

Town of
Port Hedland



TOWN OF PORT HEDLAND

AIRPORT COMMITTEE MEETING MINUTES

**WEDNESDAY 4 FEBRUARY 2015 AT
12:30PM**

**COUNCIL CHAMBERS, MCGREGOR
STREET, PORT HEDLAND**

**“A nationally significant, friendly city that people are
proud to call home”**

*M.J. (Mal) Osborne
Chief Executive Officer*

TERMS OF REFERENCE - AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL**AIM/PURPOSE**

The Airport Committee is established to ensure that the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction and to:

- Develop a comprehensive Airport Master Plan and commence implementation of key initiatives that are identified;
- Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means; and
- Upgrade terminal facilities including baggage screening and departure lounges.

MEMBERSHIP*Elected Members:*

Mayor Kelly Howlett

Councillor Gloria Jacob - Presiding Member

Councillor Jan Gillingham - Deputy Presiding Member

Councillor Julie Hunt

Councillor Lorraine Butson

Community Members:

Ms Florence Bennett

Mr Brad Pawlenko

Mr Jason Green

Vacant Position (Dr Ken King tendered his resignation on 14 January 2015)

Deputy Members:

Councillor David Hooper

Councillor Troy Melville

QUORUM

The quorum for the Committee is to be a minimum of 50% of its membership.

DELEGATION

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.

TENURE

Ongoing

MEETING FREQUENCY

Bi-monthly

DATES OF MEETINGS

The following dates have been set and advertised in accordance with the Local Government Act 1995 for Airport Committee Meetings to be held at 12:30 pm in Council Chambers:

- Wednesday, 3 December 2014
- Wednesday, 4 February 2015
- Wednesday, 1 April 2015
- Wednesday, 3 June 2015
- Wednesday, 12 August 2015
- Wednesday, 7 October 2015
- Wednesday, 2 December 2015

RESPONSIBLE OFFICER

Director Works and Services

(Terms of Reference adopted by Council at its Ordinary Meeting held 25 January 2012.

Meeting dates adopted and membership amended by Council at its Ordinary Meeting held on 14 March 2012.

Additional community members appointed by Council at its Ordinary Meeting held on 9 May 2012.

Dates of Meetings amended by Council at its Ordinary Meeting held on 24 October 2012.

Dates of Meetings amended by Council at its Ordinary Meeting held on 23 January 2013.

Terms of Reference amended by Council at its Ordinary Meeting held 26 June 2013.

Terms of Reference amended by Council at its Ordinary Meeting held 23 October 2013.

Terms of Reference amended by Council at its Ordinary Meeting held on 30 April 2014.

Terms of Reference amended by Council at its Ordinary Meeting held on 26 November 2014.)

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ITEM 1 OPENING OF MEETING

The Presiding Member declared the meeting open at 12:35pm

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Presiding Member acknowledged the traditional owners, the Kariyarra people.

ITEM 3 RECORDING OF ATTENDANCE**3.1 Attendance**

Elected Members:

Councillor Gloria Jacob - Presiding Member

Councillor Jan Gillingham - Deputy Presiding Member

Councillor David Hooper – Proxy Member for Mayor Howlett

Councillor Julie Hunt

Councillor Lorraine Butson

Community Members:

Mr Brad Pawlenko

Mr Jason Green

Officers:

Peter Kocian

Acting Director Corporate Services

Brett Reiss

Program Director Airport Redevelopment

Jenella Voitkevich

Manager Infrastructure Development

Nathaniel Santagiuliana

Terminal Duty Manager PHIA

Eleanor Whitley

Compliance and Operations Manager PHIA

Richard Repsevicius

Airport Project Officer

Grace Waugh

Minute Taker/ Governance Officer

Members of the Public 0

Town of Port Hedland Officers 3

3.2 Apologies

Mayor Kelly Howlett

Ms Florence Bennett

3.3 Approved Leave of Absence

Nil

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS**4.1 Questions from Public at Airport Committee Meeting held on Wednesday 3 December 2014**

Nil

4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 3 December 2014

4.2.1 Councillor Gillingham

Can the roads at the Port Hedland International Airport be swept as a number of car tyres are getting punctured? I had to get my tyre repaired and was advised that the tyre shop has five to six taxis in every week getting their tyres repaired due to the roads at the airport.

Chief Executive Officer advised that a works request was generated to have the road sweeper conduct a thorough clean of the roads and short term carpark at the Port Hedland International Airport. Engineering Operations will look into including the Port Hedland International Airport in their regular road maintenance schedule.

I was Presiding Member at the last Airport Committee meeting held on 1 October 2014 where a clarification raised on the voting of item 10.1.2 'Airport Committee Membership – Community Member'. A 'no vote' was recorded in the minutes for the initial motion as there was confusion as to who had voted for. Mayor Howlett then moved a motion that the item be referred to the next Council meeting. I spoke with Mr James McGovern from the Western Australia Local Government Association (WALGA) who advised that a vote should have been recorded in the minutes. He advised that if there was discrepancy in the voting I should have been advised to say 'there is a discrepancy in the voting we need to vote again' however I was not directed by the CEO to do this. WALGA advised that the meeting should not have proceeded without having a vote recorded. I should have had a casting vote or had a re-vote as there were two members for and two against. I would like this noted and minuted as there is a process that may not have been followed correctly.

