



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

THURSDAY 16 SEPTEMBER 2010

AT 5:40 PM

**IN COUNCIL CHAMBERS
McGREGOR STREET, PORT HEDLAND**

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Paul Martin
Acting Chief Executive Officer

Airport Committee

The Committee be constituted as a formal committee of Council under the provision of Section 5.8 of the Local Government Act (1995)

Membership:

The membership of the committee be as follows:

Mayor Kelly A Howlett;
Councillor Arnold A Carter
Councillor W (Bill) Dziombak
Councillor Jan M Gillingham
Councillor Stan R Martin

Community Members:

- a) Janice Tucker;
- b) Serge Doumergue; and
- c) Doug Gould.

(Community Members appointed by Council at its Ordinary Meeting held 28 April 2010)

Quorum:

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

Delegation:

The Town of Port Hedland Airport Committee be given the following delegated authority to make decisions on behalf of Council:

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11 f)
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.
- iii) Determine all Town Planning applications pertaining to the Town Planning Scheme No 5 that relate to Port Hedland International Airport without further reference to Council.
- iv) Undertake all Council statutory functions pertaining to Local Planning Schemes under Part 5 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- v) Undertake all Council statutory functions pertaining to subdivision of land under Part 10 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- vi) Provide direction and advice pertaining to the development of a Master Plan for the Port Hedland International Airport and the development of plans for a new airport terminal.

Tenure:

Ongoing. The following dates have been set and advertised in accordance with the Local Government Act 1995:

Date	Time	Location
20 May 2010	5.30pm	Port Hedland Civic Centre
17 June 2010	5.30pm	Port Hedland Civic Centre
15 July 2010	5.30pm	Port Hedland Civic Centre
19 August 2010	5.30pm	Port Hedland Civic Centre
16 September 2010	5.30pm	Port Hedland Civic Centre
21 October 2010	5.30pm	Port Hedland Civic Centre
18 November 2010	5.30pm	Port Hedland Civic Centre

(Adopted by Council at its Special Meeting held 10 March 2010)

Responsible Officer: Chief Executive Officer

TABLE OF CONTENTS

ITEM 1 OPENING OF MEETING..... 7

1.1 OPENING.....7

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES..... 7

2.1 ATTENDANCE.....7

2.2 APOLOGIES7

2.3 APPROVED LEAVE OF ABSENCE.....7

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE 7

ITEM 4 PUBLIC TIME 7

4.1 PUBLIC QUESTIONS.....7

4.2 PUBLIC STATEMENTS.....8

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE 8

ITEM 6 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING 8

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING..... 9

7.1 CONFIRMATION OF MINUTES OF THE AIRPORT COMMITTEE MEETING HELD ON THURSDAY 22 JULY 20109

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION..... 9

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS 10

ITEM 10 REPORTS OF OFFICERS 11

10.1 *Port Hedland International Airport Terminal Expansion Project – Monthly Status Report (File No.: 08/02/0018)*.....11

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL..... 31

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN..... 31

ITEM 13 CONFIDENTIAL ITEMS..... 31

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE..... 31

ITEM 15 CLOSURE..... 31

15.1 DATE OF NEXT MEETING.....31

15.2 CLOSURE.....31

ITEM 1 OPENING OF MEETING**1.1 Opening**

The Chairman declared the meeting open at 5:40pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES**2.1 Attendance**

Councillor Arnold A Carter (Chairman)

Mayor Kelly A Howlett

Councillor Jan M Gillingham (from 5:50 pm)

Mr Doug Gould

Ms Michelle Cook

Mr Paul Martin

Mr Russell Dyer

Ms Natalie Octoman

Acting Chief Executive Officer

Director Engineering Services

Acting Director Corporate
Services

Mr Bob Couzens

Ms Gaye Stephens

Manager Airport

Executive Assistant

2.2 Apologies

Councillor M (Bill) Dziombak

Serge Doumergue

2.3 Approved Leave of Absence

Councillor Stan R Martin

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

Nil.

ITEM 4 PUBLIC TIME**4.1 Public Questions**

5:40 pm Deputy Mayor Arnold A Carter (Chairman) opened Public Question Time.

Nil.

5:40 pm Deputy Mayor Arnold A Carter (Chairman) closed Public Question Time.

4.2 Public Statements

5:41 pm Deputy Mayor Arnold A Carter (Chairman) opened Public Statement Time.

Nil.

