



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**THURSDAY 27 SEPTEMBER 2012
AT 5:30PM**

IN

COUNCIL CHAMBERS MCGREGOR STREET, PORT HEDLAND

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.

*Natalie Octoman
Acting 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, 22 March 2012
- Thursday, 19 April 2012
- Thursday, 24 May 2012
- Thursday, 28 June 2012
- Thursday, 26 July 2012
- Thursday, 23 August 2012
- Thursday, 27 September 2012
- Thursday, 25 October 2012
- Thursday, 22 November 2012
- Thursday, 20 December 2012
- Thursday, 24 January 2013
- Thursday, 28 February 2013
- Thursday, 28 March 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.)

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 Chairperson declared the meeting open at 5:32 and acknowledged the traditional owners, the Kariyarra people.

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

Councillor Arnold A Carter	(Chairperson)
Councillor Michael B Dziombak	(Deputy Chairperson)
Councillor Jan M Gillingham	
Councillor Gloria A Jacob	
Councillor Julie E Hunt	

Community Members:

Mr Serge Doumergue
Ms Florence Bennett

Officers

Ms Natalie Octoman	Acting Chief Executive Officer
Ms Jenella Voitkevich	Acting Director Engineering Services
Miss Josephine Bianchi	Minute Taker/Governance Coordinator

Town of Port Hedland Officers	2
Members of the public	1

2.2 Apologies

Ms Michelle Cook

2.3 Approved Leave of Absence

Mr Chris Whalley

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**3.1 Questions taken on notice at the Ordinary Meeting of the Airport Committee held on Thursday, 23 August 2012****3.1.1 *Councillor Jacob***

Can I have an update on the timeframe of Qantas lease negotiations as I raised this question in 2011 and the situation has not progressed since?

Acting Director Engineering Services advised that discussions have been initiated with Qantas to establish a short-term lease to replace the existing holding over period lease. This will be an interim measure until the Terminal redevelopment accommodates a larger lounge facility and common user check-in. Lease negotiations are expected to continue over the next month prior to reporting to Council for approval.

3.1.2 *Councillor Dziombak*

Can the Airport Committee have an update on the availability of lots 1-33 at Precinct 3?

Acting Director Engineering Services advised that the program provided by BHP Billiton indicates completion of subdivision October 2013, however the Planning and Development directorate are currently reviewing options for an early release of titles.

3.1.3 *Councillor Carter*

What is happening with the recovery of finance from Strategic Airlines?

Acting Chief Executive Officer advised that KordaMentha were appointed as the Administrators of Strategic Airlines Pty Ltd on 17 February 2012 and appointed as the Liquidators on 23 March 2012. The Town of Port Hedland provided details of outstanding balances due to the Town and supporting documentation to KordaMentha on 21 May 2012 as per their request.

KordaMentha issued a report on 25 July 2012 to provide creditors with an update. KordaMentha have estimated there will be a surplus available to priority and secured creditors based on certain assumptions made to determine the total amount available for distribution.

The Town is an unsecured creditor, and at this stage, it is unlikely that there will be a return to unsecured creditors.

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time at 5:33.

4.1 Public Question Time

Nil.

Chairperson closed Public Question Time at 5:33.

Chairperson opened Public Statement Time at 5:33.

4.2 Public Statement Time

Nil.

Chairperson closed Public Statement Time at 5:33.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

5.1 Councillor Dziombak

Is this meeting being recorded?

Chairman responded in the affirmative.

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 Dziombak
Cr Gillingham	Cr Jacob
Cr Hunt	S Doumergue
Florence Bennett	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

AC201213/009 Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Dziombak

That the Minutes of the Airport Committee Meeting held on Thursday 23 August 2012 be confirmed as a true and correct record of proceedings.

CARRIED 7/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Nil.

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9.1 Airport Development Project Update – Engineering Services

The Engineering Services Department tabled the following presentation outlining updates that are currently taking place as part of the Port Hedland International Airport Development.

