



## **UNCONFIRMED MINUTES**

**“WITHOUT PREJUDICE”**  
Minutes are provided on the strict understanding that all terms whether deemed expressed or implied do not purport to record the proceedings of the Airport Committee until confirmed by resolution of the Town of Port Hedland Airport Committee.

**Town of Port Hedland**

**MINUTES**

**OF THE**

**AIRPORT COMMITTEE**

**OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**WEDNESDAY 30 OCTOBER 2013**

**AT 12:30 PM**

**IN**

**COUNCIL CHAMBERS**

**MCGREGOR STREET, PORT HEDLAND**

***“A nationally significant, friendly city, where people want to live and are proud to call home”***

### **DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement or intimation occurring during Committee Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Committee Meetings.*

*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.*

*M.J. (Mal) Osborne  
Chief Executive Officer*



**Terms of Reference – Port Hedland International Airport Committee of the Town of Port Hedland Council****Aim/Purpose**

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

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

**Membership**

Elected Members:

Mayor Kelly Howlett  
Councillor Gloria Jacob (Presiding Member)  
Councillor Jan Gillingham (Deputy Presiding Member)  
Councillor Julie Hunt  
Councillor Lorraine Butson

Community Members:

Ms Florence Bennett  
Mr Serge Doumergue  
Dr Ken King

Deputy Members:

Councillor George Daccache  
Councillor David Hooper  
Councillor Penny Taylor  
Councillor Troy Melville  
Councillor David Van Vugt

**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 next Port Hedland International Airport Committee meeting is to take place on 30 October 2013 at 12:30pm in Council Chambers as per recommendation from the last Port Hedland International Airport Committee meeting held on 2 October 2013. All subsequent dates and times will be set by the Port Hedland International Airport Committee on 30 October and advertised accordingly.

**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.*

*Dates of Meetings amended by Council at its Ordinary Meeting held on 24 October 2012.*

*Dates of Meetings amended by Council at its Ordinary Meeting held on 23 January 2013.*

*Terms of Reference amended by Council at its Ordinary Meeting held 26 June 2013.*

*Terms of Reference amended by Council at its Ordinary Meeting held 23 October 2013.)*

**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 Director Engineering Services declared the meeting open at 12:30pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2      RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****2.1          Attendance***Elected Members:*

Mayor Kelly Howlett

Councillor Gloria Jacob (via way of teleconference as per 23 October 2013 Council resolution) (Presiding Member)

Councillor Jan Gillingham (Deputy Presiding Member)

Councillor Julie Hunt

Councillor Lorraine Butson

*Community Members:*

Mr Serge Doumergue

Ms Florence Bennett

Dr Ken King

*Officers:*

Russell Dyer

Director Engineering Services

Natalie Octoman

Director Corporate Services

Eber Butron

Director Planning & Development

Gordon MacMile

Director Community Development

Brett Reiss

Program Director Airport Redevelopment

Josephine Bianchi

Governance Coordinator

Grace Waugh

Governance Officer/Minute taker

Jenella Voitkevich

Manager Infrastructure Development

Sara Bryan

Manager Investment & Business Development

Anna Duffield

Airport Development Officer

**2.2          Apologies**

Nil

**2.3          Approved Leave of Absence**

Nil

## 2.4 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

### 2.4.1 Election of Presiding Member

Section 5.12 and Schedule 2.3 of the *Local Government Act 1995* (Act) requires that a committee elect a presiding member.

#### *5.12. Presiding members and deputies, election of*

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

The appointment is for a two year term, with the position being considered following every ordinary election of the Town of Port Hedland Council. Should there be more than one nomination, it will be necessary for a secret ballot to be held to elect a committee member to the position in accordance with the *Local Government Act 1995*.

Under Schedule 2.3, Part 4 of the *Local Government Act 1995*, the procedure for electing the Presiding Member is as follows:-

#### *4. How mayor or president is elected*

- (1) *The council is to elect a councillors to fill the office.*
- (2) *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) *Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*

- (4) *If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.*

*5. Votes may be cast a second time*

- (1) *If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.*
- (3) *When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*

The Director Engineering Services conducted the Election and sought nominations from committee members accordingly.

The following nomination was received at 12:32pm:

- Councillor Gloria Jacob

As only one nomination was received the Director Engineering Services declared Councillor Gloria Jacob to be elected unopposed to the position of Presiding Member of the Port Hedland International Airport Committee.

The Presiding Member assumed the chair at 12:33pm.



## 2.4.2 Election of Deputy Presiding Member

Committees must also elect a committee member (other than the presiding member) to fill the office of Deputy Presiding Member, in accordance with Section 5.12 (2) and Schedule 2.3 of the *Local Government Act 1995*. The procedure for electing the deputy presiding member is similar to that of filling the office of the Presiding Member.

### *8. How deputy mayor or deputy president is elected*

- (1) The council is to elect a Councillor (other than the Mayor) to fill the office.*
- (2) The election is to be conducted in accordance with the procedure prescribed, by the Mayor, or if he or she is not present, by the Chief Executive Officer.*
- (3) Nominations for the office are to be given to the person conducting the election in writing, before the meeting or during the meeting before the close of nominations.*
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) If a Councillor is nominated by another Councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
- (7) As soon as is practicable after the result of the election is known, the Chief Executive Officer is to declare and give notice of the result in accordance with regulations, if any.*

### *9. Votes may be cast a second time*

- (1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.*
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.*
- (3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.*

- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.*

The Presiding Member deferred to the Director Engineering Services the process of conducting the Election for the Deputy Presiding Member. The Director Engineering Services sought nominations from committee members.

The following nominations were received at 12:35pm:

- Councillor Jan Gillingham
- Dr Ken King

All Committee Members cast their votes by way of secret ballot.

The teleconference with the Presiding Member was temporarily interrupted to allow the Director Engineering Services to make a private call to the Presiding Member and take her vote for the position of Deputy Presiding Member. The Director Engineering Services noted the Presiding Member's vote and inserted it in the ballot box on her behalf.

The teleconference with the Presiding Member was resumed.

Votes were counted at 12:35pm by Director Engineering Services in the presence of Coordinator Governance.

Outcome of the vote count:

- Councillor Jan Gillingham – 5 votes
- Dr Ken King – 3 votes

The Director Engineering Services declared that Councillor Jan Gillingham was elected as Deputy Presiding Member of Port Hedland International Airport Committee.

The Presiding Member resumed the chair.

### **ITEM 3      RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE**

#### **3.1      Questions from Public at Airport Committee Meeting held on Wednesday 2 October 2013**

Nil

#### **3.2      Questions from Committee Members at Airport Committee Meeting held on Wednesday 2 October 2013**

Nil

**ITEM 4 PUBLIC TIME****IMPORTANT NOTE:**

*'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 20.3 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the chairperson to do so.'*

Presiding Member opened Public Question Time at 12:39pm.

**4.1 Public Question Time**

Nil

Presiding Member closed Public Question Time at 12:39pm.

Presiding Member opened Public Statement Time at 12:39pm.

**4.2 Public Statement Time**

Nil

Presiding Member closed Public Statement Time at 12:39pm.

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE****5.1 *Mayor Howlett***

*Has the Town formally replied to an email sent from Mr Michael Jennings, Principal of School of the Air, regarding the Airport parking?*

Airport Development Officer advised that the Town has been speaking to Mr Jennings regarding the Airport Redevelopment Workshop however there has been no formal response to the email.

*Can a formal response be given to Mr Michael Jennings?*

Presiding Member advised in the affirmative.

Director Engineering Services advised that a formal response will be sent from the Town.

**5.2 Councillor Butson**

*Has the 2012/2013 money from BHP Billiton been paid into the reserve account?*

Director Corporate Services advised that BHP Billiton's lease fee of \$3.6 million for the TWA camp is not required to be paid until June 2014. All lease amounts are paid in arrears. The Town's monthly financial statements will include a raised invoice for the money owed by BHP Billiton however this will be credited as there is no requirement for BHP Billiton to pay this at this point in time, and it will be raised during May 2014. The money that has been received by BHP Billiton for 2012/13 is the Precinct 3 \$40 million.

