



UNCONFIRMED MINUTES

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Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE

OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY 4 SEPTEMBER 2013

AT 12:30PM

IN

COUNCIL CHAMBERS

MCGREGOR STREET, PORT HEDLAND

DISCLAIMER

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*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:

Councillor Arnold A Carter
Councillor Jan M Gillingham
Councillor Michael B Dziombak
Councillor Julie E Hunt
Councillor Gloria A Jacob

Community Members:

Ms Florence Bennett
Mr Serge Doumergue
Mr Chris Whalley
Dr Ken King
Mr Erik Widing

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

Every 4 weeks

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, 6 February 2013
- Wednesday, 6 March 2013
- Wednesday, 3 April 2013
- Wednesday, 1 May 2013
- Wednesday, 5 June 2013
- Wednesday, 3 July 2013
- Wednesday, 7 August 2013
- Wednesday, 4 September 2013
- Wednesday, 2 October 2013
- Wednesday, 6 November 2013
- Wednesday, 4 December 2013

Responsible Officer

Director Engineering 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.)

OUR COMMITMENT

To enhance social, environmental and economic well-being through leadership and working in partnership with the Community.

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ITEM 1 OPENING OF MEETING**1.1 Opening**

The Presiding Member declared the meeting open at 12:30pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**2.1 Attendance***Elected Members:*

Councillor Arnold A Carter - Presiding Member
Councillor Michael B Dziombak – Deputy Presiding Member
Councillor Jan M Gillingham
Councillor Julie E Hunt
Councillor Gloria A Jacob

Community Members:

Mr Serge Doumergue
Mr Chris Whalley
Ms Florence Bennett
Dr Ken King (by way of teleconference as an observer)
Mr Erik Widing

Officers:

Mr Mal Osborne	Chief Executive Officer
Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Gordon MacMile	Director Community Development
Mr Brett Reiss	Program Director Airport Redevelopment
Ms Anna Duffield	Airport Development Officer
Mr Bob Couzens	Manager Airport Operations
Ms Sara Bryan	Manager Investment & Business Development
Ms Grace Waugh	Administration Officer Governance

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE

3.1 Questions from Public at Airport Committee Meeting held on Wednesday 1 July 2013

Nil

3.2 Questions from Elected Members at Airport Committee Meeting held on Wednesday 31 July 2013

Nil

ITEM 4 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 20.3 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 chairperson to do so'.

Presiding Member opened Public Question Time at 12:31pm.

4.1 Public Question Time**4.1.1 Helen Myers**

What is the progress on the issue of North West Aviation Services (NWAS) staff parking at the Port Hedland International Airport?

Program Director Airport Redevelopment advised that the Town is currently reviewing the locations and arrangements for NWAS parking. At the moment the long term parking area is looking to be the best solution to the problem as it is closer to the terminal and has adequate lighting.

What about the security and safety issues? I am currently the Customer Service Supervisor and am looking after the Operations Manager correspondence while he is on leave and he has not received anything from the Town. The Director of NWAS, also has not received any correspondence. There are disgruntled passengers that have had flights cancelled or delayed with no hotels or accommodation nearby for them to go to who harass NWAS staff. This is especially concerning at night when staff are required to walk from the terminal to their cars by themselves.

Program Director Airport Redevelopment advised that the Town is responsible for the facilities at the Airport only and the Town has provided lighting on walkways. If there are disgruntled or aggressive passengers then the police should be notified. There is Town staff at the airport during normal operating hours; however their duties are not security. It is not the Town's responsibility to provide security officers after hours. The location of the car park is not going to change the threat of disgruntled or aggressive passengers.

If Nwas staff cars are parked next to the Airport terminal then it is less likely for them to be harassed when they leave at eight at night.

Director Engineering Services advised that Nwas is a business and if there is a threat from disgruntled passengers then it is an issue for Nwas to handle. The Town has CCTV and lighting in the area and have not received any incident reports in regards to disgruntled passengers. Police should be notified of disgruntled passengers. Commercial arrangements for the short term car parking can be arranged.

Chief Executive Officer advised that there is communication in place and the issues with Nwas will be resolved. Town Officers will be in contact with Nwas.

Airport Development Officer advised that the Town has made contact with the Operations Manager and Director at Nwas. Once Julian is back from leave the Town will present the solutions to Nwas.

Chief Executive Officer asked that Ms Myers be included in the correspondence.

Presiding Member closed Public Question Time at 12:35pm.

Presiding Member opened Public Statement Time at 12:35pm.

4.2 Public Statement Time

Nil

Presiding Member closed Public Statement Time at 12:35pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

12.36pm Dr Ken King was dialled into the meeting as an observer.

5.1 Councillor Gillingham

In regards to the security lighting at the Port Hedland International Airport there have been other concerns from other organisations that work at the airport. Is this something the Town could look into?

Presiding Member advised that the Director Engineering Services has already advised the Committee that the Town is not receiving any incident reports or complaints from the police although there is CCTV in the area.

The organisations at the airport need to come together and come up with a solution to the security issues if they are working late.

Presiding Member advised that this should be referred back to the Manager Airport Operations who is in constant contact with these organisations.

Manager Airport Operations advised that he has not received any complaints from airport users.

Chief Executive Officer advised that there are Airport User Group meetings where this issue can be discussed.

5.2 Councillor Jacob

Businesses at the Port Hedland International Airport should come together and discuss security at the Airport User Group meetings. They could look into hiring security officers for their organisations. When do the Town's Parking Attendants leave?

Director Engineering Services advised that Town Parking Attendants are at the airport until the last evening flight.

Can the Airport User Group follow this up at their meetings?

Director Engineering Services advised that this will be put on the agenda for the next meeting.

ITEM 6 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Councillor Carter	Mr Serge Doumergue
Councillor Dziombak	Mr Chris Whalley
Councillor Gillingham	Ms Florence Bennett
Councillor Jacob	Mr Erik Widing
Councillor Hunt	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

AC201314/017 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Dziombak

That the Minutes of the Airport Committee Meeting held on Wednesday 31 July 2013 be confirmed as a true and correct record of proceedings.

CARRIED 8/0

ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9.1 *Port Hedland International Airport Program Director Airport Redevelopment Update – 4 September 2013*

Presentation by Brett Reiss, Program Director of Airport Redevelopment.

