



Town of Port Hedland

MINUTES

OF THE

AIRPORT COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**WEDNESDAY 5 FEBRUARY 2014
AT 12:30PM**

IN

**COUNCIL CHAMBERS
MCGREGOR STREET, PORT HEDLAND**

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

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

Terms of Reference – Airport Committee of the Town of Port Hedland Council**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:

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 David Hooper
Councillor Troy Melville

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 12:30 pm in Council Chambers:

- Friday, 13 December 2014
- Wednesday, 15 January 2014
- Wednesday, 5 February 2014
- Wednesday, 5 March 2014
- Wednesday, 2 April 2014
- Wednesday, 7 May 2014
- Wednesday, 4 June 2014
- Wednesday, 2 July 2014
- Wednesday, 6 August 2014
- Wednesday, 3 September 2014
- Wednesday, 1 October 2014

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.

ITEM 1	OPENING OF MEETING	6
1.1	OPENING.....	6
ITEM 2	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	6
2.1	ATTENDANCE.....	6
2.2	APOLOGIES	6
2.3	APPROVED LEAVE OF ABSENCE.....	6
ITEM 3	RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE	6
3.1	QUESTIONS FROM PUBLIC AT AIRPORT COMMITTEE MEETING HELD ON WEDNESDAY 15 JANUARY 2014	6
3.2	QUESTIONS FROM COMMITTEE MEMBERS AT AIRPORT COMMITTEE MEETING HELD ON WEDNESDAY 25 JANUARY 2014	7
3.2.1	Mayor Howlett.....	7
ITEM 4	PUBLIC TIME	7
4.1	PUBLIC QUESTION TIME	7
4.2	PUBLIC STATEMENT TIME	7
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	9
7.1	CONFIRMATION OF MINUTES OF THE AIRPORT COMMITTEE MEETING HELD ON WEDNESDAY 15 JANUARY 2014	9
ITEM 8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	9
ITEM 9	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	9
9.1	<i>Ben Finlay, Acting Director Compliance Operations WA/SA, Australian Customs and Border Protection Service.....</i>	<i>9</i>
9.2	<i>Brett Reiss, Program Director Airport Redevelopment.....</i>	<i>9</i>
ITEM 10	REPORTS OF OFFICERS	25
10.1	OFFICE OF THE CEO	25
10.1.1	<i>Port Hedland International Airport – Projects Update January 2014 (File No.: 08/02/0025)</i>	<i>25</i>
10.2	ENGINEERING SERVICES	29
10.2.1	<i>Award of Tender 13/14 Aerodrome Specific Electrical Contracting Services (File No.: 05/09/0030)</i>	<i>29</i>
ITEM 11	LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/AIRPORT COMMITTEE	33
ITEM 12	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	33
ITEM 13	CONFIDENTIAL ITEMS	33
ITEM 14	ATTENDANCE VIA TELECONFERENCE	33
ITEM 15	APPLICATIONS FOR LEAVE OF ABSENCE.....	33
ITEM 16	CLOSURE.....	33
16.1	DATE OF NEXT MEETING.....	33
16.2	CLOSURE.....	34

ITEM 1 OPENING OF MEETING**1.1 Opening**

The Presiding Member declared the meeting open at 12:34pm and acknowledged the traditional owners, the Kariyarra people.

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

Councillor Gloria Jacob (Presiding Member)

Mayor Kelly Howlett

Councillor Julie Hunt

Councillor Lorraine Butson

Community Members:

Mr Serge Doumergue

Ms Florence Bennett

Dr Ken King

Officers

Mal Osborne Chief Executive Officer

Russell Dyer Director Engineering Services

Gordon MacMile Director Community Development

Clare Phelan Director Corporate Services

Brett Reiss Program Director Airport Redevelopment

Grace Waugh Governance Officer/ Minute Taker

2.2 Apologies

Councillor Jan Gillingham (Deputy Presiding Member)

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – TAKEN ON NOTICE**3.1 Questions from Public at Airport Committee Meeting held on Wednesday 15 January 2014**

Nil

3.2 Questions from Committee Members at Airport Committee Meeting held on Wednesday 25 January 2014**3.2.1 Mayor Howlett**

Can an update be provided on installing a suggestion/issue box in the Port Hedland International Airport terminal?