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

Councillor Jacob	Councillor Butson
Councillor Gillingham	Mr Serge Doumergue
Mayor Howlett	Ms Florence Bennett
Councillor Hunt	Dr Ken King

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

**AC201314/024 Officer's Recommendation/ Airport Committee Decision**

**Moved: Cr Gillingham**

**Seconded: Cr Hunt**

**That the Minutes of the Airport Committee Meeting held on Wednesday 2 October 2013 be confirmed as a true and correct record of proceedings.**

***CARRIED 8/0***

**ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS****9.1 Brett Reiss, Program Director Airport Redevelopment Update**

Presentation by Brett Reiss, Program Director of Airport Redevelopment update

# Airport committee



# Port Hedland International Airport program director airport redevelopment update

presentation to airport committee 30 October





## overview

- Port Hedland International Airport overview
- redevelopment program to date
- strategic reviews
- airport interim improvement program
- operational update

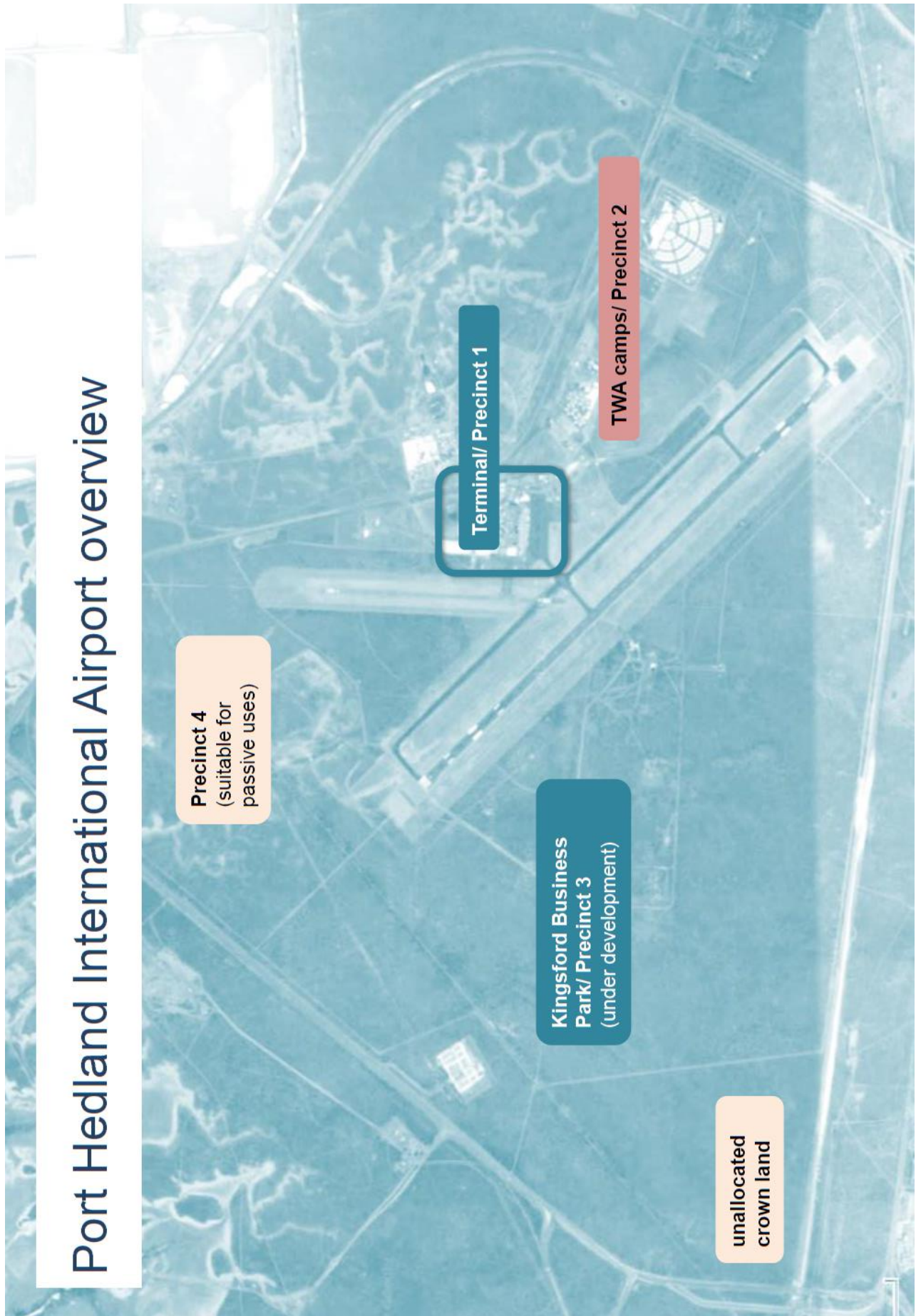
# Port Hedland International Airport



- Vision...
  - *a modern and well-serviced airport that provides a welcoming gateway to the North West*
- more than 500,000 passengers/year (110,000 in 2005)
- 70 flights a week (daily to Perth, direct weekly to Brisbane, Melbourne and Bali)
- RPT airlines + general aviation
- retail (bar/café) + vehicle hire



