

Town of  
Port Hedland



## **TOWN OF PORT HEDLAND**

### **MINUTES AIRPORT COMMITTEE MEETING**

**WEDNESDAY 3 DECEMBER 2014 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

Dr Ken King

Mr Brad Pawlenko

Mr Jason Green

*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**

Presiding Member declared the meeting open at 12:35pm. Presiding Member welcomed the two new Airport Committee Members, Mr Brad Pawlenko and Mr Jason Green.

**ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS**

Presiding Member acknowledged the traditional owners, the Kariyarra people.

**ITEM 3 RECORDING OF ATTENDANCE AND APOLOGIES****3.1 Attendance***Elected Members*

Councillor Gloria Jacob - Presiding Member  
Councillor Jan Gillingham - Deputy Presiding Member  
Councillor Lorraine Butson

*Community Member*

Ms Florence Bennett  
Mr Brad Pawlenko  
Mr Jason Green

*Officers*

Peter Kocian	Acting Director Corporate Services
Eber Butron	Director Community and Development Services
Brett Reiss	Program Director Airport Redevelopment
Anna Duffield	Manager Corporate Information
Grace Waugh	Minute Taker/ Governance Officer

**3.2 Apologies**

Mayor Kelly Howlett  
Councillor Julie Hunt  
Dr Ken King

**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 1 October 2014**

Nil

## 4.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 1 October 2014

### 4.2.1 Mayor Howlett

*Can a Christmas decoration competition be held at the Airport with the other businesses where a prize is offered?*

Program Director Airport Redevelopment advised that details relating to a Christmas decoration competition were circulated to all Airport terminal tenants encouraging them to get involved. Decorations will start being put up on Monday 24 November 2014 with the competition closing on Friday 19 December 2014. A judging panel of three will determine the three best decorated tenancies who will be awarded prizes.

## 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 Question 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 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.*

Director Community and Development Services advised that this is taken on notice and that the Manager Airport will be consulted.

*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.*

Presiding Member advised that this question is taken on notice and asked Councillor Gillingham to forward the email from WALGA to the Town of Port Hedland Governance team. Presiding Member advised that the minutes from the meeting will be reviewed before the next Airport Committee and a recommendation on the appropriate action to be taken will be provided.

**6.2 Presiding Member**

*When are the Christmas pull up banners going to arrive at the Port Hedland International Airport? As of yesterday afternoon they were not at the airport.*

Acting Director Corporate Services advised that all Christmas decorations were due to be put up in the first week of December.

Program Director Airport Redevelopment advised that the Christmas pull up banners have been ordered.

Manager Corporate Information advised that the banners are scheduled to be delivered this week and the Town will look into the delay.

*Can a report be presented to the February 2015 Airport Committee meeting on a strategy for the staged design of the new airport terminal that includes how the design is going to be handled and whether it will be through the engagement of an architect or a public competition?*

Program Director Airport Redevelopment advised that a report can be presented to the February 2015 Airport 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	Ms Flo Bennett
Councillor Gillingham	Mr Brad Pawlenko
Councillor Butson	Mr Jason Green

**ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**8.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 1 October 2014**

**AC201415/011 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: CR GILLINGHAM**

**SECONDED: CR BUTSON**

**That Council confirm that the Minutes of the Airport Committee Meeting held on Wednesday 1 October 2014 are a true and correct record.**

***CARRIED 6/0***

**ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

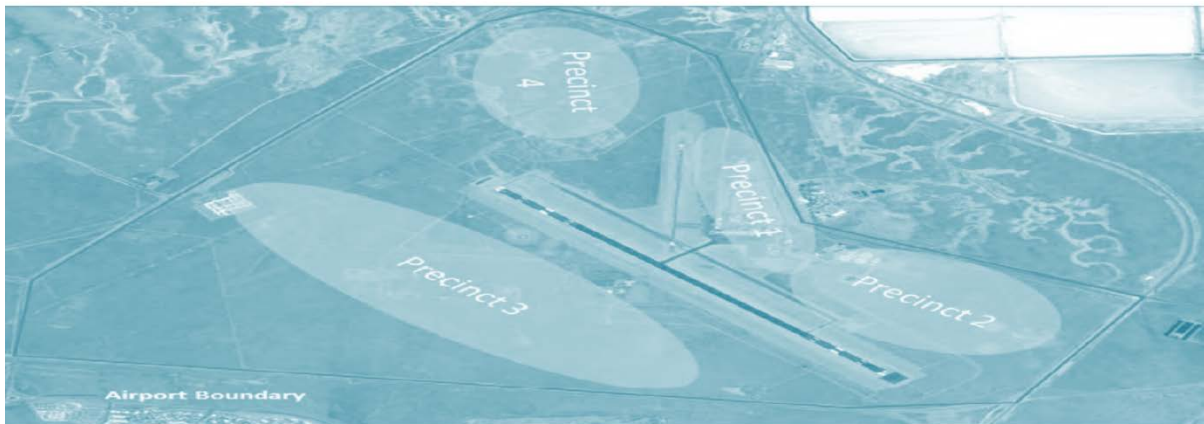
Presiding Member welcomed the two new Airport Committee members that were appointed and stated she looks forward to the Committee addressing Airport strategic issues in the New Year. Presiding Member advised that she did not attend the Australian Airports Association Conference this year. The Program Director Airport Redevelopment attended and will provide a report on the conference in due course.

**ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**

**10.1 Mr Brett Reiss, Program Director Airport Redevelopment, Town of Port Hedland**

# Port Hedland International Airport program director airport redevelopment update

presentation to airport committee December 2014



## 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
- terminal design
  - quotation from STEA to develop RFT
- solar farm
  - December SCM – no limited partnership
- logistics subdivision
  - design review Dec 2014
  - approvals/procurement Jan 2015
  - construction commencement March 2015



## redevelopment strategy program

- governance review
  - scoping study tender closed 22 Oct 2014
  - assessment panel final review completed 13 Nov 2014
  - OCM agenda Item 17 Dec 2014
  - consultancy engagement/agreement 19 Dec 2014
  - steering committee established 28 Nov 2014
  - Working group established 28 Nov 2014



## airline developments

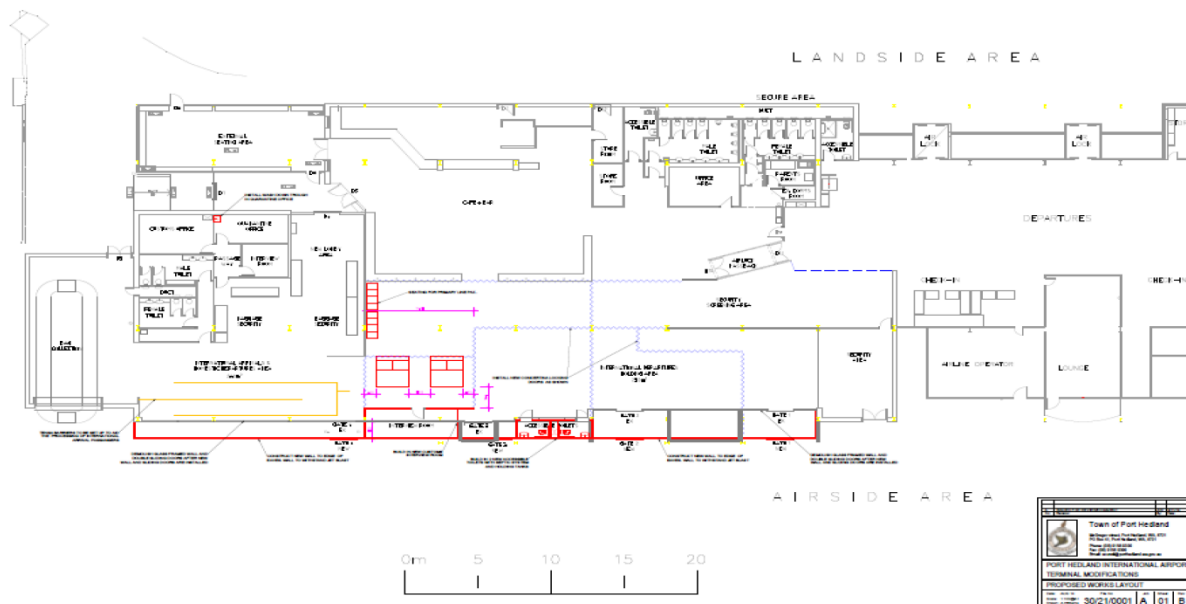


airline developments

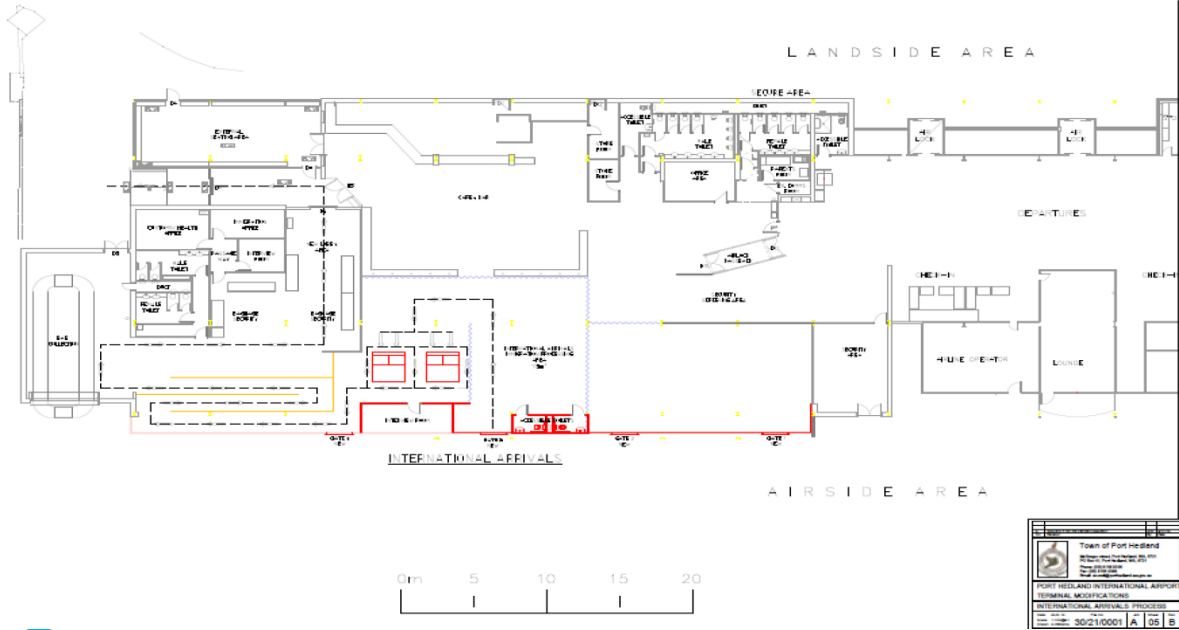
- route development strategy
  - Steering committee to review possible inclusion in scoping study
- Airline engagement
  - corporate packages – Qantas/Virgin
  - Qantas Qtly meeting 8 December 2014
  - Virgin international services