Director Engineering Services advises that Office of Transport Security (OTS) - Western Australia has confirmed that Under the Aviation Transport Security Regulations 2005 and the Aviation Transport Security Act 2004, there are currently no references to requirements for front of house security. Airport Operations and Airport Redevelopment teams will look into getting quotes.

Is there a timeframe as to when a Request for Proposal will be advertised for a coffee cart in the Port Hedland International Airport terminal?

Program Director Airport Redevelopment advised that the Town is investigating the installation of a coffee cart in the arrivals area of the terminal. A request for proposal for suitable operators will be issued in February following receipt of the tender responses for the terminal renovations.

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 12:37pm.

4.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 12:38pm.

Presiding Member opened Public Statement Time at 12:38pm.

4.2 Public Statement Time

4.2.1 Ms Joan Foley

Ms Foley advised the Committee that she has an original letter from her father who was the officer in charge of the airport during the early 1900's. The letter has details regarding the start of the Port Hedland International Airport and that WA airlines was the first commercial aircraft operator in Port Hedland.

Ms Foley gave the letter to the Town of Port Hedland.

Presiding Member thanked Ms Foley for her contribution.

Director Community Development suggested that this could be added to the local history collection.

Presiding Member closed Public Statement Time at 12:40pm.

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

At the December 2013 Airport Committee Meeting I raised the issue of water at the entrance of the Port Hedland International Airport terminal. Can this be looked into as there has been more water in front of the entrance?

Director Engineering Services advised that the Airport Manager was looking into possible solutions.

The Newman Martumili Artists Art Centre has an art piece of the bombing of Port Hedland. Is there a way the Town can look into acquiring this piece of art?

Presiding Member advised this would be looked into.

I am sending the details of my suggestion about an edible garden out the front of the Port Hedland International Airport terminal to the Town which will have non-bird attracting vegetables and plants. The maintenance and responsibility could be given to a local environment group to use it as a showcase. The Town would then only need to contribute to the water.

Presiding Member thanked Mayor Howlett.

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

Councillor Jacob	Mr Serge Doumerge
Mayor Howlett	Ms Florence Bennett

Councillor Hunt	Dr Ken King
Councillor Butson	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 15 January 2014

AC201314/041 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Hunt

Seconded: Ms Bennett

That the Minutes of the Airport Committee Meeting held on Wednesday 15 January 2014 be confirmed as a true and correct record of proceedings.

CARRIED 7/0

ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9.1 *Ben Finlay, Acting Director Compliance Operations WA/SA, Australian Customs and Border Protection Service*

Mr Finlay discussed the key functions at Port Hedland Airport, the background to the new legislation (*Customs Act 1901*), key obligations for Cargo Terminal Operators and possible sanctions. The changes to the legislation that the Town will need to do included having CCTV installed to cover the entire cargo terminal including entry and exit points and keeping records of each person who enters the cargo terminal.

9.2 *Brett Reiss, Program Director Airport Redevelopment*

Presentation by Brett Reiss, Program Director Airport Redevelopment.

Port Hedland International Airport program director airport redevelopment update

presentation to airport committee 5 February 2014





overview

- strategic reviews
- redevelopment timeline
- airport interim improvement program
- communications update
- operational update



strategic review program





strategic priorities

- services
- general aviation/northern apron
- freight zone
- logistics zone
- terminal
- car park/ground transport

- governance model
- funding proposals



concepts



- freight zone
- logistics zone
- airside operations
- apron extension
- terminal
- car park/ground transport



