



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**THURSDAY 25 OCTOBER 2012
AT 5:30PM**

IN

**COUNCIL CHAMBERS
MCGREGOR STREET, PORT HEDLAND**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement or intimation occurring during Committee Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Committee Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Committee Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Committee resolutions.

*Malcolm Osborne
Chief Executive Officer*

*Terms of Reference***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
Ms Michelle Cook
Mr Serge Doumergue
Mr Chris Whalley

Quorum

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

Delegation

- To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- 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 5:30 pm in Council Chambers:

- Thursday, 6 December 2012
- Thursday, 10 January 2013
- Thursday, 14 February 2013
- Thursday, 14 March 2013
- Thursday, 11 April 2013
- Thursday, 9 May 2013
- Thursday, 13 June 2013
- Thursday, 11 July 2013
- Thursday, 08 August 2013
- Thursday, 12 September 2013
- Thursday, 10 October 2013
- Thursday, 14 November 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. Meeting dates amended at its Ordinary Meeting held on 27 September 2012.)

OUR COMMITMENT

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

ITEM 1	OPENING OF MEETING	6
1.1	OPENING.....	6
ITEM 2	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	6
2.1	ATTENDANCE.....	6
2.2	APOLOGIES	6
2.3	APPROVED LEAVE OF ABSENCE.....	6
ITEM 3	RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE	7
3.1	QUESTIONS FROM PUBLIC AT AIRPORT COMMITTEE MEETING HELD ON THURSDAY 27 SEPTEMBER 2012.....	7
3.2	QUESTIONS FROM ELECTED MEMBERS AT AIRPORT COMMITTEE MEETING HELD ON THURSDAY 27 SEPTEMBER 2012 ...	7
ITEM 4	PUBLIC TIME	7
4.1	PUBLIC QUESTION TIME	7
4.2	PUBLIC STATEMENT TIME	7
ITEM 5	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	7
ITEM 6	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING	7
ITEM 7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	8
7.1	CONFIRMATION OF MINUTES OF ORDINARY AIRPORT COMMITTEE MEETING OF COUNCIL HELD ON THURSDAY 27 SEPTEMBER 2012 AT 5:30PM	8
7.2	CONFIRMATION OF MINUTES OF SPECIAL AIRPORT COMMITTEE MEETING OF COUNCIL HELD ON THURSDAY 27 SEPTEMBER 2012 AT 5:30PM	8
ITEM 8	ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION	8
ITEM 9	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	9
9.1	<i>Port Hedland International Airport Website – Engineering Services</i>	<i>9</i>
ANNA DUFFIELD, AIRPORT DEVELOPMENT OFFICER, TOWN OF PORT HEDLAND.		9
ITEM 10	REPORTS OF OFFICERS	21
10.1	<i>Expression of Interest – Waste Water Treatment Plant at Port Hedland International Airport (File No.: 29/03/0002).....</i>	<i>21</i>
ITEM 11	LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL	24
ITEM 12	MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN	24
ITEM 13	CONFIDENTIAL ITEMS	24
ITEM 14	APPLICATIONS FOR LEAVE OF ABSENCE.....	24
ITEM 15	CLOSURE.....	24
15.1	DATE OF NEXT MEETING.....	24
15.2	CLOSURE.....	24

ITEM 1 OPENING OF MEETING**1.1 Opening**

The Responsible Officer declared the meeting open at 5:31pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**2.1 Attendance***Committee members*

Councillor Arnold A Carter - Chairperson
Councillor Gloria A Jacob

Ms Michelle Cook – entered the meeting at 5:33pm
Mr Serge Doumergue
Ms Florence Bennett
Mr Chris Whalley

Officers

Mr Malcolm Osborne	Chief Executive Officer
Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Eber Butron	Director Planning and Development
Mr Gordon MacMile	Director Community Development Engineering Services

Miss Josephine Bianchi	Minute Taker/Governance Coordinator
------------------------	--

2.2 Apologies

Councillor Jan M Gillingham

2.3 Approved Leave of Absence

Councillor Michael B Dziombak – Deputy Chairperson
Councillor Julie E Hunt

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE**3.1 Questions from Public at Airport Committee Meeting held on Thursday 27 September 2012**

Nil

3.2 Questions from Elected Members at Airport Committee Meeting held on Thursday 27 September 2012

Nil

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time at 5:33pm.