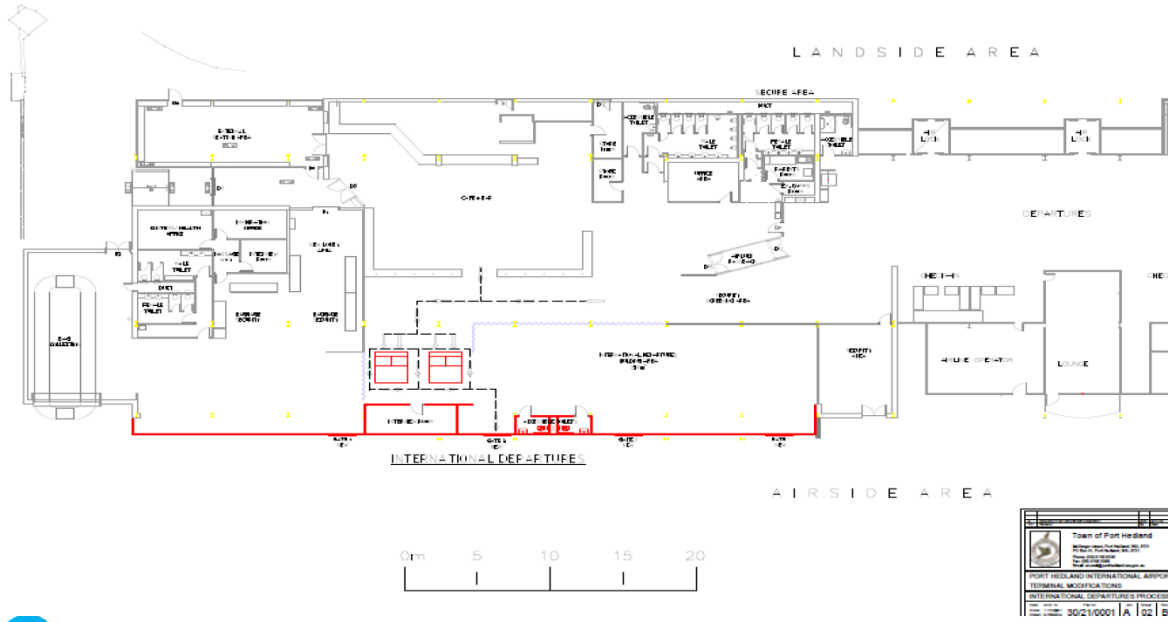
airline developments



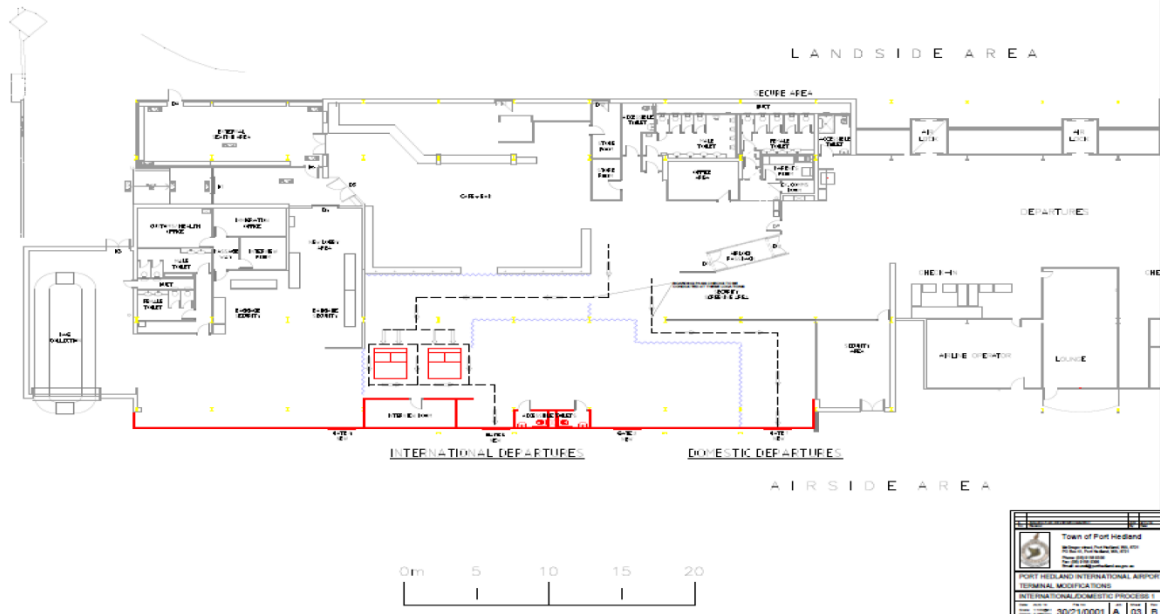
# airline developments



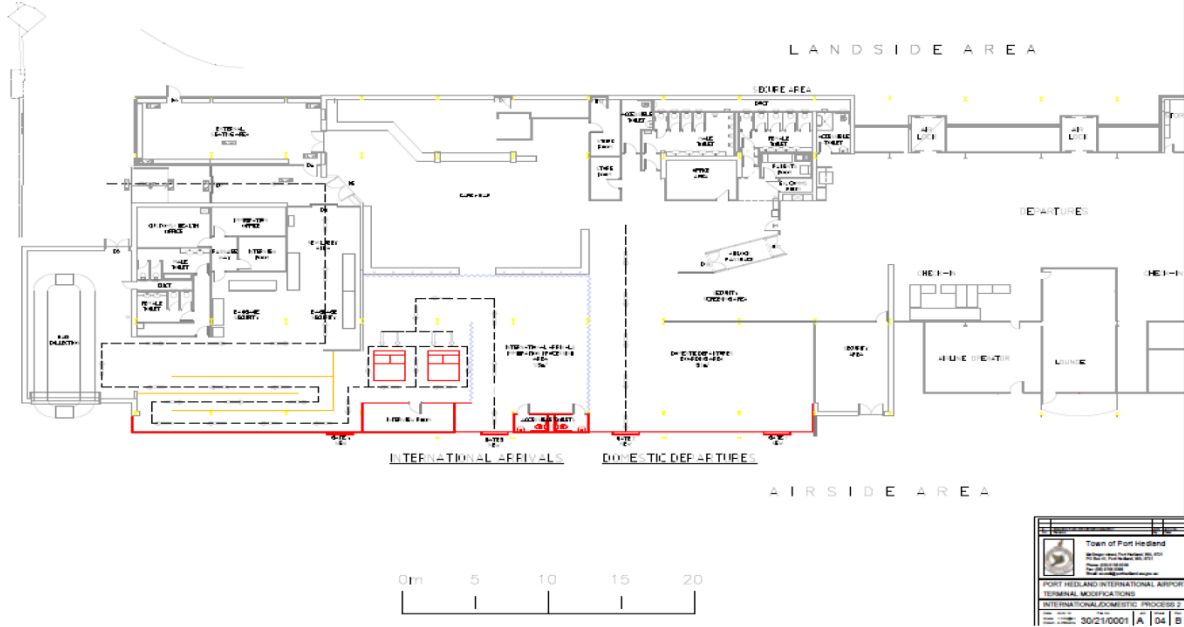
# airline developments



# airline developments



# airline developments





## Infrastructure development



## Infrastructure development

- services
  - electrical ring main April 2015
  - water June 2015
  - sewer June 2016
- GA apron expansion
  - Scope under review



## interim improvement program



## interim improvement program

project	status
terminal secure area extension	<ul style="list-style-type: none"> <li>works commence 18 June – 17 Dec 2014</li> </ul>
screening equipment	<ul style="list-style-type: none"> <li>1<sup>st</sup> lane operational &amp; 2<sup>nd</sup> lane Feb 2015</li> </ul>
terminal painting	<ul style="list-style-type: none"> <li>Currently being completed in stages</li> </ul>
public art – art installation wall, terminal exterior, shade sails	<ul style="list-style-type: none"> <li>design brief developed &amp; EOI issued Dec 2014</li> <li>final artwork completed March/April 2015</li> </ul>
shade sails	<ul style="list-style-type: none"> <li>scope finalised</li> <li>installed by Jan 2015</li> </ul>
verge works – landscaping, shade structures, paths, bi-plane	<ul style="list-style-type: none"> <li>larger scope developed and works to be completed by Feb 2015</li> </ul>
rubbish bin compound, pedestrian handrails, second exit lane, roundabout	<ul style="list-style-type: none"> <li>works program to be completed by June 2015</li> </ul>



## other projects update



## other projects update

- terminal Christmas decorations
  - Christmas banners ordered
  - Terminal tenants invited to participate in Christmas comp
- Airport Conditions of Use document
  - Distributed and implemented
  - public document available on airport website



*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 Community and Development Services**

Nil

**11.2 Works and Services**

Nil

**11.3 Corporate Services**

Nil

**11.4 Office of the CEO****11.4.1 Port Hedland International Airport – Projects Update  
October/November 2014**

Tracie Fleay, Administration Officer - Office of CEO  
08/02/0025

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**AC201415/012 RECOMMENDATION/ AIRPORT COMMITTEE DECISION**

**MOVED: MS BENNETT**

**SECONDED: MR PAWLENKO**

**That the Airport Committee note the Port Hedland International Airport projects update October/November 2014 report.**

***CARRIED 6/0***

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**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 October and November 2014