5:41 pm Deputy Mayor Arnold A Carter (Chairman) closed Public Statement Time.

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

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting:

Cr A A Carter	Ms Michelle Cooke
Mayor K A Howlett	Mr Doug Gould

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 Confirmation of Minutes of the Airport Committee Meeting held on Thursday 22 July 2010**

AC201011/006 Airport Committee Decision/Officer's Recommendation

Moved: Mayor K A Howlett

Seconded: Mr Doug Gould

That the Minutes of the Airport Committee Meeting held on Thursday 22 July 2010 be confirmed as a true and correct record of proceedings.

CARRIED 4/0

NOTE: Due to a lack of quorum, the advertised Airport Committee meeting scheduled to be held on 19 August 2010, there are no Minutes of the meeting held on that day. The Committee met informally on the following Thursday, 26th August 2010.

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

Deputy Mayor Arnold A Carter requested a current status or Agenda Item on the following matters to be presented to the Airport Committee:

- Progress of Tender 10/24 – Supply and Installation of Transportable Dwellings at the Port Hedland International Airport;
- Car Parking Options, including investigation of paid parking;
- Hire Car Leasing Arrangements;
- Removal/Demolition of Mobil site;
- Survey Works being undertaken;
- Boomoons, Hedland Riders and Virgin Blue Leases;
- Airservices Building; and
- Lease of Land Parcel adjoining Port Haven

NOTE: Acting Chief Executive Officer and advised the following in relation to those matters:

PHIA Housing Tender: Acting Chief Executive Officer advised a report will be presented to the Airport Committee on the Progress of Tender 10/24 – Supply and Installation of Transportable Dwellings at the Port Hedland International Airport at its meeting to be held on Thursday 21 October 2010.

Car Parking Options; Acting Director Engineering Services advised there is an allocation of \$25,000 to undertake a traffic and car parking study (as a component of the PHIA Terminal Expansion Project in Council's 2010/11 budget. Procurement for this is currently underway with submissions due by Monday 20 September. Following the awarding of the study to the successful consultant, a report will be presented to the Airport Committee for its consideration.

Hire Car Leasing Arrangements: A report on the progress of leasing arrangements between the Town of Port Hedland and Hire Car companies will be presented to the Airport Committee meeting to be held on 21 October 2010.

Removal/Demolition of Mobil site; A report on the progress of removal/demolition of the mobile site will be presented to the Airport Committee at its next meeting.

Survey Works: Acting Chief Executive Officer advised survey works have commenced and on receipt of valuations being received, a report will be presented to the Airport Committee's meeting to be held on 21 October 2010.

Boomoons, Hedland Riders and Virgin Blue Airlines Leases; The advertising period closed 15 September 2010. It is understood that no opposition to the proposed lease(s) has been received. A report on this matter will be presented to the Airport Committee at its meeting to be held on 21 October 2010.

Airservices Building; Valuations are being obtained, and a report including options will be presented to the Airport Committee at its meeting to be held on Wednesday 21 October 2010.

Lease of Land Parcel adjoining Port Haven: Acting Chief Executive Officer advised he will follow up and the matter and advise the Committee.

Acting Chief Executive Officer also advised that Keith will be invited to the next meeting to present on the Port Hedland International Airport's Master Plan.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS

Nil.

ITEM 10 REPORTS OF OFFICERS

10.1 Port Hedland International Airport Terminal Expansion Project – Monthly Status Report (File No.: 08/02/0018)

Officer Jenella Voitkevich
Manager Infrastructure
Development

Date of Report 14th September 2010

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide the Airport Committee with a monthly update on the progress of the Port Hedland International Airport Terminal Expansion project.

Background

The Port Hedland International Airport (PHIA) is experiencing rapid growth in the numbers of passengers and service providers for both domestic and international flights. The 3,000m² Terminal building will need to be extended/redeveloped to accommodate long term growth in passenger numbers of the Port Hedland International Airport.

This project will run concurrently with other projects relating to the airport development. The project will see the delivery of approved concept plans for the redevelopment of the airport terminal building and car parking area. This will enable funding applications and budgeting opportunities for detailed design and construction.

Consultation

This project will involve thorough consultation with the Airport Committee, PHIA users and stakeholders, and the relevant statutory authorities as outlined in the project management plan.