# Port Hedland International Airport overview





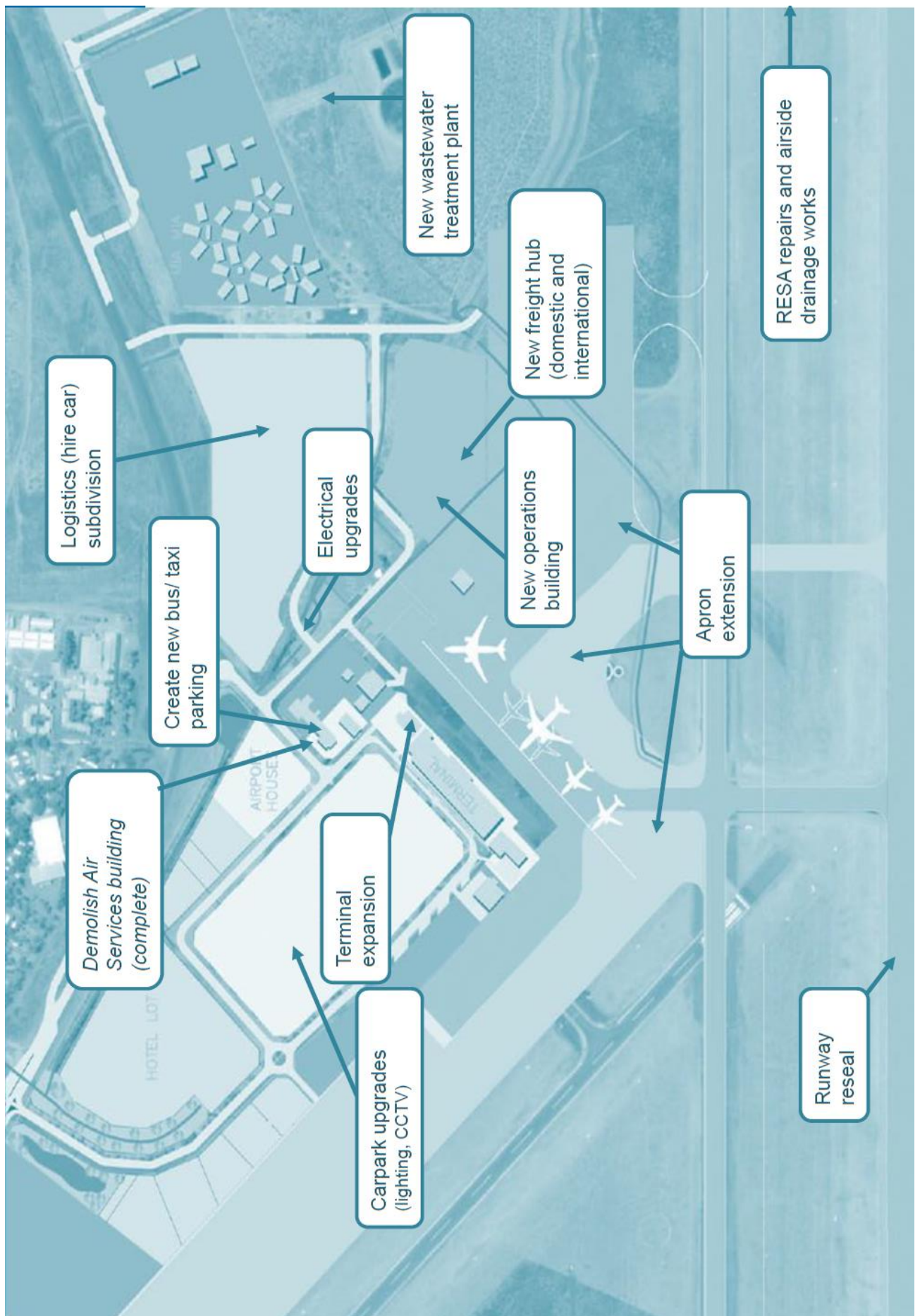
## development to date

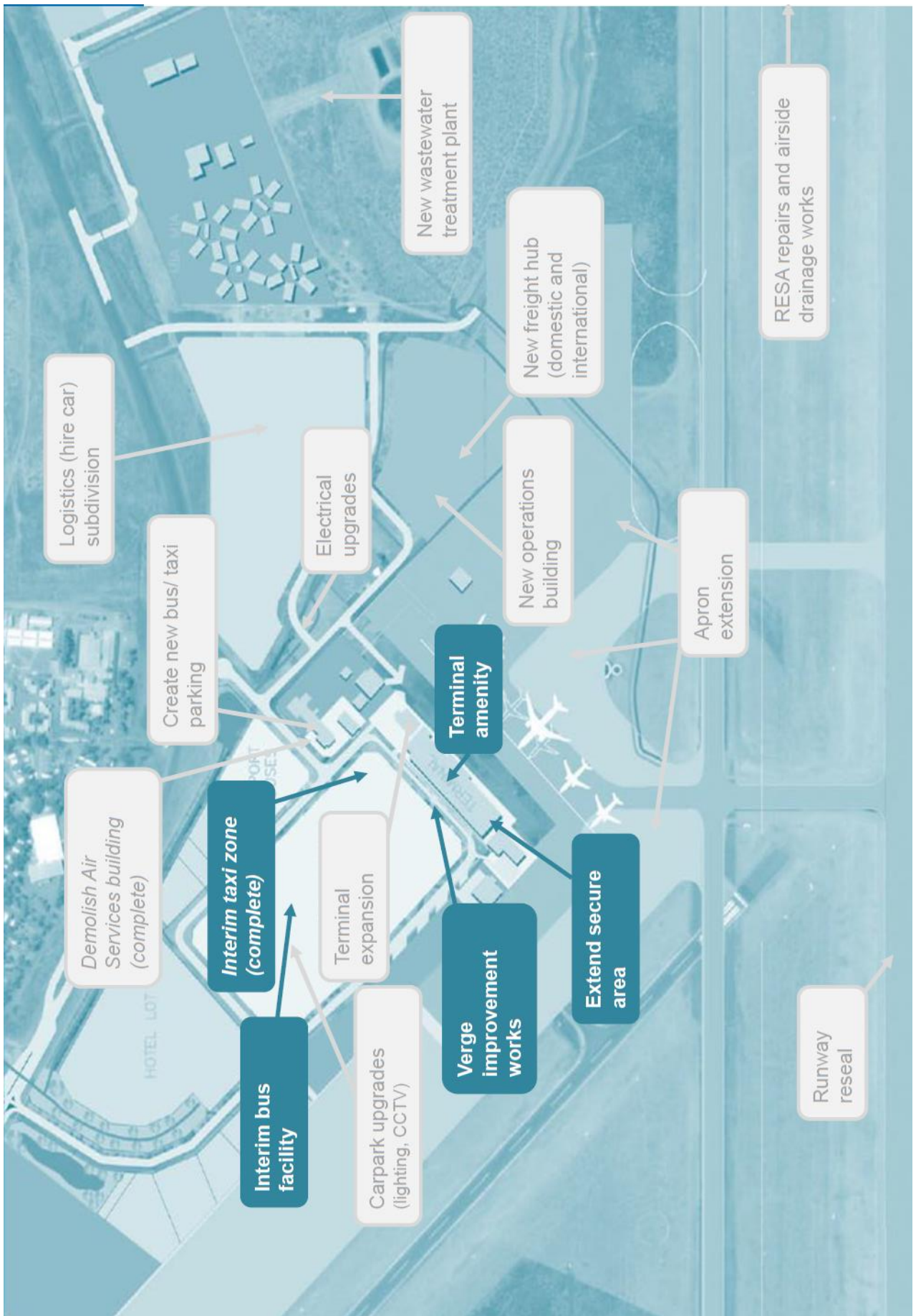
- master plan finalised in 2011
  - provides a 20 year planning framework for future development to meet long-term business, operational and regional needs
  - identified challenges in terminal, landside + airside infrastructure
  - highlights challenges of forecasting mining-related growth
- significant \$15M investment over last five years, including:
  - taxiway extensions, runway lighting, apron lighting towers
  - car park lighting, CCTV network + paid parking
  - electrical upgrades, checked baggage screening introduction, flight information display systems, common user check-in
  - airport staff house construction