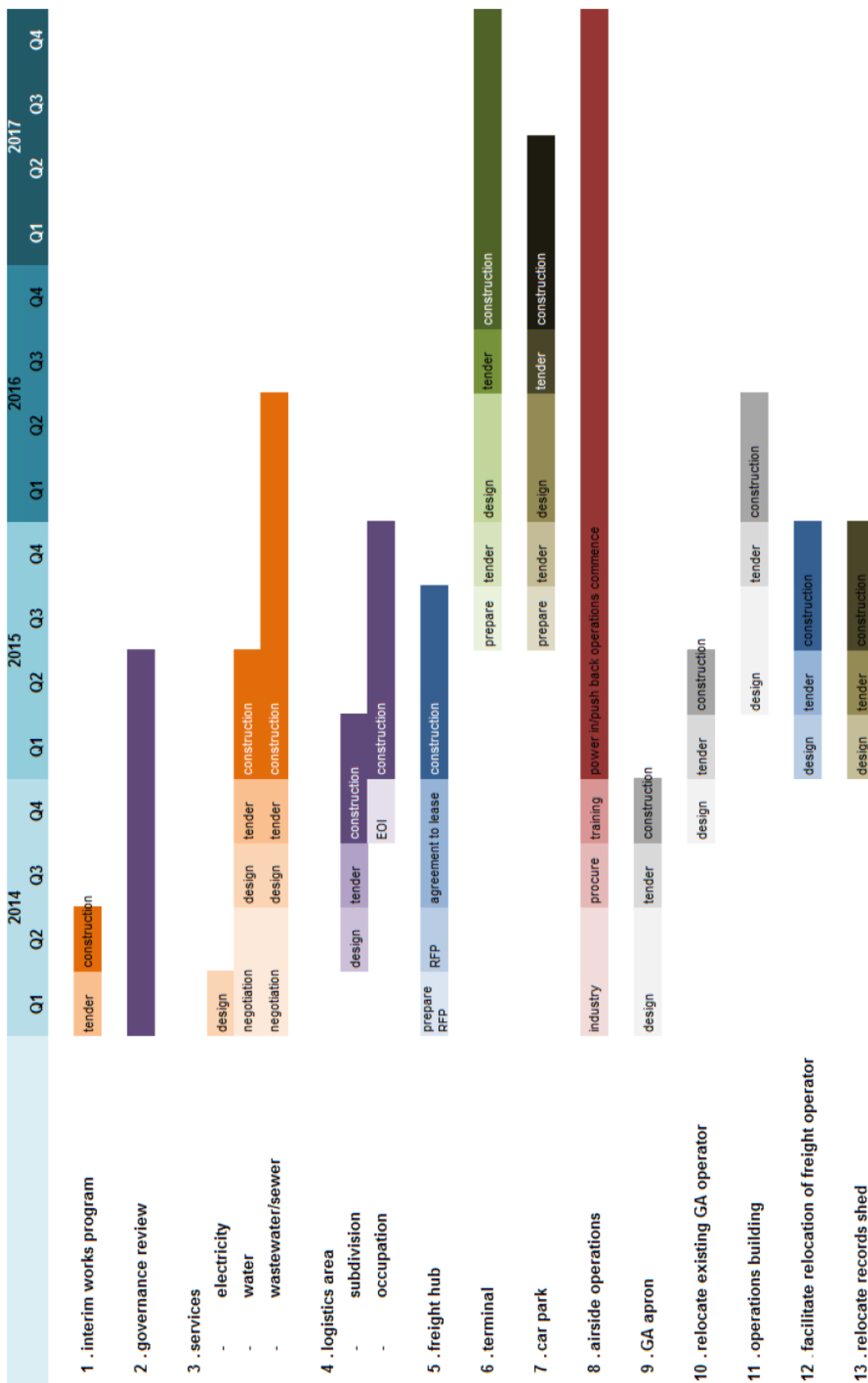
concept staging

- concepts being revised to stage redevelopment
 - terminal
 - ground transport
- recognises capacity not required immediately and spreads funding over longer period