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

Key Result Area 1 - Infrastructure

Goal 2 - Airport

- a. Immediate Priority Strategy 3 - Progress planning and design for an upgraded and extended terminal building
- b. Other Action Strategy 1 - Undertake upgrades to the terminal and surrounds to improve the functionality of the facility including:

- a) Creating more common-user check in points
- b) Improving airport security screening arrangements
- c) Review parking options and implement an agreed Airport Parking Plan

Budget Implications

The total budget allocated in the 2010/11 financial year is \$425,000. This is a combination of \$400,000 for the PHIA terminal expansion (investigation and concept design only) and \$25,000 for investigations on paid parking opportunities.

The estimate of costs for the various consultants required for this project is noted in the table below. These costs will be accurately identified upon receipt of quotes from each consultant.

Consultant	Cost Estimate (ex. Gst)
Project Management (Thinc Projects)	\$59,500
Design	\$90,000
Airport Planner	\$40,000
Stakeholder Consultation	\$40,000
Retail/Commercial Demand Analysis	\$25,000
Road, Traffic & Car Parking Study	\$25,000
Site Feature Surveyor	\$5,000
Site Services Infrastructure Engineer	\$20,000
Quantity Surveyor	\$15,000
Sub-total	\$319,500
Contingency 20%	\$63,900
TOTAL	\$383,400

Officer’s Comment

The following table identifies the stages required to proceed with the PHIA Terminal Expansion project including timeframes. The project status is provided to form the content for the monthly update to the Committee.

Stage	Timeframe	Status
1 – Preparation of Project Management Plan (PMP)	August 2010	Complete.
2 – Engage consultants	August 2010 September 2010	Timeframes changed to ensure each brief achieves project goals as advised by Committee feedback. Response to request for quotes due 20th September. Request for quotes sent to: <u>Design</u> <ul style="list-style-type: none"> • The Buchan Group • Sandover Pindan

		<ul style="list-style-type: none"> • SPH • Airbiz <p><u>Services</u></p> <ul style="list-style-type: none"> • Aurecon • Aecom • Cardno ITC <p><u>Quantity Surveyor</u></p> <ul style="list-style-type: none"> • Rider Levett Bucknall • Currie and Brown • Turner and Townshend <p><u>Commercial and Retail Demand Study</u></p> <ul style="list-style-type: none"> • Taktics 4 • Pracsys • MacroPlan Australia <p><u>Stakeholder Consultation</u></p> <ul style="list-style-type: none"> • Airbiz • Researching other alternatives (limited expertise in this area) <p><u>Road Traffic and Carpark Study</u></p> <ul style="list-style-type: none"> • Shawmac • Cardno • ML Traffic • Parking Consultants International
3 – Establish future demand of PHIA (consultation, retail demand study, site survey, road, traffic and car parking study)	October – November 2010 (depending on scope)	NA – note: the results of these studies will inform the overall Airport land development masterplan prior to its endorsement by Council. Parking and traffic study 1 st priority
4 – Preparation and approval of concept plan/s	January 2011	NA
5 – Preparation of cost estimates	January 2011	NA
6 – Development of management and staging plan for detailed design and construction	February 2011	NA
7 – 2011/12 budget proposal and funding considerations	March 2011	NA

Attachments

Draft Project Management Plan

**AC201011/007 Airport Committee Decision/Officer's
Recommendation**

Moved: Mayor K A Howlett

Seconded: Mr Doug Gould

That the Airport Committee acknowledge the status of the Port Hedland International Airport project

CARRIED 4/0

Town of Port Hedland | International Airport Project | PROJECT MANAGEMENT PLAN | 6
JULY 2010





Purpose of the Project Management Plan (PMP)

This Project Management Plan governs the administration, management and operations for this project as defined in the scope section. Any agreed variations will be included as they are determined. The PMP provides a blueprint for how the project will be delivered and closed out.

The purpose of this PMP is to:

- present a clear statement of the scope and purpose of the project;
- identify the assumptions, dependencies and constraints upon which the project is predicated;
- identify the commitments required from the business for the successful completion of the project;
- identify the management of changes to the business needed to integrate the project and its deliverables;
- present a clear statement of all deliverables;
- identify all activities that must be undertaken to successfully complete the project;
- define the management structure for the project and reporting lines;
- present a plan of resources and timings.
- present a clear statement of work allocations and responsibilities to be undertaken by all parties.

This will be achieved through

- The development of a project Gantt Chart which has been reviewed by all project team members;
- The conduct of change control as part of the process;
- The sign-off of this *PMP*.



