       |
| 6    | BUSINESS OUTSTANDING .....                                                                                                  | 2       |
| 6.1  | BUSINESS OUSTANDING TABLE FOR BUSINESS ENTERPRISE<br>COMMITTEE.....                                                         | 2       |
| 7    | PUBLIC FORUMS/DEPUTATIONS .....                                                                                             | 6       |
|      | NIL .....                                                                                                                   | 6       |
| 8    | OFFICERS' REPORTS.....                                                                                                      | 7       |
|      | NIL .....                                                                                                                   | 7       |
| 9    | STRATEGIC REPORTS .....                                                                                                     | 8       |
| 9.1  | ROCKHAMPTON REGIONAL WASTE AND RECYCLING<br>OPERATIONAL REPORT FOR PERIODS ENDING NOVEMBER 30<br>AND DECEMBER 31 2015 ..... | 8       |
| 9.2  | CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON<br>AIRPORT - MONTHLY OPERATIONS AND ANNUAL<br>PERFORMANCE PLAN REPORT .....     | 29      |
| 10   | NOTICES OF MOTION.....                                                                                                      | 47      |
|      | NIL .....                                                                                                                   | 47      |
| 11   | URGENT BUSINESS/QUESTIONS .....                                                                                             | 48      |
| 12   | CLOSURE OF MEETING .....                                                                                                    | 49      |



**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Business Enterprise Committee held 2 December 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 Business Enterprise Committee**

**Meeting Date: 3 February 2016**

**Attachment No: 1**

| Date             | Report Title                     | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Responsible Officer | Due Date   | Notes                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04 February 2015 | Waste Infrastructure Plan Update | <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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;</li> <li>4. THAT the Ridgeland, Bushley, Westwood, and Bajool Roadside Bin Station sites be maintained under the current operating regime through the 2015/2016 year.</li> </ol> <p>THAT Council formally contacts property managers of REIQ to inform them of Council's concerns with illegal dumping which may be resulting from change of occupancy.</p> | Craig Dungleison    | 18/02/2015 | <p>Midgee Roadside Bin Station closed - some illegal dumping occurs.</p> <p>Laurel Bank - the above ground trenches are complete and operational. The site is generally tidier though dumping on the ground is ongoing. The site is under review.</p> <p>The roadside bin stations at Marmor and Dalma have not been altered at this point. Dalma is on hold until other sites are</p> |



|                  |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |            |                                                     |
|------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-----------------------------------------------------|
| 02 December 2015 | Waste reduction and Recycling Plan (WRRP) workshop | <ol style="list-style-type: none"><li>1. THAT the Draft Waste Reduction and Recycling Plan be publicly advertised for community comment via placement on the Council's web page and copies being available at the Council's Waste Management Facilities, Customer Service Centres and Libraries;</li><li>2. THAT consideration be given in the next available budget review or at the latest, the 2016/17 budget for:<ol style="list-style-type: none"><li>a. a \$10,000 increase in the funds for the provision of educational services and information and advice for waste and recycling based upon a costed Communication Plan; and</li><li>b. an additional full time staff resource for at least one (1) year following adoption of the Waste Reduction and Recycling Plan to initiate items of the Action Plan under the draft Waste Reduction and Recycling Plan.</li></ol></li></ol> | Craig Dungleison | 16/12/2015 | Will be considered at the December budget revision. |
|------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-----------------------------------------------------|

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

Nil

## **9 STRATEGIC REPORTS**

### **9.1 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR PERIODS ENDING NOVEMBER 30 AND DECEMBER 31 2015**

**File No:** 7927

**Attachments:** 1. RRWR Operational Report November and December 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 months of November and December 2015*

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

THAT the RRWR operational report for November and December 2015 be received.

**ROCKHAMPTON REGIONAL WASTE  
AND RECYCLING OPERATIONAL  
REPORT FOR PERIODS ENDING  
NOVEMBER 30 AND  
DECEMBER 31 2015**

**RRWR Operational Report November  
and December 2015**

**Meeting Date: 3 February 2016**

**Attachment No: 1**

**MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT  
ROCKHAMPTON REGIONAL WASTE AND RECYCLING  
Periods Ended 30 November and 31 December 2015**

**VARIATIONS, ISSUES AND INNOVATIONS**

***Cancer Fund Annual Christmas Parade – 12 November***

RRWR participated in the 2015 parade as this section has previously. The section provided one waste collection truck and one utility vehicle appropriately decorated. Councillors and Council staff participated in the event. The crowd, as usual, was very large and lined both sides of the parade's path from the corner of Lakes Creek Road (Bridge St) and Goodsall Street to the entrance at Stockland Shopping Centre (corner of Musgrave Street and Moore's Creek Road). The main items distributed to the crowd were the annual Recycling Calendar which was and is always popular, as well as recycling and waste management educational / promotional items and lollies.

The event was successful with a good interaction with the crowd being achieved and some positive media coverage.

***Asbestos Awareness Month***

The Asbestos Diseases Research Institute (ADRI) (NSW based organisation) has developed an educational and promotional package to highlight the possible dangers of home renovations as the presence of asbestos in many homes is unknown and or unclear to the home renovator. This program, as one element, has developed "Betty the ADRI House" which is a caravan like structure that was, through the later part of 2015, touring locations in Queensland. In November, which was Asbestos Awareness Month, Betty, in association with the local Bunnings, was parked in the Bunnings carpark for members of the community to view. Betty was constructed to look like various rooms of a standard (older) house and with the use of cutaway walls etc it clearly showed the possible location of asbestos in the home. The display was very well done.

The local media, Council Communications staff and Cr Fisher worked cooperatively to ensure that there was good coverage in the local media.

***Recycling Calendars – presentation of awards to the calendar drawing competition winners***

In 2015, RRWR undertook a drawing competition for school children. The topic was recycling and the winner's drawing would be used in the 2016 Recycling calendar.

The "best" drawings were selected and the 2016 calendar was produced and distributed at the Queensland Cancer Fund Christmas parade and also to various distribution points across the region, i.e. Council Libraries and Customer Service Centres.

Through the month of December, several schools were visited i.e. Glenmore, Frenchville, Lakes Creek and Waraburra, through the region with the local Councillor and Cr Fisher where prizes were awarded to the school child who drew the winning drawings.

***Kerbside Recycling Collection Contract – 1 year Extension - JJ Richards***

The current kerbside recycling collection contract which had an original life of five years will expire at the end of June 2016. As the current operator is performing well and a good commercial outcome was negotiated and it was agreed to offer a one (1) year extension to the current operator – JJ Richards. JJ Richards have accepted the offer. The contract has two (2) by one (1) year extensions that can be granted, this is the first of those options.

***Bulk Waste Haulage Contract including the new portion for the Waste Transfer Station at Lakes Creek Road – Transpacific Cleanaway***

The contract for the provision of bulk bins and cartage of the bulk waste from the following waste transfer stations – Bouldercombe, Mt Morgan, Alton Downs, Gracemere (temporary) and Lakes Creek Road (new) has been extended. This contract was for a 3 year period with 2 one year extensions. A 1 year extension has been offered and accepted by Transpacific Cleanaway.

This contract has been varied to include the provision of a bulk waste bin for the waste transfer station at Lakes Creek Road Landfill. The push pit will be narrowed by the use of concrete barriers so a standard 30 cubic metre bulk waste bin will collect all waste deposited into the push pit. This option was the lowest cost option following the calling of quotations.

***Laurel Bank Roadside Bin Station***

The new above ground concrete trenches were operational just prior to Christmas. Generally the site is tidier with nearly all waste being placed into the trenches. The quantity of waste collection is well above normal but this is expected through the Christmas / New Year period. The site will be monitored for operating costs.

In the first week of operation 3 or the 4 gates at the end of trenches have been stolen and the shade cloth section at the end of a trench has also be cut out and removed. These matters have been reported to the police.

***Glass Crushing – Parkhurst MRF***

The glass crushing plant has now been installed at the Parkhurst MRF. The plant is currently undergoing trials. The glass passing through the plant will be crushed to a 3mm – 5mm range and will be hit treated to remove all sugars and other contaminants.

It is currently planned that FRW will commence mixing the crushed glass with its bedding sand on a 50%/50% basis for a trial period.