Port Hedland International Airport program director airport redevelopment update

presentation to airport committee 4 September





overview

- airport interim improvement program
- strategic reviews
- operational update



secure area extension

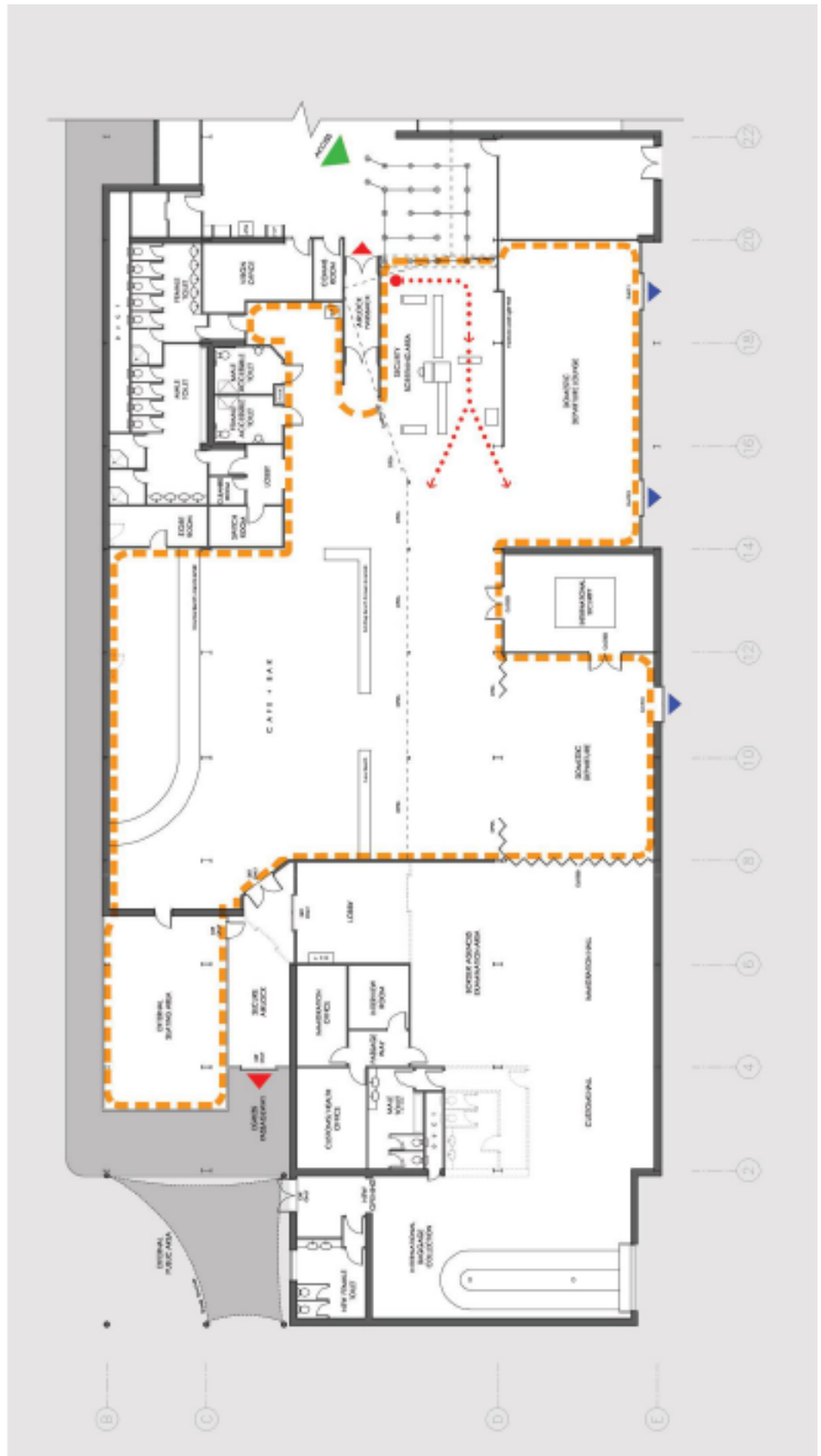




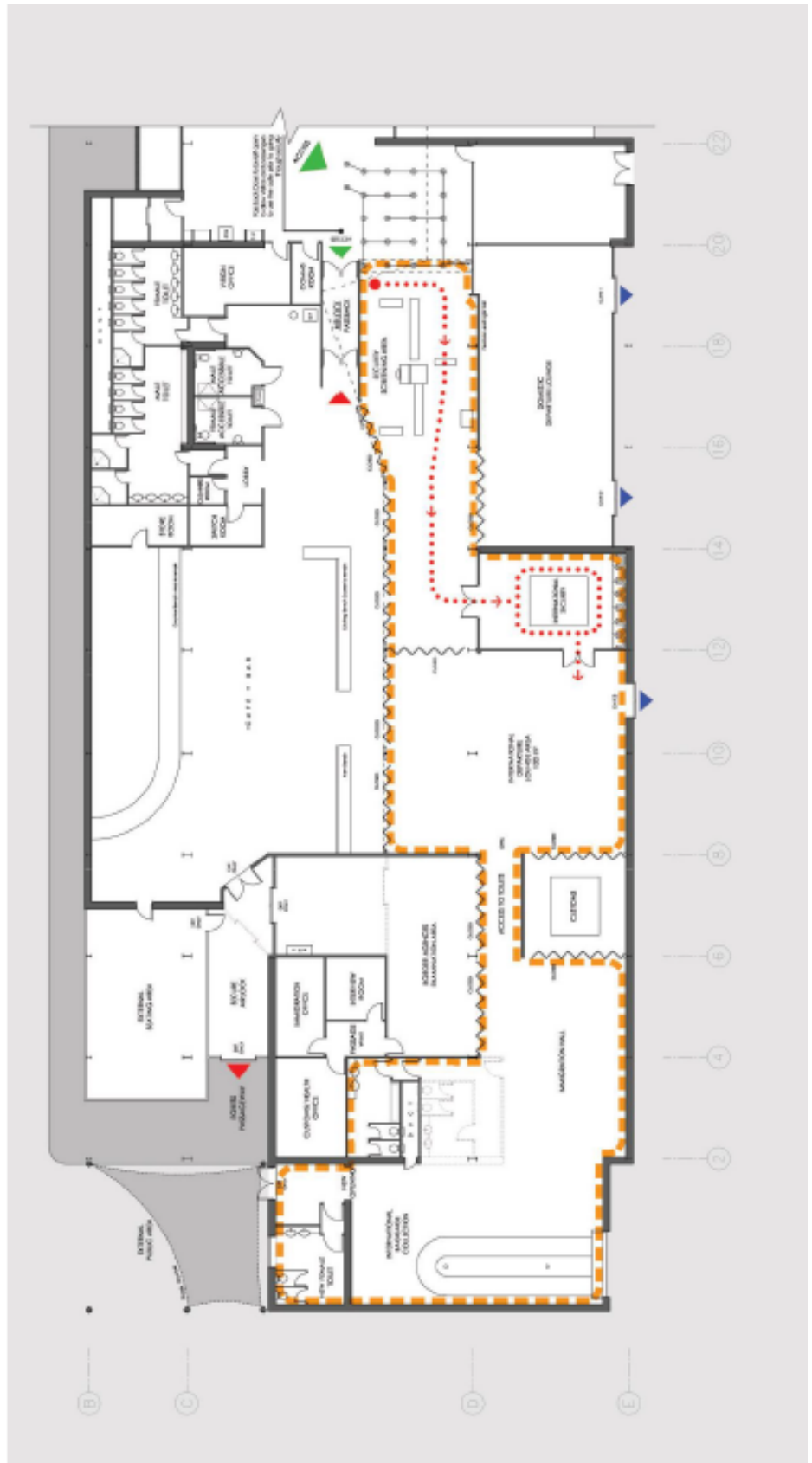
secure area extension

- extend the secure area (café, departure lounges
airside)
- review international processing area and
current space constraints
- recognise challenges with disabled toilets, Virgin
Office access and fire exits