Amendment History

VERSION	DESCRIPTION OF CHANGE	AUTHOR	DATE
0.1	First Draft	Jenella Voitkevich, Anthony Williams, & Brett Anderson	06/07/10
0.2	Second Draft	Brett Anderson	13/07/10
0.3	Third Draft	Brett Anderson	21/07/10
0.4	Fourth Draft	Brett Anderson & Jenella Voitkevich	08/08/10

Draft versions are numbered 0.1, 0.2, etc.

Final versions and subsequent revisions are numbered 1.0, 1.1, etc.

Stakeholder Review and Approval

The author of the Project Management Plan (PMP) should sign and date the document. By signing the PMP the Project stakeholders agree with the plan, approve the approach to the project and guarantee the resources necessary for its implementation.

APPROVED BY	NAME	SIGNATURE	DATE
Project Sponsor	Russell Dyer – ToPH		/ /
Business Owner	Jenella Voitkevich - ToPH		/ /
Project Manager	Brett Anderson - Thinc Projects		/ /
Airport Committee	Mayor Kelly Howlett Councillor Arnold A Carter Councillor Bill Dziombak Councillor Jan M Gillingham Councillor Stan R Martin Doug Gould Serge Doumergue		/ /



Contents

1.0 Purpose	4
1.1 Associated Documents	4
2.0 Background	4
3.0 Objectives	5
3.1 Business objectives	5
3.2 Project Objective	5
4.0 Scope Management	6
4.1 Dependencies	6
4.2 Constraints	7
4.3 Assumptions	8
4.4 Management of changes to scope	8
5.0 Project Deliverables	9
6.0 Project Sequence	9
6.1 Phases	9
7.0 Resources Required	10
8.0 Project Structure	10
8.2 Governance	11
9.0 Communication and Records	11
9.1 Communication Plan	11
9.2 Reporting	12
9.3 Record management	12
10.0 Risks	13
11.0 Issues	13
12.0 Impacts on the Organisation	13
12.1 Impacts of the Project Activities	13
12.2 Likely Impact of Project Outcomes	13
13.0 Costs / Budget	13
14.0 Procurement & Acquisition	14
15.0 Appendix B: Project Governance	16
16.0 Appendix C: Project Communication Plan	17
17.0 Appendix D: Status reporting structure	18



1.0 Purpose

The purpose of this document is to set out the Project Plan for the Port Hedland International Airport Terminal Upgrade Stage 1 project.

1.1 Associated Documents

Sources of information contributing to this Project Plan include:

Town of Port Hedland Consultant Brief

Port Hedland International Airport Masterplan

PHIA Stakeholder Register

2.0 Background

The Town of Port Hedland owns and operates the Port Hedland International Airport (PHIA)

The Port Hedland International Airport (PHIA) is experiencing rapid growth in the numbers of passengers and service providers for both domestic and international flights. A Masterplan prepared by Airport Master Planning Consultants has estimated that the passenger numbers will double from 300,000 in 2009/10 to 600,000 within the next five years (considered short term) however this requires further investigation. The 3,000m² Terminal building will need to be extended/redeveloped to accommodate long term growth in passenger numbers of the Port Hedland International Airport.

The PHIA currently operates general passenger and freight flights from/to Perth, Darwin, Broome, Karratha and Bali. There is potential for flights from/to Newman, Melbourne, Brisbane, Singapore and other destinations, pending discussions with relevant stakeholders. Several flights operate to transport workers from Port Hedland to remote mine sites. Some international flights stop at Port Hedland for fuel or customs checks.

Several projects relating to the PHIA are running concurrently including the preparation of a masterplan identifying the potential surrounding land development, runway upgrades and airport staff housing. **This project will specifically address the refurbishment and expansion of the PHIA Terminal Building and Parking Upgrade.**



3.0 Objectives

3.1 Business objectives

Business Need	Project Outcome to Meet the Need	Ongoing measurements of benefits delivered by the project
Cater for increased passenger numbers and flights from/to existing and new destinations	Redesigned, expanded and refurbished airport terminal and parking	
Accommodate a potential increase in the number of users air side	Expanded airport terminal	
Improve the commercial appeal of building to existing and potential new retail operators	Expanded terminal, model of passenger flow, strategically located retail outlets	
Increase return on investment to the Town of Port Hedland from the asset	A facility that can accommodate an increase in the number of retail operators, an increase in the number of commercial flights and an increased passenger flow	
Improve user accommodation to assist users to meet their compliance and service obligations	Expanded and redesigned airport terminal	
Improve building services generally to improve passenger experience.	Refurbished and expanded facility with an improvement / increase in the services and facilities available.	
Provide car parking for short term and long term parking	Refurbished and expanded paid sort term and long term car parking facilities	
Receive income from parking facilities	Report on parking opportunities. Implementation in future stage pending parking development	

3.2 Project Objective

The project objective is as follows:

The project objective is to establish a concept design and the initial estimated funding requirement for the refurbishment and expansion of the Port Hedland International Airport and carpark that is supported by the Airport Committee and the Town of Port Hedland.