redevelopment projects





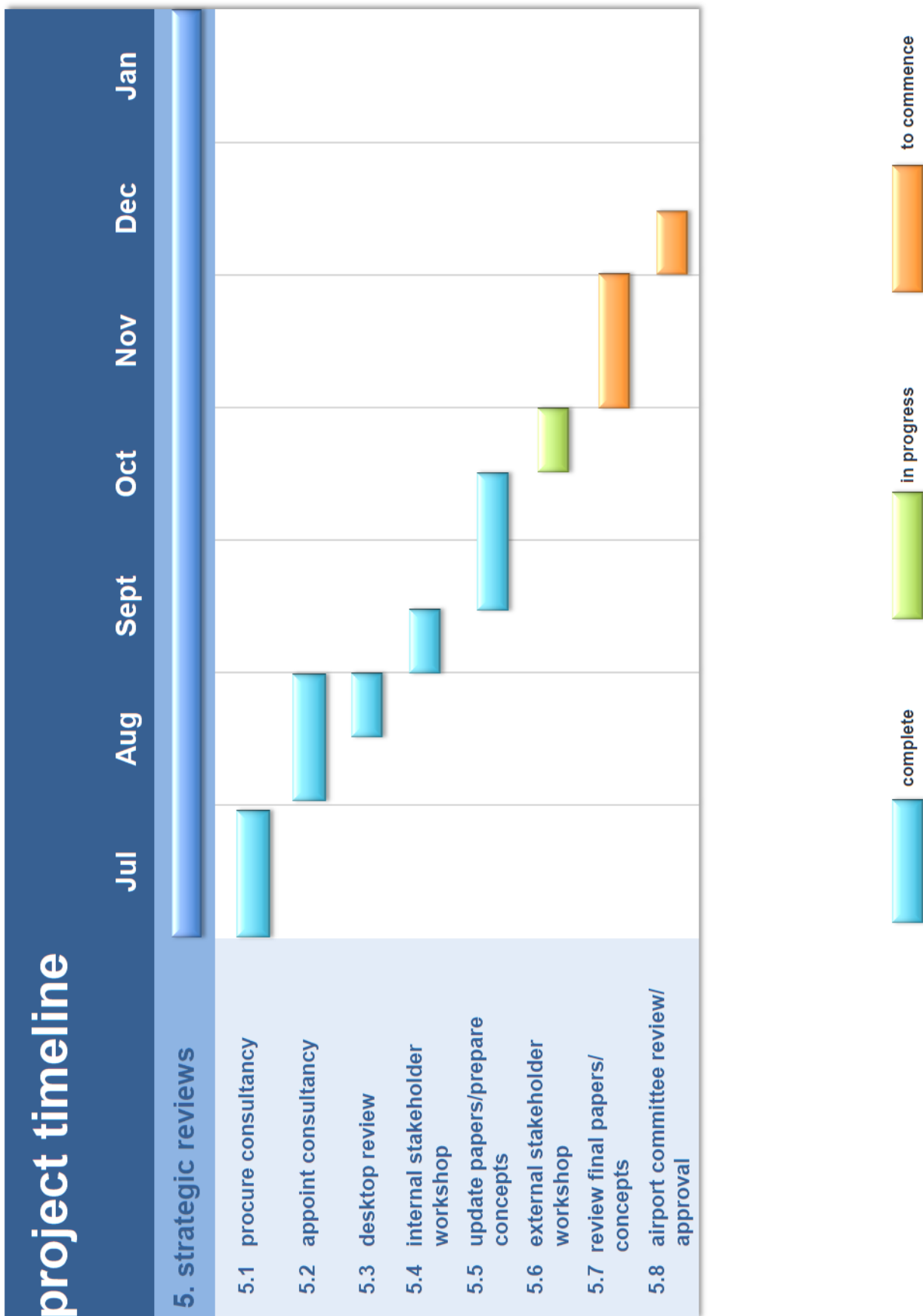


strategic review program

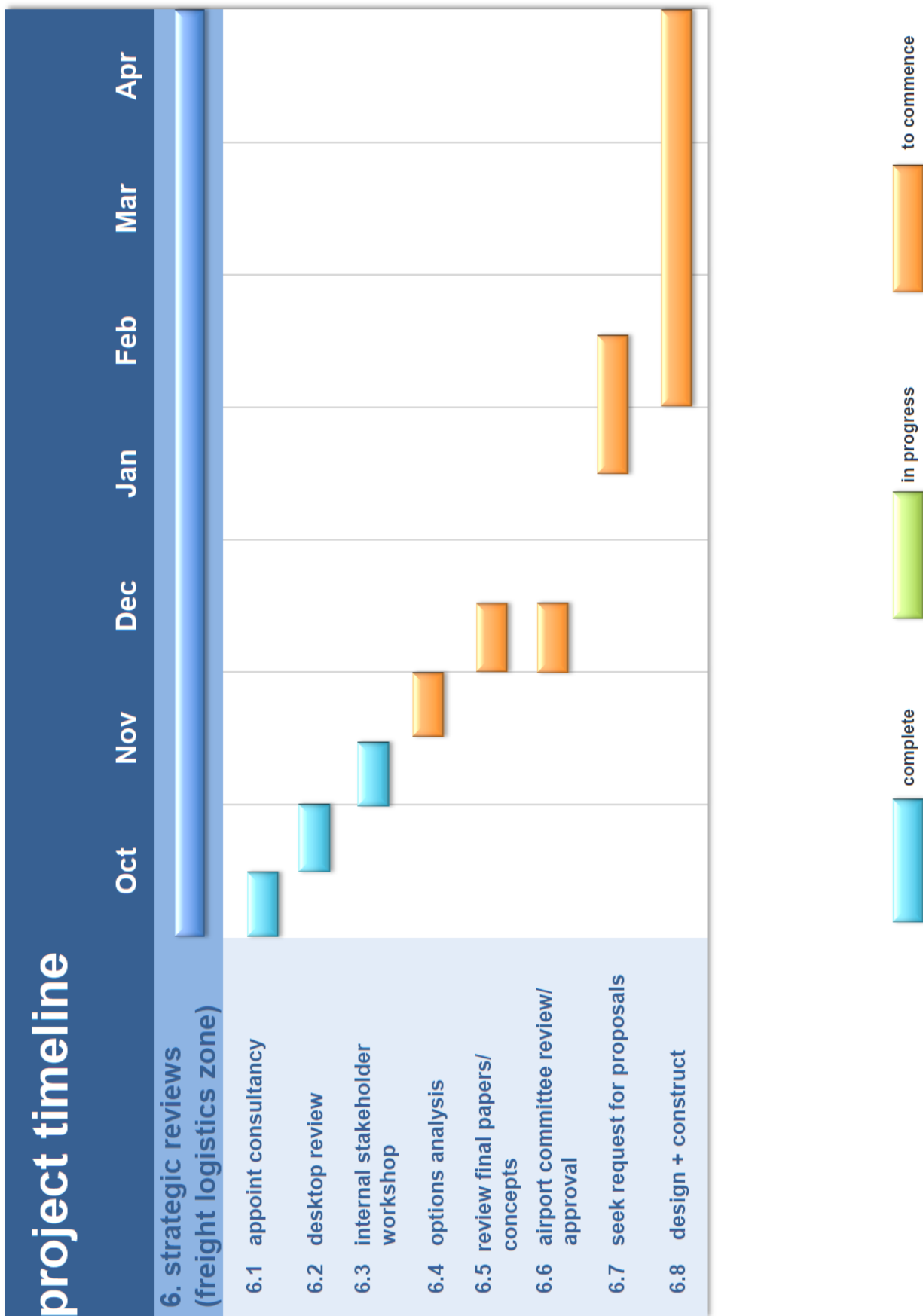


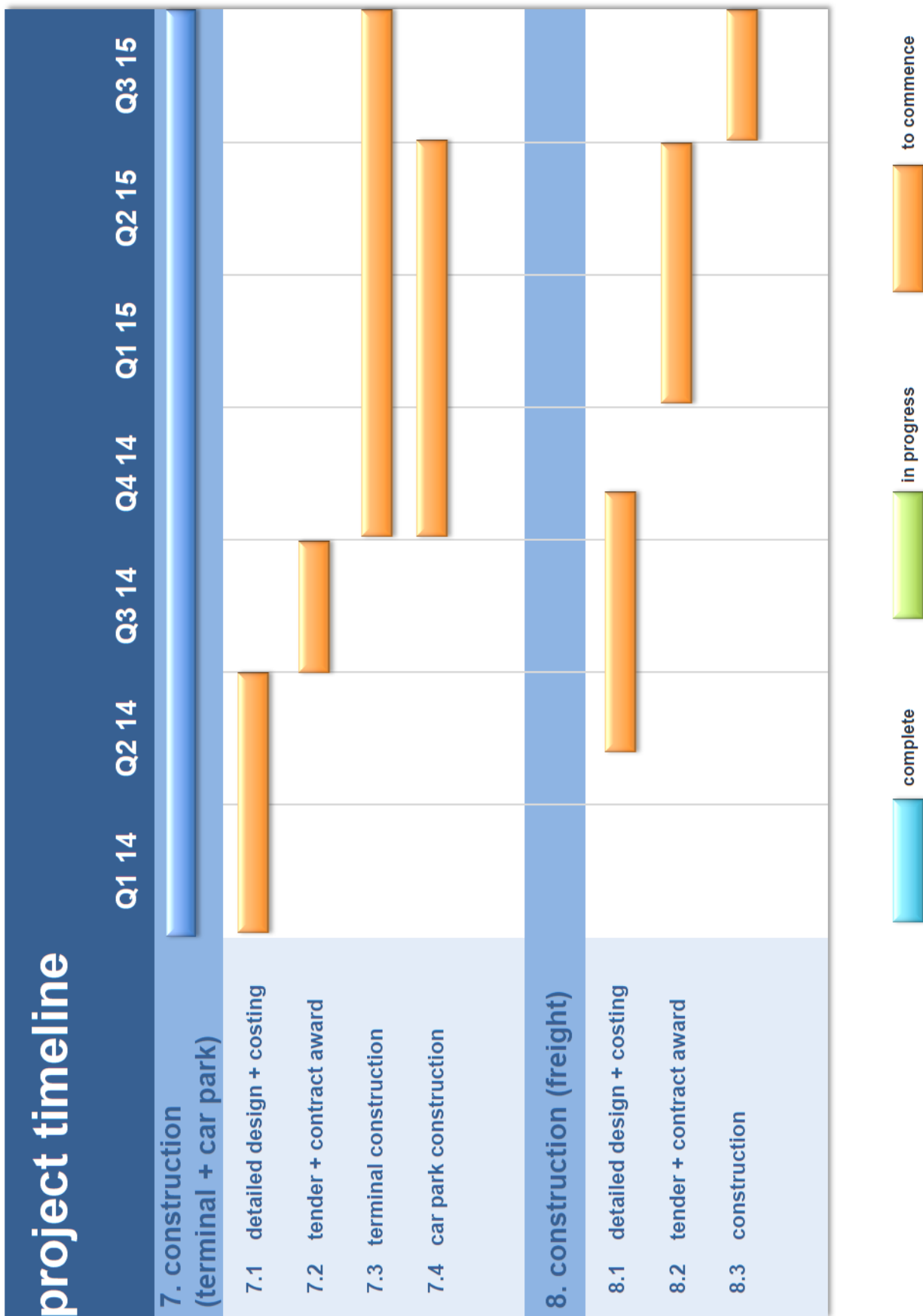
## strategic reviews

- opportunity to revisit and confirm capital works program and priorities
- strategic reviews:
  - master plan
  - aero compliance
  - terminal design
  - car park/ground transport
  - logistics/freight hub
  - airside operations
- consultation program – design and placemaking workshops