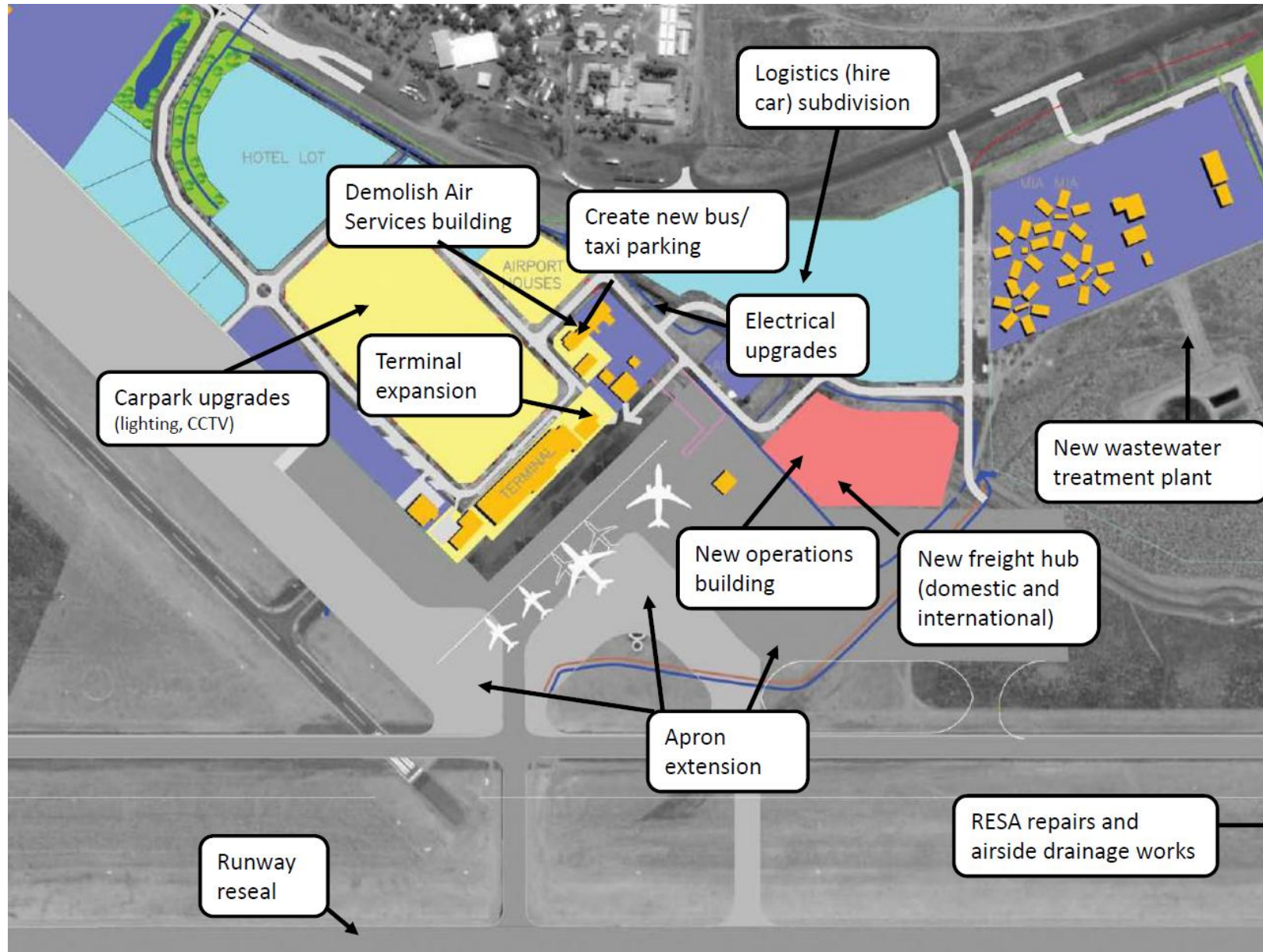


AIRPORT DEVELOPMENT

Projects Update

Airport Committee Meeting – 27 September 2012





Airport Redevelopment Program 2012/13



PROJECT	2012-13 Budget
Resheet Runway	\$ 7,000,000
Car Park Lighting & CCTV	\$250,000
Repair Runway Safety Ends	\$300,000
Transport & Logistics Subdivision	\$6,000,000
Electrical Ring Main	\$2,500,000
Freight Facility	\$4,500,000
Stage 1 Terminal Extension (Plus \$3,750,000 2013/14)	\$2,250,000
Electrical Vehicle Access Gates	\$25,000
Bus Parking & Demolition ASA Building (Plus \$619k C/Fwd)	\$150,000
Airport Operations Building (Plus \$2,400,000 2013/14)	\$1,100,000