Key steps in achieving this objective include:

An analysis of user and stakeholder requirements for the short to medium term (*quantify 5, 10, 20 yrs*) to identify size and layout (concept) of an expanded and refurbished airport terminal,

To identify and provide initial estimates for the three concept designs for review and selection of a preferred planning approach by the Port Hedland Airport Committee and the Town of Port Hedland



In addition, there is a requirement to undertake a commercial and retail demand study to support / confirm terminal size and design. Passenger modeling is to be undertaken to support design.

Undertake a traffic and car parking study to determine the optimal traffic flow to accommodate buses, taxis and set down bays and the short and long term parking required and appropriate parking fee structure.

The timeline for the completion of stage 1 of the Port Hedland International Airport Terminal Upgrade Stage 1 is February 2011.

4.0 Scope Management

Below provides an overview of what areas of work are within the realms of the project as well as those that are outside of scope:

In scope	Out of scope	Stakeholder Responsible for Out of Scope Items
User and stakeholder consultation		
	Construction of the airport terminal	Airport Committee
Preparation of initial cost estimates for concept designs (2)		
Engagement of architectural consultant for the preparation of concept plans		
Engagement of consultants to undertake stakeholder consultation		
Engagement of engineering consultants for a review of existing airport services		
Engagement of a Quantity Surveyor for the preparation of initial cost estimates		
Car parking and traffic flow study – short and long term parking, bus access, taxi access, parking fees		
Car park design pending study		
	Security review??	Airport Manager
Completion of a Commercial and Retail demand study to maximise return to client		

4.1 Dependencies

The following provides an overview of specific business activities that will be required for the successful delivery of the project or that will be effected by the project outcomes:



4.1.1 Related Projects

Project	Type of dependency	Impact
Reliance on continued passenger demand to visit Port Hedland	R	A fall in demand for flights to and from the Port Hedland International Airport could reduce the commercial viability of the terminal refurbishment and expansion.
Availability of surrounding land to enable expansion	R	Should surrounding land not be available to facilitate the expansion of the airport, the preferred concept design may not be adopted as it may not be possible to proceed with the project beyond concept design
Master Plan	PO	Non delivery of the airport Masterplan may reduce support for the adoption of the airport concept design.
Airport staff housing project	R	Shortage of accommodation for airport staff may impact commercial and retail user requirements into the future with potential negative consequences for the commercial viability of the airport terminal
Air side upgrade projects	PO	Non delivery of the airside upgrade project may reduce support for the adoption of a preferred concept design for the airport terminal
Airport land development programme		

Dependency legend

R – Resources, E – Equipment, PD – Project Deliverable, - PO – Project Outcome

4.1.2 Related Business Activities

Discuss any other dependencies that may affect the project being able to achieve its deliverables.

Business Activity	Type of dependency	Impact

Dependency legend

R – Resources, E – Equipment

4.2 Constraints

The following outlines the constraints on the project and how they affect the project success:



Constraint	Impact
Budget	It would appear the budget provided is sufficient however budget issues would impact the quality of the final outcome
Time	The project timeline is based on the funding cycle and is set out to enable the selection of a preferred concept design in time for this to be submitted for consideration in the next funding cycle. It would appear that the time available (August 10 – February 11) is sufficient.
PHIA Committee meeting dates / frequency	Key decisions will be sought from the Airport Committee. The project programme will be tailored to match with the Committee meeting dates.

4.3 Assumptions

Below is a list of assumptions that have been made whilst planning for the successful on time and on budget delivery of the Port Hedland International Airport Terminal Upgrade Stage 1:

- Ongoing support for funding of Stage 2
- Airport user support for project
- Stakeholder resources are available for input
- Council support to move towards detailed design and construction / concept plan
- A need for expansion
- Compliance with airside regulations
- It is possible to stage works with minimal impact to existing operations
- The expansion will result in increased returns to ToPH
- Expansion and refurbishment will result in an increase in user satisfaction
- The airport committee members will be available to make decisions in a timely manner

4.4 Management of changes to scope

It is important to note that at times there can be changes to the internal or external environment during the project lifecycle, which can impact on the scope of the project eg a regulatory change.

