



**Town of Port Hedland**

**MINUTES**

**OF THE**

**AIRPORT COMMITTEE**

**OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**THURSDAY 20 JANUARY 2011**

**COMMENCING AT 5:30 PM**

**IN COUNCIL CHAMBERS**

**McGREGOR STREET, PORT HEDLAND**

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*Paul Martin  
Chief Executive Officer*

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**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) Michelle Cook (*Community Member appointed by Council at its Ordinary Meeting held on 11 August 2010*);
- 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.

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

Responsible Officer: Chief Executive Officer

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 on the following dates:

- Thursday 16 December 2010
- Thursday 20 January 2011
- Thursday 24 February 2011
- Thursday 24 March 2011
- Thursday 28 April 2011
- Thursday 26 May 2011
- Thursday 23 June 2011
- Thursday 28 July 2011
- Thursday 25 August 2011
- Thursday 22 September 2011
- Thursday 27 October 2011
- Thursday 24 November 2011
- Thursday 15 December 2011

*(Meeting dates adopted by Council at its Ordinary Meeting held 10 November 2010 – Jan 2010 Mtg amended at OCM December 2010)*

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**ITEM 1      OPENING OF MEETING**

**1.1          Opening**

The Chairman declared the meeting open at 5:34 pm 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 Stan R Martin  
Councillor M (Bill) Dziombak  
Doug Gould  
Michelle Cook  
Serge Doumergue

Mr Paul Martin	Chief Executive Officer
Mr Russell Dyer	Director Engineering Services
Mr Richard Bairstow	Acting Director Planning and Development
Ms Natalie Octoman	Director Corporate Services
Ms Gaye Stephens	Executive Assistant

Members of the Public	6 (including Airport Manager, Manager Investment and Business Development and Manager Infrastructure Development)
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Members of the Media	Nil
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**2.2          Apologies**

Nil

**2.3          Approved Leave of Absence**

Councillor Jan M Gillingham

**ITEM 3      RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE**

Nil.

**ITEM 4 PUBLIC TIME****4.1 Public Questions**

5:30 pm Deputy Mayor Arnold A Carter (Chairman) opened Public Question Time.

Nil.

5:30 pm Deputy Mayor Arnold A Carter (Chairman) closed Public Question Time.

**4.2 Public Statements**

5:31 pm Deputy Mayor Arnold A Carter (Chairman) opened Public Statement Time.

Nil.

5:31 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	Mr Doug Gould
Mayor Kelly Howlett	Ms Michelle Cook
Cr S R Martin	Mr Serge Doumergue
Cr M Dziombak	



**ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 Confirmation of Minutes of the Airport Committee Meeting held on Thursday 16 December 2010**

That the Minutes of the Airport Committee Meeting held on Thursday 16 December 2010 be confirmed as a true and correct record of proceedings.

*NOTE: As the Committee had not received a copy of the Minutes of the Airport Committee Meeting held on Thursday 16 December 2010, Deputy Mayor Arnold A Carter (Chairman) advised they would be confirmed at the next meeting of the Airport Committee to be held on Thursday 24 February 2011, commencing at 5:30 pm.*

**ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION**

Nil.

**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** 14 January 2011

**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 2,700m<sup>2</sup> 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**

This procurement of consultants for this project was conducted in accordance with Council's Procurement Policy 2/015.

**Strategic Planning Implications**

KRA 1 – Infrastructure, Goal 2 - Airport

- 1) Immediate Priority Strategy 3 - Progress planning and design for an upgraded and extended terminal building

- 2) 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 following table indicates budget allocations (commitments and wages paid), balance (on allocations) and actual expenditure to date.

<b>Description</b>	<b>Allocation</b>
Wages	\$221.05
Project Management	\$64,045.45
Traffic Study	\$16,700.00
Retail & Consultation	\$54,000.00
Design	\$35,000.00
Services	\$7,100.00
Quantity Survey-parking	\$1,750.00
Quantity Survey-concepts	\$6,900.00
Feature Survey	\$3,000.00
Peer Review	\$3,000.00
<b>TOTAL</b>	<b>\$191,716.50</b>
<b>Project Budget</b>	<b>\$425,000.00</b>
<b>Balance on Allocations</b>	<b>\$233,283.50</b>
<b>Actual Spend to Date</b>	<b>\$37,921.80</b>
(note: included in allocations)	

New costs since the previous report have been allocated for quantity survey of concept plans, feature site survey and peer review on concept plans.

It is anticipated that this project will be completed under budget, with the potential to allocate the remaining budget to commencing design development.

#### 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 October 2010 (main), ongoing as required	<u>Design</u> <ul style="list-style-type: none"> <li>• Sandover Pinder</li> </ul> <u>Services</u> <ul style="list-style-type: none"> <li>• Cardno ITC</li> </ul> <u>Commercial and Retail Demand Study</u> <ul style="list-style-type: none"> <li>• Airbiz Aviation Strategies</li> </ul> <u>Stakeholder Consultation</u> <ul style="list-style-type: none"> <li>• Airbiz Aviation Strategies</li> </ul> <u>Road Traffic and Carpark Study</u> <ul style="list-style-type: none"> <li>• Cardno Eppell Olsen</li> </ul> <u>Quantity Surveyor</u> <ul style="list-style-type: none"> <li>• Rider Levett Bucknall</li> </ul> <u>Peer Review</u> <ul style="list-style-type: none"> <li>• Scott Penn Hall</li> </ul> <u>Feature Survey</u> <ul style="list-style-type: none"> <li>• Vekta</li> </ul>
3 – Establish future demand of PHIA (consultation, retail demand study, site survey, road, traffic and car parking study)	October – November 2010	Complete.
4 – Preparation and approval of concept plan/s	February 2011	1 <sup>st</sup> draft of concept plans complete and undergoing review. Refer notes below for more detail
5 – Preparation of cost estimates	February 2011	Pending concept plan development
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