The Town acknowledges Cr Gillingham's comments in relation to the 1 October 2014 Airport Committee Meeting and recognises her concerns in relation to the voting on item 10.1.2 'Airport Committee Membership'. The Town notes that Cr Gillingham has since provided the Town with advice received from Mr Vern Mackay at the Department of Local Government and Communities. The Town considers the minutes of the October Airport Committee meeting to truly and accurately reflect the meeting's proceedings. These minutes were in fact confirmed at the 3 December Airport Committee meeting. To address the above matter the Town has since provided all elected members with the opportunity to undertake training in meeting procedures and rules of debate. The Town's administration believes that this training, together with the recent adoption of a new set of Standing Orders, will go towards ensuring that all elected members have the confidence in how to preside at Council or Committee meetings should the opportunity arise.

Note: Councillor Gillingham advised that the response to the second question does not provide an answer as a no vote was recorded however WALGA advised that the process should not have proceeded with a no vote. Councillor Gillingham would still like the process to be looked into as she is not happy with the answer.

Presiding Member noted that as per the advice provided by the Town above, the minutes of the October 2014 Airport Committee meeting are a true and accurate record of the meeting. Presiding Member advised that Councillor Gillingham's further question could be taken on notice but sought further comment from Acting Director Corporate Services from a Governance point of view.

Acting Director Corporate Services advised that the Town can take Councillor Gillingham's comments on board however as the minutes of the October 2014 Airport Committee Meeting have been confirmed by the Airport Committee it is difficult to revisit those minutes. The Acting Director also noted that further training on meeting procedures and adherence to Standing Orders is being organised for Elected Members.

ITEM 5 PUBLIC TIME

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.'

Presiding Member opened Public Question Time at 12:40pm.

5.1 Public Question Time

Nil

Presiding Member closed Public Statement Time at 12:40pm.

Presiding Member opened Public Statement Time at 12:41pm.

5.2 Public Statement Time

Nil

Presiding Member closed Public Statement Time at 12:41pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE**6.1 Councillor Hunt**

I have a question from Councillor Daccache. On a number of occasions Councillor Daccache has questioned the luggage handling at the airport and the fact that the luggage is thrown from the plane to the trolley then to the luggage belt. I was at the airport on Sunday and saw that the luggage trolley left a trail of luggage along the tarmac. I have a picture of this. Can this be looked into?

Program Director Airport Redevelopment advised that the Town will raise the issue with North West Aviation Services and asked that Councillor Hunt forward the photo to the Town.

Presiding Member advised that this is one of the reasons as to why the report to the Committee is being changed to include these issues.

6.2 Mr Pawlenko

The last update for the airport renovations on the Port Hedland International Airport website was on 24 October 2014. The opening of the new cafeteria area has been a major milestone since then which should be celebrated. Karratha and Newcastle regional airport websites celebrate the major milestones and advertise what they are trying to achieve. They also have fly throughs on their websites which may not be necessary for the Town however there should be regular updates. The airport upgrade is a major project for the Town and shows the Town's evolution to a city. Can the Port Hedland International Airport website be updated on a regular basis?

Presiding Member requested that the marketing and communications strategy for the airport be discussed and included in the next committee meeting agenda.

Various sections on the website also need to be updated as the 'What's On' link leads to a page not found and the accommodation section is out of date.

Presiding Member asked that the website information including a contact number be updated and an action register be presented at the next committee meeting.

Acting Director Corporate Services advised that the actions have been noted and will be followed up.

6.3 Councillor Butson

Following the new refurbishment of the airport terminal there is now no baby change area in the arrivals area of the terminal. Can this be investigated as parents wishing to change their babies after a flight have nowhere to go?

Manager Infrastructure Development advised that the Town is looking at putting a baby change table in the disabled toilet in the arrivals area however it requires further investigation to ensure it is compliant with a disabled toilet but also a baby change area.

Presiding Member asked for a timeframe as to when it will be investigated.

Manager Infrastructure Development advised that pending the availability of the change area being installed it will be completed in the next few weeks.

Have the doors to leave the security area been fixed?

Manager Infrastructure Development advised that the doors are being investigated along with the security and access arrangements throughout the terminal which is another project that is on the list for this financial year. The hardware on the doors will need to comply with the new security access arrangements that the Town want throughout the whole terminal which will happen within the next six months. The Town is looking into options to make the doors work better in the interim which could include a push button. The doors do open manually however are a bit heavy. The issue with a push button system would be people trying to walk in while people are exiting the correct way which is why the security guard is there at the moment.

Instead of security staff being approached with suggestions and comments on the airport is it possible to install a suggestion box?

Presiding Member advised that this suggestion has been made in the past.

Program Director Airport Redevelopment advised that there was a suggestion box at the Airport operations building however there were security concerns with the box so it is now suggested that the Town go with a see-through box.

6.4 Mr Green

Last week there were flight delays from a service provider however the airport website had no information about the flight delays and said that all the flights were on time. Can up to date information be put on the website advising of delays in the future?

Manager Corporate Information advised that the flight information is updated by the ground handlers. The Town can look into why that didn't happen as it should be automatically updated.

