



Town of Port Hedland

MINUTES

OF THE

SPECIAL AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**THURSDAY 27 SEPTEMBER 2012
AT 6:12PM**

IN

**COUNCIL CHAMBERS
MCGREGOR STREET, PORT HEDLAND**

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*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 having reached consensus from the following Airport Committee members called for a Special Airport Committee meeting to take place to rectify decision AC201213/013 made at the Airport Committee Meeting commenced at 5:32pm on 27 September 2012.

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

The Chairperson declared the meeting open at 6:12pm.

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

2.2 Apologies

Ms Michelle Cook

2.3 Approved Leave of Absence

Mr Chris Whalley

ITEM 3 REPORTS OF OFFICERS

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

The Airport Committee meeting was called to rectify the proceedings followed in respect of the decision made around Agenda Item 10.1 'Change of Meeting Dates for the Town of Port Hedland Council Airport Committee' included in the Minutes for the Airport Committee Meeting commenced at 5:32pm on 27 September 2012.

The Chairman called for a show of hands from Airport Committee members to consider recommending to Council to revoke 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.

The following Councillors indicated their intent to do so:

- Councillor Dziombak
- Councillor Hunt
- Councillor Gillingham

AC201213/015 Airport Committee Decision

Moved: Cr Dziombak

Seconded: Cr Hunt

That the Airport Committee recommends to Council to revoke 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.

CARRIED 7/0

ITEM 4 CLOSURE

4.1 Closure

There being no further business, the Chairperson declared the meeting closed at 6:13 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