interim improvement program

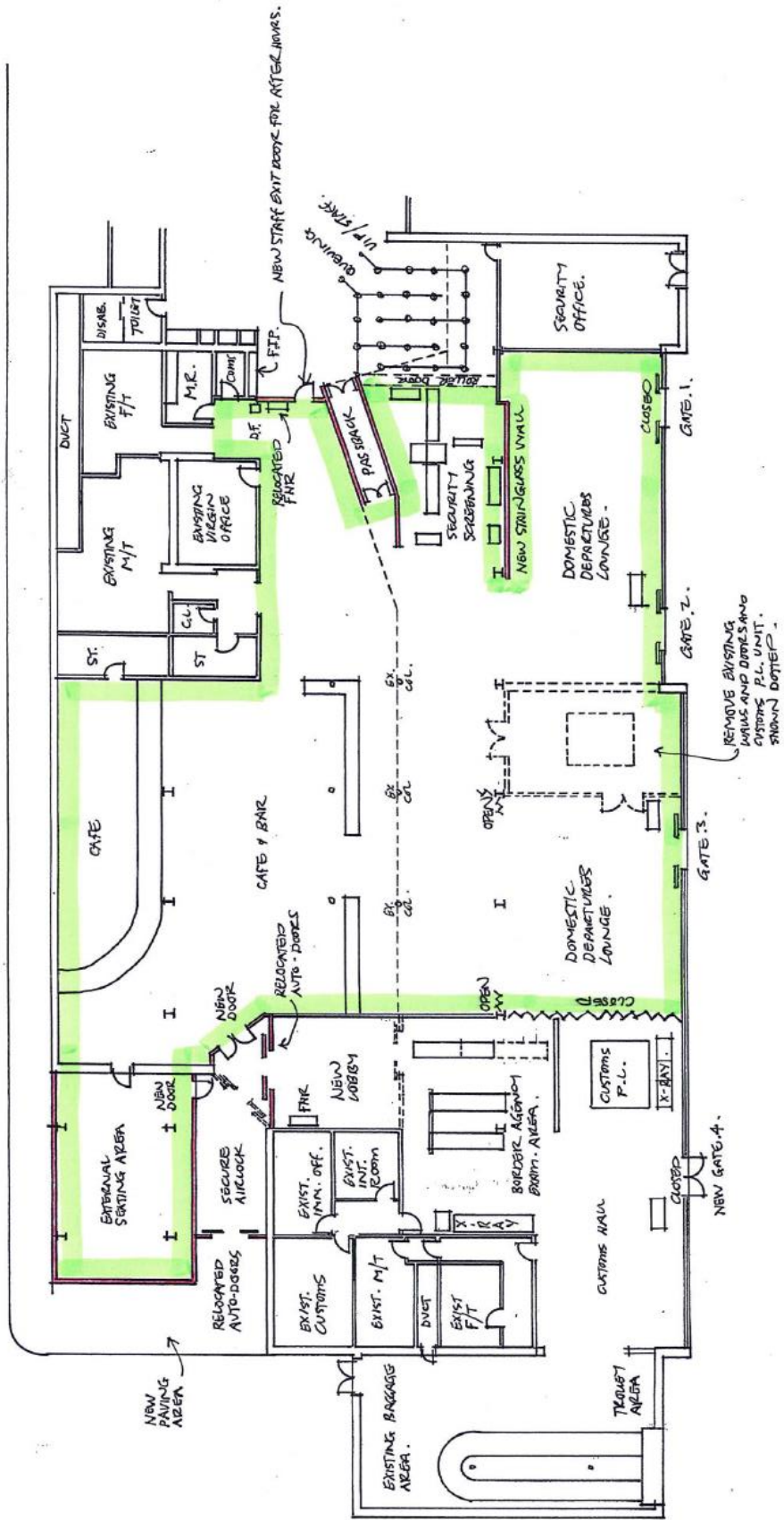




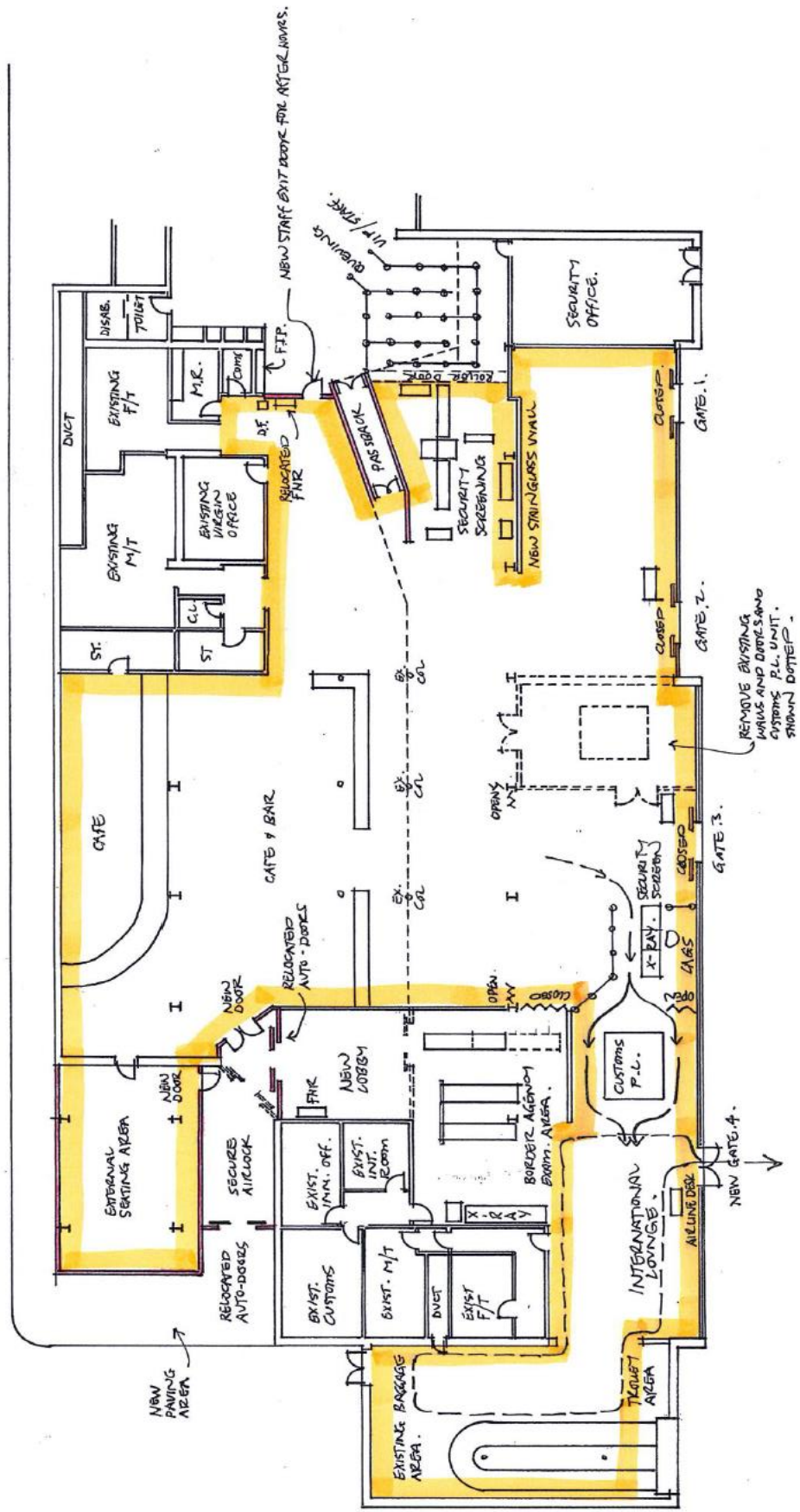
## secure area extension

- extend secure area
  - café past security
  - increase departure lounge
  - reduce congestion at security point