The following process will be followed to ensure scope changes are managed.

During the course of this project any requests for changes in scope shall undergo the following process:

The Project Manager will:



- Complete a Project Scope Change Request Form;
- Add the request onto the Project Scope Change Log;
- Submit the request to the PHIA Committee for approval;
- Update the Project Scope Change Log with outcomes;
- Review the project plan and reschedule as required; and
- Update the project schedule and plan.

5.0 Project Deliverables

Deliverable	Sub Activities	Measurement	Evidence
Stakeholder register	Undertake stakeholder identification	Stakeholder document register	Project management plan
Stakeholder communications plan	Develop stakeholder register	Approved plan	Contained in the PMP in the project file
Stakeholder needs assessment	Stakeholder interviews	Presentation to airport committee	Consultant report
Project programme	Complete project management plan	Approved project plan	Contained in the PMP in the Project file
Retail and Commercial Demand Study	Prepare consultant brief Tender for consultant Tender recommendation Engage Consultant	Approval to appoint consultant	Airport Committee meeting minutes. Copy kept in project file.
Car parking study and design	Prepare consultant brief Request three prices Tender recommendation Engage Consultant	Approval to appoint consultant	Airport Committee meeting minutes. Copy kept in project file.
Concept plan for the upgrade of the ToPH airport terminal	Prepare consultant brief Tender for consultant Tender recommendation Engage Consultant	Approval to appoint consultant	Airport Committee meeting minutes. Copy kept in project file.
Preferred Concept Plan selected	Procurement of design consultant Develop concept plans Establish cost estimates Presentations to project Steering Committee	Approval to appoint consultant Concept plans complete	Airport Committee meeting minutes. Copy kept in project file.

6.0 Project Sequence

6.1 Phases

The Phases of the project are:



Phase	Planned Start Date	Planned Completion Date
Initiation	6/7/2010	
Planning	6/7/2010	21 st August 2010
Execution	22nd August 2010	February 2011 – Committee February 2011 - Council
Closure	February 2011	March 2011

For a full description of the key milestones, deliverables dependencies and sequencing please refer to the Gantt Chart provided in Appendix A

7.0 Resources Required

PHIA Committee	
ToPH Councillors	
Jenella Voitkevich	Manager Infrastructure Development
Bob Couzens	Airport Manager
Brett Anderson	Project Director
Various Consultant Teams	

8.0 Project Structure

8.1.1 PHIA Committee

This is the small group of high level stakeholders who will have an executive responsibility for your project. This Committee must include the Project Sponsor and Business owner and will make all the high level decisions. The Sponsor is normally the Chair of the Steering Committee meetings, but the Project Manager often takes the lead role in providing information. The meetings must have an Agenda and they must be minuted.

The following provides an overview of who are the Steering Committee members.

Project Role	Name	Title
--------------	------	-------



Project Role	Name	Title
Project Sponsor	Russell Dyer	ToPH Director of Engineering
Business Owner	Jenella Voitkevich	ToPH Manager Infrastructure Development
Project Manager	Brett Anderson	Thinc Projects Senior Consultant
Airport Committee	Mayor Kelly Howlett Councillor Arnold A Carter Councillor Bill Dziombak Councillor Jan M Gillingham Councillor Stan R Martin Doug Gould Serge Doumergue	

8.1.2 Project Team

The following provides an overview of who are the Project Team members. For the full description of the roles and responsibilities of the Project Team please refer to the Steering Committee TOR.

Project Role	Name	Title
Busins Owner	Jenella Voitkevich	Manager Infrastructure Development – Town of Port Hedland
Project Team Member	Anthony Williams	
Project Manager	Brett Anderson	Senior Consultant – Thinc Projects
Manager Airports	Bob Cousins – Manager Airports	Manager Airports
Design Consultant	TBA	TBA

8.2 Governance

The structure diagram in Appendix B outlines the agreed governance of this project.



9.0 Communication and Records

9.1 Communication Plan

The communication Plan for the Port Hedland International Airport Terminal Upgrade can be found in Appendix C

Monthly reporting to the Airport Committee via the monthly meeting. Jenella to include items on the meeting agenda.