Preliminary concept plans have been prepared by Sandover Pinder in accordance with outcomes from the future demand studies and stakeholder consultation. Both options extend to the west (administration building), east (freight office) and 10m towards the carpark as per the anticipated footprint. The 2 options have included an airline lounge area on a second floor. Both options have increased the Terminal floor area from 2,700m<sup>2</sup> to approximately 6,900m<sup>2</sup>. The advantages and disadvantages of the designs as provided by Sandover Pinder are summarized below:

*Option 1:*

## Advantages

- Separation between pick-up and drop-off area at front of terminal should reduce traffic congestion
- Potential for further check-in expansion
- More central departures hall reduces walking distance to planes
- Open baggage make-up area (flexible design)

## Disadvantages

- Distance between check-in and arrivals (location of shared facilities – car hire, ablutions, etc)
- Staged construction, as required to maintain operations, is more complex due to central location of upper floor (over existing building)
- Effectively a re-build, minimal existing building fabric maintained, which is likely to impact on cost

*Option 2:*

## Advantages

- Check-in and arrivals closer to shared landside facilities (car hire, ablutions, etc)
- Possible to retain majority of existing roof structure over central section, minimizing costs
- Simpler staged construction, minimizing impact on airport operations

## Disadvantages

- Proximity of arrivals and check-in area would increase traffic congestion
- Limits further expansion of key facilities such as check-in and baggage screening
- Confined baggage make-up area limits design capabilities

Workshops were conducted on 11<sup>th</sup> and 12<sup>th</sup> January with key stakeholders and airport users to further explore the advantages and disadvantages of each option, as well as to confirm the accuracy of the design principles. The workshops were held in individual sessions with the following participants:

- Council staff (Planning, Health, Engineering, IT, Business Development and Airport)
- BHP Billiton Iron Ore
- Virgin Blue
- Strategic Airlines
- Qantas Airlines
- Fortescue Metals Group
- Rio Tinto
- Port Hedland Port Authority

The outcomes of these workshops will be reviewed in detail at the Airport Committee design workshop on 28<sup>th</sup> January, however some key points that will impact on the current concept plans include:

- Provision of shaded walkways at entrance and exits to create sense of arrival and provide shade for drop-off and pick-up passengers
- Airlines prefer lounges to be located on ground floor
- Identified an extra 20m expansion area to the east (this could assist to accommodate airline lounges on ground floor)
- Congestion and operational issues of baggage makeup area in Option 2
- Arrivals not to enter into departure lounge – security issues for regional airports
- The majority of mining company passengers are airline club members, therefore the space provided in airline lounges has a priority

These concept plans will now be updated to reflect the feedback to date. We have engaged a quantity surveyor to provide high level cost estimates, a baggage makeup expert to provide advice and an additional airport architect to undertake a peer review of the design to date. This information will be available at the Airport Committee design workshop on 28<sup>th</sup> January for discussion. The intention of this workshop is to fully inform the Committee of the design principles, receive feedback on the updated designs and to proceed towards a preferred design option for approval at the Airport Committee meeting to be held in February.

### **Attachments**

1. PHIA Terminal Concept Option 1
2. PHIA Terminal Concept Option 2
3. PHIA Terminal accommodation schedule
4. Staging Plan
5. Site Plan