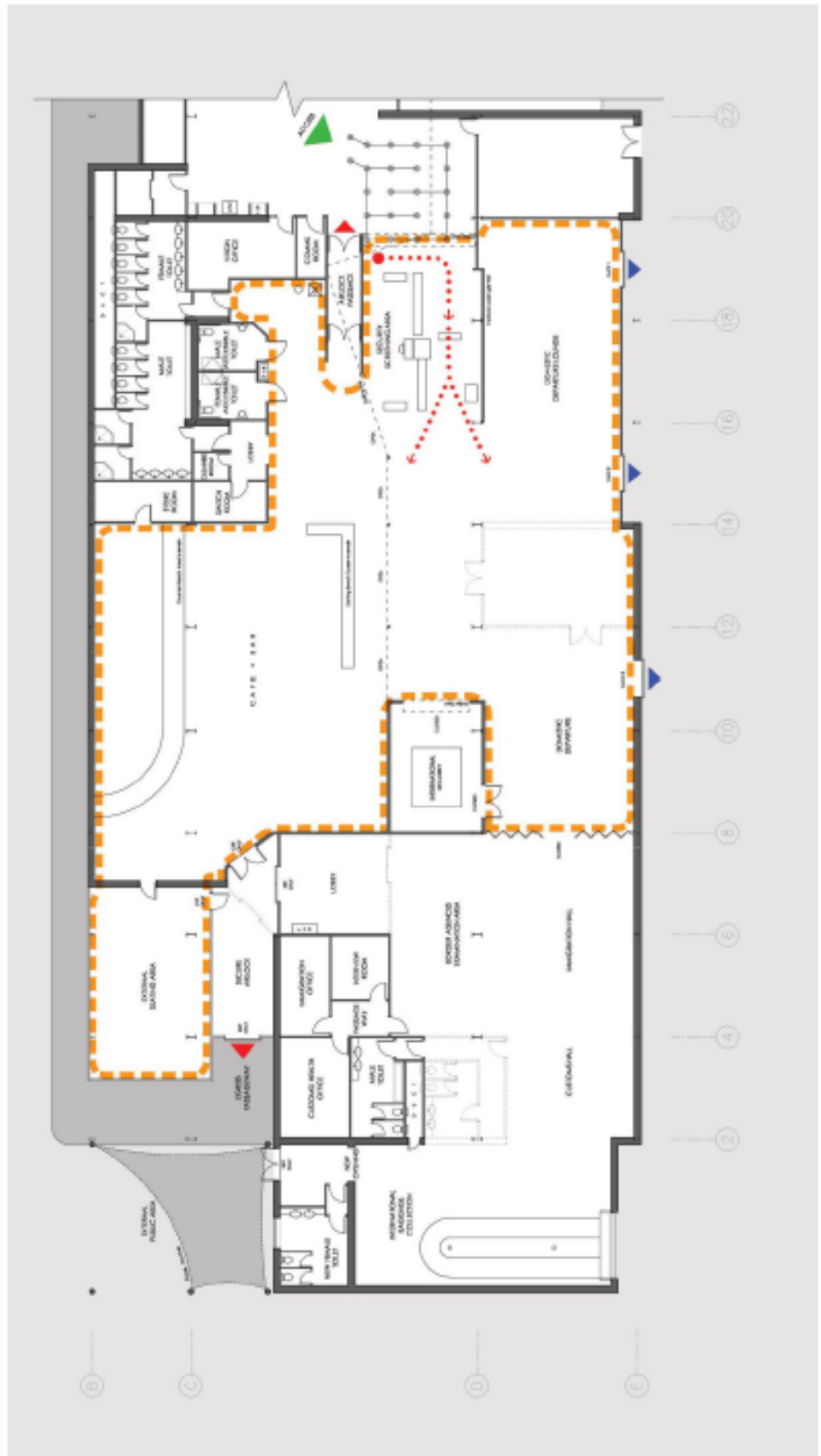
option 1 – domestic passengers



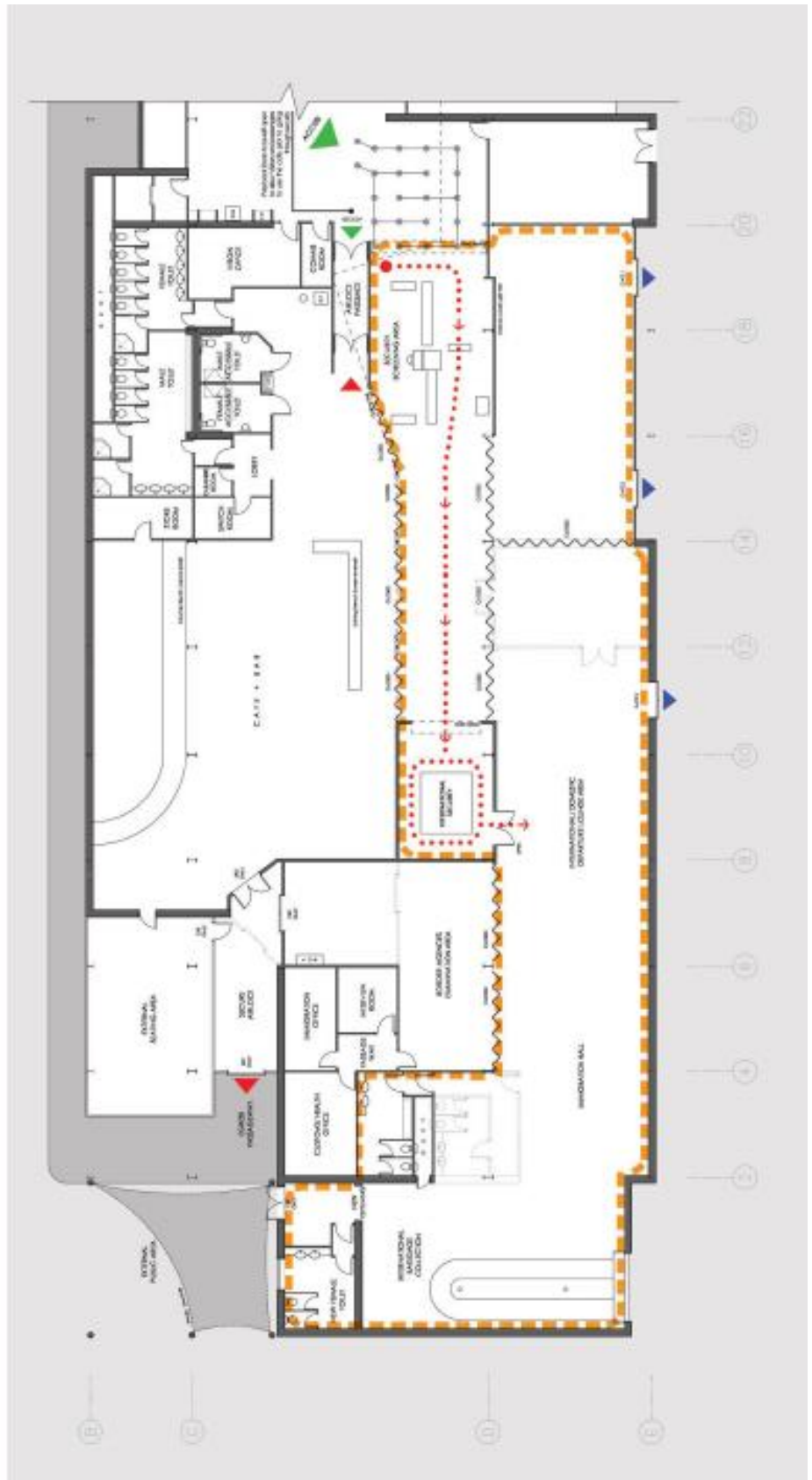
option 1 – international passengers



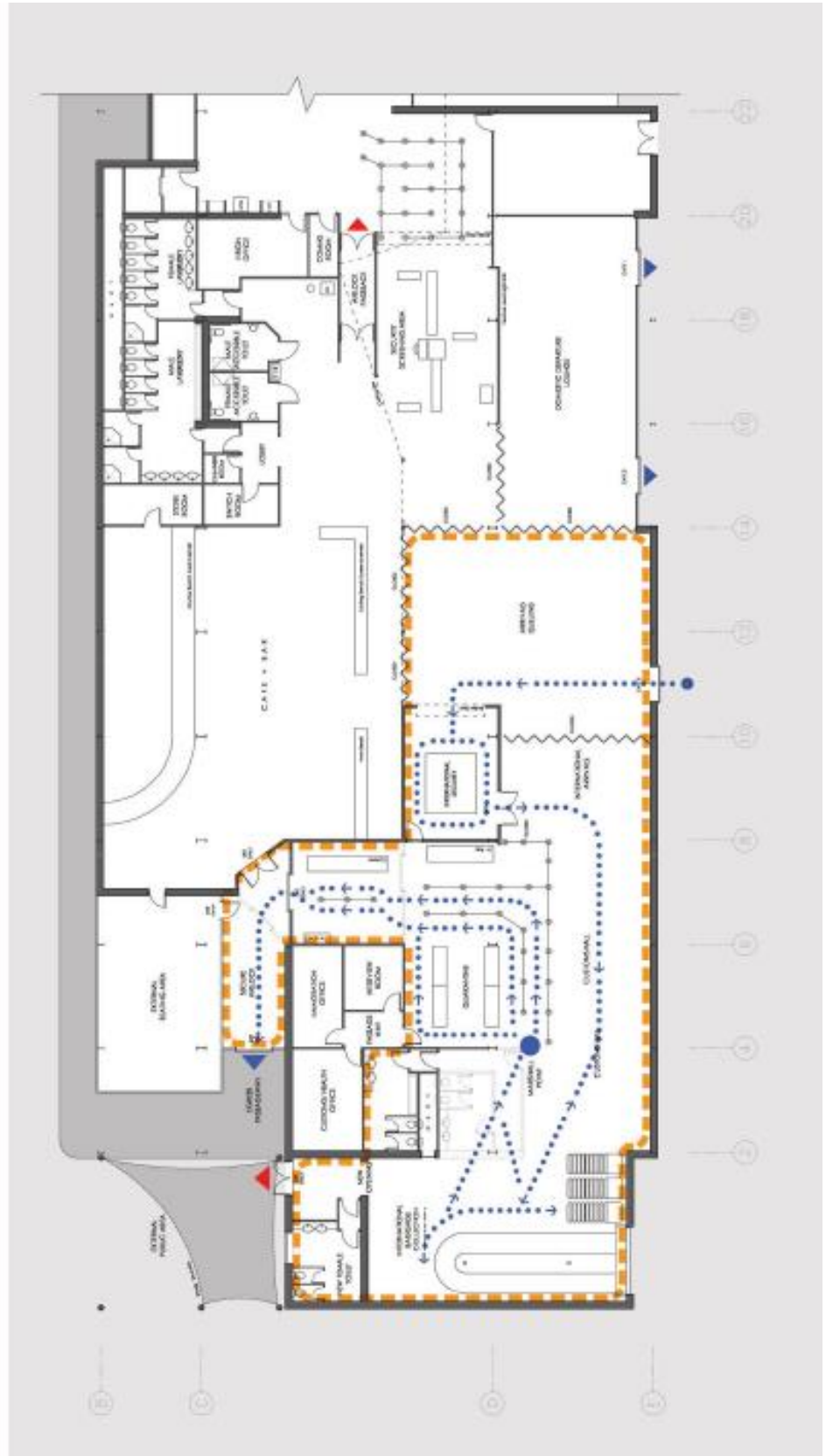