2012/13 Projects Update



PRIORITY PROJECT	Relies on other projects?	Progress update	Funding / Budget
RESHEET MAIN RUNWAY Responsibility: Airport	No	<ul style="list-style-type: none"> Budget approved Will allow for larger aircraft (ie. International Services extensions) Will accommodate Code D & F aircraft – Boeing 767-300 & AN124 Runway testing underway to prepare resheet specifications Will utilise current Reseal 3 Year Contract 	Airport funding model: \$7,000,000
CAR PARK LIGHTING & CCTV Responsibility: Infrastructure Dev.	No	<ul style="list-style-type: none"> Budget approved Concept design complete Quotes being sourced based on Walga preferred contractors 	Airport funding model: \$250,000
REPAIR RUNWAY SAFETY ENDS Responsibility: Airport	No	<ul style="list-style-type: none"> Budget approved Specification being developed to obtain quotes 	Airport funding model: \$300,000



2012/13 Projects Update



PRIORITY PROJECT	Relies on other projects?	Progress update	Funding / Budget
LOGISTICS SUBDIVISION (HIRE CAR & FREIGHT) Responsibility: Infrastructure Dev.	Yes •Waste Water Treatment Facility •Electrical Ring Main	<ul style="list-style-type: none"> • Budget approved • WAPC approval received 26 Sept • Detailed civil designs complete – power and water servicing under review due to WAPC conditions • Land valuation and design guideline discussions have commenced 	Airport funding model: \$6,000,000
UPGRADE OF ELECTRICAL RINGMAIN Responsibility: Infrastructure Dev., Airport and Investment & Bus.	No	<ul style="list-style-type: none"> • Budget approved • Tender documentation to be reviewed due to changes in the standby generators increasing from 80KVA to 200KVA, plus Masterplan outcomes • Key project risk - all other projects are reliant on the upgrade of this power supply • Will be managed as part of Logistics subdivision 	Airport funding model: \$2,500,000
FREIGHT FACILITY Responsibility: Investment & Bus.	Yes •Waste Water Treatment Facility •Electrical Ring Main	<ul style="list-style-type: none"> • Budget approved • 120m x 30m building (4 units, 30m wide) • Request for Tender to be issued with Operations Building construction and Terminal expansion • Tender documentation being prepared • Expect tender award in Dec/Jan • Construction commence Feb/March 2013 	Airport funding model: \$4,500,000

2012/13 Projects Update



PRIORITY PROJECT	Relies on other projects?	Progress update	Funding / Budget
STAGE 1 TERMINAL EXTENSION Responsibility: Investment & Bus.	Yes •Waste Water Treatment Facility •Electrical Ring Main •Freight facility •Apron extension	<ul style="list-style-type: none"> • Budget approved • Stage 1 extending terminal to east (existing freight hanger) 50m x 45m • Project to be staged over several years • Request for Tender to be issued with Freight Facility and Operations Building construction • Tender documentation being prepared • Expect tender award in Dec/Jan • Construction commence May 2013 	Airport funding model: \$2,250,000 Plus additional stages as per 5 year plan
ELECTRICAL VEHICLE ACCESS GATES Responsibility: Airport	No	<ul style="list-style-type: none"> • Budget approved • Operational requirement 	Airport funding model: \$25,000
BUS PARKING & DEMOLITION ASA BUILDING Responsibility: Technical Services	No	<ul style="list-style-type: none"> • Budget approved • Moving of underground services required • Concept design complete • Preparing tender for demolition of building • Onsite works likely to commence February 2013 	Airport funding model: \$150,000 Plus CF 2011/12