### **AC201011/044 Airport Committee Decision/Officer's Recommendation**

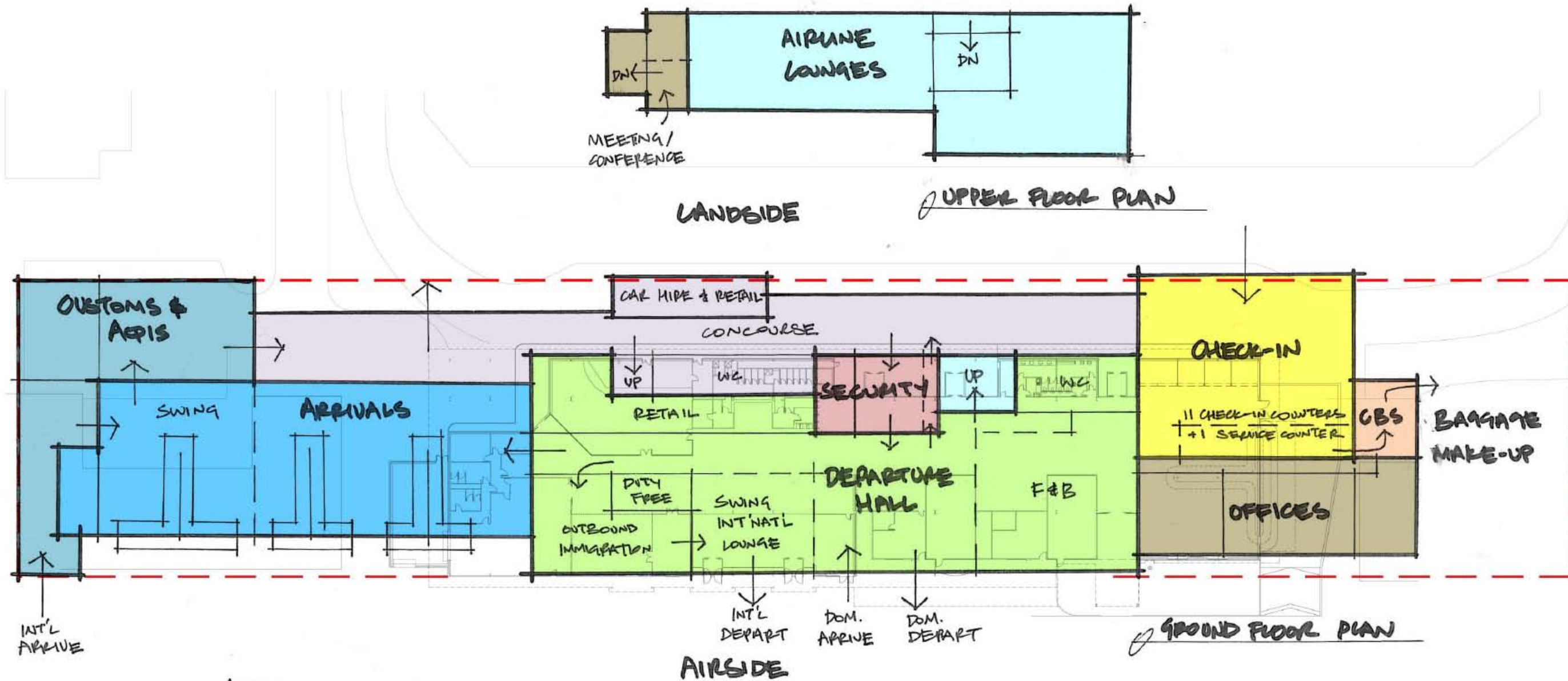
**Moved:** Cr S R Martin

**Seconded:** Cr M Dziombak

**That the Airport Committee:**

1. **acknowledges the status of the Port Hedland International Airport project; and**
2. **holds a workshop on Friday 28 January 2011 to discuss the concepts for the Port Hedland International Airport Terminal Expansion Project.**

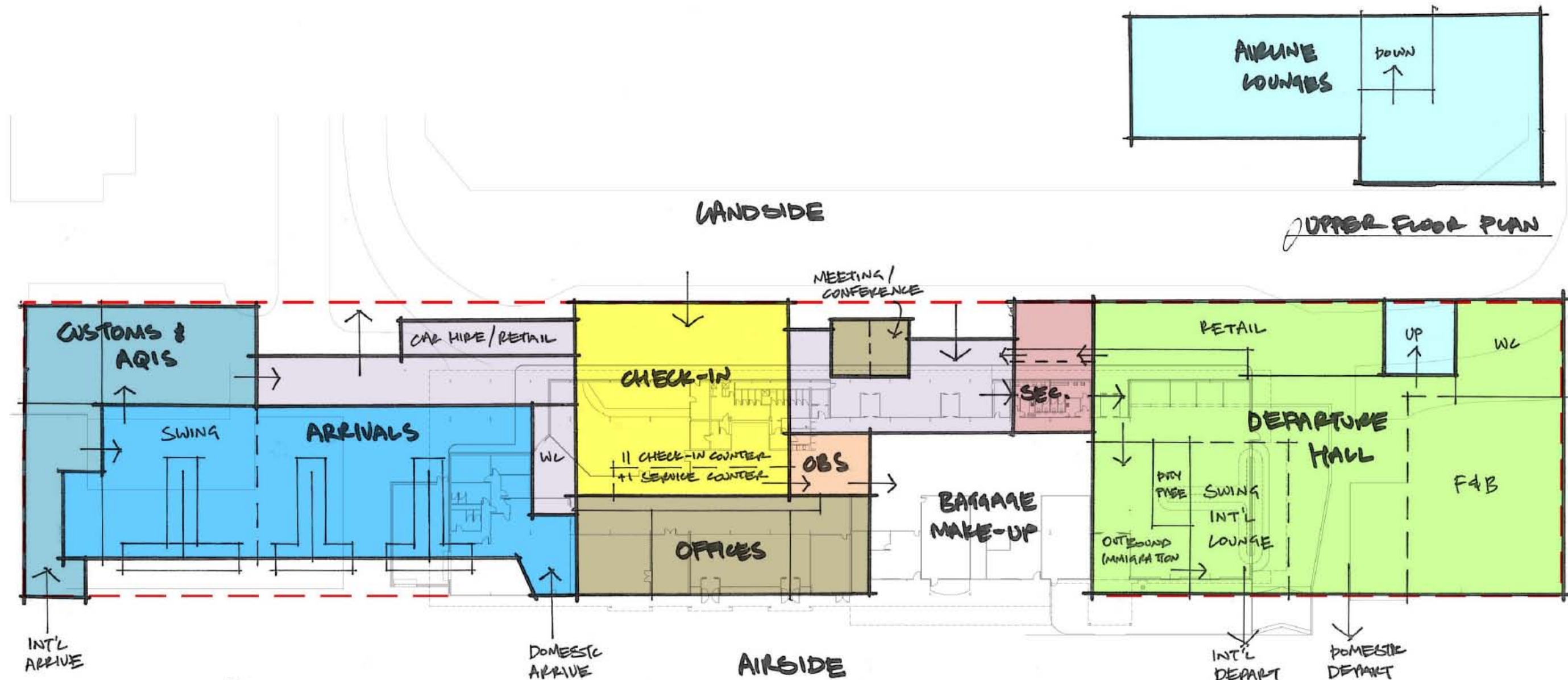
***CARRIED 7/0***



AREAS

CHECK-IN	• 690
CBS	• 80
SECURITY	• 160
DEPARTURES	• 1950
AIRLINE LOUNGES	• 880
ARRIVALS	• 1150
IMMIGRATION	• 550
OFFICES	• 400
LANDSIDE CONCOURSE	• 1005
<b>TOTAL</b>	<b>6865m<sup>2</sup></b>