## LINKAGES TO OPERATIONAL PLAN

## 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

RRWR Traffic Light Reports November and December 2015



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

|                                                    | Balance B/F | Completed<br>in Current<br>Mth | Current Month NEW<br>Requests |           | TOTAL<br>INCOMPLETE<br>REQUESTS<br>BALANCE | Under<br>Long Term<br>Investigation | Completion<br>Standard<br>(days) | Avg<br>Completion<br>Time (days)<br>Current Mth |      | Avg<br>Completion<br>Time (days)<br>6 Months |      | Avg<br>Completion<br>Time (days)<br>12 Months |      | Avg<br>Duration<br>(days)<br>12 Months<br>(complete and<br>Incomplete) |
|----------------------------------------------------|-------------|--------------------------------|-------------------------------|-----------|--------------------------------------------|-------------------------------------|----------------------------------|-------------------------------------------------|------|----------------------------------------------|------|-----------------------------------------------|------|------------------------------------------------------------------------|
|                                                    |             |                                | Received                      | Completed |                                            |                                     |                                  |                                                 |      |                                              |      |                                               |      |                                                                        |
| Waste/Recycling - RATES NOTICE QUERY               | 0           | 0                              | 1                             | 1         | 0                                          | 0                                   | 10                               | ●                                               | 0.00 | ●                                            | 2.75 | ●                                             | 4.50 | 0.63                                                                   |
| Additional Recycling Service (Fee applies) JJ RICH | 0           | 0                              | 5                             | 5         | 0                                          | 0                                   | 2                                | ●                                               | 0.80 | ●                                            | 0.44 | ●                                             | 0.81 | 0.30                                                                   |
| Additional Waste Service (Fee applies) RRC         | 0           | 0                              | 8                             | 7         | 1                                          | 0                                   | 2                                | ●                                               | 0.29 | ●                                            | 0.91 | ●                                             | 0.77 | 0.37                                                                   |
| Park Bins (RRC Park/Reserve areas)                 | 0           | 0                              | 0                             | 0         | 0                                          | 0                                   | 23                               | ●                                               | 0.00 | ●                                            | 2.63 | ●                                             | 7.52 | 5.32                                                                   |
| Change to Existing Bins (JJ RICHARDS)              | 2           | 2                              | 9                             | 8         | 1                                          | 0                                   | 5                                | ●                                               | 0.50 | ●                                            | 1.23 | ●                                             | 1.51 | 0.93                                                                   |
| Change to Existing Bins (RRC)                      | 3           | 3                              | 12                            | 11        | 1                                          | 0                                   | 2                                | ●                                               | 2.27 | ●                                            | 1.90 | ●                                             | 2.13 | 0.98                                                                   |
| Missed Service Recycling - SAME DAY JJ RICHARDS    | 0           | 0                              | 16                            | 15        | 1                                          | 0                                   | 2                                | ●                                               | 1.27 | ●                                            | 1.06 | ●                                             | 1.12 | 0.62                                                                   |
| Missed Service Waste - SAME DAY ENQUIRY RRC        | 0           | 0                              | 24                            | 23        | 1                                          | 0                                   | 2                                | ●                                               | 0.39 | ●                                            | 0.50 | ●                                             | 0.55 | 0.42                                                                   |
| Missed Recycling Bin JJ (Not out or Truck Missed)  | 6           | 5                              | 22                            | 20        | 3                                          | 0                                   | 2                                | ●                                               | 1.20 | ●                                            | 1.14 | ●                                             | 3.57 | 4.70                                                                   |
| Missed General RRC (Bin Not Out or Truck Missed)   | 3           | 2                              | 25                            | 25        | 1                                          | 0                                   | 2                                | ●                                               | 0.32 | ●                                            | 0.50 | ●                                             | 0.51 | 0.54                                                                   |
| New ( First) Bin Set Up (Domestic/Recycle & Comm)  | 2           | 2                              | 15                            | 13        | 2                                          | 0                                   | 5                                | ●                                               | 2.54 | ●                                            | 2.51 | ●                                             | 2.98 | 2.17                                                                   |
| Repair JJ Richards Recycle                         | 2           | 2                              | 0                             | 0         | 0                                          | 0                                   | 5                                | ●                                               | 0.00 | ●                                            | 3.33 | ●                                             | 2.68 | 1.80                                                                   |
| Repair RRC General Waste Bin                       | 1           | 1                              | 9                             | 8         | 1                                          | 0                                   | 2                                | ●                                               | 1.13 | ●                                            | 1.23 | ●                                             | 1.32 | 0.68                                                                   |
| Replacement Bin JJ (Damaged/Lost/Stolen)           | 1           | 1                              | 12                            | 12        | 0                                          | 0                                   | 5                                | ●                                               | 0.75 | ●                                            | 2.17 | ●                                             | 2.44 | 1.68                                                                   |
| Replacement Bin RRC (Damaged/Lost/Stolen)          | 7           | 7                              | 62                            | 59        | 3                                          | 0                                   | 2                                | ●                                               | 0.93 | ●                                            | 1.14 | ●                                             | 1.37 | 0.79                                                                   |
| Special Event Bins (Parks/Halls etc)               | 0           | 0                              | 5                             | 5         | 0                                          | 0                                   | 2                                | ●                                               | 0.60 | ●                                            | 1.32 | ●                                             | 1.03 | 0.54                                                                   |
| Landfills & Transfer Station - Waste Facilities    | 0           | 0                              | 3                             | 2         | 1                                          | 0                                   | 1                                | ●                                               | 0.00 | ●                                            | 0.60 | ●                                             | 1.03 | 0.47                                                                   |
| Waste and Recycling General Query                  | 5           | 4                              | 33                            | 33        | 1                                          | 0                                   | 5                                | ●                                               | 0.70 | ●                                            | 1.69 | ●                                             | 1.51 | 1.06                                                                   |
| Compliment or Complaint RRC or JJ Richards         | 0           | 0                              | 7                             | 7         | 0                                          | 0                                   | 2                                | ●                                               | 0.71 | ●                                            | 1.14 | ●                                             | 1.92 | 0.38                                                                   |



