



**Town of Port Hedland**

**MINUTES**

**OF THE**

**AIRPORT COMMITTEE  
OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**THURSDAY 31 MARCH 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)*

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 APOLOGIES ..... 7

2.3 APPROVED LEAVE OF ABSENCE ..... 7

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE.....7**

3.1 *Mayor Kelly Howlett* ..... 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.....8**

7.1 CONFIRMATION OF MINUTES OF THE AIRPORT COMMITTEE MEETING HELD ON TUESDAY 1 MARCH 2011 ..... 8

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

**ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS.....9**

**ITEM 10 REPORTS OF OFFICERS ..... 10**

10.1 *Port Hedland International Airport Terminal Expansion Project – Terminal Planning Capacity Review (File No.: 08/02/0018)* ..... 10

10.2 *Expression of Interest – Airport Hotel (File No.:...)* ..... 14

**ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL.....22**

**ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN .....22**

**ITEM 13 CONFIDENTIAL ITEMS .....22**

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE.....22**

**ITEM 15 CLOSURE.....22**

15.1 DATE OF NEXT MEETING ..... 22

15.2 CLOSURE ..... 22



**ITEM 1      OPENING OF MEETING**

**1.1          Opening**

The Chairman declared the meeting open at 5:35 pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2      RECORDING OF ATTENDANCE AND APOLOGIES**

**2.1          Attendance**

Councillor Arnold A Carter (Chairman)  
Councillor Stan R Martin  
Councillor M (Bill) Dziombak  
Doug Gould  
Serge Doumergue

**2.2          Apologies**

Mayor Kelly A Howlett  
Councillor Jan M Gillingham  
Michelle Cook

**2.3          Approved Leave of Absence**

Nil

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

**3.1          *Mayor Kelly Howlett***

*Mayor enquired as to whether the letter sent by Mr Rawson which contained a complaint regarding the works being carried out at the airport has been addressed.*

Manager Investment and Business Development advised that a response outlining the works that are currently being carried out at the airport was sent out to Mr Leslie Rawson on 10 March 2011.

**ITEM 4      PUBLIC TIME**

5:35          Chairman opened Public Question time

**4.1          Public Questions**

Nil.

5:35 Chairman closed Public Question time

5:36 Chairman opened Public Statements time

#### **4.2 Public Statements**

Nil.

5:36 Chairman closed Public Statements 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**

Cr A A Carter	Mr Doug Gould
Cr S R Martin	Mr Serge Doumergue
Cr M Dziombak	

*NOTE: Members declared that they did give consideration to all matters contained in the business paper presented before the meeting with the exclusion of the attachment to Agenda Item 10.1 "Port Hedland International Airport Terminal Expansion Project – Terminal Planning Capacity Review".*

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

##### **7.1 Confirmation of Minutes of the Airport Committee Meeting held on Tuesday 1 March 2011**

**AC201011/058 Airport Committee Decision/Officer's Recommendation**

**Moved:** Serge Doumergue

**Seconded:** Doug Gould

**That the Minutes of the Airport Committee Meeting held on Tuesday 1 March 2011 be confirmed as a true and correct record of proceedings.**

**CARRIED 5/0**

#### **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 – Terminal Planning Capacity Review (File No.: 08/02/0018)**

Officer Jenella Voitkevich  
Manager Infrastructure  
Development

**Date of Report** 28 March 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 Expansion project including a summary of the Terminal Planning Capacity Review completed by Airbiz.

## Background

The Port Hedland International Airport (PHIA) Terminal Expansion project (2010/11) will achieve the delivery of concept plans and budget estimates for the Terminal building expansion that will cater for capacity requirements now and in the future.

Council's Infrastructure Development department commenced this project in August 2010 and has to date completed:

- Engagement of consultants for design, services, retail demand study, stakeholder consultation, road traffic and carpark study, surveying, cost estimates and peer design review
- Initial workshop with Airport Committee on 18th October to determine parameters of project and estimation of 1,000,000 passengers/annum by 2030
- Completion of road traffic and carpark study, and subsequent approval of a paid parking system (now a separate project)
- Completion of current services design review
- Completion of retail demand study and stakeholder consultation, resulting in definition of design parameters
- Preparation of several preliminary designs for the Terminal building expansion, including consultation with stakeholders and Airport Committee
- Preparation of cost estimates based on concept designs (in the vicinity of \$50M)
- Peer review on concept designs to determine any fatal flaws and provide input on next stages
- Design workshop with Airport Committee on 28th January 2011

## 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.

The Terminal Planning Capacity Report has taken into consideration the impact of mining growth and a FIFO workforce, economic environment, Port Hedland's expected population growth and tourism.