option 2 – domestic passengers

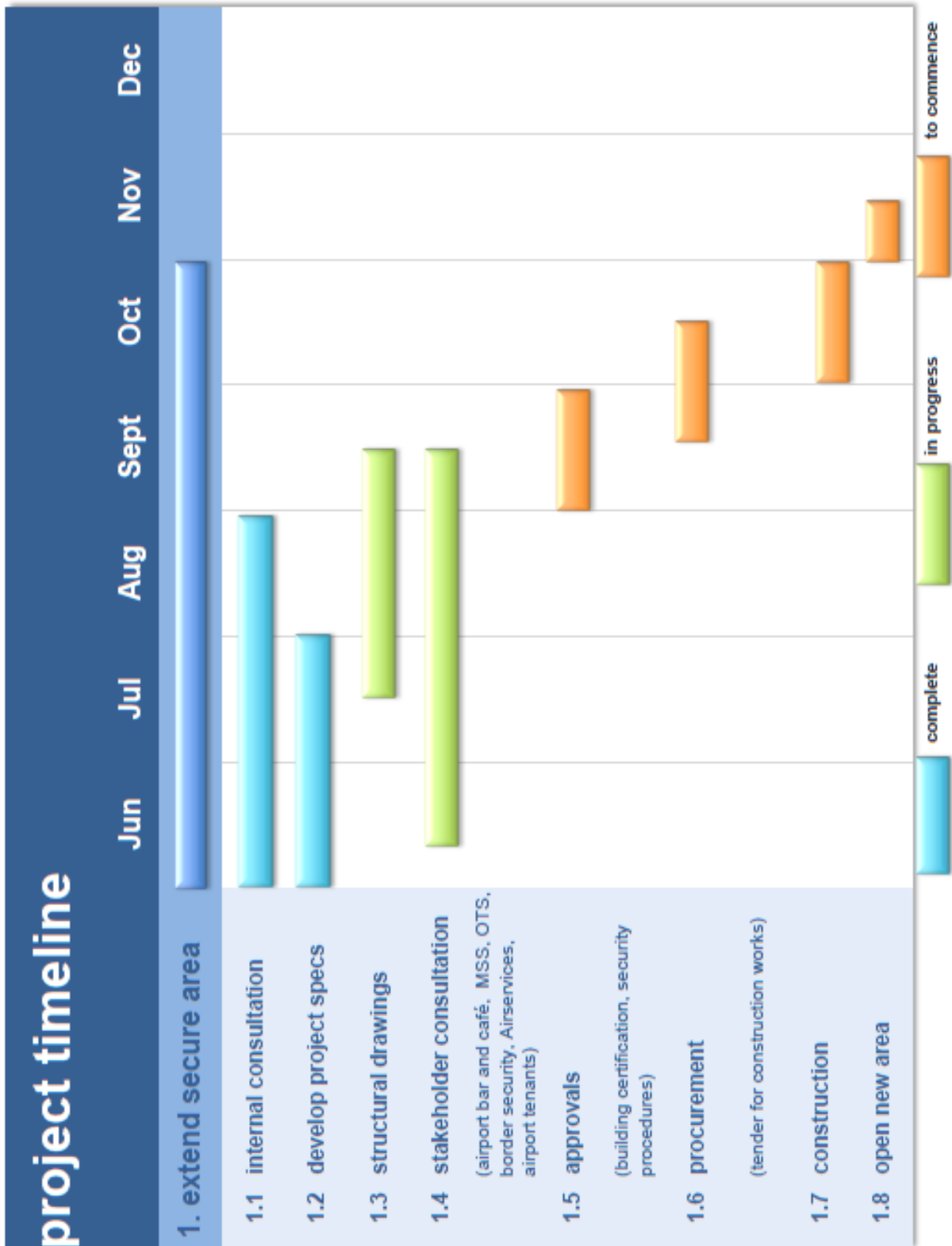


option 2 – international passengers (departing)



option 2 – international passengers (arrivals)