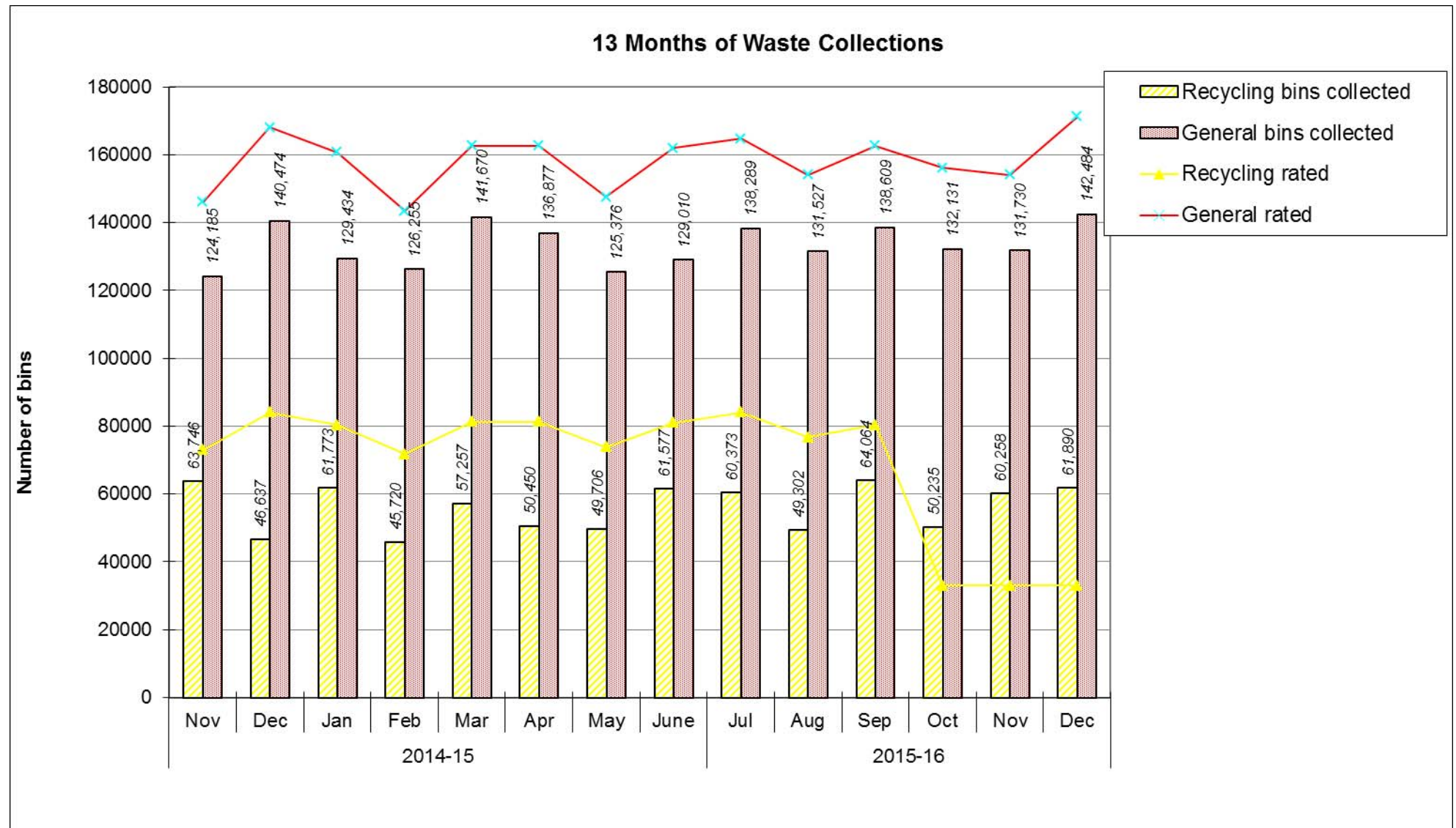


## All Monthly Requests (Priority 3) RRW&R 'Traffic Light' report December 2015

|                                                    | 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) Q2 |
|----------------------------------------------------|-------------|--------------------------|----------------------------|-----------|-----------------------------------|-------------------------------|----------------------------|----------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------------------------|-------------------------------|
|                                                    |             |                          | Received                   | Completed |                                   |                               |                            |                                        |                                     |                                      |                                                         |                               |
| Waste/Recycling - RATES NOTICE QUERY               | 0           | 0                        | 0                          | 0         | 0                                 | 0                             | 10                         | ● 0.00                                 | ● 3.33                              | ● 3.91                               | 0.63                                                    | ● 5.00                        |
| Additional Recycling Service (Fee applies) JJ RICH | 0           | 0                        | 1                          | 1         | 0                                 | 0                             | 2                          | ● 1.00                                 | ● 0.50                              | ● 0.80                               | 0.36                                                    | ● 0.71                        |
| Additional Waste Service (Fee applies) RRC         | 1           | 1                        | 13                         | 13        | 0                                 | 0                             | 2                          | ● 0.08                                 | ● 0.55                              | ● 0.64                               | 0.30                                                    | ● 0.14                        |
| Park Bins (RRC Park/Reserve areas)                 | 0           | 0                        | 5                          | 5         | 0                                 | 0                             | 23                         | ● 0.40                                 | ● 2.39                              | ● 6.15                               | 4.07                                                    | ● 0.60                        |
| Change to Existing Bins (JJ RICHARDS)              | 1           | 1                        | 8                          | 8         | 0                                 | 0                             | 5                          | ● 1.13                                 | ● 1.19                              | ● 1.48                               | 0.90                                                    | ● 1.03                        |
| Change to Existing Bins (RRC)                      | 1           | 1                        | 8                          | 8         | 0                                 | 0                             | 2                          | ● 1.00                                 | ● 1.86                              | ● 2.10                               | 0.97                                                    | ● 1.41                        |
| Missed Service Recycling - SAME DAY JJ RICHARDS    | 1           | 1                        | 12                         | 10        | 2                                 | 0                             | 2                          | ● 1.20                                 | ● 1.06                              | ● 1.14                               | 0.73                                                    | ● 1.17                        |
| Missed Service Waste - SAME DAY ENQUIRY RRC        | 1           | 1                        | 30                         | 30        | 0                                 | 0                             | 2                          | ● 0.33                                 | ● 0.50                              | ● 0.53                               | 0.40                                                    | ● 0.37                        |
| Missed Recycling Bin JJ (Not out or Truck Missed)  | 3           | 3                        | 27                         | 20        | 7                                 | 0                             | 2                          | ● 0.85                                 | ● 1.10                              | ● 3.52                               | 4.57                                                    | ● 1.00                        |
| Missed General RRC (Bin Not Out or Truck Missed)   | 1           | 0                        | 28                         | 27        | 2                                 | 0                             | 2                          | ● 0.52                                 | ● 0.52                              | ● 0.50                               | 0.59                                                    | ● 0.55                        |
| New ( First) Bin Set Up (Domestic/Recycle & Comm)  | 2           | 2                        | 23                         | 21        | 2                                 | 0                             | 5                          | ● 1.62                                 | ● 2.41                              | ● 2.89                               | 2.15                                                    | ● 2.12                        |
| Repair JJ Richards Recycle ( Bin To Be Empty )     | 0           | 0                        | 0                          | 0         | 0                                 | 0                             | 5                          | ● 0.00                                 | ● 4.00                              | ● 2.68                               | 1.80                                                    | ● 2.00                        |
| Repair RRC General Waste Bin ( Bin To Be Empty )   | 1           | 1                        | 19                         | 18        | 1                                 | 0                             | 2                          | ● 0.67                                 | ● 0.99                              | ● 1.28                               | 0.66                                                    | ● 0.85                        |
| Replacement Bin JJ (Damaged/Lost/Stolen)           | 0           | 0                        | 10                         | 8         | 2                                 | 0                             | 5                          | ● 1.75                                 | ● 2.14                              | ● 2.45                               | 1.74                                                    | ● 1.12                        |
| Replacement Bin RRC (Damaged/Lost/Stolen)          | 3           | 3                        | 77                         | 67        | 10                                | 0                             | 2                          | ● 0.45                                 | ● 1.00                              | ● 1.35                               | 0.84                                                    | ● 0.63                        |
| Special Event Bins (Parks/Halls etc)               | 0           | 0                        | 1                          | 1         | 0                                 | 0                             | 2                          | ● 2.00                                 | ● 1.37                              | ● 1.06                               | 0.54                                                    | ● 0.80                        |
| Landfills & Transfer Station - Waste Facilities    | 1           | 1                        | 4                          | 4         | 0                                 | 0                             | 1                          | ● 1.25                                 | ● 0.71                              | ● 1.05                               | 0.57                                                    | ● 0.91                        |
| Waste and Recycling General Query                  | 1           | 1                        | 31                         | 30        | 1                                 | 0                             | 5                          | ● 1.03                                 | ● 1.73                              | ● 1.62                               | 1.05                                                    | ● 0.89                        |
| Compliment or Complaint RRC or JJ Richards         | 0           | 0                        | 5                          | 5         | 0                                 | 0                             | 2                          | ● 1.60                                 | ● 1.03                              | ● 1.91                               | 0.34                                                    | ● 0.88                        |

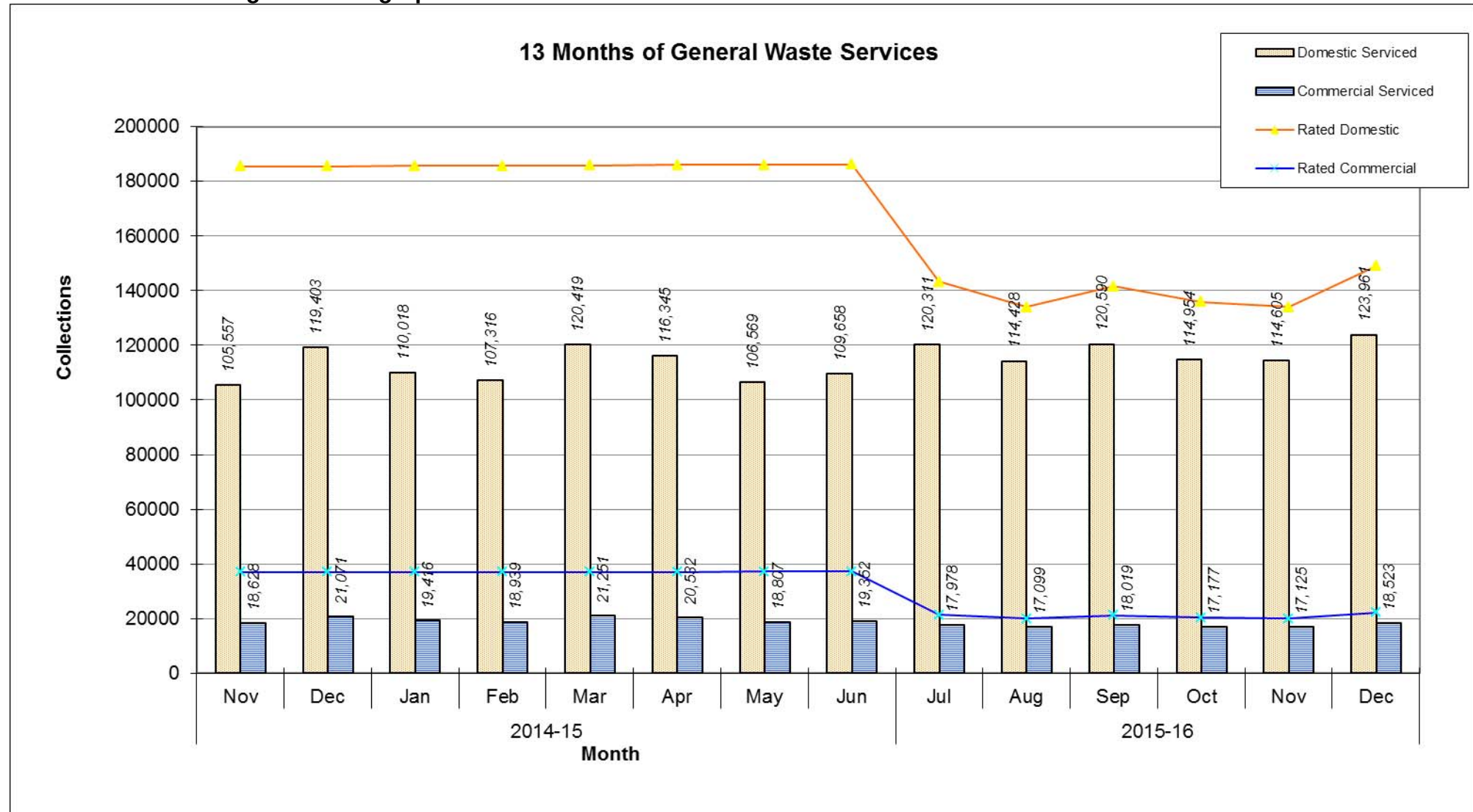
Comment: Nil

## Waste Collections rolling 13 month graph



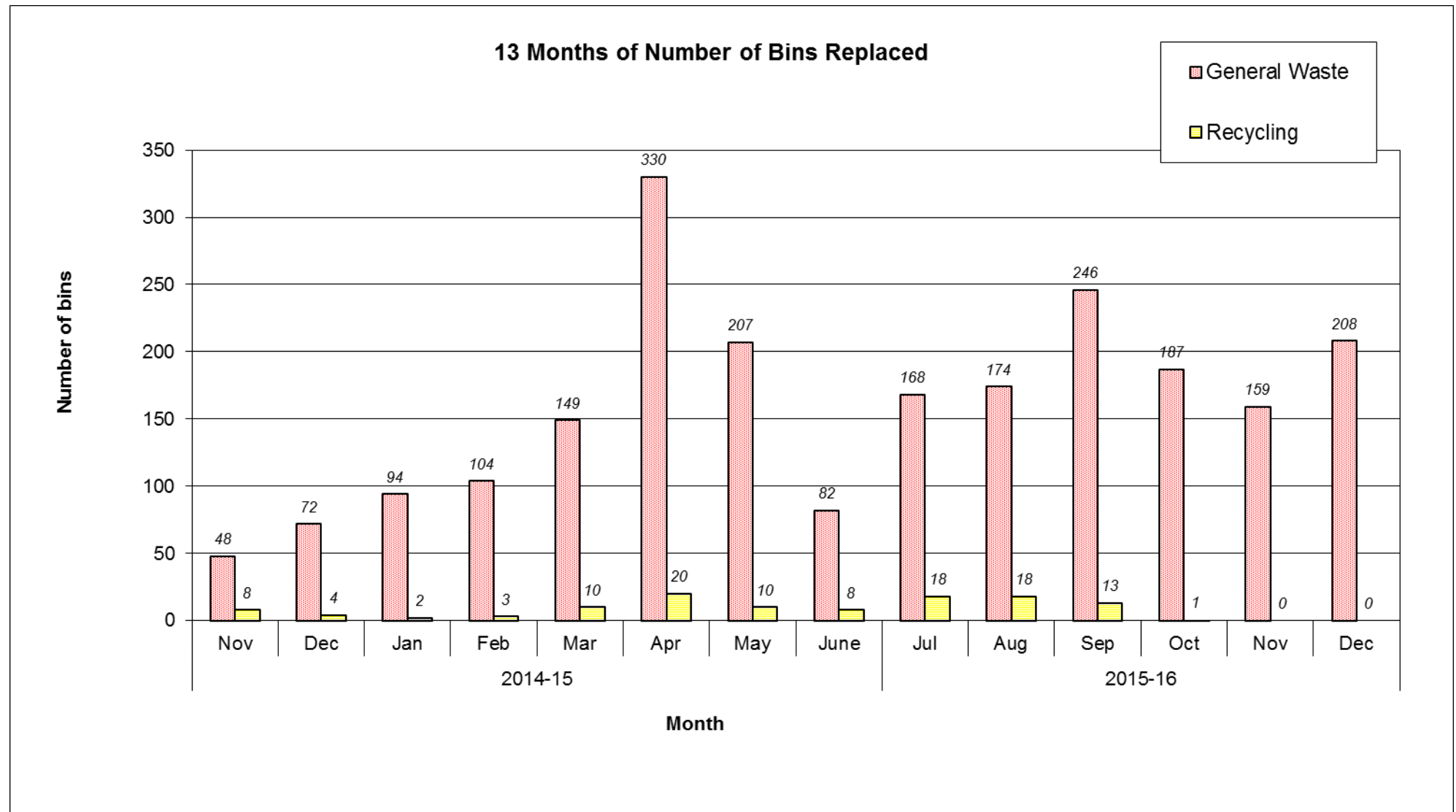
The graphs above shows the number of General Waste and Recycling bins serviced on a monthly basis during the past 13 month period.