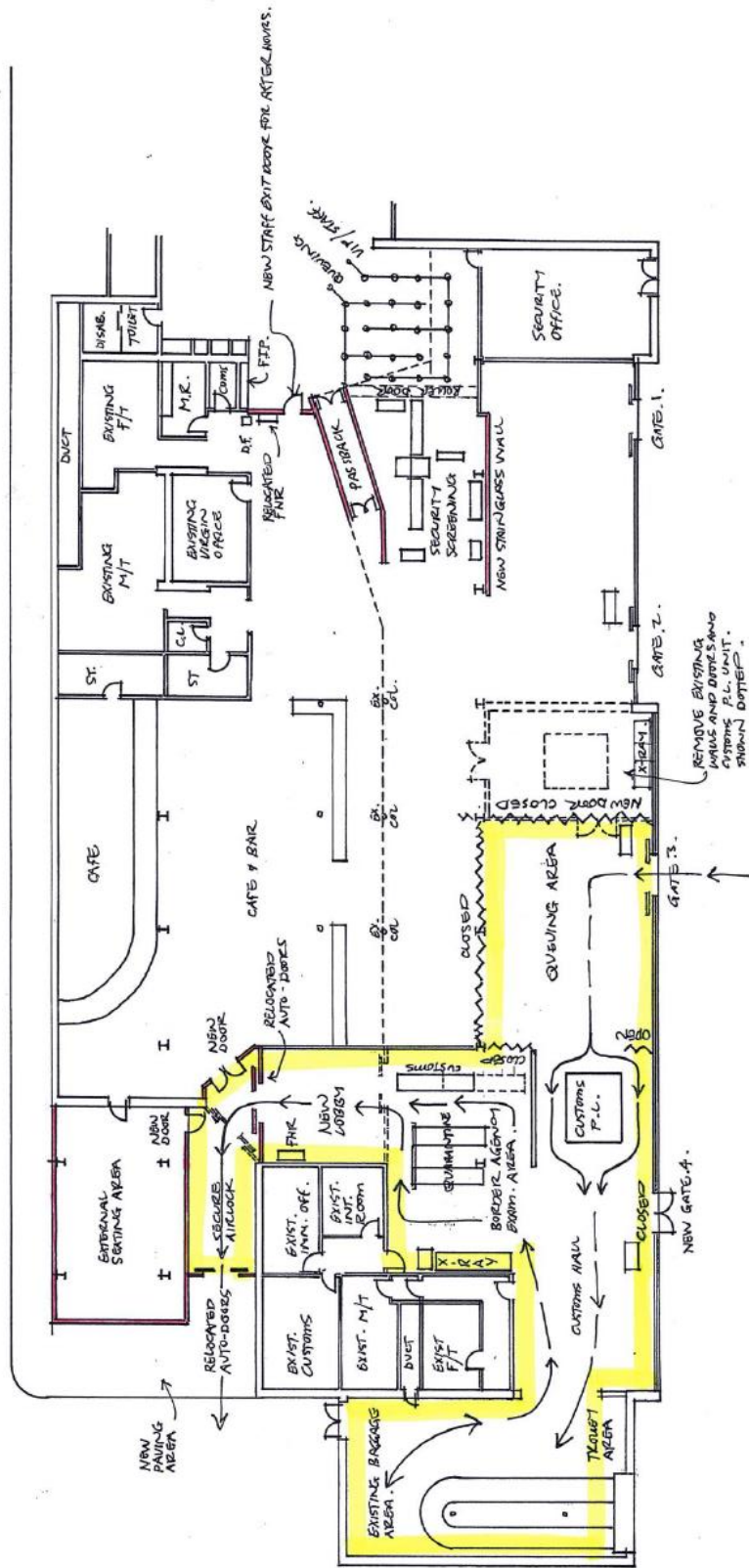
# domestic operations

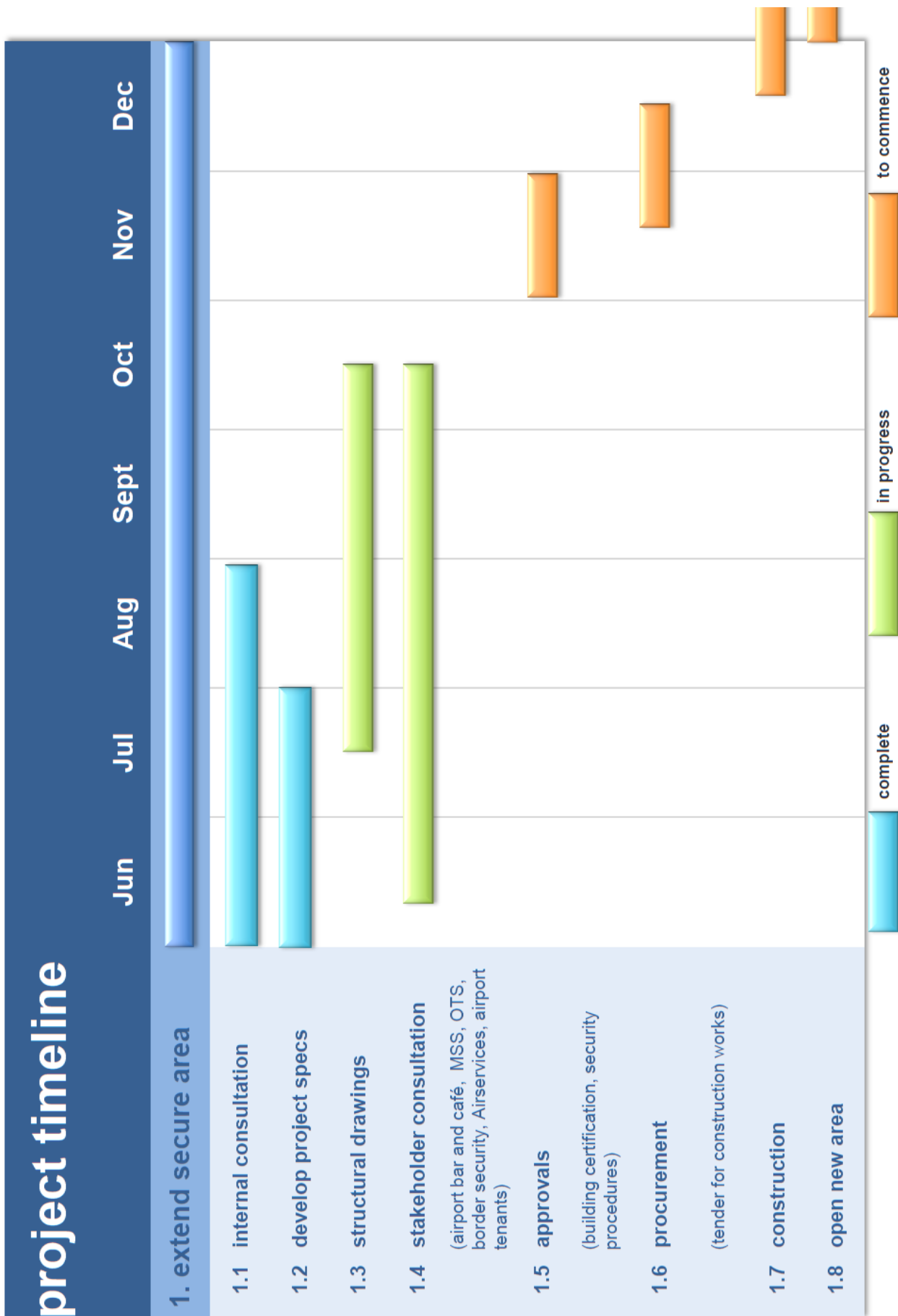


# international departures



# international arrivals





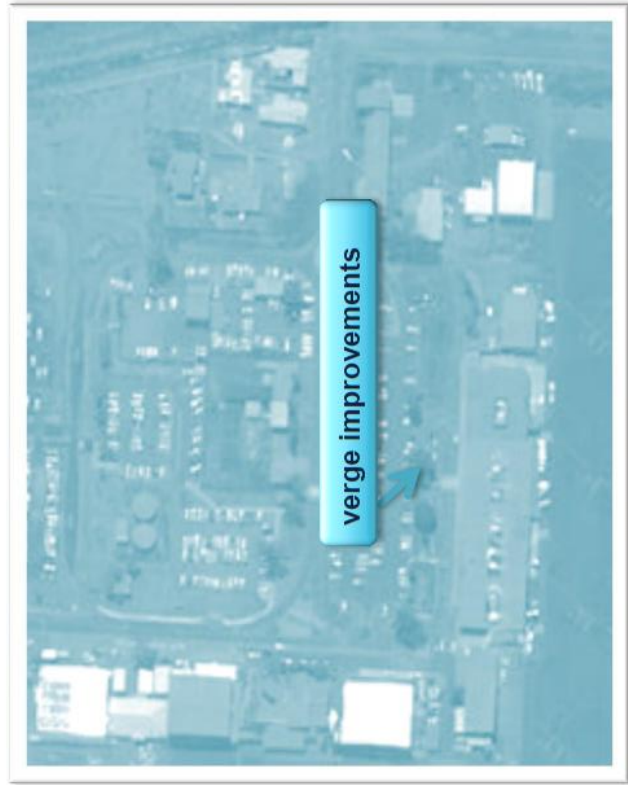


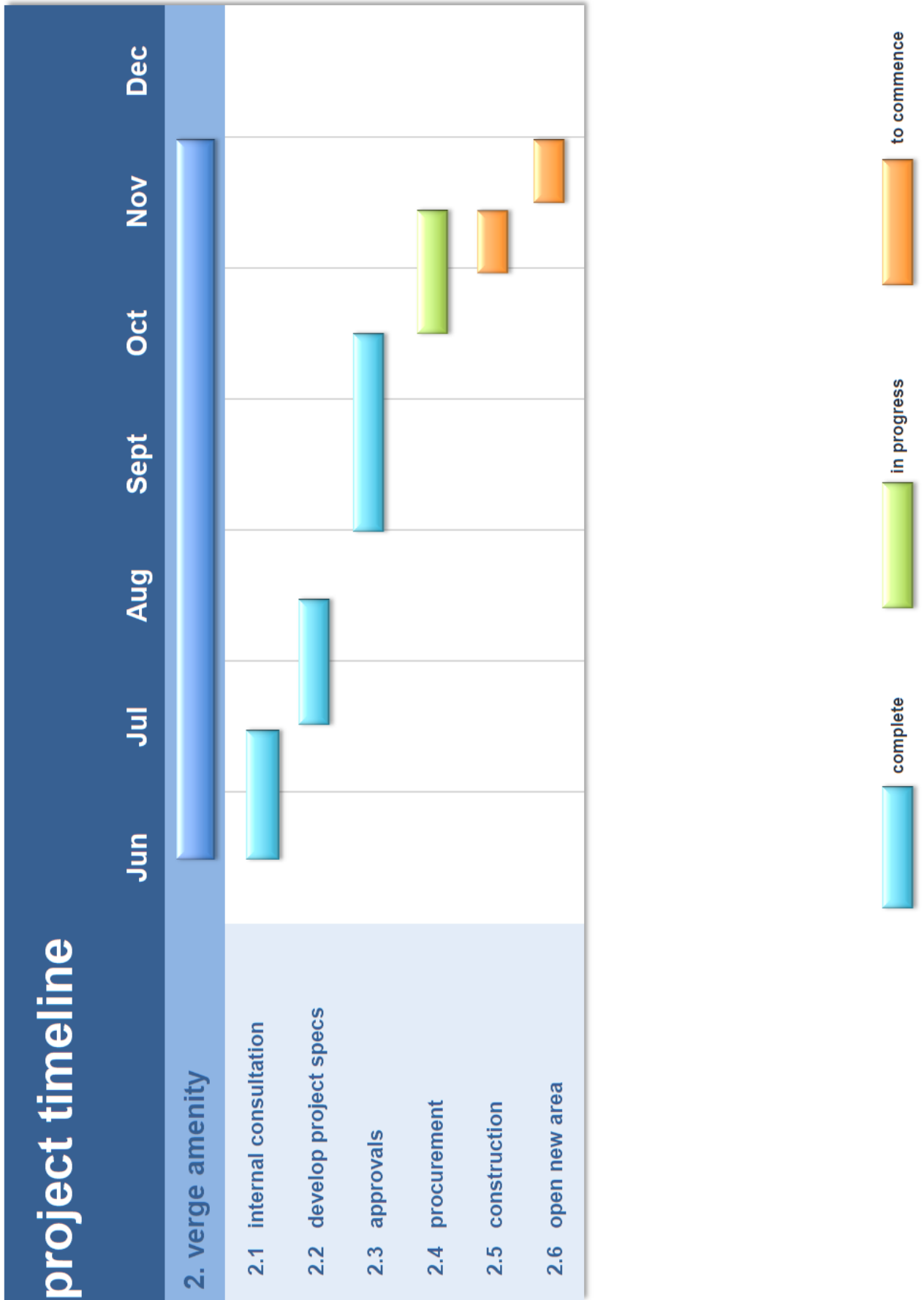


# interim improvement program

## terminal/verge amenity

- shelters
- landscaping
- terminal painting







interim improvement program

bus holding area







operational update





## operational update

- Pilbara Airports Group
  - convened by Australian Airports Association
  - security screening transition
- apron works

## ITEM 10 REPORTS OF OFFICERS

**10.1 Port Hedland International Airport – projects update November 2013 (File No.: 08/02/0025)**

Officer Anna Duffield  
Airport Development  
Officer

Date of Report 23 September 2013

Disclosure of Interest by Officer Nil

**Summary**

This agenda item provides an update on Port Hedland International Airport redevelopment projects.

**Background**

The Town of Port Hedland has committed to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment. Major projects are being commercially tested and prioritised.

**Consultation***Internal*

- Program Director Airport Redevelopment
- Director Engineering Services
- Manager Investment and Business Development
- Coordinator Airport Compliance

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Strategic Planning Implications**

6.2 Economic

6.2.12 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**

Projects are continuing within budget

**Officer's Comment**

The Town of Port Hedland has committed to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment.

Major projects are being commercially tested and prioritised and a series of strategic reviews have commenced. A number of quick wins are being scoped to provide a better passenger and airport user experience.

Operational infrastructure programs, such as apron extension works and electrical ring main upgrades, have commenced.

Commercial agreements with Qantas for office space and self-check-in kiosks are progressing. The licence agreement with Pilbara Cargo Terminal have been finalised and operations are due to commence in November 2013.

