



**Town of Port Hedland**

**MINUTES**

**OF THE**

**AIRPORT COMMITTEE**

**OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**WEDNESDAY 3 APRIL 2013**

**AT 12:30PM**

**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.*

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



**Terms of Reference****Aim/Purpose**

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

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

**Membership**

Elected Members:

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

Community Members:

Ms Florence Bennett  
Ms Michelle Cook – tendered her resignation on 8 January 2013  
Mr Serge Doumergue  
Mr Chris Whalley

**Quorum**

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

**Delegation**

- To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- 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:

- Wednesday, 6 February 2013
- Wednesday, 6 March 2013
- Wednesday, 3 April 2013
- Wednesday, 1 May 2013
- Wednesday, 5 June 2013
- Wednesday, 3 July 2013
- Wednesday, 7 August 2013
- Wednesday, 4 September 2013
- Wednesday, 2 October 2013
- Wednesday, 6 November 2013
- Wednesday, 4 December 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. 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.)*

**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 Presiding Member declared the meeting open at 12.35pm 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 - Presiding Member  
Councillor Michael B Dziombak – Deputy Presiding Member  
Councillor Jan M Gillingham

*Community Members:*

Mr Serge Doumergue  
Mr Chris Whalley

*Officers:*

Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Gordon MacMile	Director Community Development
Mr Eber Butron	Director Planning & Development
Ms Deb Summers	Manager Organisational Development
Ms Lorraine Mathieson	Administration Officer Governance
Ms Sara Bryan	Manager Investment and Business Development
Ms Anna Duffield	Airport Development Officer

**2.2 Apologies**

Councillor Gloria A Jacob  
Ms Florence Bennett

**2.3 Approved Leave of Absence**

Councillor Julie E Hunt

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE****3.1 Questions from Public at Airport Committee Meeting held on Thursday 7 March 2013**

Nil

**3.2 Questions from Elected Members at Airport Committee Meeting held on Thursday 7 March 2013**

Nil

The Presiding Member asked Committee Members whether they had read the minutes from the previous Airport Committee meeting. Committee Members advised that they had not received hard copies of the minutes and therefore have not read them.

**ITEM 4 PUBLIC TIME**

Presiding Member opened Public Question Time at 12.40pm.

**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'.*

**4.1 Public Question Time**

Nil

Presiding Member closed Public Question Time at 12.42pm.

**4.2 Public Statement Time**

Presiding Member opened Public Statement Time at 12.43pm.

Nil

Presiding Member opened Public Statement Time at 12.43pm.

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE****5.1 Mr Chris Whalley**

*Mr Whalley said that he hadn't received answers to his questions from the previous meeting as he had not received a copy of the Minutes. He requested an update on his question regarding the appointment of the Airport Redevelopment Program Director.*

Presiding Member responded that the matter would be discussed at the Special Council Meeting being held at 4.00pm this afternoon.

## **5.2 Councillor Gillingham**

*Cr Gillingham asked about the timeline for the renovations planned for the access road outside the Royal Flying Doctor Service.*

Director Engineering Services answered that the 20 metre extension to the access road would be included as a variation to main apron works. This is a small job which would be scheduled as time permitted during the main works execution.

## **5.3 Councillor Carter**

Presiding Member advised that the Minutes are available on Council's website, and it was up to individual members to access them. Hard copies are available on request.

Manager Organisational Development noted that emails are sent to Committee Members when the Minutes were published on the website, and if hard copies were required, Members should contact the Town's administration staff.

### **AC201213/044 Airport Committee Decision**

**Moved: Mr Whalley**

**Seconded: Cr Gillingham**

**That Airport Committee members receive a hard copy of the previous meeting Minutes when each Agenda is delivered.**

***CARRIED 5/0***

## **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	C Whalley
S Doumergue	

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

The Minutes of the Airport Committee Meeting held on Thursday 7 March 2013 could not be confirmed due to Airport Committee Members not having read the Minutes.



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

Nil

**ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

*IMPORTANT NOTE:*

*Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by Council has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.*

**ITEM 10 REPORTS OF OFFICERS****10.1 Port Hedland International Airport – Projects Update  
March 2013 (File No.: 08/02/0025)**

**Officer** Anna Duffield  
Airport Development  
Officer

**Date of Report** 20 March 2013

**Disclosure of Interest by Officer** Nil

**Summary**

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

**Background**

The Town of Port Hedland proposes to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment. Major projects will commence following the engagement of a new program director in the coming months.

Interim improvement works and operational infrastructure upgrades are continuing.