Date	Time	Location
22 July 2010	5.30pm	Port Hedland Civic Centre
19 August 2010	5.30pm	Port Hedland Civic Centre
16 September 2010	5.30pm	Port Hedland Civic Centre
21 October 2010	5.30pm	Port Hedland Civic Centre
18 November 2010	5.30pm	Port Hedland Civic Centre

Project team meeting weekly to be coordinated by BA

Reporting to the council – Frequency and process is to be advised by the airport committee

Stakeholder communications to be determined whilst undertaking stakeholder interviews

Flow of information; Information is to flow from the consultants to the project team to the Airport Committee to the Town of Port Hedland

9.2 Reporting

Project team minutes are to be kept

Project status reports are to be developed for the monthly updates to the Airport Committee

Format of reports to the Town of Port Hedland is to be advised by the Airport Committee

Please note a status reporting structure for this project can be found in Appendix D



9.3 Record management

Project team records are to be kept by the project manager. Monthly updates of project information to be provided to the ToPH. A full set of information to be provided to ToPH on completion of the project

Decisions from the Airport Committee and Council meetings will be contained in the respective minutes.

10.0 Risks

Full details of initially identified risks and treatments can be found in risk matrix in Appendix E. Ongoing risks assessments will be completed throughout the course of the project.

Risk Management Workshop to be held involving project team and other interested stakeholders

11.0 Issues

As part of the management of the project success the Project Manager will be responsible for managing the issues log including registration, treatment and closure of each issue using the Issues Log Template. Issues shall be reviewed on a fortnightly basis as part of project meetings / status reports.

12.0 Impacts on the Organisation

12.1 Impacts of the Project Activities

A key to understanding the scale of a project is the identification of the impact which the *project itself* is expected to have

Area	Impact

12.2 Likely Impact of Project Outcomes

Provide an overview of how the project outcome affects the relevant portfolios' business plan:

Area	Impact



Area	Impact
Finance, Operations, Infrastructure Development ToPH	Work with sourcing funding for Stage 2
Facility Services	May require upgrading for Stage 2
External Stakeholders	May advance their internal planning for stage 2

13.0 Costs / Budget

The project budget is as set out below;

Council has approved an allocation of \$400,000 for the PHIA terminal expansion and \$25,000 to investigate paid parking opportunities in the 2010/11 budget. Initial estimates of funding requirements are set out in the table below;

Consultant	Cost Estimate (ex. Gst)
Project Management (Thinc Projects)	\$59,500
Design	\$90,000
Airport Planner	\$40,000
Stakeholder Consultation	\$40,000
Retail/Commercial Demand Analysis	\$25,000
Road, Traffic & Car Parking Study	\$25,000
Site Feature Surveyor	\$5,000
Site Services Infrastructure Engineer	\$20,000
Quantity Surveyor	\$15,000
Sub-total	\$319,500
Contingency 20%	\$63,900
TOTAL	\$383,400

14.0 Procurement & Acquisition

Purchases of materials and/or services will be authorised by an approved requisition. The Project Sponsor will approve requisitions.

All procurement activities for this project will be undertaken following the Procurement Guidelines of the Town of Port Hedland. The following provides an overview of the items that require procurement during the course of the Port Hedland International Airport Terminal Upgrade Project Stage 1.

Purchase	Supplier selection process
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Purchase	Supplier selection process
<Description of the item to be purchased>	<Who manages the development of the selection criteria for suppliers>
Design consultant	Open tender – Project Team
Airport Planner	Request for Quotation from three suppliers
Quantity Surveyor	Request for Quotation from three suppliers
Project Manager	Town of Port Hedland
Stakeholder Consultation Consultant	Request for Quotation from three suppliers
Site Services Infrastructure Engineer	Request for Quotation from three suppliers
Retail Demand Study Consultant	Request for Quotation from three suppliers
Road, Traffic and Car parking Consultant	Request for Quotation from three suppliers
Site Feature Survey	Request for Quotation from three suppliers

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

Nil.

ITEM 15 CLOSURE

15.1 Date of Next Meeting

The next Airport Committee Meeting of Council will be held on Thursday 21 October 2010, commencing at 5:30 pm

15.2 Closure

There being no further business, the Chairman declared the meeting closed at 5:55 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Airport Committee at its Meeting of _____ 2010.

CONFIRMATION:

CHAIR

DATE