**Attachments**

1. Port Hedland International Airport projects update – November 2013

**AC201314/025 Officer's Recommendation/ Airport Committee Decision**

Moved: Cr Hunt

Seconded: Dr Ken King

**That the Airport Committee note the Port Hedland International Airport projects update November 2013 report**

*CARRIED 8/0*



## Airport redevelopment program – November 2013 update

Capital works program				
project	2013/14 budget	expenditure/ commitments (Oct 2013)	project status	expected completion timeframe
airport operations building (plus \$2.4M 2013/14)	\$0	\$ -	<ul style="list-style-type: none"> <li>currently being reviewed as part of strategic review process</li> </ul>	<ul style="list-style-type: none"> <li>reviews complete Dec 2013</li> <li>construction to commence 2015</li> </ul>
bus parking	\$400,000	\$ 255,857	<ul style="list-style-type: none"> <li>alternative bus facility to be constructed on old Mobil site. works being undertaken by Town's depot team.</li> <li>meetings held with bus companies to discuss parking layouts</li> </ul>	<ul style="list-style-type: none"> <li>initial site works underway, anticipated completion by November 2013</li> </ul>
car park lighting and CCTV	\$131,656	\$ 188,569	<ul style="list-style-type: none"> <li>staff car park lights installed, long term car park lights delayed</li> <li>CCTV quotes obtained</li> </ul>	<ul style="list-style-type: none"> <li>due for completion end October 2013</li> </ul>
car park/ground transport reconfiguration	\$160,000	\$ 89,874	<ul style="list-style-type: none"> <li>currently being reviewed as part of strategic review process</li> </ul>	<ul style="list-style-type: none"> <li>reviews complete Dec 2013</li> <li>construction to commence 2015</li> </ul>
electrical ring main (including runway lighting upgrade)	\$2,461,211	\$ 1,953,742	<ul style="list-style-type: none"> <li>works commenced</li> </ul>	<ul style="list-style-type: none"> <li>works anticipated completion early 2014</li> </ul>
main apron extension	\$4,734,464	\$ 4,261,227	<ul style="list-style-type: none"> <li>works underway</li> <li>asphalt and profiler early November</li> </ul>	<ul style="list-style-type: none"> <li>due for completion November 2013</li> </ul>
quarantine incinerator	\$600,000	\$ -	<ul style="list-style-type: none"> <li>building repairs complete</li> <li>Department of Environment Regulation approval gained</li> </ul>	<ul style="list-style-type: none"> <li>due for upgrade end 2013</li> </ul>
repair runway safety ends	\$350,000	\$ -	<ul style="list-style-type: none"> <li>to be completed with re-sheet works</li> </ul>	<ul style="list-style-type: none"> <li>due for completion early November 2013</li> </ul>
resheet runway and apron extensions	\$4,000,000	\$ 3,315	<ul style="list-style-type: none"> <li>re-sheet works to commence following apron extension works (maximising when asphalt contractors are already on site)</li> </ul>	<ul style="list-style-type: none"> <li>commence by mid-November 2013</li> </ul>
terminal precinct	\$310,000	\$ 81,781	<ul style="list-style-type: none"> <li>currently being reviewed as part of strategic review process</li> </ul>	<ul style="list-style-type: none"> <li>reviews complete Dec 2013</li> <li>construction to commence end 2014</li> </ul>
transport and logistics subdivision	\$0 (note CF of \$6,092,180 not in budget. To be confirmed at Sept budget review)	\$ 92,429	<ul style="list-style-type: none"> <li>designs complete – final cost estimate for subdivision \$7.6M plus GST, contingency and service connections</li> <li>design guidelines and business plan progressing</li> <li>services investigation ongoing</li> <li>currently being reviewed as part of strategic review process</li> </ul>	<ul style="list-style-type: none"> <li>reviews complete Dec 2013</li> <li>procurement for construction to commence on completion of strategic review and approval of business plan and budget.</li> </ul>

## Airport redevelopment program – November 2013 update

Commercial projects		
project	project status	expected completion timeframe
business and investment opportunities	<ul style="list-style-type: none"> <li>Pilbara Freight Terminal seeking customs and quarantine approval</li> <li>economic opportunities being further investigated as part of strategic review process</li> </ul>	<ul style="list-style-type: none"> <li>Pilbara Freight Terminal anticipated commencement November 2013</li> <li>reviews complete Dec 2013</li> </ul>
leases	<ul style="list-style-type: none"> <li>lease negotiations continuing with:               <ul style="list-style-type: none"> <li>Qantas (being considered by tenant)</li> </ul> </li> <li>lease executed for:               <ul style="list-style-type: none"> <li>Pilbara Cargo Terminal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Qantas lease anticipated for execution October 2013</li> </ul>
communication, marketing and stakeholder engagement	<ul style="list-style-type: none"> <li>website usage steady:               <ul style="list-style-type: none"> <li>July: 3,566 visits</li> <li>August: 3,342 visits</li> <li>September: 3,538 visits</li> </ul> </li> <li>media statement issued on apron and electrical upgrade works</li> <li>stakeholder engagement strategy finalised</li> <li>workshops being held late October</li> </ul>	<ul style="list-style-type: none"> <li>stakeholder engagement ongoing</li> <li>new flight information feed to be installed on home page end October 2013 (currently pending supplier programming)</li> </ul>

## 10.2 ***Port Hedland International Airport Committee Meeting Dates and Times (File No.:13/05/0002)***

**Officer** Grace Waugh  
Governance Officer

**Date of Report** 24 October 2013

**Disclosure of Interest by Officer** Nil

### **Summary**

This report seeks the Port Hedland International Airport Committee's adoption of the Port Hedland International Airport Committee meeting dates, times and venue for the next 12 months.

### **Background**

At Council's Ordinary Meeting of 23 October 2013, Council resolved the Port Hedland International Airport Committee membership and terms of reference and with regards to dates and times it resolved the following:

*"...Meeting frequency*

*Every 4 weeks*

*Dates of Meetings*

*The next Port Hedland International Airport Committee meeting is to take place on 30 October 2013 at 12:30pm in Council Chambers as per recommendation from the last Port Hedland International Airport Committee meeting held on 2 October 2013. All subsequent dates and times will be set by the Port Hedland International Airport Committee on 30 October and advertised accordingly....."*

In view of this Town officers are putting an item to the Port Hedland International Airport Committee meeting on 30 October 2013 for the Committee Members to resolve their own meeting dates.

### **Consultation**

- Coordinator Governance
- Chief Executive Officer
- Director Engineering Services
- Airport Redevelopment Program Director

## Statutory Implications

*Local Government Act 1995*

*12. Public notice of council or Committee meetings — s. 5.25(1)(g)*

*(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*

*(a) the ordinary council meetings; and*

*(b) the Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public...*

## Policy Implications

Nil

## Strategic Planning Implications

6.4 Local Leadership

6.4.2 Community Focused

Local leaders in the community who provide transparent and accountable civic leadership

## Budget Implications

The cost of the advertising of the Airport Committee dates is included in the 2013/14 budget.

## Officer's Comment

The Port Hedland International Airport Committee has been meeting of the first Wednesday of every month. The below table shows the framework for the Airport Committee:

Confidential Airport Committee Concept Forum	11:45 – 12:15pm
Airport Committee Agenda Briefing Session	12:15 – 12:30pm
Airport Committee Meeting	12:30 – 1:30pm

New Committee Members might want to revise dates and times due to their current commitments.

Town Officers are recommending that the Port Hedland International Airport Committee should set their own meeting dates, times and venue that is suitable for all committee members.

## Attachments

Nil

**AC201314/026 Officer’s Recommendation/ Airport Committee Decision**

**Moved: Mr Doumergue**

**Seconded: Ms Bennett**

**That the Airport Committee:**

- 1. Adopt the following meeting framework:**

<b>Meeting/Briefing/Forum</b>	<b>Time</b>	<b>Day of the Week</b>	<b>Week of the Month</b>
<b>Confidential Concept Forum</b>	<b>11:45 – 12:15pm</b>	<b>Wednesday</b>	<b>First Week</b>
<b>Public Agenda Briefing Session</b>	<b>12:15 – 12:30pm</b>	<b>Wednesday</b>	<b>First Week</b>
<b>Committee Meeting</b>	<b>12:30pm</b>	<b>Wednesday</b>	<b>First Week</b>

- 2. Sets the venue for Airport Committee meetings to Council Chambers.**

***CARRIED 8/0***

*NOTE: Town officers will look into a resolution to Council for Airport Committee members to attend Airport Committee Meetings via teleconference for all future meetings if required.*

**ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/AIRPORT COMMITTEE**

Nil

**ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**ITEM 13 CONFIDENTIAL ITEMS**

Nil

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**

**AC201314/027 Airport Committee Decision**

**Moved: Mayor Howlett**

**Seconded: Cr Hunt**

**That the following leave of absence:**

- **Councillor Gillingham from 16 November 2013 to 21 November 2013;**
- **Councillor Hunt from 10 November 2013 to 12 December 2013 and 20 December 2013 to 27 December 2013;**
- **Mayor Howlett from 12 November 2013 to 12 December 2013;**
- **Dr King from 16 December 2013 to 5 January 2014;**
- **Mr Doumergue from 3 December 2013 to 2 January 2014.**

**be approved.**

***CARRIED 8/0***

**AC201314/028 Airport Committee Decision**

**Moved: Mayor Howlett**

**Seconded: Mr Doumergue**

**That the Airport Committee set the following dates for the meetings scheduled in December 2013 and January 2014:**

- **Friday 13 December 2013**
- **Wednesday 15 January 2014**

***CARRIED 8/0***

**ITEM 15 CLOSURE**

**15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Friday 13 December 2013 at 12:30pm.

The Airport Committee thanked former committee members Arnold Carter and Bill Dziombak for their contributions to the Airport Committee.

**15.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 1:38pm.