redevelopment timeline







interim improvement program



interim improvement program

project	status
terminal secure area extension	<ul style="list-style-type: none"> tender submissions close 12/2 contract award ACM 5/3
public art – art installation wall, terminal exterior, shade sails	<ul style="list-style-type: none"> design brief being developed – end Feb request for proposal to be issued – March
visitor information	<ul style="list-style-type: none"> interim brochure racks installed information booth being investigated – end Feb
verge works – landscaping, shade structures, paths	<ul style="list-style-type: none"> scope of works being revised for tender – end Feb
concrete paths – slip road, long-term car park, hire car offices	<ul style="list-style-type: none"> quotes being sourced to undertake works – mid Feb
bus parking	<ul style="list-style-type: none"> on hold until water subsides – likely mid 2014



communications strategy update



communications strategy update

- media release issued:
 - Port Hedland Airport transformation continues 23/1
- upcoming media releases:
 - redevelopment strategy (following OCM endorsement)

Tender open for upgrade development at airport

The Port Hedland International Airport will soon undergo a face-lift, with the departure lounge, bar and cafe all merging into one.

This new project is part of the Airport Redevelopment Program which will soon see installation of public art along the front of the terminal, improved visitor information, spruced up landscaping, new shade sails and a generally improved look and feel.

The Town has advertised a tender for the construction which in-

cludes building an extended security screening point, demolishing walls within the departures area and constructing a new international arrivals airlock passage way.

The existing outside cafe area will also be enclosed with new breakfast bars installed, and the parents' change room will be modified into a new wheelchair accessible toilet.

Among other things the security check-in gates will also be extended, and some glass panels in the

terminal will be removed. A site briefing will be held on Friday, January 24, and respondents are asked to register with ceadmin@porthedland.wa.gov.au.

Tender documents are available online at porthedland.wa.gov.au.

Interested parties can also request a copy with the Airport Redevelopment team at the above email. The tender closes on Tuesday, February 4 at 2.30pm.



The airport will soon be transformed under the Town's redevelopment plan. Picture: Town of Port Hedland



North West Telegraph, 22/1/14



operational update





operational update

- security screening authority transition
- apron works
- power-in/push-back operations



operational update

project	status
screening authority transition	<ul style="list-style-type: none"> • application to Office of Transport • contract for security service provision • airlines being engaged on new charges • agenda item to approve new charges OCM 26/2
airside operations (move to power-in/push-back)	<ul style="list-style-type: none"> • industry workshop 17/2 • option to own and operate equipment, or own and ground handler operate • operational by November 2014
apron works	<ul style="list-style-type: none"> • complete

Budget Implications

Budget allocations have been updated to reflect revised 2013/14 allocations from the September 2013 Budget Review process.

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.

The proposed redeveloped program was presented to the Airport Committee at its 13 December 2013 meeting. This included strategic review outcomes, concepts, strategic priorities and timeframes. Key projects include:

- Freight and logistics zone construction
- Airside changes to power in push back operations
- Main and Northern apron extensions
- Terminal refurbishment
- Ground transport and car park realignment

The redevelopment strategy, including staging of works, is currently being developed.

Attachments

1. Port Hedland International Airport projects update – February 2014

AC201314/042 Officer's Recommendation/ Airport Committee Decision**Moved: Cr Hunt****Seconded: Dr King**

That the Airport Committee note the Port Hedland International Airport projects update February 2014 report.