25 November 2014

## Airport redevelopment program – September 2014 update

capital works program				
project	budget	expenditure / commitments	project status	expected completion timeframe
bus parking	\$350,000	\$324,590	<ul style="list-style-type: none"> <li>Trial of bus parking configuration is complete</li> <li>Line marking procured and scheduled for completed</li> </ul>	<ul style="list-style-type: none"> <li>completed</li> </ul>
car park/ground transport reconfiguration	\$1,000,000	\$0	<ul style="list-style-type: none"> <li>Draft works program has been developed. Includes improved pedestrian access and shade, new bin compound and dedicated access, additional exit lane to short term car park and service road improvements</li> <li>Commencement pending completion of Terminal project due to resources</li> </ul>	<ul style="list-style-type: none"> <li>End FY2015 (to be progressed in stages)</li> </ul>
electrical ring main	\$5,124,077 (2013/14 & 2014/15)	\$2,260,230	<ul style="list-style-type: none"> <li>Stage 3 work has underway</li> <li>Liaising with Air Services Australia regarding power supply locations and timeframes</li> </ul>	<ul style="list-style-type: none"> <li>Stage three completed and commissioned December, with ASA works complete shortly thereafter</li> </ul>
main apron extension	\$5,000,000	\$106,691	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Under review</li> </ul>
quarantine incinerator	\$600,000	\$0	<ul style="list-style-type: none"> <li>Project scope under review</li> </ul>	<ul style="list-style-type: none"> <li>Pending review of project scope</li> </ul>
main apron strengthening	\$1,300,000	\$0	<ul style="list-style-type: none"> <li>New project being developed to strengthen the main apron parking area to accommodate power in push back arrangement and address current faults in pavement</li> <li>Designs are currently being prepared</li> </ul>	<ul style="list-style-type: none"> <li>Pending design and construction tender process, expected after wet season</li> </ul>
terminal precinct – interim improvements	\$1,910,000	\$1,329,108	<ul style="list-style-type: none"> <li>Café completed and secure area upgrade underway, with departures toilets refurbishment and external café modifications completed</li> <li>Procurement process commenced for verge improvements and shade structures</li> </ul>	<ul style="list-style-type: none"> <li>Café completed and secure area upgrades due for completion in late November</li> <li>Other works to be staged, with expected completion in December</li> </ul>
transport and logistics subdivision	\$8,360,000	\$0	<ul style="list-style-type: none"> <li>Design modification required as outcome of strategic review process – quotes being obtained</li> <li>Services investigation ongoing</li> <li>New WAPC approval required</li> </ul>	<ul style="list-style-type: none"> <li>Construction tender to be advertised after design review, expected completion November</li> <li>Construction to commence March 2015</li> </ul>
water and sewer service upgrade	\$5,400,000	\$25,000	<ul style="list-style-type: none"> <li>Design consultant engaged and work has commenced to determine best route for services</li> </ul>	<ul style="list-style-type: none"> <li>Project to be staged over 2 years, pending approvals from Water Corporation</li> </ul>
perimeter fence upgrade	\$1,500,000	\$0	<ul style="list-style-type: none"> <li>Feature survey has been conducted to determine location and scope of upgrade</li> <li>Tender documentation to be prepared for advertising in October/November</li> </ul>	<ul style="list-style-type: none"> <li>Pending award of tender</li> </ul>
apron lighting upgrades	\$1,300,000	\$0	<ul style="list-style-type: none"> <li>Quotes have been sourced as per preferred contractors list and are being reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Schedule to be developed pending feedback from contractors and lead time for infrastructure</li> </ul>



**Airport redevelopment program – September 2014 update**

<b>Commercial projects</b>		
<b>project</b>	<b>project status</b>	<b>expected completion timeframe</b>
business and investment opportunities	<ul style="list-style-type: none"> <li>ongoing discussions with new hire car operators</li> </ul>	
leases	<ul style="list-style-type: none"> <li>lease negotiations continuing with:                             <ul style="list-style-type: none"> <li>North West Aviation Services (office space)</li> <li>Airservices Australia (Permanent Fire Station)</li> <li>Export Bar and Café (Coffee Cart)</li> </ul> </li> </ul>	All to be finalised by November 2014
communication, marketing and stakeholder engagement	<ul style="list-style-type: none"> <li>website usage steady:                             <ul style="list-style-type: none"> <li>November: 3,539 visits</li> <li>December: 4,854 visits</li> <li>January: 3,381 visits</li> <li>February: 3,739 visits</li> <li>March: 4,381 visits</li> <li>April: 4,451 visits</li> <li>May: 4,543 visits</li> <li>June: 4,743 visits</li> <li>July: 4,274 visits</li> <li>August: 3,565 visits</li> <li>September: 4,560 visits</li> <li>October: 4,560 visits</li> <li>November: 3,209 visits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>stakeholder engagement ongoing</li> <li>new flight information feed to be installed on home page end 2014 (currently pending supplier programming)</li> </ul>

**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**

**AC201415/013 AIRPORT COMMITTEE DECISION**

**MOVED: CR BUTSON**

**SECONDED: CR GILLINGHAM**

**That the Airport Committee approve Councillor Gillingham's leave of absence for the next Airport Committee Meeting to be held on Wednesday 4 February 2014.**

***CARRIED 6/0***

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

Nil

**ITEM 17 CLOSURE**

Presiding Member thanked all Committee members and staff for their time and contribution to the Airport Committee and the meetings over the past year.

**17.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Wednesday 4 February 2015 at 12:30pm with the Public Agenda Briefing commencing at 12:15pm.

**17.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 1:43pm.