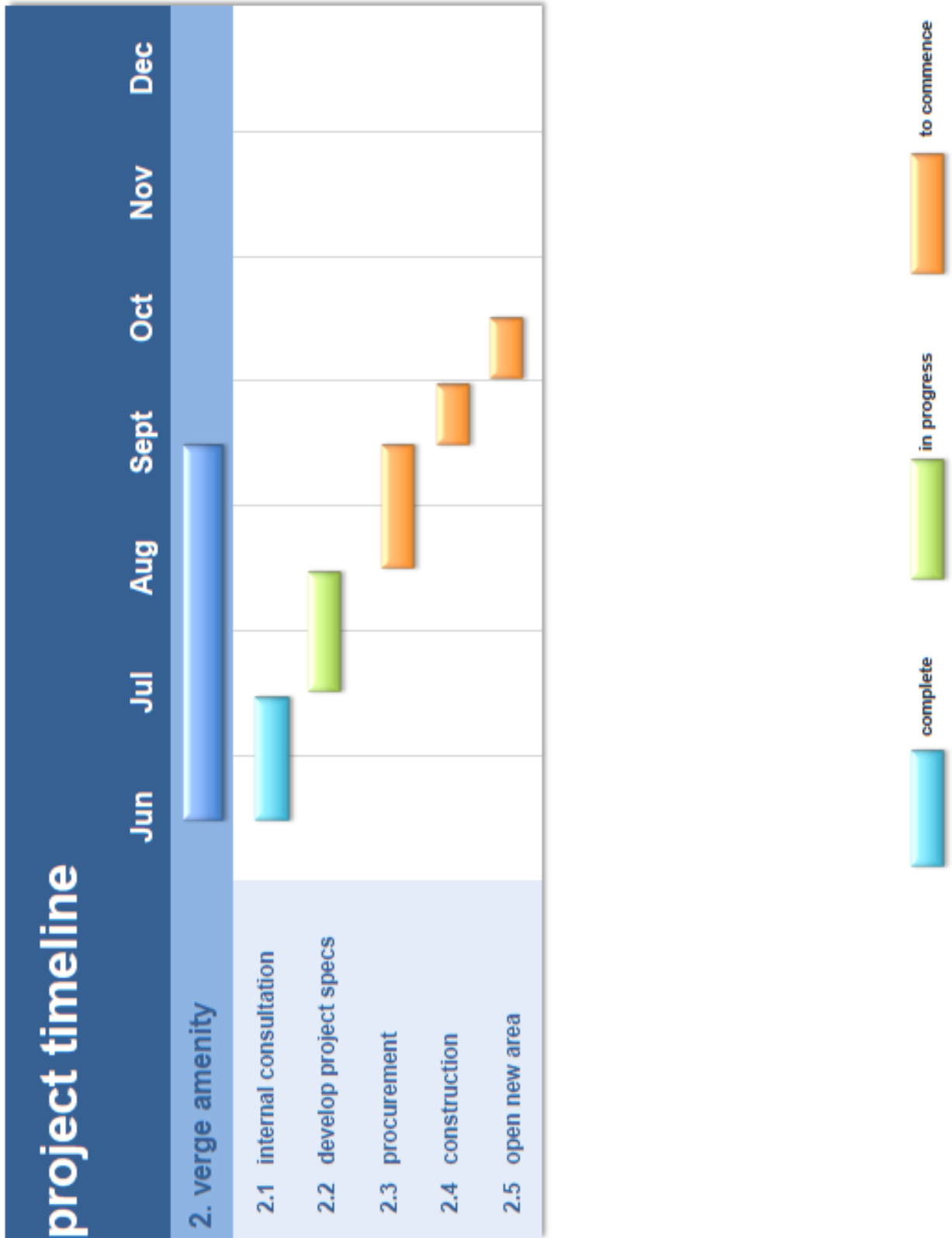




interim improvement program

- terminal/verge amenity
- shelters
 - landscaping
 - rubbish bin compound



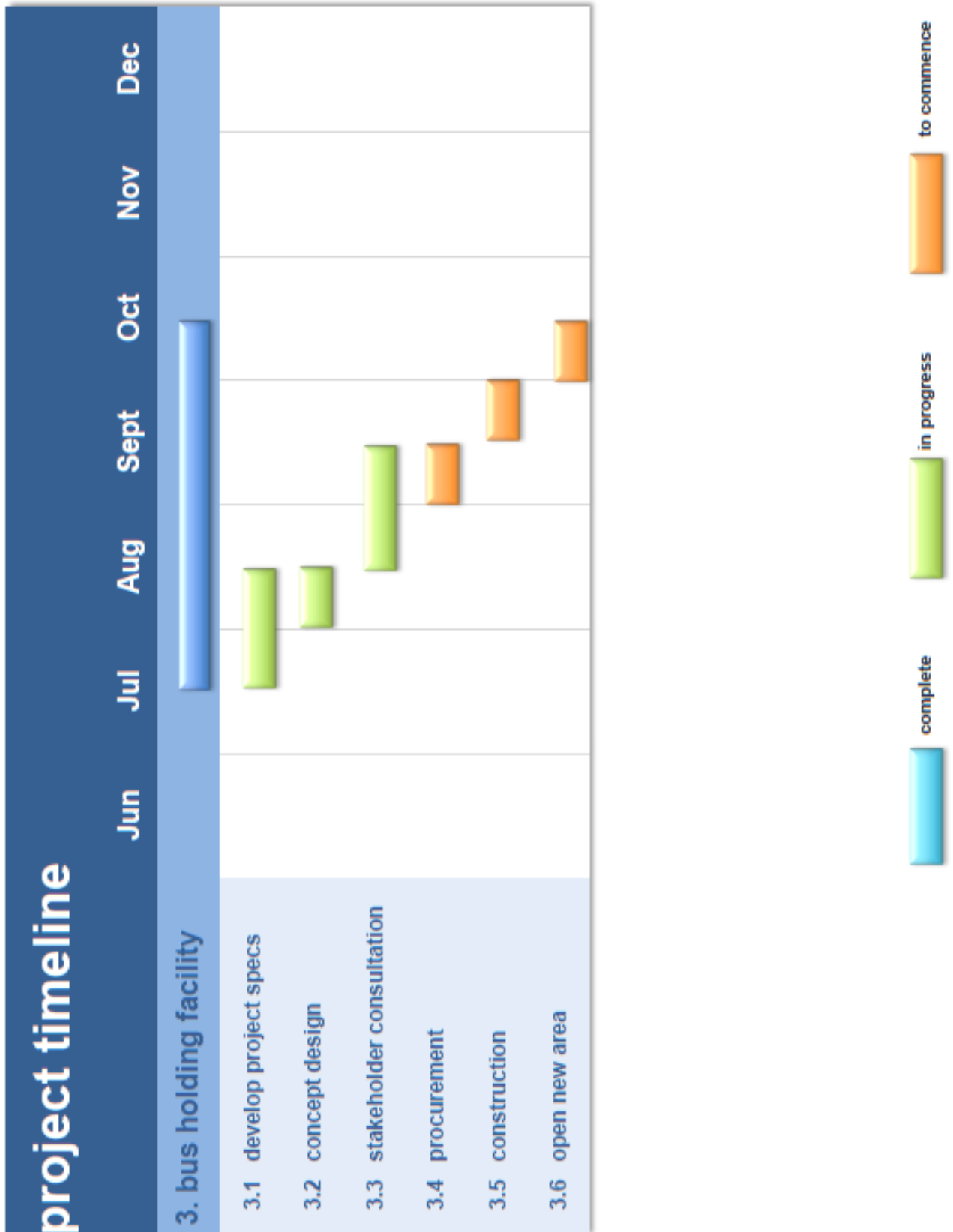




interim improvement program

bus holding area



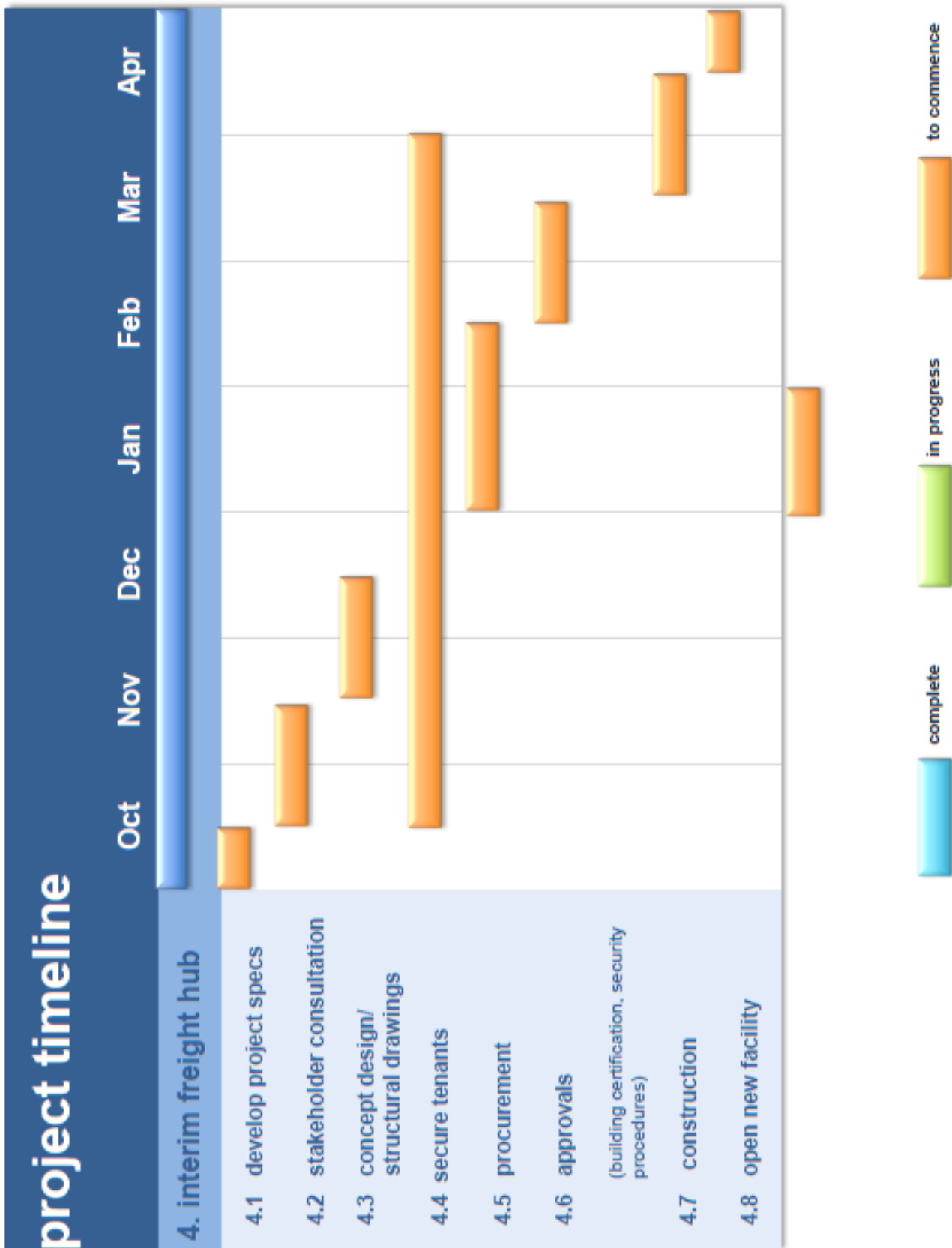




interim improvement program

interim freight hub

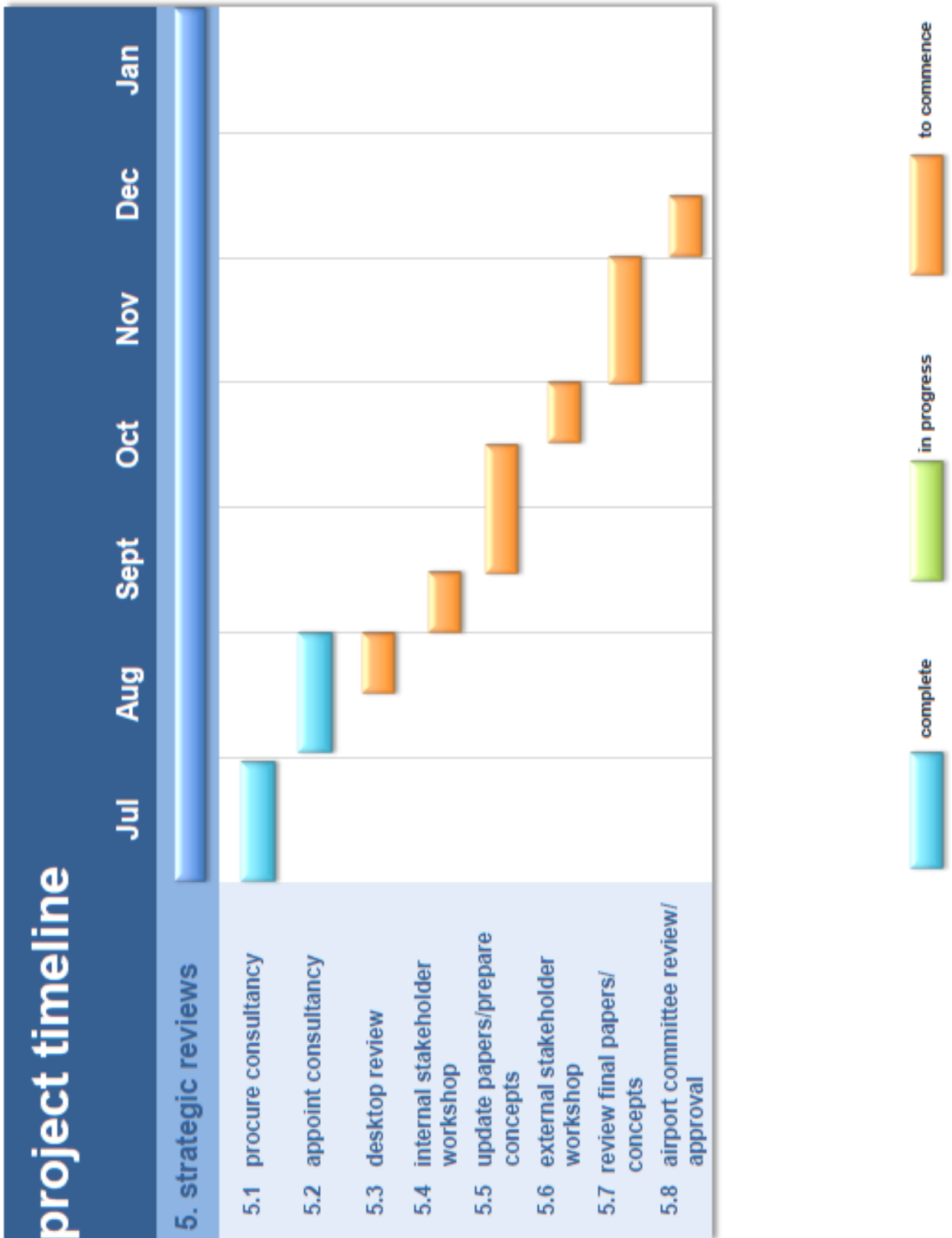


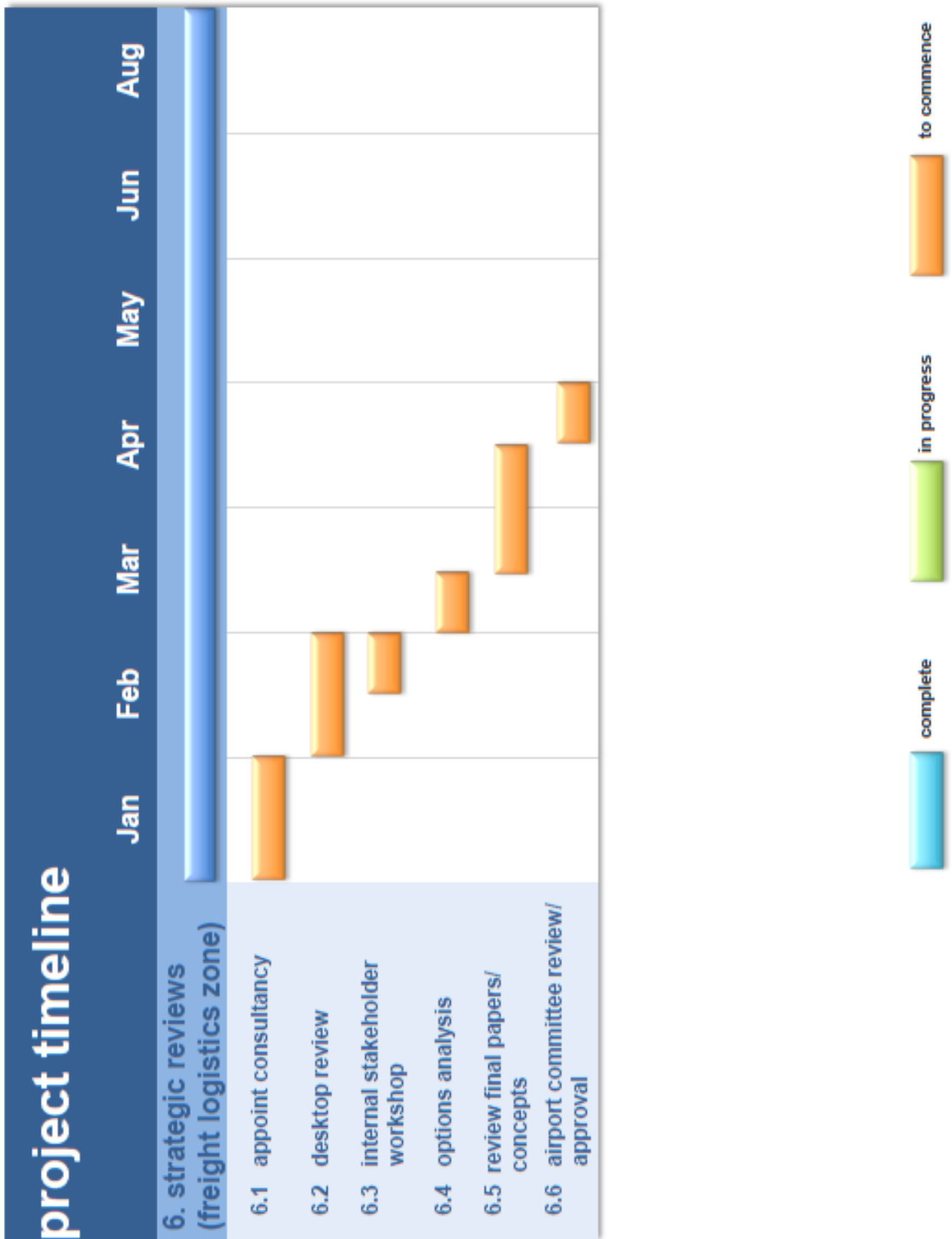


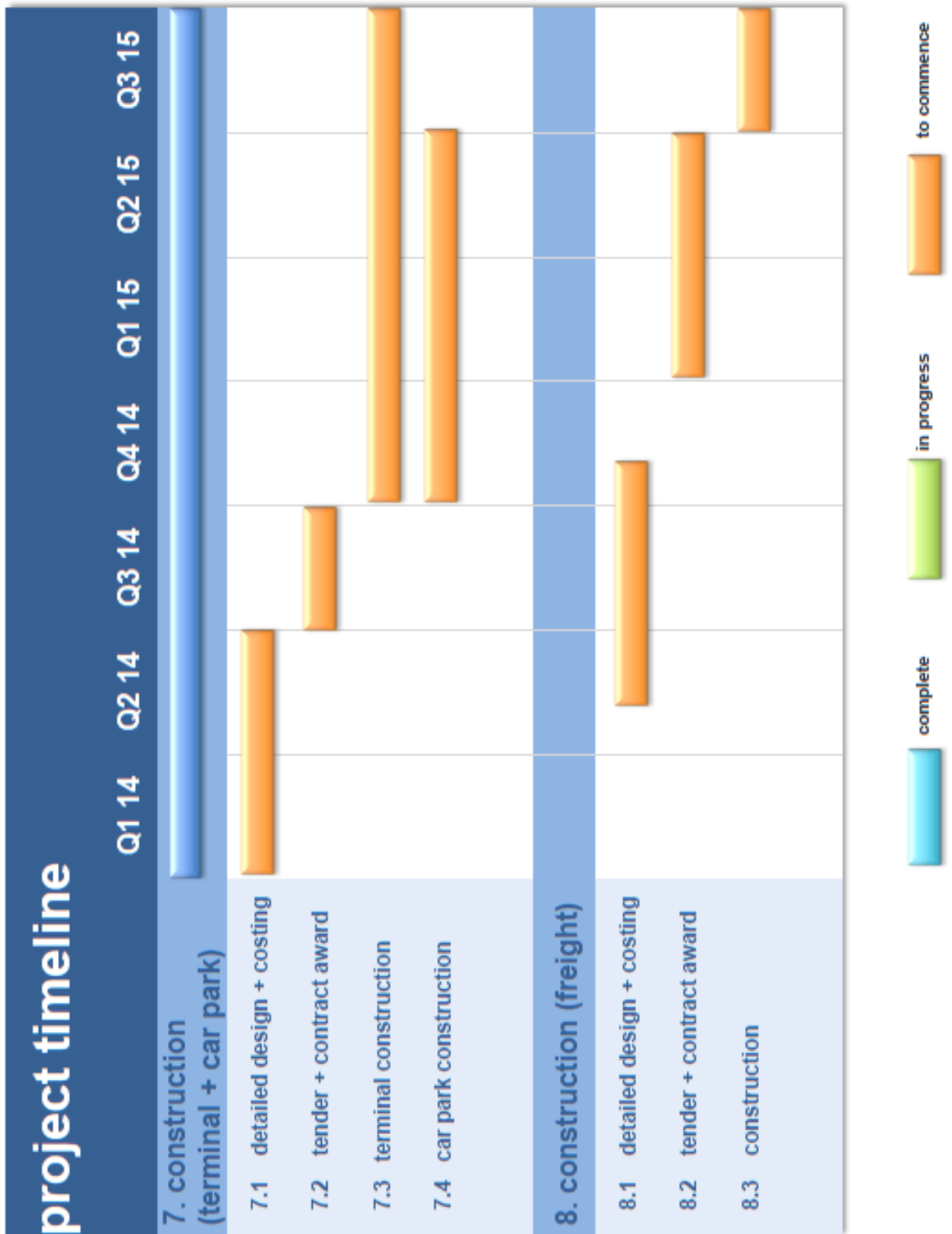


strategic reviews











operational update





operational update

- screening authority transition
 - Pilbara Regional Council coordination
- apron works
 - industry workshop

ITEM 10 REPORTS OF OFFICERS**10.1 *Port Hedland International Airport – projects update
September 2013 (File No.: 08/02/0025)***

Officer Anna Duffield
Airport Development
Officer

Date of Report 23 August 2013

Disclosure of Interest by Officer Nil

Summary

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

Background

The Town of Port Hedland has committed to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment. Major projects are being commercially tested and prioritised.

Consultation*Internal*

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

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

6.2	Economic
6.2.1	Gateway City & an attractive destination
	Develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction

Budget Implications

Nil. Quotes are being obtained for quick wins and this will be accommodated within existing budget allocations.

Officer's Comment

The Town of Port Hedland has committed to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment.

Major projects are being commercially tested and prioritised and a series of strategic reviews have commenced. A number of quick wins are being scoped to provide a better passenger and airport user experience.

Operational infrastructure programs, such as apron extension works and electrical ring main upgrades, have commenced. The old southern hangar was sold and has been removed from site.