CARRIED 7/0

Airport redevelopment program – February 2014 update

Capital works program				
project	2013/14 budget	expenditure/ commitments (Dec 2013)	project status	expected completion timeframe
airport operations building (plus \$2.4M 2013/14)	\$0	\$0	<ul style="list-style-type: none"> new location identified as part of strategic review program 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction commence 2014
bus parking	\$300,000 (amended as per Q1 budget review)	\$294,482	<ul style="list-style-type: none"> bus facility to be constructed on old Mobil site meetings held with bus companies to discuss parking layouts design complete, pending review of groundwater issues which are being investigated by engineers procurement complete, pending scheduling of works 	<ul style="list-style-type: none"> construction expected to commence March 2014 pending review of groundwater issues
car park lighting and CCTV	\$131,656	\$201,480	<ul style="list-style-type: none"> staff car park lights installed, long term car park lights delayed 	<ul style="list-style-type: none"> lighting completed end October 2013
car park/ground transport reconfiguration	\$160,000	\$20,828	<ul style="list-style-type: none"> new layout identified as part of strategic review program 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction commence 2015
electrical ring main (including runway lighting upgrade)	\$2,461,211	\$1,964,951	<ul style="list-style-type: none"> works commenced 	<ul style="list-style-type: none"> works anticipated completion early 2014
main apron extension	\$4,734,464	\$4,611,616	<ul style="list-style-type: none"> works underway 	<ul style="list-style-type: none"> due for completion end January 2014
quarantine incinerator	\$600,000	\$0	<ul style="list-style-type: none"> building repairs complete Department of Environment Regulation approved 	<ul style="list-style-type: none"> due for upgrade by May 2014
repair runway safety ends	\$350,000	\$51,986	<ul style="list-style-type: none"> to be completed with re-sheet works 	<ul style="list-style-type: none"> due for completion end January 2014
resheet runway and apron extensions	\$4,000,000	\$325,012	<ul style="list-style-type: none"> re-sheet works to commence following apron extension works (maximising when asphalt contractors are already on site) 	<ul style="list-style-type: none"> runway re-sheet under review
terminal precinct	\$310,000	\$123,302	<ul style="list-style-type: none"> new concept developed as part of strategic review program 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction to commence end 2015
transport and logistics subdivision	\$0 (to be reviewed in Q2 budget review for designs)	\$37,429	<ul style="list-style-type: none"> designs complete – final cost estimate for subdivision \$8.36M plus GST, contingency and service connections design modification required as outcome of strategic review process services investigation ongoing 	<ul style="list-style-type: none"> schedule being scoped as part of redevelopment program construction to commence end 2014

Airport redevelopment program – February 2014 update

Commercial projects		
project	project status	expected completion timeframe
business and investment opportunities	<ul style="list-style-type: none"> Pilbara Freight Terminal commenced operations 	<ul style="list-style-type: none"> Pilbara Freight Terminal commenced operations
leases	<ul style="list-style-type: none"> lease negotiations continuing with: <ul style="list-style-type: none"> Qantas kiosks (being considered by tenant) 	<ul style="list-style-type: none"> Qantas lease anticipated for execution early 2014
communication, marketing and stakeholder engagement	<ul style="list-style-type: none"> website usage steady: <ul style="list-style-type: none"> July: 3,566 visits August: 3,342 visits September: 3,538 visits October: 3,824 visits November: 3,539 visits December: 4,854 visits January: 3,381 visits communications strategy developed – endorsed at ACM 11/12/13 media release issued on terminal renovations tender 23/01/14 	<ul style="list-style-type: none"> stakeholder engagement ongoing new flight information feed to be installed on home page early 2014 (currently pending supplier programming)

10.2 Engineering Services**10.2.1 Award of Tender 13/14 Aerodrome Specific Electrical Contracting Services (File No.: 05/09/0030)**

Officer **Russell Dyer**
Director Engineering

Date of Report **14 January 2014**

Disclosure of Interest by Officer **Nil**

Summary

The purpose of this report is to request the Airport Committee to award Tender 13/14 Aerodrome Specific Electrical Contracting Services.

Background

The Port Hedland International Airport (PHIA) is owned and operated by the Town of Port Hedland.

Tender 13/14 Aerodrome Specific Electrical Contracting Services, has invited tenderers with the necessary managerial, financial and technical capability to undertake Aerodrome specific electrical works, within the Airport environment. The tenderer must be qualified for high voltage works and hold all relevant electrical certificates and be fully conversant with and have extensive experience with airside electrical lighting and circuitry.

Tender 13/14 will be for a period of three (3) years from the date of award by the Airport Committee. The Terms of Reference for the Airport Committee of the Town of Port Hedland Council allows the Airport Committee, under delegation to choose tenderers for products services on behalf of the Local Government in accordance with the Local Government (Function and General) Regulation 1996.