PHIA TERMINAL  
 CONCEPT MASTERPLAN  
 OPTION 1  
 1:500 @ A3. 20.12.2010



GROUND FLOOR PLAN

AREAS	
CHECK-IN	• 690
CBS	• 80
SECURITY	• 160
DEPARTURES	• 2150
AIRLINE LOUNGES	• 880
ARRIVALS	• 1200
IMMIGRATION	• 550
OFFICES	• 400
LANDSIDE CONCOURSE	• 780
<b>TOTAL</b>	<b>6890m<sup>2</sup></b>

PHIA TERMINAL  
 CONCEPT MASTERPLAN  
 OPTION 2  
 1:500 @ A3. 20.12.2010



PHIA Terminal Expansion Concept Plan

Accommodation schedule

20.12.2010 rev3

	FACILITY	OPTION 1 AREA m2	OPTION 2 AREA m2	NOTES
<b>1</b>	<b>DEPARTURES/CHECK-IN</b>	<b>690</b>	<b>690</b>	
1.1	Entry/Queuing area	365	365	
1.2	Check-in counters	135	135	11 counters
1.3	Service counters	incl.	incl.	1 counter
1.4	Oversize bag drop	10	10	
1.5	Comms room/cupboard	1	1	
	Extra circulation allowance	179	179	
<b>2</b>	<b>CHECKED BAG SCREENING</b>	<b>80</b>	<b>80</b>	Consultant advice required
2.1	CBS room	80	80	
2.2	Level 2/3 operator workstation	incl.	incl.	
2.3	Level 2/3/4 take off points	incl.	incl.	
2.4	Baggage makeup area	600	600	External area
<b>3</b>	<b>SECURITY</b>	<b>160</b>	<b>160</b>	
3.1	Passenger screening	100	100	2 screening lines
3.2	Monitored exit	10	10	
3.3	Security office	40	40	
3.4	Search/interview room	10	10	
<b>4</b>	<b>AIRSIDE DEPARTURES LOUNGE</b>	<b>863</b>	<b>1063</b>	
4.1	Seating/waiting area	480	480	
4.2	International swing gate lounge	incl.	incl.	
4.3	Male toilets	50	50	
4.4	Female toilets	50	50	
4.5	Accessible toilet	10	10	
4.6	Baby change	5	5	
4.7	Cleaner's room	4	4	
4.8	Gates	120	120	
4.9	Childrens' play area	50	50	Requirements to be confirmed
	Extra circulation allowance	94	294	

