

Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

THURSDAY 25 OCTOBER 2012 AT 5:30PM

IN COUNCIL CHAMBERS MCGREGOR STREET, PORT HEDLAND

DISCLAIMER

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

Malcolm Osborne Chief Executive Officer

Terms of Reference

Aim/Purpose

The Airport Committee is established to ensure that the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction and to:

- Develop a comprehensive Airport Master Plan and commence implementation of key initiatives that are identified;
- Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means; and
- Upgrade terminal facilities including baggage screening and departure lounges.

Membership

Elected Members:

Councillor Arnold A Carter Councillor Jan M Gillingham Councillor Michael B Dziombak Councillor Julie E Hunt Councillor Gloria A Jacob

Community Members:

Ms Florence Bennett Ms Michelle Cook Mr Serge Doumergue Mr Chris Whalley

Quorum

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

Delegation

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.

Tenure

Ongoing

Meeting frequency

Every 4 weeks

Dates of Meetings

The following dates have been set and advertised in accordance with the Local Government Act 1995 for Airport Committee Meetings to be held at 5:30 pm in Council Chambers:

- Thursday, 6 December 2012
- Thursday, 10 January 2013
- Thursday, 14 February 2013
- Thursday, 14 March 2013
- Thursday, 11 April 2013
- Thursday, 9 May 2013
- Thursday, 13 June 2013
- Thursday, 11 July 2013
- Thursday, 08 August 2013
- Thursday, 12 September 2013
- Thursday, 10 October 2013
- Thursday, 14 November 2013

Responsible Officer

Director Engineering Services

(Terms of reference adopted by Council at its Ordinary Meeting held 25 January 2012. Meeting dates adopted and membership amended by Council at its Ordinary Meeting held on 14 March 2012. Additional community members appointed by Council at its Ordinary Meeting held on 9 May 2012. Meeting dates amended at its Ordinary Meeting held on 27 September 2012.)

OUR COMMITMENT

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

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ITEM 1 OPENING OF MEETING

1.1 Opening

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

ITEM 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

Committee members

Councillor Arnold A Carter - Chairperson Councillor Gloria A Jacob

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

Officers

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

Miss Josephine Bianchi Minute Taker/Governance

Coordinator

2.2 Apologies

Councillor Jan M Gillingham

2.3 Approved Leave of Absence

Councillor Michael B Dziombak – Deputy Chairperson Councillor Julie E Hunt

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

3.1 Questions from Public at Airport Committee Meeting held on Thursday 27 September 2012

Nil

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

Nil

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time at 5:33pm.

4.1 Public Question Time

Nil.

Chairperson closed Public Question Time at 5:33pm.

Chairperson opened Public Statement Time at 5:34pm.

4.2 Public Statement Time

Nil.

Chairperson closed Public Statement Time at 5:34pm.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

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

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

AC201213/016 Airport Committee Decision

Moved: Serge Doumergue Seconded: Cr Jacob

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

CARRIED 6/0

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

AC201213/017 Airport Committee Decision

Moved: Serge Doumergue Seconded: Cr Jacob

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

CARRIED 6/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Nil.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9.1 Port Hedland International Airport Website – Engineering Services

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



Airport website

Airport Committee meeting

October 2012



Context



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



Website

 Website should reflect our vision and provide userfriendly information to range of clients – passengers, corporate travel, airlines, tourists, tenants etc