4.1 Public Question Time

Nil.

Chairperson closed Public Question Time at 5:33pm.

Chairperson opened Public Statement Time at 5:34pm.

4.2 Public Statement Time

Nil.

Chairperson closed Public Statement Time at 5:34pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

Cr Carter	Cr Jacob
S Doumergue	M Cook
F Bennett	C Whalley

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Ordinary Airport Committee Meeting of Council held on Thursday 27 September 2012 at 5:30pm

AC201213/016 Airport Committee Decision

Moved: Serge Doumergue

Seconded: Cr Jacob

That the Minutes of the Airport Committee Meeting held on Thursday 27 September 2012 at 5:30pm be confirmed as a true and correct record of proceedings.

CARRIED 6/0

7.2 Confirmation of Minutes of Special Airport Committee Meeting of Council held on Thursday 27 September 2012 at 5:30pm

AC201213/017 Airport Committee Decision

Moved: Serge Doumergue

Seconded: Cr Jacob

That the Minutes of the Special Airport Committee Meeting held on Thursday 27 September 2012 at 6:12pm be confirmed as a true and correct record of proceedings.

CARRIED 6/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Nil.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

**9.1 *Port Hedland International Airport Website –
Engineering Services***

Anna Duffield, Airport Development Officer, Town of Port Hedland.

Town of
Port Hedland

Airport website

Airport Committee meeting

October 2012




Context

- Council committed \$70.5 million airport precinct redevelopment over next five years
- Communications strategy developed to:
 - Position Port Hedland International Airport as a modern and well-serviced airport that provides a welcoming gateway to the North West and direct routes to Asia
 - Build excitement and support for airport's redevelopment






















Website

- Website should reflect our vision and provide user-friendly information to range of clients – passengers, corporate travel, airlines, tourists, tenants etc
- Current website is a single page on ToPH website
- Page outdated, lacks detail and not user friendly

PORT HEDLAND 

UPDATED: THURSDAY 20 SEP, 2012 | 11:17

AIRLINE	FLIGHT	ORIGIN	TIME	ESTIMATED	STATUS
THURSDAY 20 SEPTEMBER 2012					
PASSENGER ARRIVALS DOMESTIC & INTERNATIONAL ALL AIRLINES ALL ORIGINS					
	QF 1128			12:40	
	DJ 1839			13:25	
	QF 1114			16:15	
	QF 1124			17:00	
	DJ 1843			17:25	
	QF 1116			17:40	
FRIDAY 21 SEPTEMBER 2012					
PASSENGER ARRIVALS DOMESTIC & INTERNATIONAL ALL AIRLINES ALL ORIGINS					
	QF 1122			07:55	
	DJ 1837			08:10	
	QF 1110			08:25	
	TL 352			09:10	
	QF 1828			12:20	
	QF 1114			16:15	
	QF 1124			17:00	
	DJ 1843			17:25	
	QF 1116			17:40	
SATURDAY 22 SEPTEMBER 2012					
PASSENGER ARRIVALS DOMESTIC & INTERNATIONAL ALL AIRLINES ALL ORIGINS					
	DJ 1837			08:10	
	QF 1010			09:25	
	XR 91			10:00	
	XR 93			10:05	

Website development

- Project to develop new website commenced late 2011
- Review of other websites – design, content, usability
- Develop content and structure



Reference sites – Sunshine Coast

Sunshine Coast AIRPORT

HOME \ FLIGHT INFO \ TERMINAL INFO \ TO & FROM THE AIRPORT \ ABOUT THE AIRPORT \ OUR REGION \ CONTACT US

a destination beyond expectations

TODAY'S WEATHER: Now 26.1°C 3 DAY FORECAST: ☀ 18 - 26 ☁ 18 - 27 ☀ 21 - 27 VIEW SURFCAMS TIME: 10:20 AM

ARRIVALS AND DEPARTURES		ABOUT THE AIRPORT	
Jetstar	3Q 752	SYDNEY	10:20
	TT 7492	MELBOURNE	11:25
		MELBOURNE	12:25

CLICK HERE FOR OPTIONS

LATEST NEWS SUNSHINE COAST - Ready to Welcome you! TO & FROM THE AIRPORT

Sunshine Coast Council Sunshine Coast Aerospace Precinct "Major Airport of the Year 2011" Sunshine Coast Airport Jetstar Virgin australia

created by [amsdesign](#) powered by [blue.rook](#) surf cam images provided by [coastal watch](#)



Reference sites – Broome

Broome International Airport

WELCOME TO
BROOME
INTERNATIONAL
AIRPORT

BROOME INTERNATIONAL AIRPORT (BIA)

Broome International Airport (BIA) is the regional hub of the northwestern part of Western Australia. Considered the gateway to the Kimberley it meets the needs and expectations of Community and Industry, including the development of LNG in Browse Basin.