Program Director Airport Redevelopment advised that the process is that the ground handlers have access to the flight information displays which is automatically updated on the website. The Town will follow up with North West Aviation Services.

Presiding Member asked whether there was anything the Town could do to ensure it does get updated.

Compliance and Operations Manager PHIA advised that Qantas supply information updates to Town officers. This information could be updated on the website unofficially until the ground controllers update the flight information.

Is there a code of conduct that companies operating at the airport have to sign for their staff in regards to dress standards and presentation? I have seen Hertz staff wearing thongs, ripped jeans and smoking outside the airport terminal which is not a good look for the airport.

Presiding Member advised that there is a user terms and conditions of use document.

Program Director Airport Redevelopment advised that the terms of use document does cover presentation which includes uniform and appearance however it is an aeronautical document so is for airlines and ground handlers. The Town expects companies to maintain their own standards through policies and procedures. The Town will raise this issue with Hertz.

Presiding Member asked that an actions register be kept for the actions coming out of the Airport Committee meetings which would include the issue with Hertz.

Acting Director Corporate Services advised that the Town's engagement of contractors can include a requirement that they provide a code of conduct.

6.5 Councillor Gillingham

Are all the signs at the airport following the security area change in place?

Manager Infrastructure Development advised that all the new signs have been installed and there are large 'No Entry' signs on the back pass doors of the security area. There were temporary direction signs to direct people to the screening point. The Town will be providing more information to members of public on how the new area functions. There is a separate project that will provide way finding through the whole airport terminal.

Program Director Airport Redevelopment advised that the new coffee station on the arrivals side of the airport terminal is now operating.

Has the international arrivals exit area been changed to next to the airport operations building or will that change be happening in the future?

Program Director Airport Redevelopment advised that the international arrivals exit is in the same place. The international arrivals processing has changed due to the security area expansion.

When members of the public go to meet people for international arrivals they don't know where to wait as there is no signage.

Program Director Airport Redevelopment advised that there is no additional signage for international arrivals however it can be investigated.

Presiding Member advised that the Town can look into signage at the front of the airport pointing in the direction of international arrivals.

Manager Infrastructure Development advised that signage for international arrivals can be sought and installed quickly. In the longer term there will be a new international arrivals area through the international airport expansion.

On the ABC radio yesterday morning there was talk about Bali flights to and from Port Hedland. There were a lot of people that were complaining about their flights being cancelled or changed. Has the Town received any feedback on this?

Program Director Airport Redevelopment advised that he hasn't received any feedback on the flights. The Bali services will change as of 4 April 2015 as there will be a larger plane servicing the route. The Town can't comment on the cancelled services as the Town doesn't know why the services would have been changed or cancelled.

Councillor Hunt advised that people had booked flights to Bali on Saturday and back to Port Hedland on Sunday. Virgin have advised that they aren't flying to Port Hedland on Sunday anymore. As people had already booked their flights Virgin was redirecting them via Melbourne to get back to Port Hedland however haven't advised the people who have the Sunday flight tickets.

Presiding Member advised that the Town will be having a meeting with Virgin where this issue will be raised and brought back to the next committee meeting.

6.6 Councillor Jacob – Presiding Member

A member of the public has emailed and asked why the stained glass hasn't been replaced. The stained glass is being replaced however this isn't being communicated effectively as people are still asking about it. Could the member of the public get a response?

Program Director Airport Redevelopment advised that he will respond to the member of the public.

Manager Infrastructure Development advised that the stained glass should be replaced by the next committee meeting.

ITEM 7 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Councillor Jacob – Presiding Member	Councillor Butson
Councillor Gillingham	Mr Pawlenko
Councillor Hooper	Mr Green
Councillor Hunt	

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 3 December 2014****AC201415/014 RECOMMENDATION/ AIRPORT COMMITTEE DECISION****MOVED: CR HUNT****SECONDED: MR PAWLENKO**

That Council confirm that the Minutes of the Airport Committee Meeting held on Wednesday 3 December 2014 are a true and correct record.

CARRIED 7/0**ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

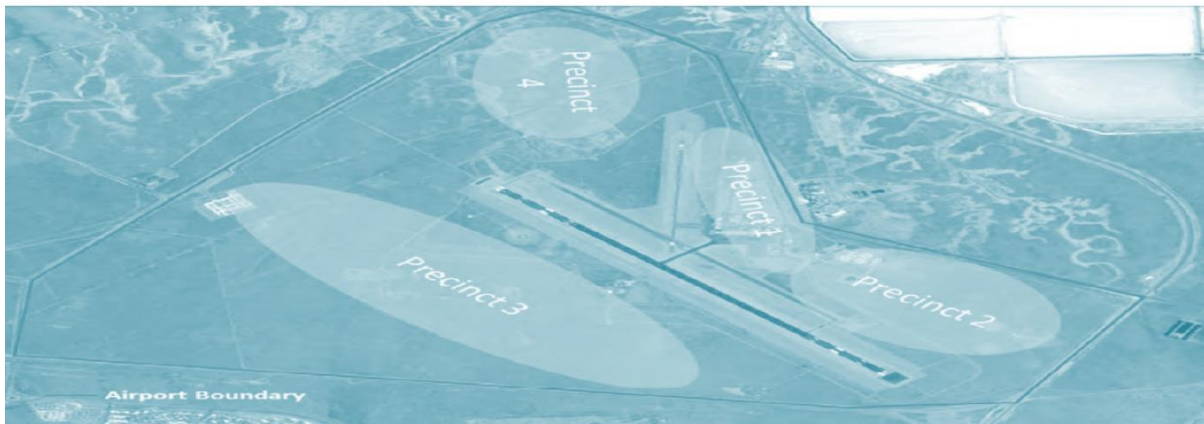
Presiding Member discussed a review of the agenda for the Airport Committee with the Program Director Airport Redevelopment which will start at the next committee meeting. Presiding Member asked that in 2015 all committee members remember the aim on purpose of the Airport Committee. Presiding Member referred committee members to page 5 of the agenda and read out the committee's terms of reference. Presiding Member asked that in 2015 the committee focus on the aims and objectives identified in the terms of reference. Presiding Member stated that there are many changes, challenges and opportunities that should be focused on to deliver an airport that the Town of Port Hedland and community can be proud of and that can be held up as an example to other regional airports in Australia.

ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**10.1 Brett Reiss, Program Director Airport Redevelopment**

Presentation by Brett Reiss, Program Director Airport Redevelopment.

Port Hedland International Airport program director airport redevelopment update

presentation to airport committee February 2015



overview

- redevelopment strategy program
- airline developments
- Infrastructure development
- airport interim improvement program
- other projects update



redevelopment strategy program



redevelopment strategy program

- **strategy paper timelines**
 - IATA service level review completed once interim solution settled
- **terminal design**
 - quotation from 2 architects to develop RFT
- **solar farm**
 - pending AREA board funding approval 18 Feb
- **logistics subdivision**
 - design review meeting completed
 - approvals/procurement March/April 2015
 - construction commencement May/June 2015



redevelopment strategy program

- governance review
 - consultancy contract executed 16 January 2015
 - working group meeting held 21 January 2015
 - steering committee meeting held 22 January 2015
 - appointment of legal advisory services 2 February 2015
 - passenger surveys commence February 2015
 - stakeholder meetings late February 2015
 - workshop with council 25 February 2015



airline developments

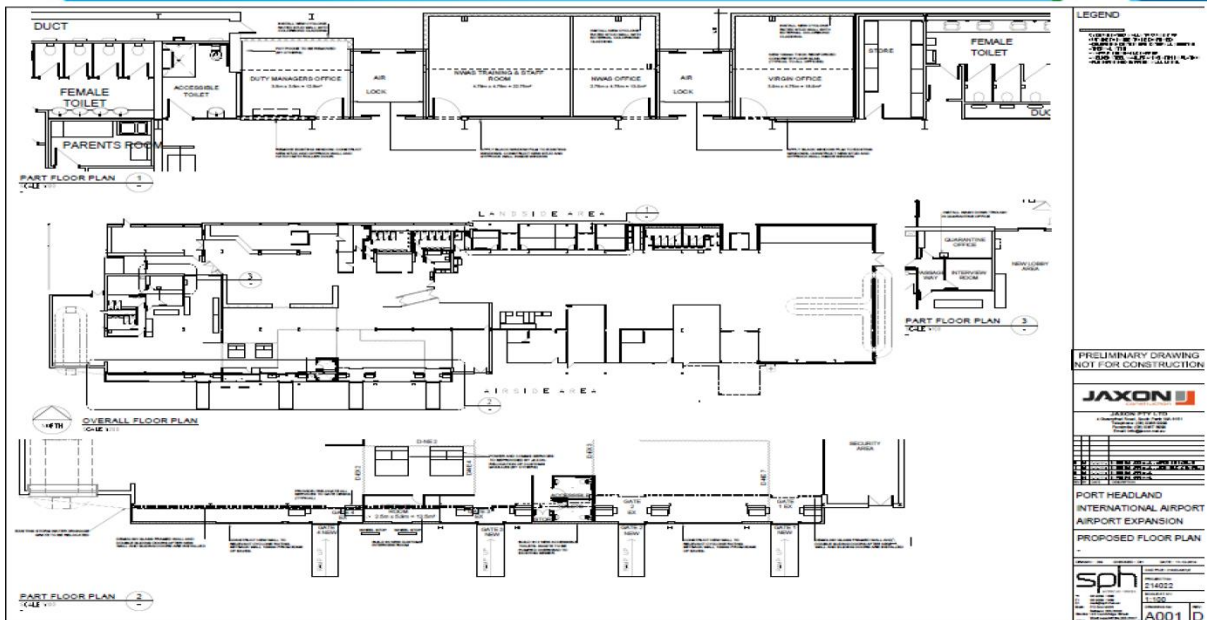


airline developments

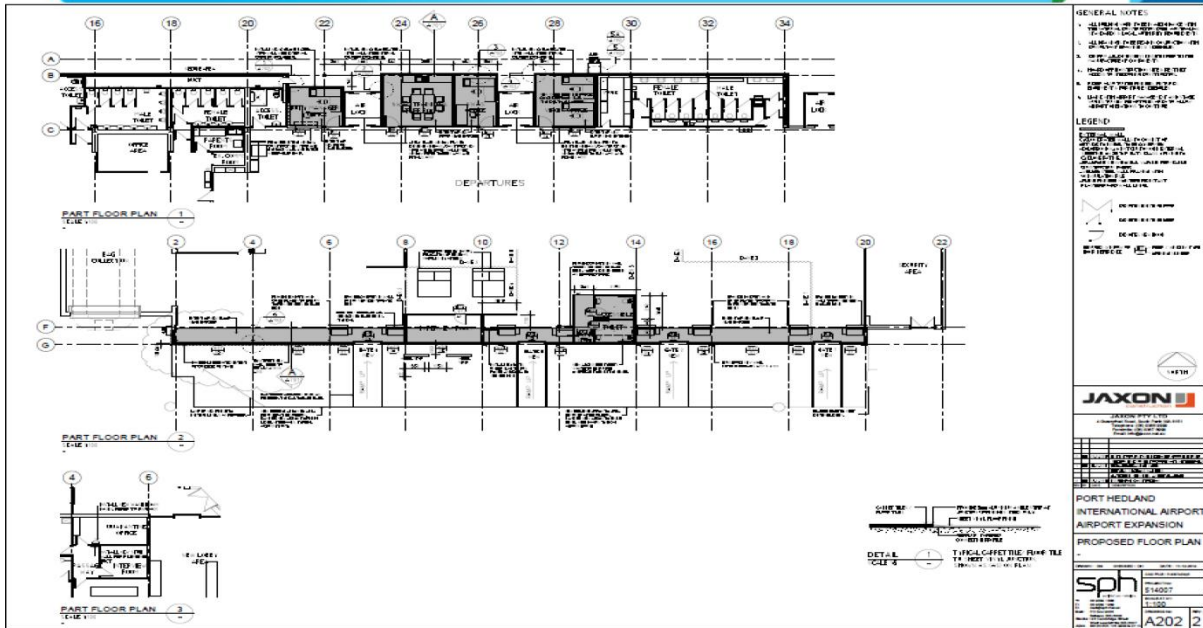
- route development strategy
 - Steering committee to review possible inclusion in phase two of long term airport lease project
- Airline engagement
 - corporate packages – Qantas/Virgin
 - Qantas Qtly meeting 30 March 2015
 - Virgin international services



airline developments



airline developments



Infrastructure development



Infrastructure development

- services
 - electrical ring main June 2015
 - water Dec 2015
 - sewer June 2016
- GA apron expansion
 - Scope to be reviewed



interim improvement program



interim improvement program

project	status
terminal secure area extension	<ul style="list-style-type: none"> Extended secure area opened 15 January 2015
screening equipment	<ul style="list-style-type: none"> 1st lane operational & 2nd lane Feb 2015
terminal painting	<ul style="list-style-type: none"> Internal works complete