## Waste Services rolling 13 month graph



The graphs above depict the division of domestic and commercial waste collection services on a monthly basis during the past 13 month period. Data for rated service prior to 2015-16 was reflected as an average, where rated service data after June 2015 reflects actually monthly stats. Fluctuations from month to month are true to months showing four and five week periods.

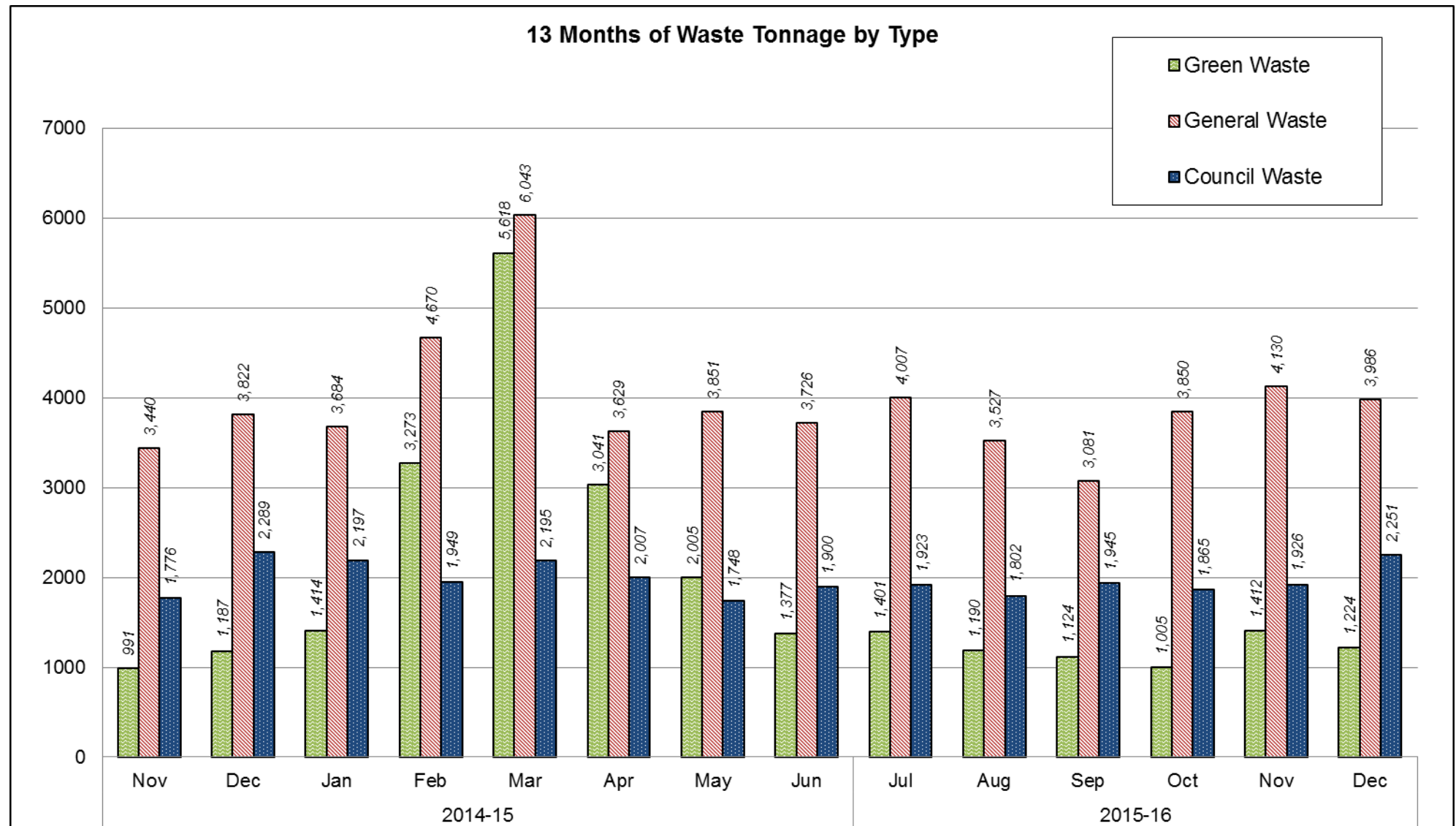
### Wheelie bin repair and replacement rolling 13 month graph



The graph above shows the number of wheelie bins replaced on a monthly basis during the past 13 month period. Data from July 2015 onward reflects replacements and now also repairs of bins.