All works airside must comply with the Civil Aviation Safety Authority (CASA) compliance inspections and reporting in accordance with Civil Aviation Safety Regulation and Manual of Standards. Section 4 of our CASA registered Aerodrome Manual refers to Annex A – Master Contact list. This section lists all contractors, who the airport will engage for repairs and maintenance. The intent of the Aerodrome Manual is that any person of authority can access the required contractor to make such repairs that will return the airport to a compliant operational standard at the earliest possible time frame.

Consultation*External*

- Civic Aviation Safety Authority

- Air Services Australia

Internal

- Town of Port Hedland Staff

Statutory Implications

This tender was called in accordance with the *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.*

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance with the *Local Government Act (1995)*:

5.23 Meetings generally open to public

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
 - (a) *all council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
 - (e) *a matter that if disclosed, would reveal — ...*
 - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;*

Local Government (Functions and General) Regulations 1996, part 4, division 2:

11. When tenders have to be publicly invited

- 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 expected to be, more, or worth more, than \$100 000 unless sub regulation (2) states otherwise.*

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

This tender was also called in accordance to the Civil Aviation Act.

Policy Implications

2/011 Tender Policy

Strategic Planning Implications

6.2 Economic

6.2.2 Gateway City and 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.

Develop Port Hedland's sea, air and road transport infrastructure so that it becomes the main access hub for the Pilbara.

Budget Implications

Expenditure for Electrical Contracting services is included in the Town of Port Hedland Annual Budget 2013/2014

Officer's Comment

Tender 13/14 Aerodrome Specific Electrical Contracting Services will enable the Town of Port Hedland to manage the Port Hedland International Airport in accordance with the Civil Aviation Act.

The Town received two tenders on the deadline of 2.30pm Friday 29 November 2013. In determining the most advantageous Tender, the Evaluation Panel scored each Tenderer against the scope of works and qualitative criteria that was set in Tender 13/14.

The following table provides a summary of results. The proponents have not been identified to ensure confidentiality.

No.	Service	P 1	P 2
1	Price	10	10
2	Relevant Experience	16	6.9
3	Personnel	15	15
4	Risk	15	15
	Total Score	56	46.9
	Preferred Status	1	2

Both proponents have established business in Town and scored evenly except for relevant experience. Proponent 1 had recently completed the Karratha Airport Electrical Distribution infrastructure upgrade which included high and low voltage power systems.

The Tender required proponents to provide a schedule of rates key personal and relevant experience and it is the officer's opinion that both companies would be able to provide the services required to the Port Hedland International Airport.

Attachments

1. CONFIDENTIAL: Tender 13/14 Aerodrome Specific Electrical Contracting Services Assessment.

AC201314/043 Officer's Recommendation/ Airport Committee Decision

Moved: Cr Hunt

Seconded: Dr King

That the Airport Committee award Tender 13/14 Aerodrome Specific Electrical Contracting Services to both Total Electrical Communication Services and Ribshire Pty Ltd trading as Goodline for the period three (3) years from 5 February 2014 to 5 February 2017 according to the schedule of rates provided in their Tender submission 13/14 Aerodrome Specific Electrical Contracting Services.

CARRIED 7/0

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 ATTENDANCE VIA TELECONFERENCE

AC201314/044 Airport Committee Decision

Moved: Mayor Howlett

Seconded: Mr Doumergue

That the Airport Committee recommend that Council approve Councillor Jacob, Mayor Howlett and Dr King's attendance at the Airport Committee Meeting being held on 5 March 2014 via way of teleconference.

CARRIED 7/0

ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE

AC201314/045 Airport Committee Decision

Moved: Mayor Howlett

Seconded: Ms Bennett

That the following applications for leave of absence:

- Councillor Hunt from 14 February 2014 to 25 February 2014**
- Be approved.**

CARRIED 7/0

ITEM 16 CLOSURE

16.1 Date of Next Meeting

The next Airport Committee Meeting of Council will be held on Wednesday 5 March 2014.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1:48pm.