public art – art installation wall, terminal exterior, shade sails	<ul style="list-style-type: none"> design brief developed & EOI issued January 2015 final artwork completed March/April 2015
shade sails	<ul style="list-style-type: none"> scope finalised installed by March 2015
verge works – landscaping, shade structures, paths	<ul style="list-style-type: none"> larger scope developed and works to be completed by April 2015
rubbish bin compound, pedestrian handrails, second exit lane, roundabout	<ul style="list-style-type: none"> works program to be completed by August 2015



other projects update



other projects update

- security fencing upgrade – RFT being prepared
- access control and CCTV – scope being developed with new Operations team
- apron lighting upgrade – pending review of apron extension project
- apron strengthening – works commenced for urgent repairs. RFT to be prepared for remainder



Disclaimer

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

ITEM 11 REPORTS OF OFFICERS**11.1 Corporate Services****11.1.1 Port Hedland International Airport Committee Membership – Community Member Resignation**

Josephine Bianchi, Governance Coordinator
File No. 30/09/0037

DISCLOSURE OF INTEREST BY OFFICER

Nil

AC201415/015 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR HUNT

SECONDED: MR PAWLENKO

That the Airport Committee:

- 1. Thank Dr Ken King for the contribution he brought to the Port Hedland International Airport Committee during his time as community member; and**
- 2. Recommend that Council appoint Mr Chris McMahon as a new community member to the Port Hedland International Airport Committee.**

CARRIED 7/0

EXECUTIVE SUMMARY

The purpose of this agenda item is to notify the Port Hedland International Airport Committee (the Committee) that Dr Ken King has tendered his resignation, and to seek approval to fill the vacancy left by Dr King and nominate Mr Chris McMahon.

DETAILED REPORT

The Airport Committee was established to ensure that the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

The committee currently consists of five elected members and four community members.

Dr Ken King advised the Town on 14 January 2015 that as he had recently resigned from the WA Public Sector and the Pilbara Development Commission and he formally tendered his resignation from the committee. This has left a vacant position which the committee is required to consider.