AIRPORT PARKING

BROOME AIRPORT HAS VARIOUS OPTIONS FOR PARKING. PLAN AHEAD TO SAVE TIME AND MONEY.

Parking Map (PDF) > Short Term Parking >
Car Hire > Long Term Parking >

FLIGHT INFORMATION

Security & Safety > Maps & Destinations >
Airlines > Flight Schedules >

SHINJU MATSURI 2012

From the high spirited and colourful waking of Sammy the Dragon, the festival's Chinese Dragon, after his yearlong slumber, across ten days of festivity, Broome's Shinju Matsuri is an experience like no other.

QANTAS Spirit of Australia
QANTASLINK
Australia
Skywest
airmorth

© 2012 BROOME INTERNATIONAL AIRPORT
SITE MAP | DISCLAIMER



Reference sites – Gold Coast

The screenshot shows the Gold Coast Airport website interface. At the top, there are logos for Gold Coast Airport, the Australian Airport Association (Major Airport of the year 2010), and the Winner Best Regional Airport (Winner Staff Service Excellence Australia/Pacific 2011). A search bar is located on the right. Below the logos is a navigation menu with links: Home, To & From the Airport, At the Airport, Shop, Eat, Relax, Visitors Information, Community, Corporate, and Regulatory.

On the left side, there are sections for 'Quick Links' (Parking, Transport, Airlines, Airport Location, Where Can I Fly?), 'Local Time & Weather' (Gold Coast, September 20, 2012, 12:55 pm, MOSTLY SUNNY, 24°C, humidity: 56%, sunrise: 5:37, sunset: 17:41), and a 'Qantas returns to the Gold Coast from October 2012. Book now' banner.

The main content area features a 'Flight Information (updates every 2 minutes)' section with 'Arrivals' and 'Departures' tabs. The 'Arrivals' tab is active, showing a table of flight arrivals for Thursday, 20 September 2012 (QLD Time) Tomorrow.

Airline	Sched.	Flight No.	Arriving From	Status	Gate
Jetstar	12:00	JQ 438	Melbourne	ESTIMATED 12:00	4
Qantas	12:25	TT 234	Sydney	LANDED	2
Qantas	12:25	DJ 735	Melbourne	LANDED	3
Jetstar	13:10	JQ 410	Sydney	ON TIME	5
Jetstar	13:15	JQ 307	Cairns	ON TIME	1
Qantas	13:30	DJ 519	Sydney	ESTIMATED 13:35	3
Air New Zealand	13:30	NZ 7121	Sydney	ESTIMATED 13:55	3
Jetstar	13:50	JQ 414	Sydney	ON TIME	1
Qantas	14:20	DJ 741	Melbourne	ON TIME	4
Qantas	14:30	DJ 523	Sydney	ON TIME	3

Below the flight table, there is a 'WiFi' advertisement: 'Enjoy the benefits of wireless internet access. NOW FREE BEFORE YOU FLY'. There is also a 'Latest News' section with headlines like 'Gold Coast Airport welcomes Qantas announcement' and 'Gold Coast Airport has today welcomed news that Garuda will...'. A 'Partner Offer' for Blackstone Day & Lounge is also visible.