This agenda paper provides an update on operational projects.

**Consultation***Internal*

- Manager Investment and Business Development
- Manager Airport Operations

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Strategic Planning Implications**

The following section of Council's Strategic Community Plan 2012-2022 is considered relevant:

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**

Nil

**Officer's Comment**

The Town of Port Hedland proposes to invest \$70.5 million over the next five years on the Port Hedland International Airport precinct's redevelopment. Major projects will commence following the engagement of a new program director in the coming months.

Interim improvement works and operational works are continuing. These projects include:

- Business and investment opportunities – such as the Airport Hotel and wastewater treatment plant
- Airside and landside infrastructure – such as apron extensions, runway re-sheet, airport bar and cafe refurbishments, new bus parking area and verge improvements
- Leases – such as finalisation of agreements with Qantas, Westpac ATM and the Airport Bar and Cafe
- Communication, marketing and stakeholder engagement – such as the school art and story competition artwork.

**Attachments**

1. Port Hedland International Airport Projects Update – March 2013

**Officer's Recommendation**

That the Airport Committee:

1. Note the Port Hedland International Airport Projects Update report

**AC201213/045 Airport Committee Decision**

**Moved: Cr Dziombak**

**Seconded: Mr Doumergue**

**That the Airport Committee:**

1. **Note the Port Hedland International Airport Projects Update report; and**

2. **Receive an overall airport development projects update in the format that has previously been presented at each Airport Committee Meeting.**

***CARRIED 5/0***

*Reason – to enable Members to study the report before the meeting to enable them to make informed decisions.*

Port Hedland International Airport – Projects Update March 2013

Project	Project objective	Status – March 2013
<p><b>Business and investment opportunities</b></p>	<p>Maximise strategic commercial opportunities and benefit</p>	<ul style="list-style-type: none"> <li>• Negotiations to commence with Element Accommodation for Airport Hotel</li> <li>• Negotiations progressing with Air Services Australia to reinstate fire service and radio control tower by May 2013</li> <li>• Negotiations progressing with Pilbara Freight Terminal to establish International freight depot</li> <li>• Wastewater treatment plant expression of interest released – submissions closing date 2.30pm WST Wednesday 10 April 2013</li> </ul>
<p><b>Infrastructure – airside</b></p>	<p>Ensure all airside infrastructure – such as runways, aprons and services – meets current and future operational requirements</p>	<ul style="list-style-type: none"> <li>• Apron extension works tenders being assessed</li> <li>• Runway re-sheet work documentation being assessed</li> </ul>
<p><b>Infrastructure – landside</b></p>	<p>Ensure all landside infrastructure – such as transport, roads, buildings and services – meets current and future operational requirements</p>	<ul style="list-style-type: none"> <li>• Airport Bar and Cafe refurbishments due to commence in April 2013</li> <li>• Car park lighting being upgraded, equipment ordered</li> <li>• Ringmain electrical upgrades tender documentation being completed</li> <li>• Logistics subdivision progressing, pending information on services supply. Electrical design under review following comments from Horizon Power and WAPC</li> <li>• Proposed works to create new bus parking area on old Mobil site progressing</li> <li>• Committee to consider interim proposed works to improve verge between short-term car park and terminal</li> <li>• Demolition of old Air Services Australia building to commence early April</li> </ul>
<p><b>Leases</b></p>	<p>Ensure all tenancy agreements are current and maximise benefits</p>	<ul style="list-style-type: none"> <li>• Airport Bar and Cafe new lease negotiations progressing</li> <li>• Qantas Airways new lease negotiations progressing</li> <li>• Westpac ATM licence negotiations progressing</li> <li>• Pilbara Cargo Terminal licence negotiations progressing</li> </ul>
<p><b>Communication, marketing and stakeholder engagement</b></p>	<p>Ensure Port Hedland International Airport is positioned as a welcoming, well-serviced gateway to the North West</p>	<ul style="list-style-type: none"> <li>• School art and story competition artwork to be installed by April 2013</li> <li>• Website regularly updated (December 2013 – 5,457 visits, January 2013 – 6,243 visits, February – 7,645 visits)</li> </ul>

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

**AC201213/046 Airport Committee Decision**

**Moved: Cr Dziombak**

**Seconded: Mr Doumergue**

**That the following application for leave of absence:**

- **Councillor Gillingham from 19 April 2013 to 7 May 2013**

**be approved.**

***CARRIED 5/0***

**ITEM 15 CLOSURE****15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Wednesday 1 May 2013 at 12:30pm.

**15.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 12.55 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