• Current website is a single

page on ToPH website

 Page outdated, lacks detail and not user friendly



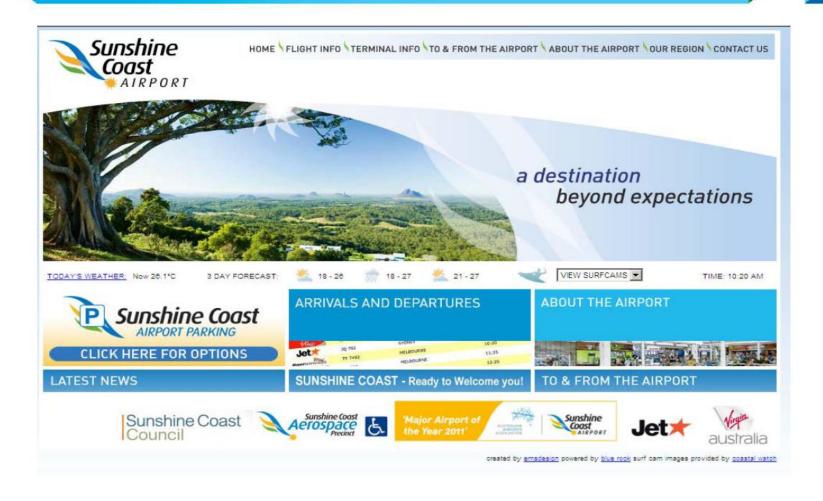
Website development



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

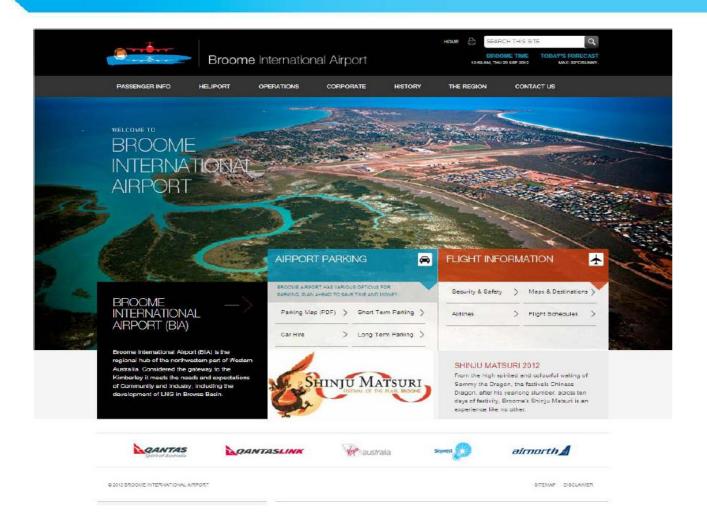


Reference sites – Sunshine Coast



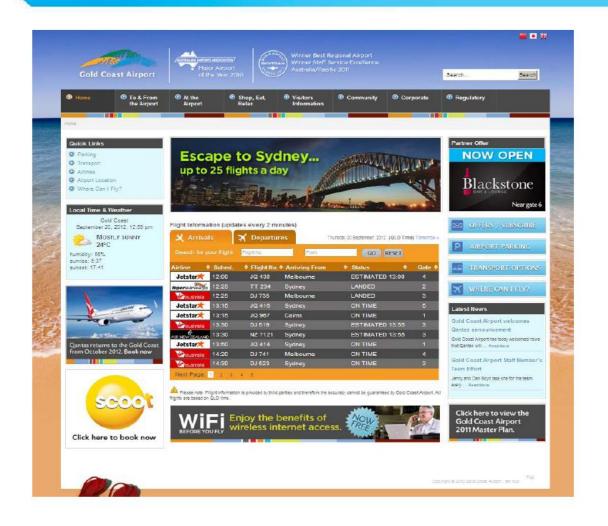


Reference sites - Broome





Reference sites – Gold Coast





Structure



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





Next steps



- Finalise text and design
- Published by early November



AC201213/018 Airport Committee Decision

Moved: Cr Jacob Seconded: Sergue Doumergue

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

CARRIED 6/0

AC201213/019 Airport Committee Decision

Moved: Cr Jacob Seconded: Sergue Doumergue

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

CARRIED 6/0

ITEM 10 REPORTS OF OFFICERS

10.1 Expression of Interest – Waste Water Treatment Plant at Port Hedland International Airport (File No.: 29/03/0002)

Officer Jenella Voitkevich

Manager Infrastructure

Development

Date of Report 18 October 2012

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to seek endorsement from the Airport Committee to obtain Council approval to advertise an Expression of Interest for the provision of a Waste Water Treatment Plant to service the Port Hedland International Airport terminal and TWA precinct.

Background

The Port Hedland International Airport (PHIA) is located on land that is not serviced by a reticulated sewer system. Water Corporation has advised that there are no plans to provide a reticulated sewer system to this precinct in the near future. The terminal, housing and businesses adjacent to the terminal are serviced by a septic and treatment pond system that has reached its capacity.

The proposed growth of the PHIA in accordance with the adopted Masterplan and approved capital redevelopment budget is reliant on the provision of a sewer system that can accommodate the immediately required capacity plus future growth. A budget has been allocated in 2014/15 for this, however in order to fast-track this it's suggested to investigate opportunities for a third party to supply a Waste Water Treatment Plant (WWTP) on a lease or user pays basis, by way of an Expression of Interest (EOI) process.

Consultation

Internal

Engineering Directorate

Statutory Implications

Statutory requirements for an Expression of Interest process are the same as a tender process, identified in the Local Government (Functions and General) Regulations, Division 2 - Tenders for Providing Goods or Services (section 3.57):

- "11. Tenders to be invited for certain contracts
- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise."

Policy Implications

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

Strategic Planning Implications

| 6.2 | Economic |
|-------|--|
| 6.4.2 | Gateway City & an attractive destination |
| | Develop the Port Hedland International Airport |
| | as a leading regional airport in the area of |
| | passenger and freight movements and |
| | customer satisfaction |

Budget Implications

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

Officer's Comment

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

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

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

Attachments

Nil.

AC201213/020 Airport Committee Decision

Moved: Cr Jacob Seconded: Sergue Doumergue

That the Airport Committee recommends that Council:

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

CARRIED 6/0

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

AC201213/021 Airport Committee Decision

Moved: Chris Whalley Seconded: Michelle Cook

That the following applications for leave of absence:

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

be approved.

CARRIED 6/0

ITEM 15 CLOSURE

15.1 Date of Next Meeting

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

15.2 Closure

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