Attachments

1. Port Hedland International Airport projects update – September 2013

AC201314/018 Officer's Recommendation/ Airport Committee Decision**Moved: Cr Jacob****Seconded: Cr Hunt**

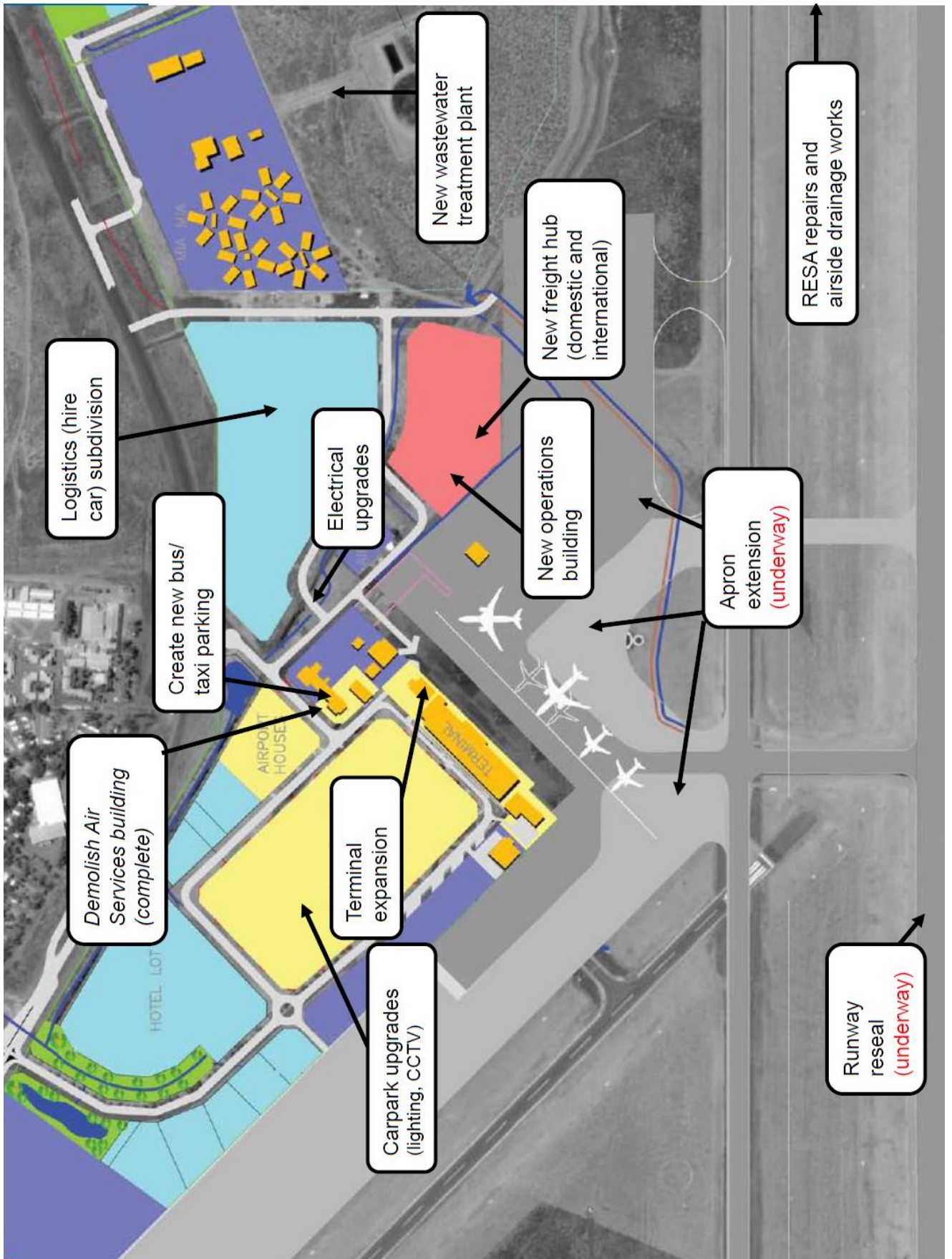
That the Airport Committee note the Port Hedland International Airport projects update September 2013 report.

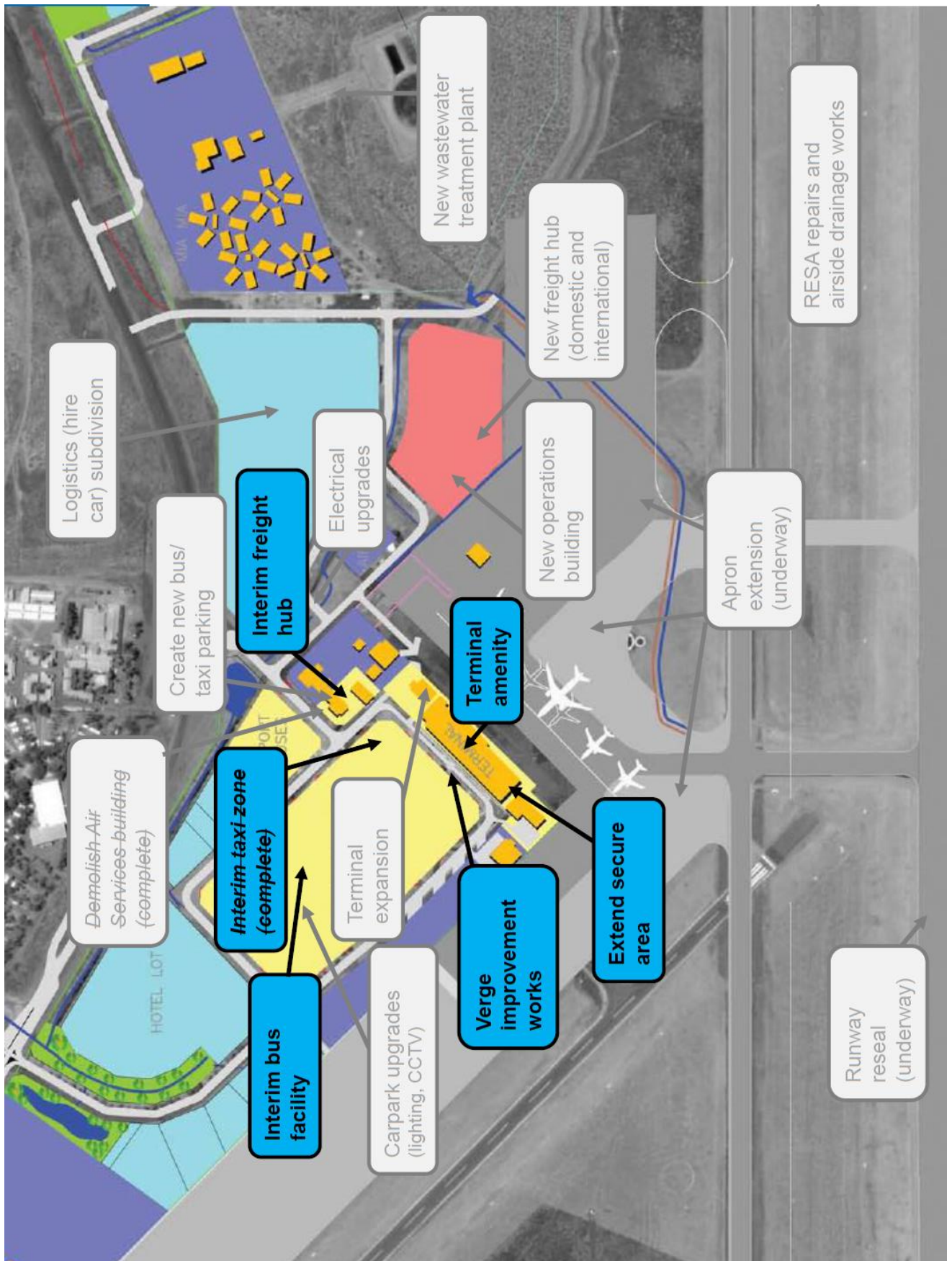
CARRIED 8/0

Port Hedland International Airport projects update

airport committee 4 September 2013









redevelopment program 2013/14

Project	2013/14	Expenditure/ commitments (September 2013)
airport operations building (plus \$2.4M 2013/14)	\$0	\$0
bus parking and demolition ASA building (plus \$619k c/fwd)	\$400,000	\$47,453
car park lighting and CCTV	\$131,656	\$25,983
car park/ground transport reconfiguration	\$160,000	\$74,524
electrical ring main (including runway lighting upgrade)	\$2,461,211	\$1,761,769
electrical vehicle access gates	\$0	\$5,881
main apron extension	\$4,734,464	\$3,137,251
quarantine incinerator	\$600,000	\$0
repair runway safety ends	\$350,000	\$0
resheet runway and apron extensions	\$4,000,000	\$0
terminal precinct	\$310,000	\$27,918
transport and logistics subdivision	\$0	\$91,419