The committee undertook two Expression of Interest processes to recruit a new member to the Airport Committee in 2014 and received a number of valid applications from interested community members. Considering that these two expression of interest processes were undertaken in less than six months, and noting that after the 17 October 2015 Election the Town of Port Hedland will have to reconsider the committee's terms of reference anyway, it is proposed that the committee reconsider submissions received last year and the assessment's panel recommendation at the time. This panel was formed by Chief Executive Officer, Program Director Airport Redevelopment and Manager Corporate Information, and based its decision on experience:

- As a strategic thinker and business leader
- As a committee or board member
- In aviation, infrastructure and commercial projects
- In senior and executive positions

As such, the committee is recommended to appoint the next suitable candidate from the original panel's list, this being Mr Chris McMahon.

Should this recommendation be endorsed by the committee it will have to be considered by the Council via an absolute majority vote.

The committee however, does have a number of other options that it might decide to recommend to the Council. These have been listed below.

Undertake another expression of interest process

The committee has the option to recommend to Council that it undertakes another expression of interest process and gauge the community's interest in participating in the committee. Should this recommendation be endorsed by the committee it will have to be considered by the Council at the February Ordinary meeting via a simple majority vote in first instance. All submissions will then have to be presented to the April Airport Committee meeting for consideration and appointment (if applicable) via simple majority vote and then by Council at the April Council meeting via absolute majority vote.

Change the terms of reference and delete the vacant position

The committee has the option to recommend to Council that it revises the committee's current membership and delete the position left vacant by Dr King. Should this recommendation be endorsed by the committee it will have to be considered by the Council via an absolute majority vote.

FINANCIAL IMPLICATIONS

Nil as committee members are not remunerated for their time.

STATUTORY AND POLICY IMPLICATIONS

The applications and selection criteria from the 2014 expression of interest process are confidential in accordance with section 5.23(2)(b) and (e) as the applications disclose personal information.

Section 6.2.2 “Gateway City & an attractive destination” of the Strategic Community Plan applies as the Town develops the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

ATTACHMENTS

1. Confidential – Application Mr Arnold Carter
2. Confidential – Application Mr Anoop Malaviya
3. Confidential – Application Mr Chris McMahon
4. Confidential – Application Mr Shah Nagamuttu
5. Confidential - 2014 Expression of interest scoring table

27 January 2015

11.2 Office of the CEO**11.2.1 Port Hedland International Airport – Projects Update
December 2014/ January 2015**

Tracie Fleay, Administration Officer Office of CEO
File No. 08/02/0025

DISCLOSURE OF INTEREST BY OFFICER

Nil

AC201415/016 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR HUNT

SECONDED: CR GILLINGHAM

That the Airport Committee note the Port Hedland International Airport projects update December 2014/January 2015 report.

CARRIED 7/0

EXECUTIVE SUMMARY

This agenda items provides an update on Port Hedland International Airport redevelopment projects.

DETAILED REPORT

The Town of Port Hedland has committed to an investment of more than \$100 million over the next five years on the Port Hedland International Airport Redevelopment Program.

The proposed redevelopment program and final strategy was presented to the Airport Committee at its 2 April 2014 meeting. This included strategic review outcomes, concepts, strategic priorities and timeframes.

The redevelopment strategy, including staging of works, was also adopted by Council at its 28 May 2014 Ordinary Council Meeting.

An updated Airport projects spreadsheet is attached outlining progress on current projects.

Internal Consultation

- Program Director Airport Redevelopment
- Manager Airport
- Manager Infrastructure Development
- Manager Investment and Business Development

FINANCIAL IMPLICATIONS

Budget allocations have been updated to reflect revised 2014/2015 allocations from the 2014/2015 Budget.

STATUTORY AND POLICY IMPLICATIONS

Section 6.2.2 “Gateway City & an attractive destination” of the Community Strategic Plan applies as the Town develops the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