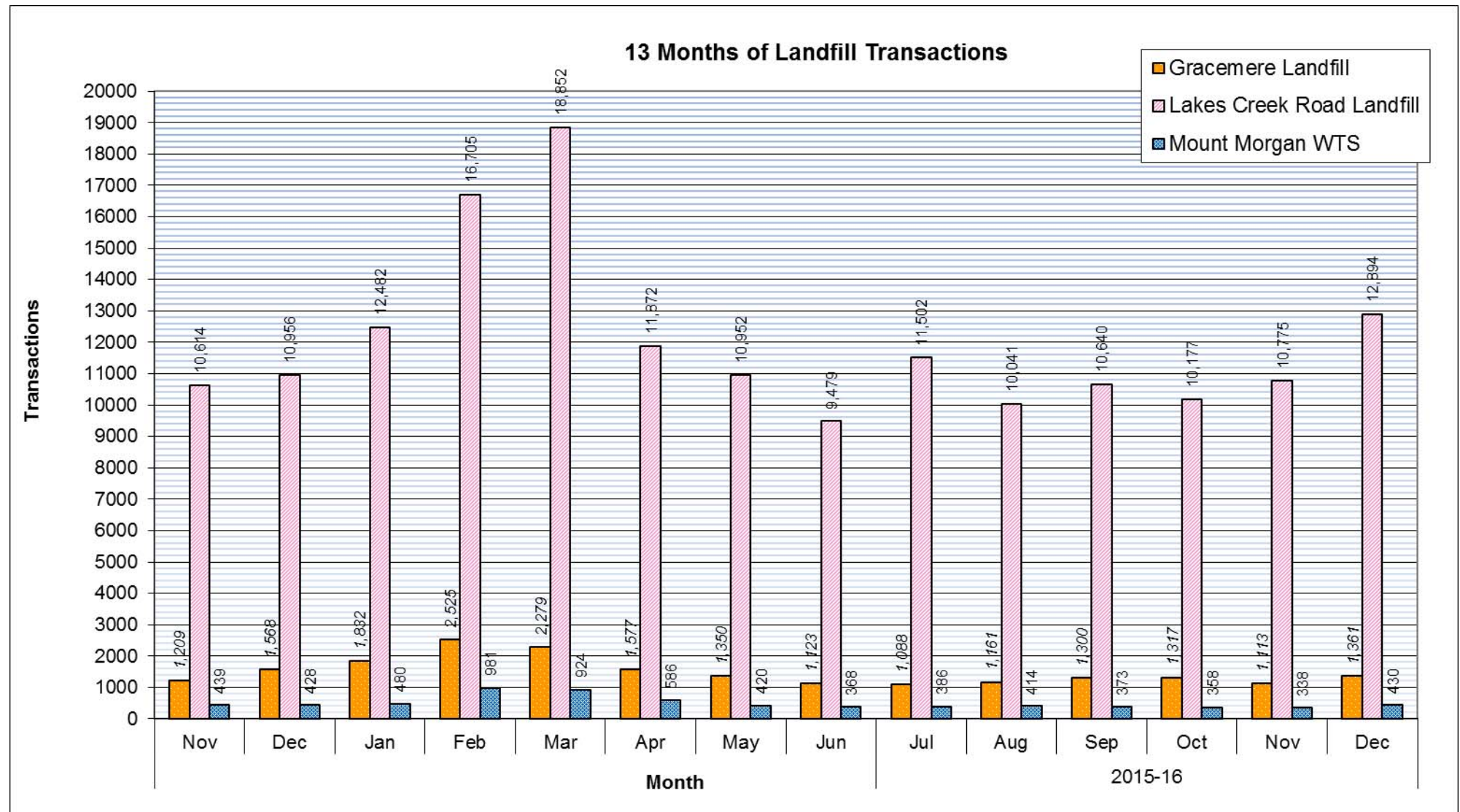


## Waste tonnage by waste type rolling 13 month graph



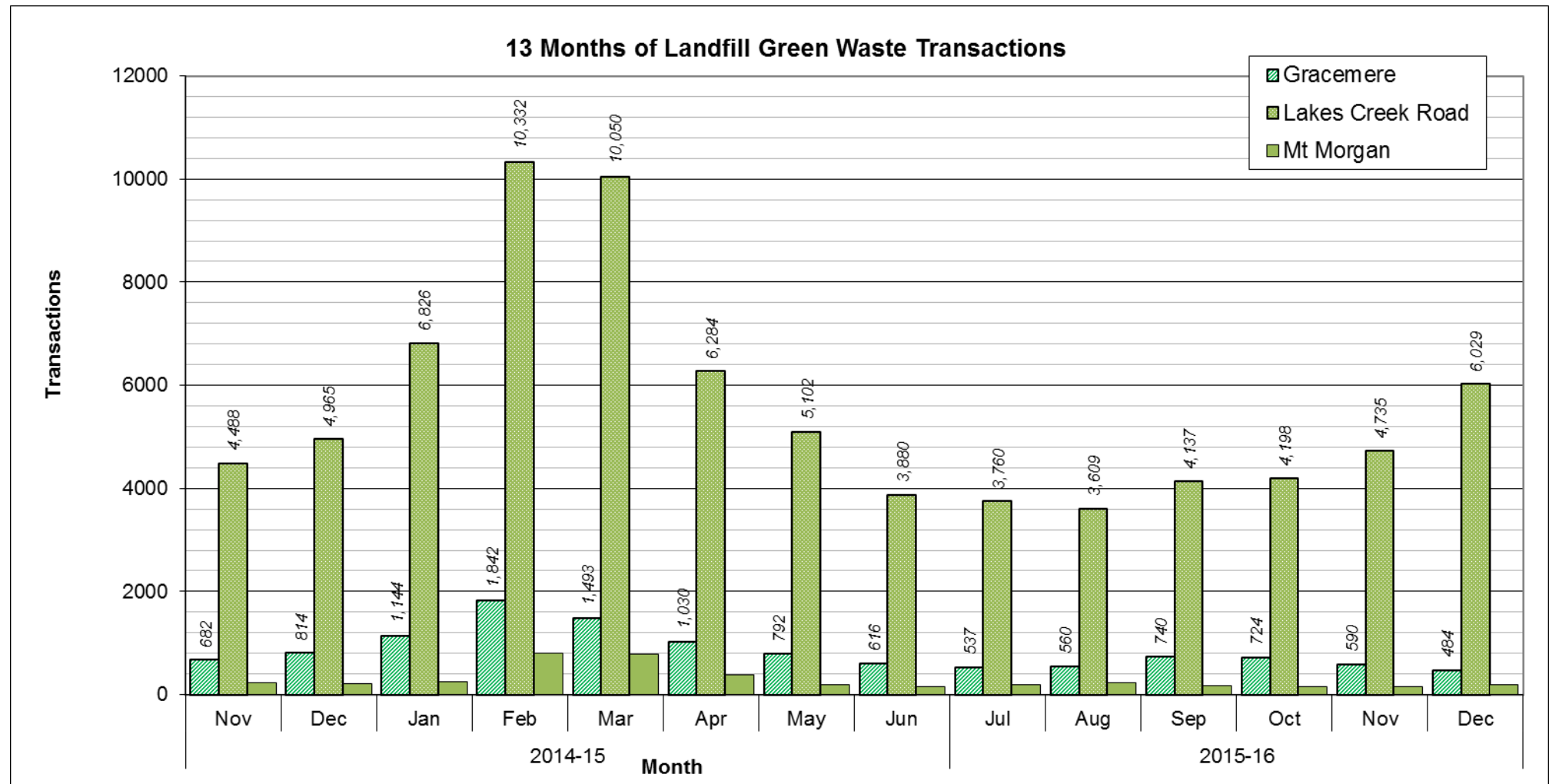
The graphs above show waste tonnage by waste types accepted at all facilities on a monthly basis during the past 13 month period. The spike in activities in February and March 2015 was due to Cyclone Marcia clean-ups.

## Landfill Transactions rolling 13 month graph



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

## Green waste Transactions rolling 13 month graph



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:

|                                                | SECOND QUARTER 2015/16 |     |     |
|------------------------------------------------|------------------------|-----|-----|
|                                                | OCT                    | NOV | DEC |
| <b>Number of Lost Time Injuries</b>            | 0                      | 0   | 0   |
| <b>Number of Days Lost Due to Injury</b>       | 20                     | 3   | 0   |
| <b>Total Number of Incidents Reported</b>      | 2                      | 1   | 4   |
| <b>Number of Incomplete Hazard Inspections</b> | 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.<br><br>Proposed opening date for the WTS is the 20 January depending upon the resolution of fire safety issues, regulatory approval issues and defect / warranty issues |
| 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 extension of the Lakes Creek Road Landfill has been approved by all regulatory authorities. The licence for the current Lakes Creek Road Landfill is being upgraded to cater for the extension. The next phase of design and the construction has commenced                                        |
| Loss of a major waste management facility due to a natural                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Low 7               | Nil                                                      | N/A      | N/A         | Nil action this period                                                                                                                                                                                                                                                                                 |

| Potential Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Current Risk Rating | Future Control & Risk Treatment Plans | Due Date | % Completed | Comments               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------|----------|-------------|------------------------|
| or man-made disaster, i.e. flood, storm damage, discovery of unexploded ordinance, discovery of a hazardous waste type, etc. which may result in the community not having any location to effectively dispose of its waste causing possibly a decrease in public health and a significant potential for large scale environmental harm to be caused. This will cause Council strong damage to its reputation and a strong loss of confidence in the ability of Council to manage large facilities/processes on behalf of the community. |                     |                                       |          |             |                        |
| 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 action this period |

### Legislative Compliance & Standards

| Legislative Compliance Matter                                               | Due Date                                     | % Completed | Comments                                                                                                                                                                |
|-----------------------------------------------------------------------------|----------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quarterly and Annual Performance Plans                                      | 30/09/14<br>31/12/14<br>31/03/15<br>30/06/15 | 100%        | Monthly section report has been amended to reflect quarterly statistics. Annual Performance is under production.                                                        |
| National Pollutant Inventory                                                | 30/12/15                                     | 100%        | Annual reporting has been completed and was submitted in September 2015, not in July as previously stated.                                                              |
| 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 – this work is 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 were submitted in September 2015, not July as previously stated.<br><br>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                                              |             | 90% Completed | Communications are finalising a public document for public comment, scheduled to be ready for advertising mid-February                                                                                                                                      |
| Waste Facilities - EHP letter setting conditions to formal close old landfill sites – Marmor, Mt Morgan (adjacent to Showgrounds), Bouldercombe, Alton Downs |             | 60%           | On ground civil work has commenced at all sites, which includes removal of litter (old and new), general levelling of site and repair of fences.                                                                                                            |
| 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 will commence shortly.                                                             |

### 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                        | 65%           | \$800,000              | \$695,431                           |
| <b>Comment:</b> ongoing                                                                                                                                                                                                                                                                               |                   |                                 |               |                        |                                     |
| <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          | 25 January 2016                 | 99%           | \$486,000              | \$895,677                           |
| <b>Comment:</b> 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 final invoice from QR and final invoice from JMK. |                   |                                 |               |                        |                                     |
| <b>Closure of existing landfill sites and remediation of landfills</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          | 01/09/15                        | 100%          | \$195,062              | \$227,162                           |

| Project                                                                                                          | Start Date | Expected Completion Date | Status | Budget Estimate | YTD actual (incl committals) |
|------------------------------------------------------------------------------------------------------------------|------------|--------------------------|--------|-----------------|------------------------------|
| <b>Comment:</b> Cover the decommissioned Alto Downs landfill. Expenditure carry over from 2014/15 financial year |            |                          |        |                 |                              |
| <b>Regional Bin Stations and WTS Solution</b>                                                                    | Start Date | Expected Completion Date | Status | Budget Estimate | YTD actual (incl committals) |
|                                                                                                                  | 01/07/15   | 01/03/16                 | 95%    | \$175,000       | \$159,109                    |
| <b>Comment:</b> Construction of stations at Gogango, Marmor and Laurel Bank                                      |            |                          |        |                 |                              |
| <b>LCRL Augmentation</b>                                                                                         | Start Date | Expected Completion Date | Status | Budget Estimate | YTD actual (incl committals) |
|                                                                                                                  | 01/07/15   | 30/06/16                 | 2%     | \$713,800       | \$32,834                     |
| <b>Comment:</b> Commenced with development of tender document for the design                                     |            |                          |        |                 |                              |
| <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%     | \$150,0000      | \$0                          |
| <b>Comment:</b> Batch of bins will be ordered in February 2016                                                   |            |                          |        |                 |                              |