capital work projects – status update

Project	Status	Timeframe
airport operations building	<ul style="list-style-type: none"> currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 construction to commence 2015
apron extension and strengthening	<ul style="list-style-type: none"> works underway 	<ul style="list-style-type: none"> due for completion November 2013
bus parking and demolition ASA building	<ul style="list-style-type: none"> demolition and new fencing installed alternative bus facility to be constructed on old Mobil site. works being undertaken by Town's depot team 	<ul style="list-style-type: none"> site works underway, anticipated completion by November 2013
car park lighting and CCTV	<ul style="list-style-type: none"> staff car park lights installed, long term car park lights delayed. 	<ul style="list-style-type: none"> due for completion end September 2013
electrical ring main	<ul style="list-style-type: none"> tender awarded at 22 May Ordinary Council Meeting to Total Electrical Communication Services Pty Ltd works to commence in August 	<ul style="list-style-type: none"> site works underway anticipated completion early 2014
freight facility	<ul style="list-style-type: none"> currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 construction to commence 2015



capital work projects – status update

Project	Status	Timeframe
repair runway safety ends	<ul style="list-style-type: none"> to be completed with re-sheet works 	<ul style="list-style-type: none"> due for completion November 2013
resheet runway	<ul style="list-style-type: none"> re-sheet works to commence following apron extension works (maximising when asphalt contractors are already on site) 	<ul style="list-style-type: none"> commence by end Oct 2013
stage 1 terminal extension	<ul style="list-style-type: none"> currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013 construction to commence end 2014
transport and logistics subdivision	<ul style="list-style-type: none"> QS cost estimate received and being reviewed design guidelines and business plan progressing services investigation ongoing currently being reviewed as part of strategic review process 	<ul style="list-style-type: none"> reviews complete Dec 2013



commercial projects – status update

Project	Status	Timeframe
business and investment opportunities	<ul style="list-style-type: none"> Pilbara Freight Terminal seeking customs and quarantine approval economic opportunities being further investigated as part of strategic review process 	<ul style="list-style-type: none"> Pilbara Freight Terminal anticipated commencement September 2013 reviews complete Dec 2013
leases	<ul style="list-style-type: none"> agreements extended for: <ul style="list-style-type: none"> – WA billboards (terminal advertising) to 2016 – Virgin Australia (office) to 2015 lease negotiations continuing with: <ul style="list-style-type: none"> – Qantas (being considered by tenant) – Pilbara Cargo Terminal (being considered by tenant) 	<ul style="list-style-type: none"> leases anticipated for execution September 2013
communication, marketing and stakeholder engagement	<ul style="list-style-type: none"> website usage steady: <ul style="list-style-type: none"> – December: 5,547 visits – January: 6,243 visits – February: 7,645 visits – March: 4,592 visits – April: 3,621 visits – May: 4,093 visits – June: 3,936 visits – July: 3,566 visits 	

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/ AIRPORT COMMITTEE**AC201314/019 Airport Committee Decision****Moved: Cr Carter****Seconded: Cr Jacob****That the Airport Committee suspend Standing Orders.*****CARRIED 8/0***

1:30pm Chairperson advised that Standing Orders are now suspended.

AC201314/020 Airport Committee Decision**Moved: Cr Dziombak****Seconded: Cr Jacob****That the Airport Committee resume Standing Orders.*****CARRIED 8/0***

1:33pm Chairperson advised that Standing Orders are resumed.

11.1 Award of Tender 13/13 Civil Engineering and Aerodrome Consultancy (File No.: 05/09/0029)**Officer****Russell Dyer
Director Engineering Services****Date of Report****29 August 2013****Disclosure of Interest by Officer Nil****Summary**

The purpose of this report is to request the Airport Committee to award Tender 13/13 Civil Engineering and Aerodrome Consultancy.

Background

The Port Hedland International Airport is owned and operated by the Town of Port Hedland. Over the last several years the increase in passengers travelling through the Airport has seen the number of Regular Passenger Transport flights (RPT) increase from 14 a week to over 70 a week currently; this number does not include charter flights.

The redevelopment of the Port Hedland International Airport requires works both airside and non-airside. All works airside must comply with the Civil Aviation Safety Authority (CASA) compliance inspections and reporting in accordance with Civil Aviation Safety Regulation (CASR) part 92 Manual of Standards (MOS) 139 Regulations.

A tender is therefore being sought for Aerodrome Consultancy in accordance with the *Local Government Act 1995* part 3 division 3, 3.57 Tender for providing goods and services and the Town's Tender Policy 2/011.

Consultation

External

- Civic Aviation Safety Authority
- Air Services Australia

Internal

- Town of Port Hedland Staff

Statutory Implications

This tender was called in accordance to the *Local Government Act (1995)*.

3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or expected to be, more, or worth more, than \$100 000 unless sub regulation (2) states otherwise.*

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance to the *Local Government Act (1995)*:

5.23 Meetings generally open to public

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
 - (a) *all council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the*

meeting or the part of the meeting deals with any of the following —

...

- (e) *a matter that if disclosed, would reveal — ...*
 - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;*

...

This tender was also called in accordance to *Civil Aviation Act*.

Policy Implications

This tender was called in accordance with Procurement Policy 2/007 and the Tender Policy 2/011.

Strategic Planning Implications

6.2	Economic
6.2.2	Gateway City & an attractive destination
	Develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction.
	Develop Port Hedland’s sea, air and road transport infrastructure so that it becomes the main access hub for the Pilbara.

Budget Implications

Expenditure for Civil Engineering Aerodrome Consultancy is included in the Town of Port Hedland Annual Budget 2013/2014.

Officer’s Comment

Tender 13/13 Civil Engineering and Aerodrome Consultancy will enable the Town of Port Hedland to manage the Port Hedland International Airport Redevelopment in accordance with the *Civil Aviation Act*.

The tender specification has invited companies who have the necessary managerial, financial and technical capabilities to undertake Civil Engineering projects and specifically the airport environment, and to also supply consultancy services for airside works and upgrades. The tenderer must be qualified and CASA approved to carry out Aerodrome Technical Inspections and deliver written reports in accordance with CASA, CASR part 92 MOS 139 regulations.

The Town received four (4) tenders on the deadline of 2.30pm Friday 16 August 2013. In determining the most advantageous tender, the evaluation panel scored each tenderer against the advertised scope of works and qualitative criteria.

The following table provides a summary of results. The proponents have not been identified to ensure confidentiality.

No	Service	The Airports Group	AMS	GHD	ENESAR
1	Price	-19.6	24.4	2.4	50
2	Experience	16	16	16	16
3	Personnel	15	15	15	15
4	Risk	15	15	14.5	15
	Total Score	26.37	70.4	47.9	96
	Preferred Status	4	2	3	1

As indicated in the above table, all proponents scored relatively similar on all aspects except price. The tender evaluation panel after considering all evaluation criteria recommends proponent 4 to be awarded Tender 13/13 Civil Engineering and Aerodrome Consultancy.

Attachments

1. **CONFIDENTIAL** Tender 13/13 Civil Engineering and Aerodrome Consultancy Assessment.

AC201314/019 Officer’s Recommendation/ Airport Committee Decision

Moved: Hunt

Seconded: Jacob

That the Airport Committee award Tender 13/13 Civil Engineering and Aerodrome Consultancy to ENESAR Pty Ltd for the period three (3) years from the fourth (4) September 2013 to the fourth (4) September 2016 according to the schedule of rates provided in their tender submission 13/13 Civil Engineering and Aerodrome Consultancy for:

- a. Design development for civil engineering projects including concept plans, presentation and consulting drawings for an hourly rate of \$110.00;**
- b. Preparation of working drawings for tender and construction purposes for an hourly rate of \$140.00;**

- c. Preparation of technical specification document detailing written descriptions of the content of the project materials, work quality and schedules which are complimentary to the working drawings and details for an hourly rate of \$110.00;
- d. Preparation of Tenders for an hourly rate of \$90.00;
- e. Preparation of cost estimates for an hourly rate of \$90.00;
- f. Attend to tender and construction enquiries, where relevant, for an hourly rate of \$90.00;
- g. Assist in assessment of tender submissions for an hourly rate of \$90.00;
- h. Consultancy services for airside works and upgrades for an hourly rate of \$110.00;
- i. Carry out the Annual Technical Inspections and deliver written reports in accordance with Civil Aviation Authority Regulations, MOS 139 (Airfares and Accommodation excluded) for the price of \$3,950.00; and
- j. On site Aerodrome Reporting and Aerodrome Works Safety Officers Course (Airfares and Accommodation excluded) for the price of \$3,520.00.

CARRIED 8/0

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

AC201314/020 Airport Committee Decision

Moved: Cr Gillingham

Seconded: Cr Dziombak

That the following applications for leave of absence:

Cr Jacob from 30 September to 8 October 2013

Cr Gillingham from 11 September to 16 September 2013

Cr Hunt from 30 September to 8 October 2013

Be approved.

CARRIED 8/0

ITEM 15 CLOSURE

15.1 Date of Next Meeting

The next Airport Committee Meeting of Council will be held on Wednesday 2 October 2013.

15.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1:40pm.