**Statutory Implications** Nil

**Policy Implications** Nil

Strategic Planning Implications

Key Result Area 1 - Infrastructure

- Goal 2 - Airport
  1. Immediate Priority Strategy 3 - Progress planning and design for an upgraded and extended terminal building

Budget Implications

The cost of this report is included in the budgeted parameters for this project. The 2010/11 budget for this project is \$425,000 (1210410).

Officer's Comment

The purpose of the Airport Committee workshop on 28<sup>th</sup> January was to present the preferred concept plan to the Committee, review the design parameters, discuss implications on current operations of the Terminal and review the progression to the next stage. Whilst the feedback on the design was largely favourable from a functional perspective it was acknowledged that a staged upgrade approach would be more beneficial from a budgetary and functional perspective, as the proposed design was based on 1,000,000 passengers in 2030 with a 4-plane peak period.

Regardless of overall passenger numbers, the Terminal building design is based on the expected amount of aircraft that would be departing and arriving during a busy hour period. This is largely influenced by the preferred scheduling of the airlines. In Port Hedland this is also influenced by the shift times of mining FIFO workers.

The direction taken from the Airport Committee during the workshop was to:

- Undertake a review of the estimated passenger numbers to provide clear direction to the design parameters
- Review the trigger factors or relationship between annual passenger numbers and peak plane periods (how many planes at the airport at one time)
- Review the design parameters and longevity of a staged approach to determine how long we could sustain a terminal building designed for a 2-plane and 3-plane peak period

Several specialists were approached and eventually Airbiz was engaged to undertake this task. Airbiz has extensive knowledge of this project already, having completed the Retail Demand Study and Stakeholder Consultation. Airbiz has teamed up with Tourism Futures International to undertake a detailed review of the factors impacting on the growth of the Port Hedland International Airport that will directly impact on the Terminal building capacity requirements. The full report has been attached, however the outcomes and recommendations are summarized below.

Airbiz and Tourism Futures International (TFI) have prepared the report based on the following busy hour scenarios:

- Scenario A = 2 x Code C aircraft – representative existing scenario
- Scenario B = 3 x Code C aircraft – possible staged development scenario
- Scenario C = 4 x Code C aircraft – current concept design scenario

TFI has prepared forecasts which applied industry accepted methodology, considered a range of relevant forecasting input data and devised four potential passenger growth scenarios for Port Hedland Airport. Their analysis and forecast projections are included in Appendix A of the report. The TFI forecasts indicate passenger numbers at PHIA are experiencing a current growth trend towards a range of approximately 460,000 to 600,000 passengers per annum by 2014. There were approx 297,000 passenger movements through PHIA in the year to June 2010. Beyond 2014, TFI forecasts indicate growth could moderate or even decline to, with the exception of one low-growth scenario, a range of 420,000 to 700,000 passengers per annum at 2031.

As a check on the relationship between annual and busy hour passenger for airports with similar traffic level to Port Hedland (current and projected scenarios), benchmarking was done with three other Australian airports. As a result Airbiz assessed that Scenario B with three Code C aircraft in a busy hour would be most appropriate to accommodate the near term 2014 and possible longer term passenger growth.

Based on TFI forecasts, there is no growth scenario which would support the adoption of Scenario C (four Code C aircraft in a busy hour), which is reflective of the current concept plans.

The adoption of a three Code C aircraft busy hour design is consistent with earlier airline consultation where Qantas indicated their contribution to the design busy hour should be based on two Code C demand. Airbiz believes it is reasonable to assume that one other Code C carrier would also influence the busy hour design, therefore resulting in the three Code C demand scenario.