2012/13 Projects Update

PRIORITY PROJECT	Relies on other projects?	Progress update	Funding / Budget
AIRPORT OPERATIONS BUILDING Responsibility: Investment & Bus.	Yes •Waste Water Treatment Facility •Electrical Ring Main •Freight facility •Apron extension •Terminal extension	<ul style="list-style-type: none"> • Budget approved • Previous concept of renovating ASA proved unviable • Proposed 2 storey 70m x 20m facility (same footprint as ASA building) • Cater for operations & admin staff, maintenance depot, leased area (interest received from various airport related services) • Request for Tender to be issued with Operations Building construction and Terminal expansion • Tender documentation being prepared • Expect tender award in Dec/Jan • Construction commence May/June 2013 	Airport funding model: \$1,100,000 Plus \$2,400,000 2013/14
APRON EXTENSIONS Responsibility: Airport	No	<ul style="list-style-type: none"> • Tender specifications complete • Tender to be advertised • Lighting and windsock to be relocated within the next few weeks • Expect apron construction to commence November 	C/F 2011/12 \$350,000



AC201213/010 Airport Committee Decision

Moved: Cr Gillingham

Seconded: Cr Hunt

That standing orders be suspended.

CARRIED 7/0

Chairman advised that standing orders were suspended at 5:40pm.

9.2 Port Hedland International Airport Communications Program – Engineering Services

The Engineering Services Department outlined the following presentation inclusive of updates surrounding the communications program for the Port Hedland International Airport.

Town of
Port Hedland

Port Hedland International Airport Communications program

Airport committee – 27 September 2012



Communications program

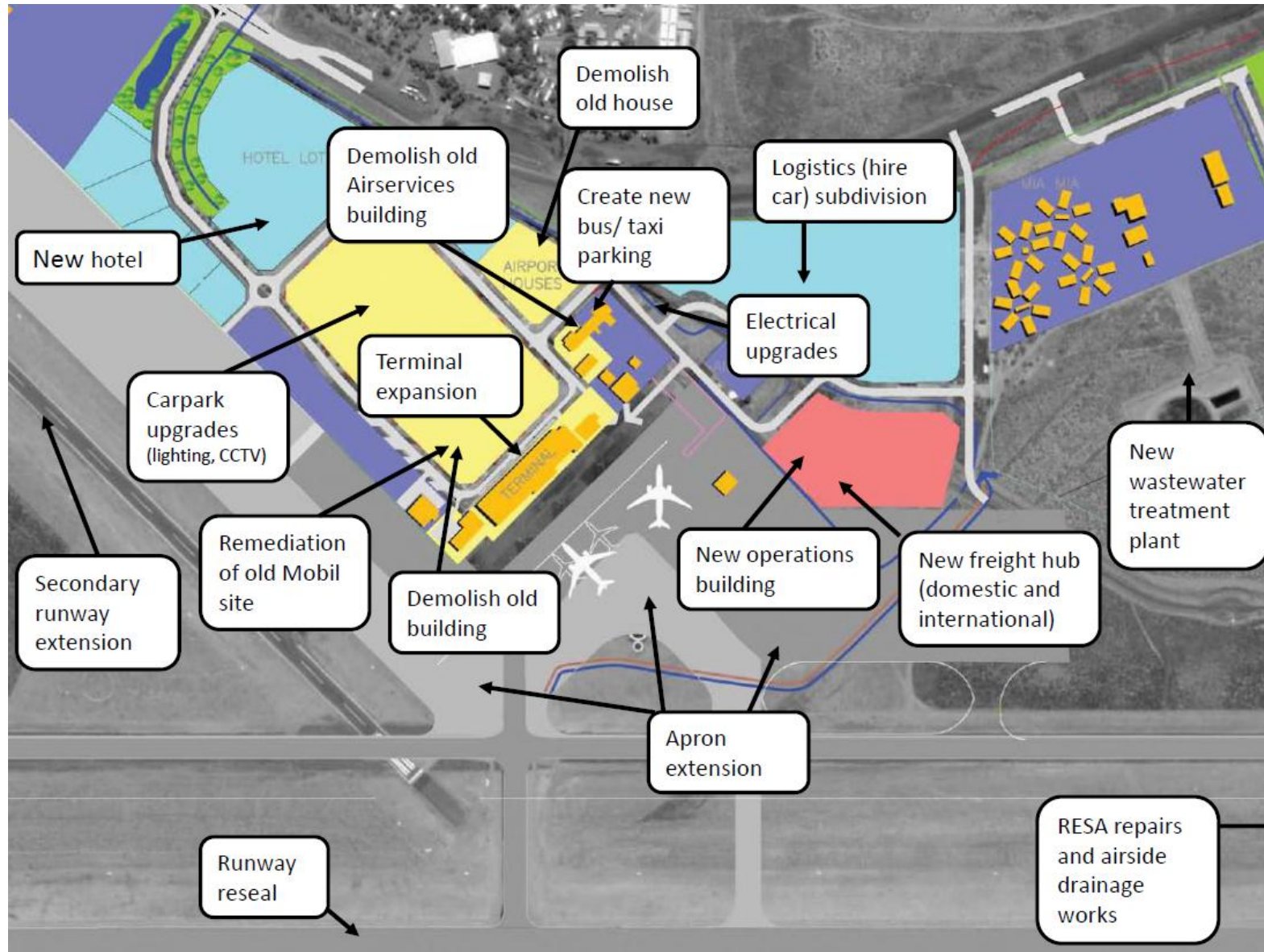
- Context
- Goal, objectives
- Strategy
- Target audience
- Key messages
- Tools
- Activity schedule