ATTACHMENTS

1. Airport Project Update spreadsheet for December 2014 and January 2015

22 January 2015

ATTACHMENT 1 TO ITEM 11.2.1

Airport redevelopment program – December 2014 January 2015 update

capital works program					
project	project budget	FYE15 budget	expenditure / commitments	project status	expected completion timeframe
bus parking	\$350,000	\$309,796	\$263,385	<ul style="list-style-type: none"> Project complete Assessing requirement for fencing as vehicles and pedestrians are taking a short cut to longer term parking 	<ul style="list-style-type: none"> Project complete, savings achieved
terminal precinct – stage 1 (café, departures, ablutions, verge landscaping, shade structures)	\$1,910,000	\$1,638,584	\$1,284,438	<ul style="list-style-type: none"> Café completed, secure area upgrade completed, with departures toilets refurbishment and external café modifications completed (finalising painting and defects) Landscaping & shade concept complete – reviewing in line with ground transport reconfiguration 	<ul style="list-style-type: none"> Café completed and secure area upgrades completed Landscaping and shade due for completion FYE15
terminal precinct – stage 2 (airside expansion and landside offices) & stage 3 (international extension including ops relocation)	TBA	\$1,000,000	\$2,000	<ul style="list-style-type: none"> Planning and building applications submitted for stage 2 Virgin continuing approval processes with border agencies for new international flight timeslot Stage 3 concept designs commencing incorporating border agency requirements Operations relocation to be discussed with IT and new Airport team 	<ul style="list-style-type: none"> Stage 2 airside completion due beginning April to coincide with first Virgin international flight in new timeslot Stage 3 timeframes pending further project development
car park/ground transport reconfiguration	\$1,000,000	\$250,000	\$102,932	<ul style="list-style-type: none"> Draft works program has been developed. Includes improved pedestrian access and shade, new bin compound with dedicated access, additional exit lane to short term car park and service road improvements Civil engineering consultant to be engaged to prepare designs for construction Project cashflow to be reviewed 	<ul style="list-style-type: none"> Construction contracts to be awarded FYE15
electrical ring main	\$5,538,789	\$2,538,800	\$3,277,399 (checking PO's for 2015 work)	<ul style="list-style-type: none"> Long lead item procurement complete for substation 1 and HV connection Design reviewed to allow for solar farm connections RFT advertised for substation 2 (Logistics subdivision) to connect through to ASA area ASA engaging contractor direct for substation 4 and connections to ring main 	<ul style="list-style-type: none"> All work expected to be completed and commissioned FYE15 Review required for capex budget in conjunction with solar farm
perimeter fence security upgrade	\$1,500,000	\$1,500,000	\$0	<ul style="list-style-type: none"> Feature survey has been conducted to determine location and scope of upgrade Fencing and crash gate specifications to be finalised RFT to be advertised early February 	<ul style="list-style-type: none"> Pending award of tender, expect FYE15
security access and CCTV upgrade	\$500,000	\$500,000	\$0	<ul style="list-style-type: none"> Compliance requirement, scope includes installation of new access control system to doors and gates (swipe card) and CCTV upgrades Project plan currently being developed 	<ul style="list-style-type: none"> Likely to carry through to FYE16 due to procurement process timeframes

Airport redevelopment program – December 2014 January 2015 update

transport and logistics subdivision	\$8,360,000	\$4,252,570	\$72,788	<ul style="list-style-type: none"> Design modification required as outcome of strategic review process – consultants due to complete works end March Design to incorporate new sewer and water service connection WAPC approval amendment required due to changed – application has been submitted 	<ul style="list-style-type: none"> Construction tender to be advertised after design review, expected tender end March 2015 Construction to commence May 2015
water and sewer service upgrade	\$13,900,000	\$2,675,000	\$17,050	<ul style="list-style-type: none"> Scoping report for water upgrade submitted to Water Corporation for approval Scoping report for sewer upgrade under review prior to Water Corporation submission National Stronger Regions Funding submission for \$6,900,000. Outcome due May 2015 	<ul style="list-style-type: none"> Project to be staged over 2-3 years, pending approvals from Water Corporation
main apron strengthening	\$1,300,000	\$1,300,000	\$150,977	<ul style="list-style-type: none"> New project being developed to strengthen the main apron parking area to accommodate an eventual move to power in push back arrangements and address current faults in pavement Designs are currently being prepared 	<ul style="list-style-type: none"> Pending design and construction tender process, expected after wet season
apron extension	\$4,000,000	\$4,000,000	\$44,279	<ul style="list-style-type: none"> 2014/15 extension of northern apron extension programming under review in consideration of potential changes required to international lounge as this affects the priority of programming In addition, southern apron and taxiway connections may be operational priority 	<ul style="list-style-type: none"> Under review, pending resources
apron lighting upgrades	\$1,300,000	\$1,300,000	\$2,506	<ul style="list-style-type: none"> Scope to be reviewed pending outcome of apron extension project 	<ul style="list-style-type: none"> Under review, pending resources
drainage strategy	\$100,000	\$100,000	\$4,434	<ul style="list-style-type: none"> Consultant to be engaged to prepare stormwater drainage modelling and strategy for improvements 	<ul style="list-style-type: none"> Pending resources
quarantine incinerator	\$600,000	\$600,000	\$0	<ul style="list-style-type: none"> Project scope under review 	<ul style="list-style-type: none"> Under review, pending resources
commercial projects					
project			project status	expected completion timeframe	
communication, marketing and stakeholder engagement			<ul style="list-style-type: none"> website usage steady: November: 3,539 visits December: 4,854 visits January: 3,381 visits February: 3,739 visits March: 4,381 visits April: 4,451 visits May: 4,543 visits June: 4,743 visits 	<ul style="list-style-type: none"> stakeholder engagement ongoing new flight information feed to be installed on home page end 2014 (currently pending supplier programming) 	

Airport redevelopment program – December 2014 January 2015 update

	<ul style="list-style-type: none">• July: 4,274 visits• August: 3,565 visits• September:• October: 4,560 visits• November: 3,209 visits	
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11.2.2 Port Hedland International Airport New Terminal Design Development Strategy

Brett Reiss, Program Director Airport Redevelopment
File No. 08/02/0025

DISCLOSURE OF INTEREST BY OFFICER

Nil

AC201415/017 RECOMMENDATION/ AIRPORT COMMITTEE DECISION

MOVED: CR HUNT

SECONDED: CR GILLINGHAM

That the Airport Committee note the proposed design development strategy for the new airport terminal building for Port Hedland International Airport.

CARRIED 7/0

EXECUTIVE SUMMARY

This agenda item provides an update on Port Hedland International Airport design development strategy for the proposed new terminal facilities.

The Town of Port Hedland has committed to an investment of more than \$100 million over the next five years on the Port Hedland International Airport Redevelopment Program.