#### 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%             |

**6. FINANCIAL MATTERS**

Percentage of year elapsed 50%

| End of Month General Ledger - (Operating Only) - REGIONAL SERVICES      |                    |                    |                    |                    |               |
|-------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| As At End Of December 2015                                              |                    |                    |                    |                    |               |
| Report Run: 12-Jan-2016 11:59:16 Excludes Nat Accs: 2802,2914,2917,2924 |                    |                    |                    |                    |               |
|                                                                         | Adopted<br>Budget  | EOM<br>Commitments | YTD Actual         | Commit +<br>Actual | Variance      |
|                                                                         | \$                 | \$                 | \$                 | \$                 | %             |
| <b>WASTE &amp; RECYCLING SERVICES</b>                                   |                    |                    |                    |                    |               |
| <u>RRWR Waste Operations</u>                                            |                    |                    |                    |                    |               |
| Revenues                                                                | (4,870,421)        | 0                  | (2,486,571)        | (2,486,571)        | 51% ✓         |
| Expenses                                                                | 4,301,410          | 822,264            | 2,335,831          | 3,158,096          | 73% ✗         |
| Transfer / Overhead Allocation                                          | (390,160)          | 0                  | (412,265)          | (412,265)          | 106% ✓        |
| <b>Total Unit: RRWR Waste Operations</b>                                | <b>(959,172)</b>   | <b>822,264</b>     | <b>(563,005)</b>   | <b>259,260</b>     | <b>-27% ✗</b> |
| <u>RRWR Collections</u>                                                 |                    |                    |                    |                    |               |
| Revenues                                                                | (86,336)           | 0                  | (76,223)           | (76,223)           | 88% ✓         |
| Expenses                                                                | 3,844,767          | 12,580             | 1,557,411          | 1,569,991          | 41% ✓         |
| Transfer / Overhead Allocation                                          | 2,115,325          | 0                  | 940,507            | 940,507            | 44% ✓         |
| <b>Total Unit: RRWR Collections</b>                                     | <b>5,873,756</b>   | <b>12,580</b>      | <b>2,421,695</b>   | <b>2,434,275</b>   | <b>41% ✓</b>  |
| <u>RRWR Management</u>                                                  |                    |                    |                    |                    |               |
| Revenues                                                                | (13,966,228)       | 0                  | (6,410,253)        | (6,410,253)        | 46% ✗         |
| Expenses                                                                | 3,584,766          | 11,432             | 1,743,603          | 1,755,035          | 49% ✓         |
| Transfer / Overhead Allocation                                          | 2,463,773          | 0                  | 1,204,174          | 1,204,174          | 49% ✓         |
| <b>Total Unit: RRWR Management</b>                                      | <b>(7,917,688)</b> | <b>11,432</b>      | <b>(3,462,475)</b> | <b>(3,451,043)</b> | <b>44% ✗</b>  |
| <b>Total Section: WASTE &amp; RECYCLING SERVICES</b>                    | <b>(3,003,104)</b> | <b>846,276</b>     | <b>(1,603,785)</b> | <b>(757,509)</b>   | <b>25% ✗</b>  |

All percentages are exclusive of committals unless specifically mentioned.

**Operational Summary**

Total Revenue is marginally below the percentage of year elapsed at 47.42%, while operating expenses are slightly under the percentage of year elapsed at 46.29% resulting in a current surplus position.

All percentages are exclusive of committals unless specifically mentioned.

**Capital Summary**

RRWR capital project expenditure is above the percentage of year elapsed at 58.54% When committals are included for works yet to be completed this equates to 66.04%

The majority of RRWR capital expenditure to date relates to LCR waste transfer station, LCR landfill capping and the LCR landfill life extension project.



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

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**SUMMARY**

*The monthly operations and annual performance plan report for the Rockhampton Airport as at 31 December 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 December 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.

**CONCLUSION**

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

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

**Monthly Operations Report - Airport**

**Meeting Date: 3 February 2016**

**Attachment No: 1**

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## MONTHLY OPERATIONS REPORT

### Rockhampton Airport

Period Ended 31 December 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.

#### VARIATIONS, ISSUES AND INNOVATIONS

Nil to report

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

Car Park equipment failure as from 9 December 2015 – unable to process credit card transactions or use Help button speaker due to Telstra line issues. An alternative of using the ATM to pay cash was offered to users who approached the car park customer service personnel at the baggage claim in the arrivals area. The Exit gates were raised so users were not inconvenienced. It is anticipated it will be rectified in early January.

#### *Audit and Compliance*

The final report for the electrical component of the annual technical inspection was received in December. A corrective action plan is being developed to address recommendations raised in the report.

The report for other components of the technical inspection is expected to be received in January.

#### Airport Lighting System

The airfield lighting contractor is currently working through compliance issues with the lighting project and is expected to be back on site in January.

Rectification works were scheduled to commence on the Pit and Duct stage of the airfield lighting replacement project completed in March, however the project is still incomplete and further rectification works have been tentatively scheduled to commence in late January, 2016.

#### 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. Further issues on the applicability for further use will be considered following the trials scheduled to commence at Emerald Airport in January. Annual friction performance testing is scheduled for mid January.

#### *Passenger Numbers*

Domestic passenger numbers for December this year were 49,716 compared to 50,737 in December 2014.

***HV Supply***

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

- Short-term – Ergon Energy has confirmed that an increased supply from 1.0MW to 1.8 MW will be available following construction of a new feeder from Canning Street Zone Substation before the end of 2016.
- Mid-term – Ergon Energy has provided a Supply Report detailing the three options. Option three is the preferred option as it will provide a secondary mains feed into the airport at Denham Street Extended should the existing supply fail as well as an opportunity to provide further increases in overall mains supply. Further discussions with Ergon Energy are planned to determine design requirements and costs.

***Terminal Precinct*****Terminal Standby Power System**

To improve the reliability and operational viability of the current system, the equipment supplied is progressively being reconfigured and the existing generator has been replaced with a hire generator until the new system is installed. The tender for the supply of two new standby generators closed 23 December 2015. It is anticipated that the new system will be commissioned by March 2016.

**Paid Parking System**

Staff are working with Optus and Telstra to resolve ongoing communications issues. Parkwatch Server was replaced ex Melbourne but did not fix issue.

***General Aviation Precinct***

Construction of the new hanger approximately 1,000sqm on Lease BP is continuing.



## LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

|                                    | Balance B/F | Completed<br>in Current<br>Mth | Current Month NEW<br>Requests |           | TOTAL<br>INCOMPLETE<br>REQUESTS<br>BALANCE | Under<br>Long Term<br>Investigation | Completion<br>Standard<br>(days) | Avg<br>Completion<br>Time (days)<br>Current Mth | Avg<br>Completion<br>Time (days)<br>6 Months | Avg<br>Completion<br>Time (days)<br>12 Months | Avg<br>Duration<br>(days)<br>12 Months<br>(complete and<br>incomplete) | Avg<br>Completion<br>Time (days)<br>Q2 |
|------------------------------------|-------------|--------------------------------|-------------------------------|-----------|--------------------------------------------|-------------------------------------|----------------------------------|-------------------------------------------------|----------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------|----------------------------------------|
|                                    |             |                                | Received                      | Completed |                                            |                                     |                                  |                                                 |                                              |                                               |                                                                        |                                        |
| Airport General Enquiries          | 1           | 1                              | 2                             | 2         | 0                                          | 0                                   | 10                               | ● 4.00                                          | ● 2.78                                       | ● 2.36                                        | 2.36                                                                   | ● 3.17                                 |
| Airport Services General Enquiries | 0           | 0                              | 0                             | 0         | 0                                          | 0                                   | 10                               | ● 0.00                                          | ● 0.00                                       | ● 2.00                                        | 2.00                                                                   | ● 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 |          |          |
|----------------------------------------|----------------|----------|----------|
|                                        | October        | November | December |
| 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 | 3              | 1        | 3        |

### *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:<br>30/6/2014<br><br>Stage 2:<br>30/6/2015<br><br>Stage 3:<br>31/03/2016 | 80%         | Now 100% Stage 1 ALER complete and main runway transformers replaced to improve circuit reliability from zero MΩ to 0.17MΩ as at December 2014. Back to zero as at end November and rectification being carried out in Early December. Late December readings back up to an acceptable 0.13MΩ level. Stage 2 Pit & Duct completed mid November 2014 and rectification works to commence January 2016. Stage 3 commenced and completion date end April 2016. |
| 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. | 31/03/2016                                                                       | 85%         | High risk gates in Main apron installed<br>New locks now being rolled out in GA area.<br>Further locks to be installed on perimeter fence.<br>Program should be complete by 31/3/2016.                                                                                                                                                                                                                                                                      |

| 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 \$1.4mil.<br><br>Redevelop the airport terminal to increase retail revenue.                                                                                                                                                                                     | 30/06/2014<br><br>Terminal now - 1/07/2018              | 80%         | Now 100% SAF & ADF long term leases now executed. Architect has completed a cost effective solution.<br><br>The options for Terminal redevelopment will be further considered as part of the Airport Master Planning 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.<br>Consultant engaged to identify critical infrastructure and to load into Conquest to ensure regular maintenance is performed.<br><br>Upgrade of RPT and GA Apron flood lighting to meet LUX standards. | Stage 1:<br>30/6/2015<br><br><br><br><br><br>30/06/2016 | 80%         | Main Runway condition re-assessment by AECOM completed and recommendations included in 10 yr Capex program.<br><br>HV capacity evaluation being progressed with Ergon Energy for medium and long term<br><br>Chilled water system capacity improved with better control system and new heat exchange units<br><br>High Risk Fire Hydrant Systems now completed<br><br>Air-conditioning condition report completed.<br><br>HV Transformers condition evaluation completed.<br><br>Roads pavement condition assessment completed<br><br>Airport Council owned buildings condition assessment completed and priority 1 defects being addressed.<br><br>FRW has undertaken condition report on mains water and replacement of priority section completed final section in Capex program. |
| 1. Lack of a Business Continuity Plan to provide viable options for the airport to continue to operate or offer                                                                                                                            | High 4              | Develop a contingency plan for reduced or ceased terminal operation capacity and ensure all                                                                                                                                                                                                                                                 | 31/12/2015                                              | 100%        | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Potential Risk                                                                                                                                                                             | Current Risk Rating | Future Control & Risk Treatment Plans                                                         | Due Date | % Completed | Comments                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------|----------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| alternate air travel arrangements for the public.<br>2. Natural disasters, Fire, Flood, Cyclones, Earthquake, Storm.<br>3. IT or Communications failures.<br>4. Aircraft crash on airport. |                     | planning is integrated into any whole of council planning for business continuity management. |          |             | developed.<br><br>Learnings of TC Marcia will be incorporated. Draft completed with a list of suppliers of emergency and temporary equipment & facilities being compiled. Completed. |