Context

- \$70.5 million airport precinct redevelopment
- Major works will accommodate growing number of passengers – currently 450,000 per year
- Create a modern and well-serviced airport that provides a welcoming gateway to the North West
- Includes refurbishments, infrastructure upgrades, new subdivisions and new business opportunities





Goal

- 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



Objectives

- Build community and industry awareness of our vision for airport
- Improve perception among aviation section of airport
- Achieve favourable community feedback on airport's redevelopment
- Increase traffic movements from metropolitan and international centres



Strategy

- Launch and promote our vision
- Establish clear identity for airport with clear links to Town of Port Hedland
- Mark significant milestones
- Bring stakeholders, media and community along the redevelopment journey – regular updates, engagement, feedback, acknowledge their contribution
- Engage third parties as advocates
- Effectively manage issues as they arise



Target audience

- Community
- Airport tenants
- Airline industry
- Business and industry
- Government
- Media
- Tourism



Key messages

- Port Hedland International Airport is a modern and well-serviced airport that provides a welcoming gateway to the North West and direct routes to Asia
- We are investing \$70 million over next five years to redevelop precinct – it's one of our top priorities
- Projects include building refurbishments, infrastructure upgrades, new subdivisions and new business opportunities
- Upgrades will accommodate growing number of passengers – currently 450,000 and expected to grow to more than 700,000
- There will be benefits to everyone (passengers, aviation, retailers, community)
- We want community to be involved – have your say on how you want your airport to look and operate



Tools

- Prepare communication material
- Install artwork
- Host events
- Incorporate key messages
- Manage media/create media opportunities
- Utilise online
- Issue stakeholder communication



Schedule of activity

PHASE 1

Milestone	Communication tools	Key messages
<p>Overall vision</p> <p>October 2012 onwards</p>	<ul style="list-style-type: none"> • Include in Council budget announcement (complete) • Launch precinct redevelopment plan through media release and stakeholder event • Hold school art competition inviting kids' vision for their airport – winning entries displayed at airport, in newspaper, on website, receive prize 	<ul style="list-style-type: none"> • We are investing \$70 million over next five years to redevelop precinct – it's one of our top priorities • Projects include building refurbishments, infrastructure upgrades, new subdivisions and new business opportunities • Upgrades will accommodate growing number of passengers – currently 450,000 and expected to grow



School art competition

Engage community so they are part of the journey

- Hold school art competition inviting kids' vision for their airport (October – December 2012)
 - Engage partners and prize sponsors
 - Encourage schools to participate
 - Entries submitted hard copy or email
 - Establish categories based on year level
 - Judged by panel from ToPH, partners, sponsor
 - Award winner at event with partners and sponsors
 - Display winning entries at airport/online/newspaper



Schedule of activity

PHASE 1 – *establishing the vision*

Milestone	Communication tools	Key messages
Overall vision	<ul style="list-style-type: none"> • Include in Council budget announcement (complete) 	<ul style="list-style-type: none"> • We are investing \$70 million over next five years to redevelop precinct – it's one of our top priorities
October 2012 onwards	<ul style="list-style-type: none"> • Launch precinct redevelopment plan through media release and stakeholder event • Hold school art competition inviting kids' vision for their airport – winning entries displayed at airport, in newspaper, on website, receive prize • Launch new PHIA website 	<ul style="list-style-type: none"> • Projects include building refurbishments, infrastructure upgrades, new subdivisions and new business opportunities • Upgrades will accommodate growing number of passengers – currently 450,000 and expected to grow