Airbiz's recommendation is that the terminal be designed to meet a three Code C aircraft demand with the capability to easily expand to a fourth gate or four Code C aircraft demand with minimal disruption to existing operations or significant reconfiguration of functional areas.

This scenario would accommodate the revised predicted passenger number growth of 700,000 per annum by 2031.

The option to upgrade the Terminal building to accommodate the current demand of a two Code C aircraft busy hour was dismissed as the scenarios indicated that this may only be sustainable until 2014.

Based on these outcomes it is recommended that the design team review the design parameters and concept plan to accommodate a three Code C aircraft in busy hour demand. A revised concept design will be presented to the Airport Committee at the April meeting.

### **Attachments**

PHIA Terminal Planning Capacity Review Draft Report – attached separately

### **Officer's Recommendation**

That the Airport Committee:

1. Acknowledge the PHIA Terminal Planning Capacity Review Draft Report and its recommendations
2. Advise the design team to proceed with a revised concept design and cost estimates to accommodate a three Code C aircraft in busy hour demand

AC201011/059 Airport Committee Decision

**Moved:** Serge Doumergue

**Seconded:** Cr M Dziombak

**That the Airport Committee defers the consideration of Agenda Item 10.1 “Port Hedland International Airport Terminal Expansion Project – Terminal Planning Capacity Review” to the next Airport Committee Meeting.**

**CARRIED 5/0**

*REASON: The Airport Committee Meeting believes that Agenda Item 10.1 “Port Hedland International Airport Terminal Expansion Project – Terminal Planning Capacity Review” needs to be deferred to the next Airport Committee Meeting as the Committee needs to consider it further.*

**10.2 Expression of Interest – Airport Hotel (File No.:...)**

Officer Jasmine Person  
Manager – Investment and  
Business Development

**Date of Report** 28 March 2011

**Disclosure of Interest by Officer** Nil

**Summary**

The Airport Committee has over the past couple of months considered the possibility for a hotel to be located at the airport. This agenda item seeks to provide details on those discussions and the purpose for the advertisement of an expression of interest.

**Background**

The Airport Committee has been in discussion over the past couple of months investigating the potential revenue streams in light of the airport land use plan and development of airport land.

**Objectives**

The broad object of the development is to support regional economic and social development to the Town of Port Hedland. More specifically, from this project, the Town is seeking to achieve the following:

- The provision of short term and temporary housing in the immediate future to a high demand rental market;
- To support the development of the terminal precinct with significant aesthetic and capacity improvements;
- To immediately cater for the rapid increase in small business and corporate short stay visitors; and
- Provide for the orderly and rational development of the terminal precinct with minimal impact to airport operations.

The concept of an airport hotel has been raised and discussed as a potential development opportunity although there are a number of unresolved issues, ie location, land tenure, size and cost to the Town. Consequently, it was considered that the most appropriate course was to release the development concept for Expressions of Interest to assist the Airport Committee and Council with their consideration of development opportunities.

Consultation

Chief Executive Officer – Town of Port Hedland  
Director Engineering – Town of Port Hedland  
Manager Planning – Town of Port Hedland  
Manager Land and Economic Development – Town of Port Hedland  
Airport Committee Members

Statutory Implications

Local Government Act 1995

**3.57. Tenders for providing goods or services**

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

**3.58. Disposing of property**

- (1) *In this section —  
“dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
“property” includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —
  - (a) *the highest bidder at public auction; or*
  - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.**
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) *it gives local public notice of the proposed disposition describing the property concerned; and  
giving details of the proposed disposition; and  
inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*  
*and*
    - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.**
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) *the names of all other parties concerned; and*
  - (b) *the consideration to be received by the local government for the disposition; and*
  - (c) *the market value of the disposition —**

- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

### **3.59 . Commercial enterprises by local governments**

- (1) In this section —
- ‘acquire’ has a meaning that accords with the meaning of dispose ;
- ‘dispose’ includes to sell, lease, or otherwise dispose of, whether absolutely or not;
- ‘land transaction’ means an agreement, or several agreements for a common purpose, under which a local government is to —
- (a) acquire or dispose of an interest in land; or
  - (b) develop land;
- major land transaction means a land transaction other than an exempt land transaction if the total value of —
- (a) the consideration under the transaction; and
  - (b) anything done by the local government for achieving the purpose of the transaction,
- is more, or is worth more, than the amount prescribed for the purposes of this definition;
- major trading undertaking means a trading undertaking that —
- (a) in the last completed financial year, involved; or
  - (b) in the current financial year or the financial year after the current financial year, is likely to involve,
- expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking;
- trading undertaking means an activity carried on by a local government with a view to producing profit to it, or any other activity carried on by it that is of a kind prescribed for the purposes of this definition, but does not include anything referred to in paragraph (a) or (b) of the definition of land transaction .
- (2) Before it —
- (a) commences a major trading undertaking;
  - (b) enters into a major land transaction; or
  - (c) enters into a land transaction that is preparatory to entry into a major land transaction,
- a local government is to prepare a business plan.
- (3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —
- (a) its expected effect on the provision of facilities and services by the local government;
  - (b) its expected effect on other persons providing facilities and services in the district;
  - (c) its expected financial effect on the local government;
  - (d) its expected effect on matters referred to in the local government’s current plan prepared under section 5.56;



- (e) *the ability of the local government to manage the undertaking or the performance of the transaction; and*
- (f) *any other matter prescribed for the purposes of this subsection.*

(4) *The local government is to —*

(a) *give Statewide public notice stating that —*

(i) *the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction;*

(ii) *a copy of the business plan may be inspected or obtained at any place specified in the notice; and*

(iii) *submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*

*and*

(b) *make a copy of the business plan available for public inspection in accordance with the notice.*

(5) *After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*

*\* Absolute majority required.*

(5a) *A notice under subsection (4) is also to be published and exhibited as if it were a local public notice.*

(6) *If the local government wishes to commence an undertaking or transaction that is significantly different from what was proposed it can only do so after it has complied with this section in respect of its new proposal.*

(7) *The local government can only commence the undertaking or enter into the transaction with the approval of the Minister if it is of a kind for which the regulations require the Minister's approval.*

(8) *A local government can only continue carrying on a trading undertaking after it has become a major trading undertaking if it has complied with the requirements of this section that apply to commencing a major trading undertaking, and for the purpose of applying this section in that case a reference in it to commencing the undertaking includes a reference to continuing the undertaking.*

(9) *A local government can only enter into an agreement, or do anything else, as a result of which a land transaction would become a major land transaction if it has complied with the requirements of this section that apply to entering into a major land transaction, and for the purpose of applying this section in that case a reference in it to entering into the transaction includes a reference to doing anything that would result in the transaction becoming a major land transaction.*

(10) *For the purposes of this section, regulations may —*

(a) *prescribe any land transaction to be an exempt land transaction;*

(b) *prescribe any trading undertaking to be an exempt trading undertaking.*

**Policy Implications** Nil.

Strategic Planning Implications

Key Result Area 1 – Infrastructure

Goal 2 – Airport

Priority 1 – Complete the development of the Airport Land Development Plan and commence implementation of the key initiatives that are identified.

Key Result Area 4 – Economic Development

Goal 1 – Business Development

Priority 4 – Investigate new business/revenue streams for the Town

**Budget Implications** Nil.

Officer's Comment

Information sought through the Expression of Interest Process

1. Location

1.1 Land Option One

The Airport Committee has identified one possible location for the airport development, namely at the entrance to the airport, bounded by the Great Northern Highway, Waldron Drive and the long term car park. This area is approximately.

It is also expected that a basic traffic impact study will also need to be undertaken, to demonstrate how the development will impede regular airport traffic.

1.2 Land Option Two

Whilst the Airport Committee has identified the first possible location, it is anticipated that proposals may contain other potential sites within Precinct

2. Land Ownership Model

The Expression of Interest will also request that the Expression of Interest contain a Land Ownership Model. This will outline whether the development is based on a freehold or leasehold title to the land, in addition to payment and contributions to the Town.

### 3. Size of Development

The Expression of Interest will request that the Expression detail the size and construct of the development. It should provide room and numbers and additional facility and features offered. It should address car parking, landscaping and building design. This should be supported with preliminary concept plans.