The proposed redevelopment program and final strategy was presented to the Airport Committee at its 2 April 2014 meeting. This included the development of new airport terminal facilities designed to accommodate future passenger and airport growth requirements over the next twenty years.

DETAILED REPORT

The objective of the next stage in developing a more detailed new terminal design is to establish a viable design for the terminal redevelopment as well as a meaningful budget. It is noted that the best way forward would be to prepare a schematic design for the ultimate terminal development. This would include staging plans, identified passenger number trigger points, and a recommended gross project budget.

Traditionally when engaging a design consultancy the development stages for a terminal redevelopment are as follows:

- Preparation of comprehensive return brief
- preliminary concept plan
- schematic design
- design development
- contract documentation
- tendering

- contract administration
- post contract services.

It is noted that the key council decision points when proceeding with the above would be:

1. After the preparation of the return brief;
2. The completion of the preliminary concept design;
3. The completion of the schematic design stage;
4. Final contract documentation & tender recommendations; and
5. Construction contract award.

At the 4th of June 2014 Airport Committee Meeting the Port Hedland International Airport Redevelopment Strategy was approved. This strategy included a high level concept plan and broad-brush budget, which were developed by Rehbein Airport Consulting. The deliverables from this work were exceedingly high level concept layout plans with a brief contained within the strategy report with an explanation of the design intent and a gross project budget.

The budget establish from this work resulted in a gross project cost in excess of \$40 million.

It is now intended that a design brief and scope of works be developed by an experienced architectural firm for inclusion in a request for quotation process for a principal consultancy to tender for the services outlined above, with council decision points being:

1. After the completion of the return brief;
2. The preliminary concept plan;
3. The schematic design; and
4. The completion of documentation.

At the completion of the schematic design stage it is anticipated that a set of schematic design drawings will be completed, which will included schematic designs covering a range of areas (e.g. architectural, structural, mechanical, electrical, etc). This will allow the preparation of more detailed estimates rather than an estimate just based on square metre rates.

From this documentation the level of design resolution will be sufficient to allow the preparation of an estimate of probable costs upon which the Town can confidently base its business case review to determine when, and if the project is to proceed.

It is noted that the consultant's fees to complete the design to this level is likely to be in the order of \$400,000.

Given the current project programs there is now a need to proceed with a greater level of design resolution, and there is also a need to establish a more realistic budget for the Port Hedland terminal redevelopment going forward. It is therefore confirmed it would be prudent to proceed to the completion of schematic design.

A program timeline to establish a viable design for the new terminal building would be as follows:

- RFQ for design consultancy 4 weeks;
- complete comprehensive return brief 4 weeks;
- complete preliminary concept design 4 weeks; and
- finalise detailed schematic design drawings 8 weeks.

The documentation produced at this level would form the basis of future development stages, and it is noted that proceeding to the schematic design stage would achieve the benefit of a workable functional design and a reliable budget.

FINANCIAL IMPLICATIONS

Proceeding to schematic design on the project, to the level illustrated in the attached documentation, would necessitate the preparation of the return brief, the concept plan and schematic design with and suggested order of cost of \$400,000.

STATUTORY AND POLICY IMPLICATIONS

The Town's Strategic Community Plan 2014 – 2024 (section 2.2 A nationally significant gateway city and destination) outlines the goal to advance Port Hedland's sea, air and road transport infrastructure as main logistics hub for the Pilbara, including developing Port Hedland International Airport as the gateway to the North West.

In section 4.1 it further outlines the goal to be efficient and effective in use of resources, infrastructure, assets and technology.

ATTACHMENTS

Nil

4 February 2015

**ITEM 12 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/
COMMITTEE**

Nil

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 14 CONFIDENTIAL ITEMS

Nil

**ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT
AIRPORT COMMITTEE MEETING**

AC201415/018 AIRPORT COMMITTEE DECISION

MOVED: MR PAWLENKO

SECONDED: CR GILLINGHAM

That the Airport Committee approve Cr Hunt's application for leave of absence for the next Airport Committee meeting to be held on Wednesday 1 April 2015.

CARRIED 7/0

**ITEM 16 ATTENDANCE BY TELEPHONE/ INSTANTANEOUS
COMMUNICATIONS**

Nil

ITEM 17 CLOSURE**17.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Wednesday 1 April 2015 at 12:30pm.

AC201415/019 AIRPORT COMMITTEE DECISION**MOVED: CR JACOB****SECONDED: CR HUNT**

That the Airport Committee recommend that Council amend the terms of reference of the Airport Committee to hold meetings every month on the following dates:

Date	Time	Location
Wednesday 4 March 2015	12:30pm	Council Chambers
Wednesday 1 April 2015	12:30pm	Council Chambers
Wednesday 6 May 2015	12:30pm	Council Chambers
Wednesday 3 June 2015	12:30pm	Council Chambers
Wednesday 1 July 2015	12:30pm	Council Chambers
Wednesday 12 August 2015	12:30pm	Council Chambers
Wednesday 2 September 2015	12:30pm	Council Chambers
Wednesday 7 October 2015	12:30pm	Council Chambers
Wednesday 4 November 2015	12:30pm	Council Chambers
Wednesday 2 December 2015	12:30pm	Council Chambers

CARRIED 7/0**17.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 2:03pm.