Port Hedland Airport - Windows Internet Explorer
 http://www.porthedlandairport.com.au/

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Port Hedland Airport

PORT HEDLAND

ARRIVALS DEPARTURES UPDATED: THURSDAY 27 SEP, 2012 | 14:01

BOTH DOMESTIC INTERNATIONAL
 PASSENGER CARGO

All Airlines All Origins UPDATE

AIRLINE	FLIGHT	ORIGIN	TIME	ESTIMATED	STATUS
THURSDAY 27 SEPTEMBER 2012					
PASSENGER ARRIVALS DOMESTIC & INTERNATIONAL ALL AIRLINES ALL ORIGINS					
	QF 1128		12:40		
	DJ 1839		13:25		
	QF 1114		16:15		
	QF 1124		17:00		
	DJ 1843		17:25		
	QF 1116		17:40		
FRIDAY 28 SEPTEMBER 2012					
PASSENGER ARRIVALS DOMESTIC & INTERNATIONAL ALL AIRLINES ALL ORIGINS					
	QF 1122		07:55		
	DJ 1837		08:10		
	QF 1110		08:25		
	TL 352		09:10		
	QF 1828		12:20		
	QF 1114		16:15		
	QF 1124		17:00		
	DJ 1843		17:25		
	QF 1116		17:40		
SATURDAY 29 SEPTEMBER 2012					
PASSENGER ARRIVALS DOMESTIC & INTERNATIONAL ALL AIRLINES ALL ORIGINS					
	DJ 1837		08:10		

New website

Launch and promote our vision; Provide updates

- Create new website that reflects our vision and provide clients with user-friendly information
 - Flight information: schedule, airlines , security, check-in
 - Terminal: location, car hire, cafe, parking (fees, layout, calculator), getting to and from, services
 - Operations and corporate: runway specs, freight, ground-handling, master plan, airport charges
 - Our region: local attractions, accommodation, tourism
 - Redevelopment: our plan, get involved, business opportunities
 - Contact us



Schedule of activity

PHASE 1 – *establishing the vision*

Milestone	Communication tools	Key messages
<p>Overall vision</p> <p>October 2012 onwards</p>	<ul style="list-style-type: none"> • Use existing communication channels – ie include article in monthly “Town Talk” • Incorporate vision key messages into all communication materials • Install signage at airport outlining vision • Issue e-news to key stakeholders • Have information flyers at relevant events/strategic locations • Facilitate aviation/government briefings • Present at relevant conferences/meetings 	<ul style="list-style-type: none"> • We are investing \$70 million over next five years to redevelop precinct – it’s one of our top priorities • Projects include building refurbishments, infrastructure upgrades, new subdivisions and new business opportunities • Upgrades will accommodate growing number of passengers – currently 450,000 and expected to grow



Schedule of activity

PHASE 1 – *establishing the vision*

Milestone	Communication tools	Key messages
<p>Release tenders for operations and freight buildings and terminal redevelopment</p> <p>October 2012</p>	<ul style="list-style-type: none"> • Issue media release inviting submissions • Issue e-news to key stakeholders • Host site briefing • Host media site event • Update websites 	<ul style="list-style-type: none"> • We're creating a modern and well-serviced airport that will provide a welcoming gateway to the North West • It's one of our top priorities and we want to hear what the world has to offer • We want community to be involved – we will be conducting community information sessions in the coming months



Schedule of activity

PHASE 2 – *building our new terminal*

Milestone	Communication tools	Key messages
Contract awarded March 2013	<ul style="list-style-type: none"> • Issue media release • Hold contract signing ceremony with successful tenderer and Mayor/CEO • Issue e-news • Update websites 	<ul style="list-style-type: none"> • We’re creating a modern and well-serviced airport that will provide a welcoming gateway to the North West • Pleased to announce <company x> have been awarded tender to build new freight facility, operations building and expand terminal
Construction commences 2013 onwards	<ul style="list-style-type: none"> • Install temporary signage/model at airport outlining timeframe and “excuse our mess” • Issue media release • Event to mark “sod turning” with key government and industry stakeholders • Issue e-news • Update websites 	<ul style="list-style-type: none"> • We’re creating a modern and well-serviced airport that will provide a welcoming gateway to the North West • Passenger disruption will be as minimal as possible • Please be patient while construction is underway