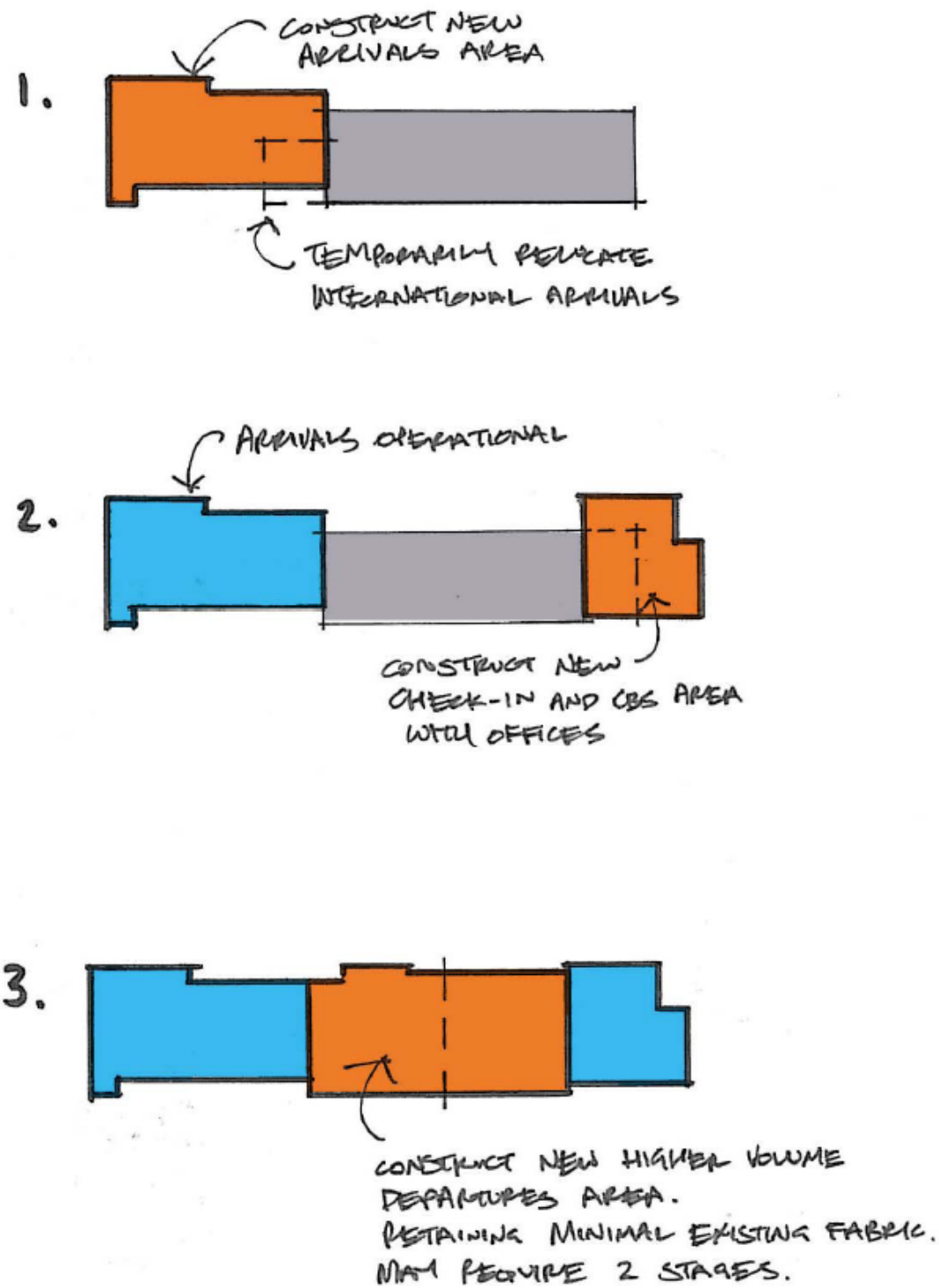
<b>5</b>	<b>AIRSIDE RETAIL / F&amp;B</b>	<b>860</b>		<b>860</b>	
5.1	Bar licensed area		180		180
5.2	Unlicensed café seating area		180		180
5.3	Bar/café servery area		70		70
5.4	Kitchen		70		70
5.5	Cool room		incl.		incl.
5.6	Stock room		incl.		incl.
5.7	Retail tenancies		285		285
5.8	Duty free		75		75
<b>6</b>	<b>OUTBOUND CUSTOMS/SECURITY</b>	<b>227</b>		<b>227</b>	International departures Border agency feedback required
6.1	Primary Line with queuing		78		78
6.2	DIAC cubicle		4		4
6.3	Primary support point		15		15
6.4	Interview room		10		10
6.5	DIAC office		40		40
6.6	Server room		incl.		incl.
6.7	Customs office		40		40
6.8	LAGS secondary screening		40		40
<b>7</b>	<b>AIRLINE LOUNGES</b>	<b>880</b>		<b>880</b>	
7.1	QANTAS lounge		440		440
7.2	Virgin/Skywest lounge		440		440
<b>8</b>	<b>BAGGAGE MAKEDOWN</b>		250		250
<b>9</b>	<b>ARRIVALS</b>	<b>1150</b>		<b>1200</b>	External area
9.1	Entry gate		30		30
9.2	Baggage reclaim hall		520		520
9.3	Swing international baggage claim hall		260		260
	Extra circulation allowance		290		340
9.4	Male toilet		20		20
9.5	Female toilet		20		20
9.6	Accessible toilet		5		5
9.7	Baby change		5		5
<b>10</b>	<b>INBOUND IMMIGRATION</b>	<b>242</b>		<b>242</b>	Border agency feedback required
10.1	Primary Line with queuing		166		166
10.2	IPC desk		incl.		incl.
10.3	Health/waiting room		10		10
10.4	Interview room		10		10
10.5	Holding room		10		10
10.6	Primary support point		incl.		incl.
10.7	Document examination room		10		10
	Circulation allowance		36		36

<b>11</b>	<b>SECONDARY EXAMINATION</b>	<b>308</b>		<b>308</b>		Border agency feedback required
11.1	Queuing		102		102	
11.2	X-Ray		20		20	
11.3	Baggage inspection benches		132		132	11 manned counters. Based on 50% fully screened
11.4	Administration desk		4		4	
11.5	Interview room		10		10	
11.6	Treatment room		10		10	
11.7	Tool room		10		10	
11.8	Technical examination room		10		10	
11.9	Duty collection counter		10		10	
<b>12</b>	<b>OFFICES</b>	<b>400</b>		<b>400</b>		
12.1	Airport operations		80		80	
12.2	Ground operator		60		60	
12.3	Airline offices		120		120	Assuming 4 @ 30m2
12.4	Conference room		30		30	Assumed. For hire out by ToPH. ToPH to confirm if required. Assuming
12.5	Conference room		30		30	2 rooms can be combined through operable wall
12.6	Amenities		20		20	Shared office amenities
	Circulation allowance		60		60	
<b>13</b>	<b>LANDSIDE CONCOURSE</b>	<b>805</b>		<b>580</b>		
13.1	Car hire booths		70		70	
13.2	Visitor kiosk		10		10	
13.3	Atms		5		5	
13.4	Male toilets		30		30	
13.5	Female toilets		30		30	
13.6	Male showers		10		10	
13.7	Female showers		10		10	
13.8	Accessible toilet/shower		5		5	
13.9	Baby change		5		5	
13.10	Cleaner's room		4		4	
13.11	Concourse		626		401	Assumed figure. Dependent on design planning arrangement.
<b>14</b>	<b>PLANT</b>	<b>200</b>		<b>200</b>		
14.1	A/C plant (allowance)		200		200	Assumed. TBD with consultant input
	<b>TOTAL</b>	<b>6865</b>		<b>6890</b>		