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

| Legislative Compliance Matter                   | Due Date       | % Completed | Comments                                                                                           |
|-------------------------------------------------|----------------|-------------|----------------------------------------------------------------------------------------------------|
| 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  | 100%        | Completed November 2015                                                                            |
| Annual Airport Technical Inspection             | November 2015  | 100%        | Completed November 2015                                                                            |
| Annual Runway Friction Testing                  | January 2016   | 0%          | Test being conducted 14-15 January 2016                                                            |
| Emergency Exercise (Table Top)                  | May 2016       | 0%          |                                                                                                    |
| Annual Review of Airport Security Risk Register | September 2016 | 0%          |                                                                                                    |
| Annual Review of Airport SMS Risk Register      | October 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)  |
|---------------------------------------------|------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|
| <b>CAPITAL WORKS PROGRAM</b>                |            |                          |                                                                                                                   |                 |                                    |
| <b>FACILITIES</b>                           |            |                          |                                                                                                                   |                 |                                    |
| 959150 – Runway Lighting System Replacement | 18/12/2011 | 31/03/2016               | <b><u>WIP</u></b><br>• Stage 1 – Practical completion issued 24 April 2014. List of final defects being repaired. | \$1,766,863     | \$1,158,770 (Excluding committals) |



| Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Start Date | Expected Completion Date | Status                                                                                                                                                                                                                                                                                                                                                                      | Budget Estimate | YTD Actual (Including Committals) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| <b>CAPITAL WORKS PROGRAM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                          |                                                                                                                                                                                                                                                                                                                                                                             |                 |                                   |
| <b>FACILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                          |                                                                                                                                                                                                                                                                                                                                                                             |                 |                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                          | <ul style="list-style-type: none"> <li>Stage 2 – Practical completion has been issued. Contractor scheduled to be back on site in Jan 2016 for 8 to 10 weeks to repair defects.</li> <li>Stage 3 – Work has progressed up to week 44 – investigating options for early commissioning of the taxiway lights. A non-compliance issue resolved with the contractor.</li> </ul> |                 |                                   |
| <p>Commentary:</p> <p>Strategy has been developed to complete this project over a four to five year period.</p> <p>Major Projects are managing this project; please refer to the Major Projects Monthly Report for more detail.</p> <p>Stage 1 – Airfield Lighting Equipment Room (ALER) – Construction of a new ALER to house the electrical and control equipment associated with the new Aeronautical Ground Lighting System (AGL).</p> <p>Stage 2 - Pit &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 System software                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 19/12/2013 | Ongoing                  | <p><b><u>WIP</u></b></p> <p>RRC IT is planning installation of additional IT hardware required to expand connectivity.</p>                                                                                                                                                                                                                                                  | \$30,000        | \$4,580                           |
| <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. Air-conditioner component implemented, further aspects awaiting finalisation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                          |                                                                                                                                                                                                                                                                                                                                                                             |                 |                                   |

| Project                                                                                                                                                             | Start Date | Expected Completion Date      | Status                                                                                                                                                                                                                          | Budget Estimate | YTD Actual (Including Committals) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| <b>CAPITAL WORKS PROGRAM</b>                                                                                                                                        |            |                               |                                                                                                                                                                                                                                 |                 |                                   |
| <b>FACILITIES</b>                                                                                                                                                   |            |                               |                                                                                                                                                                                                                                 |                 |                                   |
| 987693 – Improve Terminal Access for People with Disabilities.                                                                                                      | Ongoing    | Ongoing                       | <b><u>WIP</u></b><br>Planning to install Recharge Station and replace three disability toilet doors after the successful trial.                                                                                                 | \$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 | To be determined – see status | <b><u>WIP</u></b><br>Due to the dependency of this project with project 987926 the scope of works is being reviewed to determine the most appropriate outcome and progressive implementation strategy for the airport business. | \$50,000        | \$36,009                          |
| <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                    | <b><u>Completed for 2015</u></b><br>Installation the RFDS Element is complete.                                                                                                                                                  | \$105,473       | \$105,473                         |
| 987682 – Replace various Airport IT Systems Software and Hardware                                                                                                   | N/A        | 30/06/2016                    | <b><u>WIP</u></b><br>Flight Information Display System (FIDS) upgrade was reallocated to this project in 2014 from Capital Project – 987685. Minor commissioning issues resolved.                                               | \$21,039        | \$0                               |
| <p>Commentary:</p>                                                                                                                                                  |            |                               |                                                                                                                                                                                                                                 |                 |                                   |
| 1023540 – Upgrade to Car Park                                                                                                                                       | 01/11/2014 | 31/12/2015                    | <b><u>Complete</u></b><br>EMV equipment has been                                                                                                                                                                                | \$82,261        | \$82,261                          |

| Project                                                                                                                                                   | Start Date | Expected Completion Date | Status                                                                                                                                                                    | Budget Estimate | YTD Actual (Including Committals) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| <b>CAPITAL WORKS PROGRAM</b>                                                                                                                              |            |                          |                                                                                                                                                                           |                 |                                   |
| <b>FACILITIES</b>                                                                                                                                         |            |                          |                                                                                                                                                                           |                 |                                   |
| Credit Card Readers for EMV                                                                                                                               |            |                          | implemented.                                                                                                                                                              |                 |                                   |
| 1033863 – Replace Internal & External Doors within the Terminal                                                                                           | Early 2015 | 30/06/2016               | <b><u>WIP</u></b><br>Planning to replace Departure Gates 1 & 2 Doors and one Main Entry auto-door.                                                                        | \$20,000        | \$4,476                           |
| Commentary:<br>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 | 30/06/2016               | <b><u>WIP</u></b><br>Obtaining a revised quote to install alternate sheeting as a trial, cost savings with material, installation and 25 year warranty.                   | \$28,927        | \$0                               |
| Commentary:<br>The terminal roof skylights are significantly deteriorated and require replacement.                                                        |            |                          |                                                                                                                                                                           |                 |                                   |
| 987694 – Refurbish Terminal Concourse Toilets                                                                                                             | Early 2015 | 30/06/2016               | <b><u>WIP</u></b><br>Budget price quoted at \$210,000, for consideration at the next Budget Review.                                                                       | \$80,000        | \$0                               |
| Commentary:<br>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 | 31/05/2016               | <b><u>WIP</u></b><br>Detailed condition and capacity assessment has been completed.<br><br>Priority equipment to be upgraded has been identified and design has commenced | \$70,000        | \$0                               |

| 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>A condition assessment has identified that several General Aviation switchboards are significantly deteriorated and require replacement.</p>                                                                                                                                                           |            |                          |                                                                                                                                            |                                                                        |                                   |
| 1047109 –<br>Replace existing storage-workshop-office-lunchroom Rose (Lease BD)                                                                                                                                                                                                                                              | Sept 15    | 30/06/2016               | <p><b><u>WIP</u></b></p> <p>Currently developing scope of work for building annex.</p>                                                     | \$30,000<br><br>(Insurance payout is expected to increase this amount) | \$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 –<br>Upgrade terminal standby power generator                                                                                                                                                                                                                                                                         | Sept 15    | 15/05/2016               | <p><b><u>WIP</u></b></p> <p>Procurement of the new generators has commenced. Installation plan being developed.</p> <p>Tenders issued.</p> | \$565,000                                                              | \$499                             |
| <p>Commentary:</p> <p>The essential load on our current stand by generator exceeds its capacity. The new generator will meet the required capacity and allow for future growth of the Airport Terminal Precinct. The replacement generator will be an important element of our business continuity plan for the Airport.</p> |            |                          |                                                                                                                                            |                                                                        |                                   |
| 959095 –<br>Crescent Lagoon Area Storm Water Management                                                                                                                                                                                                                                                                      | 08/08/2013 | 30/09/2015               | <p><b><u>Complete</u></b></p> <p>Pump is installed and fully operational.</p>                                                              | \$8,000                                                                | \$6,905                           |

| Project                                                                                                                                                                                                                                                                                            | Start Date         | Expected Completion Date | Status                                                                                                                                                                                                                                                                                                                                       | Budget Estimate | YTD Actual (Including Committals) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| <b>CAPITAL WORKS PROGRAM</b>                                                                                                                                                                                                                                                                       |                    |                          |                                                                                                                                                                                                                                                                                                                                              |                 |                                   |
| <b>OPERATIONS</b>                                                                                                                                                                                                                                                                                  |                    |                          |                                                                                                                                                                                                                                                                                                                                              |                 |                                   |
| 987685<br>Renewal<br>Aviation<br>Security<br>Infrastructure                                                                                                                                                                                                                                        | –<br>of<br>Ongoing | Ongoing                  | <u><b>WIP</b></u><br>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       | \$ 12,505                         |
| <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> |                    |                          |                                                                                                                                                                                                                                                                                                                                              |                 |                                   |

| Project                                                                                                                                                                                                                                                                                                                                                                                 | Start Date | Expected Completion Date                | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Budget Estimate | YTD Actual (Including Committals) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| <b>CAPITAL WORKS PROGRAM</b>                                                                                                                                                                                                                                                                                                                                                            |            |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                   |
| <b>OPERATIONS</b>                                                                                                                                                                                                                                                                                                                                                                       |            |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                   |
| 959127–<br>General<br>Security<br>Access<br>Upgrades                                                                                                                                                                                                                                                                                                                                    | Ongoing    | 30/06/2016                              | <u><b>WIP</b></u><br>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 has been installed at the Aeroclub to allow tenants to use padlocks installed in that area. | \$ 70,000       | \$ 71,388                         |
| Commentary:<br><br>Funds to upgrade security equipment includes the replacement of the locking system for gates at the GA Apron and military deployment areas.<br><br>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. Further budget consideration required. |            |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                   |
| 983763 – Main<br>Runway<br>Resurface<br>(Consultancy)                                                                                                                                                                                                                                                                                                                                   | 1/12/14    | Delivery of<br>resurface 2017<br>- 2019 | <u><b>Completed</b></u><br>Progressive consultancy to design and complete a resurface of primary aircraft movement area pavements. Delivery of services has commenced.                                                                                                                                                                                                                                                                                                                                                                                                                  | \$ 291,298      | \$ 79,432                         |

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

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

As at period ended December 2015 – 50% of year lapsed.

| Project                                | Revised Budget | Actual (incl. committals) | % budget expended | Explanation                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|----------------|---------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Drainage Study for Future Developments | \$47 916       | \$38 067                  | 79%               | <p><b><u>Completed</u></b></p> <p>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.</p> |

|  |  |  |  |                                                                                                                                 |
|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------|
|  |  |  |  | This project will proceed with additional flood modelling with estimates of Proposed anticipated future development footprints. |
|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------|

## 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               |
|----------------------------------------------|----------------|----------------------|
|                                              |                | <b>Monthly / YTD</b> |
| Passenger Numbers                            | +1%            | -2.0% / -5.5%        |
| Aircraft Movements*                          | +1%            | -6.3% / -16.1%       |
| Bird Strikes                                 | 3 per month    | 1 / 13               |
| 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 – December and November figures were not available on Airservices Australia website at the time of lodging the report. October figures were utilised for statistical data.