Schedule of activity

PHASE 3 – *our airport is up and running*

Milestone	Communication tools	Key messages
<p>Key milestones (ie new services, ribbon cutting, tour of VIPs)</p> <p>Ongoing</p>	<ul style="list-style-type: none"> • Issue media release/e-news • Host event with stakeholders • Update websites • Include article in monthly "Town Talk" • Other school competitions – ie paper planes 	<ul style="list-style-type: none"> • Relevant to each milestone
<p>Profiles of staff/ travellers</p> <p>Ongoing</p>	<ul style="list-style-type: none"> • Arrange media partnership to profile operations staff and travellers • Include profiles online 	<ul style="list-style-type: none"> • Behind the scenes of managing an airport • These are our dedicated staff



AC201213/011 Airport Committee Decision

Moved: Cr Hunt

Seconded: Cr Jacob

That standing orders be resumed.

CARRIED 7/0

Chairman advised that standing orders were resumed at 6:04pm.

AC201213/012 Airport Committee Decision

Moved: Cr Jacob

Seconded: Cr Hunt

That the Airport Committee request that the presentations the Engineering Services Department tabled during the briefing session that preceed the Committee meeting, excluding confidential matters, be included in the Airport Committee Minutes.

CARRIED 7/0

ITEM 10 REPORTS OF OFFICERS

10.1 *Change of Meeting Dates for the Town of Port Hedland Council Airport Committee*

Officer **Ayden Férdeline**
Administration Officer
Governance

Date of Report **21 September 2012**

Disclosure of Interest by Officer **Nil**

Summary

This report seeks the Airport Committee's endorsement to recommend Council bring forward the date for the Ordinary Meeting dates of the Airport Committee from the fourth Wednesday of the month to the second Wednesday of each month, effective November 2012.

Background

The Airport Committee meeting was first established in May 2010. It was converted to a working group in November 2011, and was re-established as a formal Committee of Council in January 2012.

Local Government (Administration) Regulations 1996 require that at least once each year "a local government ... give local public notice of the dates on which and the time and place at which the Ordinary Meetings and Committee Meetings are to be held in the next 12 months."

At its Ordinary Meeting held on 14 March 2012, Council adopted (201112/375) meeting dates, times and a venue for the Airport Committee for the year ahead:

" ...

- *Thursday 22 March 2012 at 5:30pm in Chambers*
- *Thursday 19 April 2012 at 5:30pm in Chambers*
- *Thursday 24 May 2012 at 5:30pm in Chambers*
- *Thursday 28 June 2012 at 5:30pm in Chambers*
- *Thursday 26 July 2012 at 5:30pm in Chambers*
- *Thursday 23 August 2012 at 5:30pm in Chambers*
- *Thursday 27 September 2012 at 5:30pm in Chambers*
- *Thursday 25 October 2012 at 5:30pm in Chambers*
- *Thursday 22 November 2012 at 5:30pm in Chambers*
- *Thursday 20 December 2012 at 5:30pm in Chambers*
- *Thursday 24 January 2013 at 5:30pm in Chambers*
- *Thursday 28 February 2013 at 5:30pm in Chambers*
- *Thursday 28 March 2013 at 5:30pm in Chambers"*

..."

Council, at its Ordinary Meeting held on 8 August 2012, resolved (201213/066) to:

- “(1) Reverts back to its previous Ordinary Council Meeting schedule of one meeting per month; and*
- (2) Late items be excluded from further Agendas.”*

Council also resolved to:

“... hold its Ordinary Meetings on the fourth Wednesday of each month at 5:30pm, commencing in September 2012.”

This means that the Airport Committee will meet on the day after each month's Ordinary Council Meeting, potentially delaying the Committee's recommendations from reaching Council.

Consultation

Internal

- Executive group
- Governance business unit
- Investment and Business Development business unit

Statutory Implications

Division 2 of Section 5 of the Local Government Act 1995 specifically relates to the establishment and operations of Committee meetings.

Council is required to determine at least once each year the meeting dates of its Committee meetings, and this is to be set and advertised in a local newspaper.