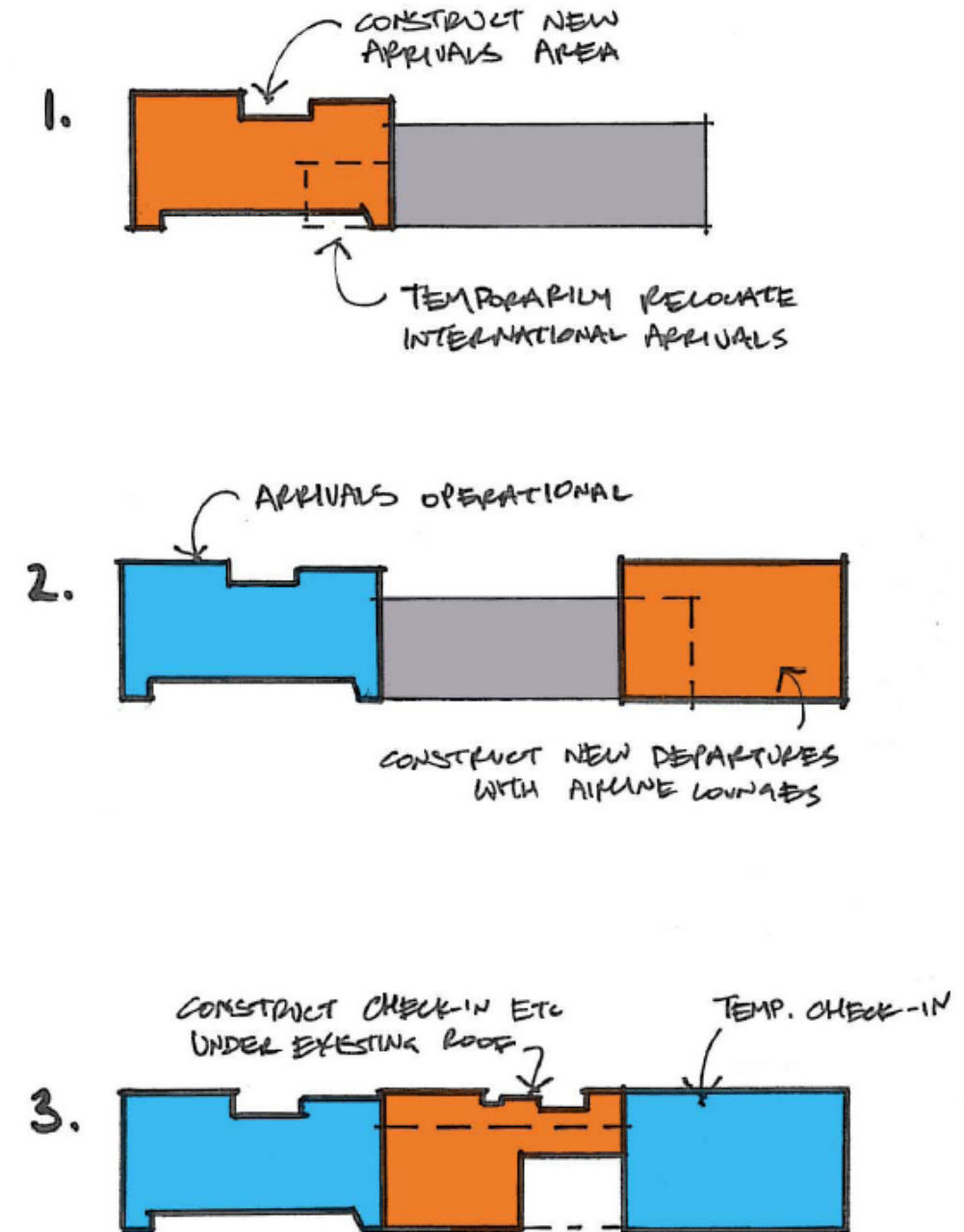
Existing area 2700m2 approx

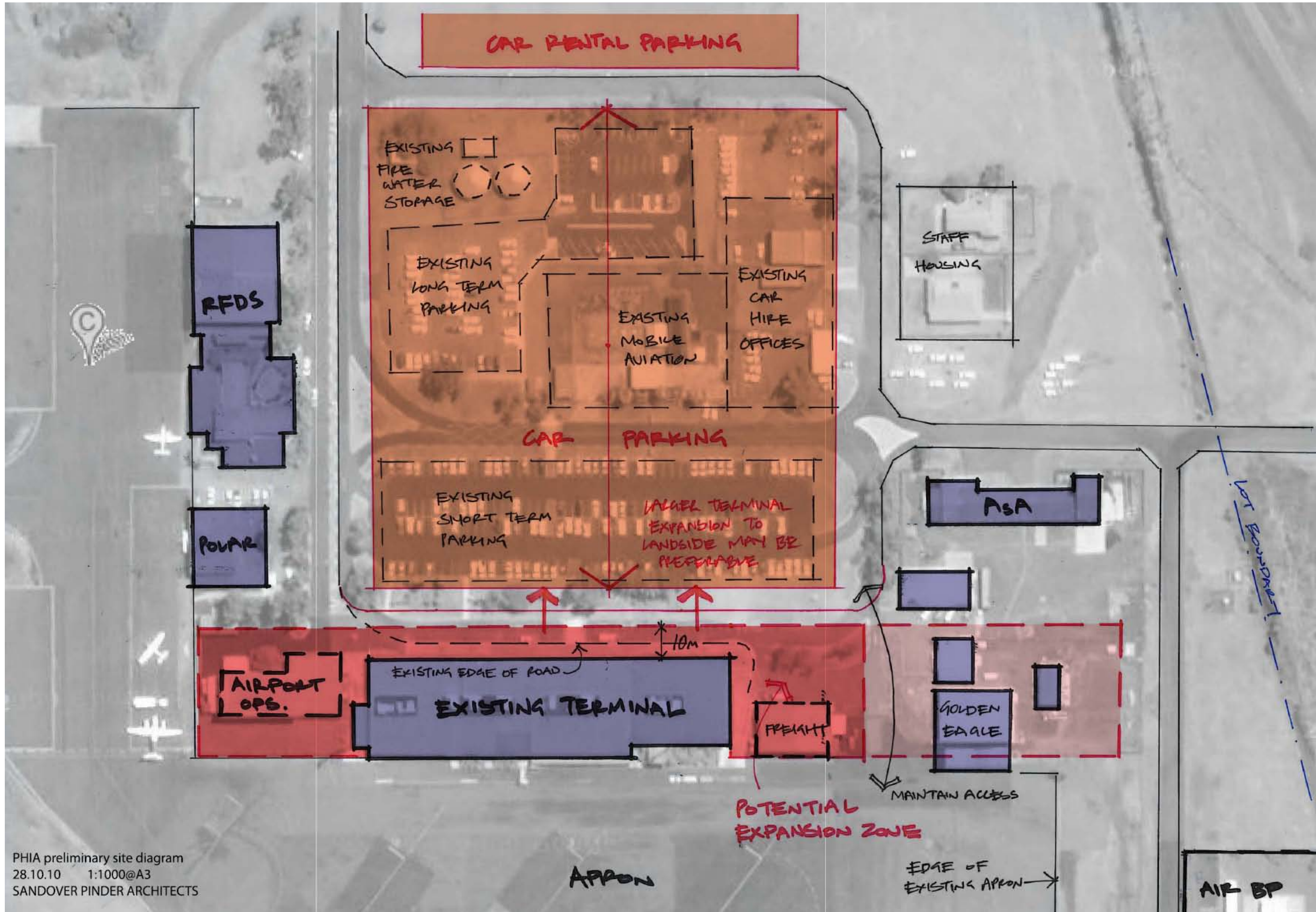


### OPTION 1 - STAGING



### OPTION 2 - STAGING





PHIA preliminary site diagram  
28.10.10 1:1000@A3  
SANDOVER PINDER ARCHITECTS

**10.2 Port Hedland International Airport Paid Parking System – Status Report (File No.: 30/21/0001)**

**Officer** Jenella Voitkevich  
Manager Infrastructure  
Development

**Date of Report** 20 January 2011

**Disclosure of Interest by Officer** Nil

**Summary**

The purpose of this report is to provide the Airport Committee with an update on the progress of the Port Hedland International Airport Terminal Paid Parking project.

**Background**

At the Ordinary Council Meeting on 24<sup>th</sup> November 2010 Council approved the allocation of funds for the implementation of paid parking based on the Committee's recommendation as follows:

*“That Council:*

1. *allocates \$785,000 from the Airport Reserve for the purpose of:*
  - a) *Development of construction designs and specifications for the reconstruction of the PHIA carpark*
  - b) *Minor reconstruction works to the short term carpark entrance to accommodate the paid parking system*
  - c) *Development and implementation of a paid parking system at the Port Hedland International Airport; and*
2. *authorise for tenders to be called for the implementation of paid parking.”*

**Consultation**

The specifications for the Paid Parking System tender are being developed in consultation with various specialists in this field. Council's IT department will also be consulted on the tender specifications and submissions.

**Statutory Implications** Nil

**Policy Implications** Nil

**Strategic Planning Implications**

Key Result Area 1 - Infrastructure  
Goal 2 - Airport

1. Other Action Strategy 1 - Undertake upgrades to the terminal and surrounds to improve the functionality of the facility including:

- a) Review parking options and implement an agreed Airport Parking Plan

**Budget Implications**

Nil

## Officer's Comment

Officers have been working towards preparing a detailed tender specification for the design, supply and installation of a paid parking system at the Port Hedland International Airport. With the assistance of specialists in this field we have been reviewing different systems and exploring latest technologies in order to achieve a sustainable, best practice outcome for the project.

Discussions at the Committee meeting where this project was approved indicated that the system was only to be installed in the short term carpark as a priority as other matters were hindering the development of the long term car park. It has now been determined that the hire car companies will not be relocating into the existing fenced long term parking area. This area will remain as long term parking and can also have the paid parking system installed with some minor adjustments to entrances to accommodate stacking of vehicles as they collect their parking tickets. This area will be included in the tender specification.