## FINANCIAL MATTERS

### 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.

### Overview

Total Revenue is in line with the percentage of year elapsed at 49.77%, with operating expenditure being lower than the percentage of year elapsed at 45.16% resulting in a current surplus position.

All percentages are exclusive of committals unless specifically mentioned.





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

As At End Of December 2015

Report Run: 12-Jan-2016 15:16:32 Excludes Nat Accs: 2802,2914,2917,2924

|                                           | Adopted<br>Budget<br>\$ | EOM<br>Commitments<br>\$ | YTD Actual<br>\$   | Commit +<br>Actual<br>\$ | Variance<br>% | On target<br>50% of Year Gone |
|-------------------------------------------|-------------------------|--------------------------|--------------------|--------------------------|---------------|-------------------------------|
| <b>AIRPORT</b>                            |                         |                          |                    |                          |               |                               |
| <u>Airport Operations</u>                 |                         |                          |                    |                          |               |                               |
| Revenues                                  | 0                       | 0                        | (5,503)            | (5,503)                  | 0%            | ✓                             |
| Expenses                                  | 2,173,754               | 68,929                   | 950,121            | 1,019,050                | 47%           | ✓                             |
| Transfer / Overhead Allocation            | 146,750                 | 0                        | 61,279             | 61,279                   | 42%           | ✓                             |
| <b>Total Unit: Airport Operations</b>     | <b>2,320,504</b>        | <b>68,929</b>            | <b>1,005,898</b>   | <b>1,074,826</b>         | <b>46%</b>    | <b>✓</b>                      |
| <u>Airport Facilities</u>                 |                         |                          |                    |                          |               |                               |
| Revenues                                  | (630,270)               | 0                        | (259,848)          | (259,848)                | 41%           | ✗                             |
| Expenses                                  | 4,379,126               | 531,754                  | 1,646,755          | 2,178,509                | 50%           | ✓                             |
| Transfer / Overhead Allocation            | 88,000                  | 0                        | 3,446              | 3,446                    | 4%            | ✓                             |
| <b>Total Unit: Airport Facilities</b>     | <b>3,836,856</b>        | <b>531,754</b>           | <b>1,390,353</b>   | <b>1,922,107</b>         | <b>50%</b>    | <b>✓</b>                      |
| <u>Airport Administration</u>             |                         |                          |                    |                          |               |                               |
| Revenues                                  | (30,000)                | 0                        | (39,522)           | (39,522)                 | 132%          | ✓                             |
| Expenses                                  | 3,634,427               | 6,942                    | 1,810,788          | 1,817,730                | 50%           | ✓                             |
| Transfer / Overhead Allocation            | 5,342,586               | 0                        | 2,669,194          | 2,669,194                | 50%           | ✓                             |
| <b>Total Unit: Airport Administration</b> | <b>8,947,013</b>        | <b>6,942</b>             | <b>4,440,461</b>   | <b>4,447,403</b>         | <b>50%</b>    | <b>✓</b>                      |
| <u>Airport Commercial</u>                 |                         |                          |                    |                          |               |                               |
| Revenues                                  | (15,457,634)            | 1,501                    | (7,716,357)        | (7,714,856)              | 50%           | ✓                             |
| Expenses                                  | 353,261                 | 27,634                   | 136,151            | 163,785                  | 46%           | ✓                             |
| Transfer / Overhead Allocation            | 0                       | 0                        | 1,125              | 1,125                    | 0%            | ✗                             |
| <b>Total Unit: Airport Commercial</b>     | <b>(15,104,373)</b>     | <b>29,135</b>            | <b>(7,579,081)</b> | <b>(7,549,946)</b>       | <b>50%</b>    | <b>✓</b>                      |
| <b>Total Section: AIRPORT</b>             | <b>0</b>                | <b>636,759</b>           | <b>(742,369)</b>   | <b>(105,610)</b>         |               |                               |



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

Percentage of Year Elapsed      50.00%      ■

|                                       | Adopted inc<br>Carry Forward                                     | Revised<br>Budget | YTD Actuals      | Committals       | Total YTD<br>Actuals (inc<br>committals) | % of YTD Actuals<br>(excl committals)<br>to Total Budget |
|---------------------------------------|------------------------------------------------------------------|-------------------|------------------|------------------|------------------------------------------|----------------------------------------------------------|
|                                       |                                                                  | \$                | \$               | \$               | \$                                       | %                                                        |
| <b>CP640 CAPITAL CONTROL AERO</b>     |                                                                  |                   |                  |                  |                                          |                                                          |
| 0959095                               | 0959095 Crescent Lagoon Area Storm Water Management Impr         | 8,000             | 8,000            | 6,905            | 0                                        | 86%                                                      |
| 0959127                               | 0959127 [N] Security Upgrades to General Aviation                | 70,000            | 70,000           | 55,195           | 16,192                                   | 79%                                                      |
| 0959133                               | 0959133 [U] RPT Apron Lighting                                   | 50,000            | 50,000           | 15,790           | 20,219                                   | 32%                                                      |
| 0959135                               | 0959135 [N] GA Apron Lighting                                    | 105,473           | 105,473          | 14,424           | 91,048                                   | 14%                                                      |
| 0959150                               | 0959150 [R] Runway Lighting Power Distribution and Switching :   | 1,766,863         | 1,766,863        | 1,158,770        | 713,210                                  | 66%                                                      |
| 0959158                               | 0959158 [R] Terminal Building Airside Water Main Replacement     | 0                 | 0                | 0                | 0                                        | 0%                                                       |
| 0983763                               | 0983763 [R] Main Runway Resurface                                | 291,298           | 291,298          | 56,534           | 22,898                                   | 19%                                                      |
| 0984590                               | 0984590 Runway Sweeper Assembly                                  | 9,000             | 9,000            | 0                | 0                                        | 0%                                                       |
| 0987712                               | 0987712 [R] Replace General Aviation Power Switchboards          | 70,000            | 70,000           | 0                | 0                                        | 0%                                                       |
|                                       | <b>TOTAL CP640 CAPITAL CONTROL AERO</b>                          | <b>2,370,634</b>  | <b>2,370,634</b> | <b>1,307,618</b> | <b>863,568</b>                           | <b>55%</b>                                               |
| <b>CP650 CAPITAL CONTROL NON AERO</b> |                                                                  |                   |                  |                  |                                          |                                                          |
| 0987680                               | 0987680 [R] Enhance the Functionality of the Airport Building Ma | 30,000            | 30,000           | 4,580            | 0                                        | 15%                                                      |
| 0987682                               | 0987682 [R] Replace various Airport IT Systems Software and H    | 21,039            | 21,039           | 0                | 0                                        | 0%                                                       |
| 0987685                               | 0987685 [R] Renewal of aviation security infrastructure          | 55,314            | 55,314           | 12,505           | 0                                        | 23%                                                      |
| 0987693                               | 0987693 [U] Improve Terminal Access for People with Disabilitie  | 60,000            | 30,000           | 0                | 0                                        | 0%                                                       |
| 0987694                               | 0987694 [R] Refurbish Terminal Toilets                           | 80,000            | 80,000           | 0                | 0                                        | 0%                                                       |
| 0987727                               | 0987727 [U] Terminal master planning and reconfiguration.        | 250,000           | 250,000          | 0                | 77,600                                   | 0%                                                       |
| 0987926                               | 0987926 [R] Upgrade Terminal Standby Power Generator             | 565,000           | 565,000          | 499              | 0                                        | 0%                                                       |
| 1023540                               | 1023540 [U] Europay MasterCard Visa - Compliance Upgrade         | 82,261            | 82,261           | 82,261           | 0                                        | 100%                                                     |
| 1033863                               | 1033863 [N] Replace internal & external doors Terminal Airport   | 20,000            | 20,000           | 0                | 4,476                                    | 0%                                                       |
| 1033866                               | 1033866 [R] Terminal Roof Skylights                              | 28,927            | 28,927           | 0                | 0                                        | 0%                                                       |
| 1047109                               | 1047109 [R] Replace existing storage-workshop-office-lunchroo    | 30,000            | 30,000           | (64,387)         | 0                                        | -215%                                                    |
|                                       | <b>TOTAL CP650 CAPITAL CONTROL NON AERO</b>                      | <b>1,222,541</b>  | <b>1,192,541</b> | <b>35,459</b>    | <b>82,076</b>                            | <b>3%</b>                                                |
|                                       | <b>TOTAL CAPITAL EXPENDITURE</b>                                 | <b>3,593,175</b>  | <b>3,563,175</b> | <b>1,343,077</b> | <b>945,644</b>                           | <b>37%</b>                                               |

**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**