Local Government (Administration) Regulations 1996:

“12. Public notice of council or committee meetings (s. 5.25(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,*
are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).”*

Policy Implications

Nil

Strategic Planning Implications

6.4 Local Leadership

6.4.1 Strategic

Deliver high quality corporate governance, accountability and compliance.

Budget Implications

Costs associated with the advertising of Committee meetings is included in the 2012/13 Budget.

Officer's Comment

The development of the Port Hedland International Airport is one of Council's top 10 priority projects and this formed the basis for the re-establishment of the Airport Committee in January 2012.

Local government Committees are a formal type of meeting established as part of the administrative structure of the Town of Port Hedland. The role of Committees is to assist the Council in its decision making process by providing advice about specific issues.

Committees are very similar to Ordinary Council meetings, as they have to follow a series of statutory requirements in accordance with the *Local Government Act 1995* and the Town of Port Hedland's *Local Law on Standing Orders*.

The Airport Committee holds delegation to:

- 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.*

For all other matters, the Committee is empowered to make recommendations to Council to ensure that its overall purpose outlined in the Terms of Reference are achieved.

As Ordinary Council Meetings are now held once per month, on the fourth Wednesday of each month, if the Airport Committee maintains its existing meeting timetable, it will take at least four weeks for its recommendations to reach Council, potentially delaying the redevelopment of the Airport.

It is thus the recommendation of Officers that the Airport Committee meet on the second Thursday of each month. This will make it possible for recommendations made by the Airport Committee to reach Council at its meeting on the fourth Wednesday of each month.

As the decision to amend the Airport Committee meeting dates will require a formal resolution of Council, and the next Ordinary Meeting of Council will be held on 24 October 2012, it is suggested that the meeting framework be amended from November 2012, should this recommendation be supported by Council. As Officers have suggested Council re-schedule its Ordinary Meeting from 26 December to 14 December 2012, it is therefore proposed the Airport Committee meet on the first Thursday in December so that its recommendations can still feed through to the December Council meeting.

Attachments

Nil

Officer's Recommendation

NOTE: In order for the Council to consider this matter, the Council must first consider revoking decision 201112/375 of Item '11.4.2.1 Airport Committee Meeting Dates, Times, Venue and Membership (File No.: .../...)' presented to Council's Ordinary Meeting held on 14 March 2012 and recorded on page 265 of those Minutes.

That the Airport Committee recommend Council:

1. Hold the Ordinary Meetings of the Airport Committee on the second Thursday of each month at 5:30pm in Council Chambers, commencing in November 2012;
2. Adopt the following meeting dates, times and venue for the Airport Committee for the year ahead:
 - Thursday, 8 November 2012
 - 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

and advertise these dates accordingly.

AC201213/013 Airport Committee Decision**Moved: Cr Hunt****Seconded: Cr Jacob****That the Airport Committee recommend Council:**

- 1. Hold the Ordinary Meetings of the Airport Committee on the second Thursday of each month at 5:30pm in Council Chambers, commencing in December 2012;**
- 2. Adopt the following meeting dates, times and venue for the Airport Committee for the year ahead:**
 - 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**

and advertise these dates accordingly.***CARRIED 7/0***

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COMMITTEE

Nil.

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

ITEM 13 CONFIDENTIAL ITEMS

Nil.

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**AC201213/014 Airport Committee Decision****Moved: Cr Hunt****Seconded: Cr Jacob****That the following applications for leave of absence:**

- **Cr Hunt 10 October to 11 November 2012;**
- **Serge Doumergue 1 to 9 November 2012;**
- **Cr Gillingham 6 December 2012, 10 January 2013, 14 February 2013;**
- **Cr Jacob 2 to 11 November 2012;**
- **Cr Dziombak 20 October to 5 November 2012 and 23 November to 5 December 2012.**

be received***CARRIED 7/0*****ITEM 15 CLOSURE****15.1 Date of Next Meeting**

The next Airport Committee Meeting of the Town of Port Hedland Council will be held on Thursday, 25 October 2012.

15.2 Closure

There being no further business, the Chairperson declared the meeting closed at 6:10 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Airport Committee at its Ordinary Meeting held on _____.

CONFIRMATION:

CHAIRPERSON

DATE