Structure

Home page	Navigation bar; PHIA logo; flash banner; PHIA overview box; airport parking box; flight information box; promotional box; airline logos; time; today's forecast
Flight information	Flight arrival and departure times; airlines; baggage/checking in; security and safety
Terminal information	Airport location; car hire; cafe; parking; getting to and from airport; services and amenities; FAQs; terminal layout
International	Flight schedule; quarantine; immigration
Operations	Overview (runways, aprons, navigation); freight; ground handling services; contacts
Corporate	Master plan; governance; property; airport charges; leasing; employment opportunities;
Our region	Local attractions; accommodation; dining out; entertainment; industry
Redevelopment project	Redevelopment plan; get involved; new business opportunities
Contact us	Contact details;



Port Hedland
INTERNATIONAL AIRPORT

HOME FLIGHTS TERMINAL INFO OPERATIONS CORPORATE OUR REGION PROJECTS CONTACT

Search

Gateway to the Northwest and beyond

terminal info > airport parking > visitor info >

local news ▼

- 18 Oct Port Hedland welcomes extra Virgin Australia flights
- 5 Oct Kids go behind the scenes at Port Hedland International Airport
- 12 Sept Airport hotel proposals wanted for booming Port Hedland

arrivals/departures ▼

Precinct redevelopment

\$70.5 million will be invested over the next five years on refurbishments, infrastructure upgrades, land releases and new business opportunities. [Read more...](#)

WELCOME TO PORT HEDLAND

Port Hedland International Airport is your gateway to Western Australia's North West and the booming Pilbara region. We accommodate 450,000 passengers every year and have nearly 70 flights a week with daily flights to Perth, direct weekly flights to Brisbane, Melbourne and Bali and on to worldwide connections.

Town of Port Hedland

QANTAS Virgin australia Skywest Airnorth Alliance



Next steps

- Finalise text and design
- Published by early November



AC201213/018 Airport Committee Decision

Moved: Cr Jacob

Seconded: Sergue Doumergue

That the Airport Committee recommends to Council that it agrees to proceed with the development of the Port Hedland International Airport Website, as per the presentation listed in these minutes.

CARRIED 6/0

AC201213/019 Airport Committee Decision

Moved: Cr Jacob

Seconded: Sergue Doumergue

That the Airport Committee recommends to Council that a up to date report be brought back to the committee detailing outstanding electricity charges at the Port Hedland International Airport and the process for recovering the unallocated charges to the tenants.

CARRIED 6/0

“11. Tenders to be invited for certain contracts

- (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 is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.”*

Policy Implications

Council does not have a policy specifically related to Expressions of Interest, however if an agreement or purchase resulted from the EOI it would be in accordance with Council’s Procurement Policy 2/007 and Tender Policy 2/011.

Strategic Planning Implications

6.2	Economic
6.4.2	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

Budget Implications

The EOI process will determine if there are any budget implications for the installation of a Waste Water Treatment Plant. This will be considered by Council prior to progressing with any agreements or purchases. Depending on the proposals received, there is the potential that a WWTP could be provided at minimal cost to Council.

Officer’s Comment

The PHIA Masterplan and PHIA Land Use Plan have indicated a program of development within the terminal precinct and on airport land in general. This ranges from airport operations related projects to subdivision development for commercial use. A five year capital program has been adopted by Council to implement these developments. Projects that are reliant on the provision of a capable, compliant sewer system include:

- Terminal expansion
- Development of freight facilities
- Airport operations building
- Hire car/logistics subdivision
- Housing development (airport operations personnel)
- Hotel development
- Development and/or expansion of TWA sites
- Development of other sites within the terminal precinct

The Town has been approached by developers for the construction of a WWTP, conditional on negotiation points within their lease arrangements. Interest has also been registered from owner/operator organisations that see value in providing a user pays system plus resale of water opportunities. In the interest of obtaining the best value for Council and to ensure that any process remains transparent, it is recommended that officers commence an Expression of Interest process for the installation of a Waste Water Treatment Plant at PHIA.

Attachments

Nil.

AC201213/020 Airport Committee Decision**Moved: Cr Jacob****Seconded: Sergue Doumergue****That the Airport Committee recommends that Council:**

- 1. Authorises the CEO or delegated officers to commence an Expression of Interest process for the installation of a Waste Water Treatment Plant at the Port Hedland International Airport.**

CARRIED 6/0

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

AC201213/021 Airport Committee Decision

Moved: Chris Whalley

Seconded: Michelle Cook

That the following applications for leave of absence:

- **Councillor Jacob from 4 to 7 November and from 11 to 17 November; and**
- **Michelle Cook from 21 to 30 November**

be approved.

CARRIED 6/0

ITEM 15 CLOSURE**15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Thursday, 22 November 2012.

15.2 Closure

There being no further business, the Chairperson declared the meeting closed at 6:05pm.