### 4. Financial Model

The Expression of Interest will request that the Expression contain a proposed financial model, including details on the entity structure and their ability to Partnership, Joint Venture, lease and sub-lease. It should also detail proposed revenue streams from accommodation and retail space within the development.

### 5. Operational Management Plan

The Expression of Interest will request that the Expression contain an Operational Management Plan which should provide details relating to staff structure, hours of operation, inter-relationship with surrounding airport operations.

### 6. Timing

The Expression of Interest will request that the Expression contain timelines on the staging of all aspect of the development.

### 7. Community Benefit

The Expression of Interest will request that the Expression contain community benefits beyond the development itself. This may include such things as public use facilities, support for local business, reduced rooms rate for particular community groups.

Once the Town is appraised of the information requested, it will provide a broader scope of opportunities, constraints and commercial interest in such a project.

### Proposed Process

To comply with the provision of the *Local Government Act 1995*, it is proposed that an Expression of Interest is released in the first instance, to gather further information to assist the Town in determining the scope of the project.

After consultation and discussion with the Airport Committee members on 24 February 2011, it was agreed that the information sought through this expression was detailed and ordinarily beyond that requested in an expression of interest process.

It was recognized that a great deal of time, energy and money would be invested by a party wishing to express an interest. Consequently, it was thought appropriate that the expression be open for 3 months.

The purpose of the expression of interest is to:

- Gauge commercial interest for the potential development;
- Determine the best possible location for the development;
- Gain an understanding of the proposed development opportunities and parameters; and
- Receive feedback on the development potential, expectations and costs to the Council.
- Timing of the potential development

Following receipt of expressions and consideration of proposals, it is expected that a business plan will need to be prepared in accordance with section 3.59 of the Local Government Act 1995 because it is likely that the development will be a 'commercial enterprise', more specifically a 'major land transaction' as defined in the Act.

Once the business plan is prepared, it is proposed that it, together with the findings of the expressions of interest be presented to the Airport Committee for consideration and discussion.

Dependant on the number of proposals and the contents therein, a project scope will be realized. It is anticipated that a Request for Proposal will be prepared and forwarded to a select group from the expressions. Entities will be assessed on their suitability based on the information contained in the Expression of Interest.

It is proposed that the following criteria be used to assess the expressions received:

- The overall proposed development and the potential utilisation of the hotel and associated facilities;
- The aesthetic nature of the proposal relative to the site location;
- The proposed ownership structure;
- The demonstrated capacity of the entity making the expression of interest to finance the development as per the proposal;
- The demonstrated ability of the entity to design, construct and operate the development;
- The size of the development and impact on airport operations;
- The proposed management plan as against the regular passenger transport services and community expectations;
- The timing of the development; and
- The community benefits.

The successful entity will be required to enter into legal agreement/s with the Town of Port Hedland for possession of the land and the successful entity will be also responsible for the financing, design, construction and operation of the development. It is expected that any development potential will be at no cost to the Town.

**Attachments**

Nil

**AC201011/060 Airport Committee Decision/ Officer's Recommendation**

**Moved:** Serge Doumergue**Seconded:** Cr M Dziombak

**That the Airport Committee recommends to Council to advertise an Expression of Interest for a Hotel at the Port Hedland International Airport, with a view to:**

- a. **Gauging the commercial interest for the potential development;**
- b. **Determining the best possible location for the development;**
- c. **Gaining an understanding of the proposed development opportunities and parameters; and**
- d. **Receiving feedback on the development potential, expectations and costs to the Council.**
- e. **Timing of the potential development.**

**CARRIED 5/0**

**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**

<b>AC201011/061 Recommendation</b>	<b>Airport</b>	<b>Committee</b>	<b>Decision/</b>	<b>Officer's</b>
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**Moved:** Serge Doumergue

**Seconded:** Cr M Dziombak

**That the following leave of absence:**

- **Doug Gould on 28 April 2011**

**be approved.**

***CARRIED 5/0***

**ITEM 15 CLOSURE**

**15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Thursday 28 April 2011, commencing at 5:30 pm

**15.2 Closure**

There being no further business, the Chairman declared the meeting closed at 5:45 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