Primary considerations of the design, supply and install tender are:

- Vandal resistance
- Pest resistance
- Easy to operate, program and reconfigure tariffs
- IT requirements and latest technologies
- Security
- Council staff permits for access to free parking when required (often necessary to accommodate Council staff working at the airport)
- Signage requirements
- Warranty and whole of life costs
- Availability of parts and servicing
- Battery backup option

The proposed timeframes of the Design, Supply and Installation of Paid Parking System tender are:

- Tender advertised – 29th January
- Tender closing date – 16th February
- Tender award – Airport Committee Meeting 24th February (potential late item to allow for tender assessment)

We anticipate a 10-12 week contract period to accommodate design, supply and installation of all components required in the scope of works. During this period the parking tariffs will be assessed, approved and advertised to the public.

**Attachments**

Nil



**Officer's Recommendation**

That the Airport Committee acknowledges the status of the Port Hedland International Airport Paid Parking System project.

**AC201011/045 Airport Committee Decision**

**Moved:** Cr S R Martin

**Seconded:** Mr Serge Doumergue

**That the Airport Committee:**

- a) **acknowledges the status of the Port Hedland International Airport Paid Parking System project; and**
- b) **accepts the timeframes of the proposed Design, Supply and Installation of Paid Parking System tender for the Port Hedland International Airport as per Officer's proposal as follows:**
  - i) **Tender advertised – 29 January**
  - ii) **Tender closing date – 16 February**
  - iii) **Tender award – Airport Committee Meeting 24 February (potential late item to allow for tender assessment).**

**CARRIED 7/0**

*REASON: The Airport Committee resolved to accept the timeframes as recommended by the Officer for the Design, Supply and Installation of Paid Parking System tender.*

**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**

**AC201011/046 Airport Committee Decision**

**Moved:** Cr S R Martin

**Seconded:** Cr M Dziombak

**That the Meeting be closed to members of the public as prescribed in Section 5.23 (2) (c), (e) and (h) of the Local Government Act 1995, to enable Council to consider the following Agenda Items:**

- 13.1 Confidential Item: Strategic Airlines Review; and**
- 13.2 Confidential Item : Qantas Airlines Review.**

**CARRIED 7/0**

*NOTE: Section 5.23 of the Local Government Act 1995 states:*

- “(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 —*
  - ...(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;.....*
  - ...(e) a matter that if disclosed, would reveal —*
    - (i) a trade secret;*
      - where the trade secret or information is held by, or is about, a person other than the local government;*
  - ...(h) such other matters as may be prescribed.”*

5:36 pm Deputy Mayor advised the meeting is closed to the public.

5:36 pm Mr Doug Gould declared a financial interest in Agenda Item 13.1 'Confidential Item : Strategic Airlines Review.

Mr Doug Gould left the room.

**13.1**      ***Confidential Item : Strategic Airlines Review (File No.: ...)*****AC201011/047**   Airport Committee Decision**Moved:** Cr S R Martin**Seconded:** Mr Serge Doumergue**That the Airport Committee recommends that Council:**

- i) continue to provide financial support to Strategic Airlines pursuant to the Agreement for direct flight services between Port Hedland and Brisbane for the remainder of the term until 3 February 2011; with a maximum payment of \$120,000 payable to Strategic Airlines for the three month period;**
- ii) decline to enter into any further agreements for financial assistance after 3 February 2011; and**
- iii) request the Chief Executive Officer or his nominated delegate to notify Strategic Airlines of this decision, immediately.**

**CARRIED 6/0**

*REASON: The Airport Committee resolved for a maximum payment of \$120,000 being payable to Strategic Airlines (for 3 month period) and amended Clause i) of the Officer's Recommendation accordingly.*

5:38 pm      Mr Doug Gould re-entered and room and assumed his chair.

Deputy Mayor Arnold A Carter (Chairman) advised Mr Gould of the Airport Committee's Decision.

**13.2**      ***Confidential Item : Qantas Airlines Review (File No.: ...)*****AC201011/048 Airport Committee Decision****Moved:** Cr S R Martin**Seconded:** Cr M Dziombak**That the Airport Committee recommends that Council:**

1.    **declines to enter into any further agreements to provide financial support to Qantas Airways for direct flight services between Port Hedland and Melbourne after 11 January 2011;**
2.    **requests the Chief Executive Officer or his nominated delegate to notify Qantas Airways of this decision, immediately; and**
3.    **finalises all outstanding monies due to the Town of Port Hedland, and subsidies payable to Qantas Airways, in relation to Town's Agreement with Qantas Airways for its direct flight services between Port Hedland and Melbourne.**

**CARRIED 7/0**

*REASON: The Airport Committee resolved for the finalisation of all outstanding monies due to the Town of Port Hedland, and subsidies payable to Qantas Airways, in relation to the Town's Agreement with Qantas Airways for its direct flight services between Port Hedland and Melbourne.*

**AC201011/049 Airport Committee Decision****Moved:** Cr S R Martin**Seconded:** Mayor Kelly Howlett**That the Airport Committee be re-opened to members of the public.****CARRIED 7/0**

5:40 pm      Members of the public were invited into the room for the remainder of the meeting.

Deputy Mayor Arnold A Carter (Chairman) advised members of the public of the Airport Committee's Decisions in relation to Confidential Items considered.

**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 24 February 2011, commencing at 5:30 pm

**15.2 Closure**

There being no further business, the Chairman declared the meeting closed at 5:40 pm.

**Declaration of Confirmation of Minutes**

I certify that these Minutes were confirmed by the Airport Committee at its Meeting of \_\_\_\_\_ 2011.

CONFIRMATION:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE