



**Town of Port Hedland**

**MINUTES**

**OF THE**

**AIRPORT COMMITTEE  
OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**THURSDAY 20 MAY 2010**

**AT 5:30 PM**

**IN COUNCIL CHAMBERS  
McGREGOR STREET, PORT HEDLAND**

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*Terry Sargent  
Director Regulatory Services*

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**Airport Committee**

The Committee be constituted as a formal committee of Council under the provision of Section 5.8 of the Local Government Act (1995)

*Membership:*

The membership of the committee be as follows:

Mayor Kelly A Howlett;  
Councillor Arnold A Carter  
Councillor W (Bill) Dziombak  
Councillor Jan M Gillingham  
Councillor Stan R Martin

Community Members:

- a) Janice Tucker;
- b) Serge Doumergue; and
- c) Doug Gould.

*(Community Members appointed by Council at its Ordinary Meeting held 28 April 2010)*

*Quorum:*

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

*Delegation:*

The Town of Port Hedland Airport Committee be given the following delegated authority to make decisions on behalf of Council:

- i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11 f)
- ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.
- iii) Determine all Town Planning applications pertaining to the Town Planning Scheme No 5 that relate to Port Hedland International Airport without further reference to Council.
- iv) Undertake all Council statutory functions pertaining to Local Planning Schemes under Part 5 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- v) Undertake all Council statutory functions pertaining to subdivision of land under Part 10 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- vi) Provide direction and advice pertaining to the development of a Master Plan for the Port Hedland International Airport and the development of plans for a new airport terminal.

*Tenure:*

Ongoing. The following dates have been set and advertised in accordance with the Local Government Act 1995:

Date	Time	Location
20 May 2010	5.30pm	Port Hedland Civic Centre
17 June 2010	5.30pm	Port Hedland Civic Centre
15 July 2010	5.30pm	Port Hedland Civic Centre
19 August 2010	5.30pm	Port Hedland Civic Centre
16 September 2010	5.30pm	Port Hedland Civic Centre
21 October 2010	5.30pm	Port Hedland Civic Centre
18 November 2010	5.30pm	Port Hedland Civic Centre

*(Adopted by Council at its Special Meeting held 10 March 2010)*

Responsible Officer: Chief Executive Officer

**Table of Contents**

<b>ITEM 1</b>	<b>OPENING OF MEETING.....</b>	<b>7</b>
1.1	OPENING .....	7
<b>ITEM 2</b>	<b>RECORDING OF ATTENDANCE AND APOLOGIES.....</b>	<b>7</b>
2.1	ATTENDANCE.....	7
2.2	APOLOGIES .....	7
2.3	APPROVED LEAVE OF ABSENCE .....	7
	ELECTION OF PRESIDING MEMBER AND DEPUTIES .....	7
	ELECTION OF CHAIRMAN .....	7
	ELECTION OF DEPUTY CHAIRMAN.....	8
<b>ITEM 3</b>	<b>RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE.....</b>	<b>8</b>
<b>ITEM 4</b>	<b>PUBLIC TIME .....</b>	<b>8</b>
4.1	PUBLIC QUESTIONS.....	8
4.2	PUBLIC STATEMENTS.....	8
4.2.1	<i>Richard Bolton</i> .....	8
<b>ITEM 5</b>	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE .....</b>	<b>8</b>
<b>ITEM 6</b>	<b>DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING.....</b>	<b>9</b>
<b>ITEM 7</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>9</b>
<b>ITEM 8</b>	<b>ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION.....</b>	<b>9</b>
<b>ITEM 9</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS.....</b>	<b>9</b>
<b>ITEM 10</b>	<b>REPORTS OF OFFICERS .....</b>	<b>10</b>
10.1	<i>Small Lot Transient Workforce Accommodation Lot 2444 Great Northern Highway - Port Hedland International Airport (File No.: 800290G)</i> .....	10
10.2	<i>Status of Port Hedland International Airport Development Plan (File No.: 30/21/0001)</i> .....	20
10.3	<i>Status of Car Hire Company Leases based at the Airport (File No.: - )</i> .....	23
<b>ITEM 11</b>	<b>LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL.....</b>	<b>25</b>
<b>ITEM 12</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN....</b>	<b>25</b>
<b>ITEM 13</b>	<b>CONFIDENTIAL ITEMS.....</b>	<b>25</b>
<b>ITEM 14</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>25</b>
<b>ITEM 15</b>	<b>CLOSURE .....</b>	<b>25</b>
15.1	DATE OF NEXT MEETING .....	25
15.2	CLOSURE.....	25



**ITEM 1        OPENING OF MEETING****1.1            Opening**

The Director Regulatory Services (on behalf of the Chief Executive Officer) declared the meeting open at 5:30 pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2        RECORDING OF ATTENDANCE AND APOLOGIES****2.1            Attendance**

Councillor Arnold A Carter  
Councillor W (Bill) Dziombak  
Councillor Jan M Gillingham                        from 5:55 pm  
Councillor Stan R Martin  
Janice Tucker  
Doug Gould

**2.2            Apologies**

Serge Doumergue

**2.3            Approved Leave of Absence**

Nil.

**Election of Presiding Member and Deputies**

*NOTE: The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with Schedule 2.3, Divisions 1 and 2 of the Local Government Act 1995, as if the reference in that schedule were varied to relate to committees.*

**Election of Chairman**

Nominations for position of Chairman were called for a period of two (2) years. Councillor Stan R Martin nominated Councillor Arnold A Carter for the position of Chairman.

Director Regulatory Services (on behalf of Chief Executive Officer) declared Councillor Arnold Carter as the Chairman of the Airport Committee, appointed unopposed.

Councillor Arnold A Carter assumed the Chair.

**Election of Deputy Chairman**

Nominations for position of Deputy Chairman were called for a period of two (2) years. Councillor Arnold A Carter nominated Councillor Stan R Martin for the position of Deputy Chairman.

Councillor Arnold Carter declared Councillor Stan R Martin as Deputy Chairman of the Airport Committee, appointed unopposed.

*NOTE: Councillor Carter (Chairman) welcomed all members to the newly established Airport Committee.*

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE**

Nil.

**ITEM 4 PUBLIC TIME****4.1 Public Questions**

5:33 pm The Chair opened Public Question Time

Nil

5:33 pm The Chair closed Public Question Time

**4.2 Public Statements**

5:33 pm The Chair opened Public Statement Time

**4.2.1 *Richard Bolton***

Mr Richard Bolton made a brief statement to the Committee in relation to the unlimited potential for development of the Port Hedland International Airport asset.

5:34 pm The Chair closed Public Statement Time

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil.



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

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting:

Cr A A Carter	Janice Tucker
Cr S R Martin	Doug Gould
Cr M (Bill) Dziombak	

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

Nil.

**ITEM 8      ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION**

Councillor Arnold Carter announced to the Airport Committee Members and member of public in attendance, that the newly established Committee has a big responsibility for the development of the Port Hedland International Airport's Master Plan.

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

Nil.

## ITEM 10 REPORTS OF OFFICERS

**10.1 Small Lot Transient Workforce Accommodation Lot 2444 Great Northern Highway - Port Hedland International Airport (File No.: 800290G)**

**Officer** Terry Sargent  
Director Regulatory  
Services

**Date of Report** 10 May 2010

**Disclosure of Interest by Officer** Nil

**Summary**

To reconsider providing land at the Port Hedland International Airport on which small scale, shorter term Transient Workforce Accommodation could be developed

**Background**

Council considered this matter at its ordinary meeting on 28th April 2010 and referred the matter to the Airport Committee.

As noted in the report to Council, staff and elected members had been approached by companies, associated with, but not directly involved in infrastructure development in Port Hedland over the next few years.

It is becoming increasingly apparent that while large resource and construction companies are securing workers accommodation, medium to long term, in the larger TWA developments currently constructed, or planned, many smaller companies are currently unable to secure accommodation for their employees and subcontractors.

Council previously endorsed the concept of leasing land at the Port Hedland International Airport (on the northern side of the lot) to smaller companies in parcels of less than 5ha. Although no companies exercised that option at the time, demand for such lots appears to have resurfaced.

**Statutory Implications**

*“3.58. Disposing of property*

*(1) In this section —*

*“dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

*“property” includes the whole or any part of the interest of a local government in property, but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to —*

- (a) *the highest bidder at public auction; or*
- (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

**Policy Implications**

Nil

**Strategic Planning Implications**

Goal 2 KRA 4 strategy 3 of the current Draft Strategic Plan reads: "Actively pursue integration (rather than segregation) of FIFO workers into the local community"

To that end this proposal can be seen as having limited accordance with the Strategic Plan and is instead more of a "least worst" option that will allow Council to control the length of time such facilities operate.

The potential use of the land for industrial purposes need not be inhibited by the short to medium term use of a relatively small portion of the land for TWA development.

The proposal sits comfortably within KRA 1, Goal 3 of the current Strategic Plan, strategies 2 and 4 which state:

*Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising and any other means.*

and

*Develop transient workforce accommodation on airport land*

Council has also developed a Guidance Note for TWA Developers which indicates how and where TWAs should be built. While building more TWA at the Port Hedland International Airport may be needed, it does not necessarily comply with Council's Guidance Note.

**Budget Implications**

Any land made available to companies for TWA development would be on the commercial basis of a commercial lease or license with associated fees but would also require the development of infrastructure.

This infrastructure would have residual value to Council, but those values have not been calculated at this stage.

The cost of servicing the land (power/water/sewage disposal/roads and intersection development can be borne by Council as an up-front cost and recovered from the tenants by way of higher annual fees or up front head works charges.

Alternatively, it can be left to the lessees to develop their own lots. This will likely result in infrastructure being uncoordinated and is less likely to realize a residual benefit in the future upon termination of the leases.

### **Officer's Comment**

Land to the South Western part of lot 2444, accessed near the cemetery and obscured by the ridge running north – south behind the cemetery, is earmarked in the Airport master plan for future industrial use. This is unlikely to be developed for industrial purposes in the short to medium term.

Making this land available for TWA does not really meet Council's aim of improving the integration of transient workers into the town. However it should be noted that this provides what is probably the only opportunity for Council to "get ahead of the game" and ensure land is available so that smaller and mid-sized contractors are able to provide accommodation for their workers.

Small lots allowing the development of "camps" for 30 – 50 people could be developed on parcels of land less than 5,000m<sup>2</sup>. This would be affordable and would provide a viable alternative to the illegal structures that are thought to be occupied by the operators by a number of industrial, transport and construction companies at present.

It should also be noted that while some earthworks, landscaping etc may have no residual value, there is an opportunity to have roads constructed, water and power distribution etc. that will ultimately be used when the leases expire and the land is made available for industrial/transport related uses. This could deliver significant savings to Council in the future.

Clearly any proposal to lease or dispose of property in this manner would need further, more detailed investigation of the development costs and market demand.

It is also possible that provision of water, power or the need to upgrade access to the nearby main road could prove to be a fatal flaw for such a project. This has not yet been determined.

### **Attachments**

Master plan and Guidance Notes for Potential TWA Developers.

**AC200910/001 Airport Committee Decision**

**Moved:** Cr S R Martin

**Seconded:** Cr B Dziombak

**That Standing Orders be suspended.**

***CARRIED 5/0***

5:36 pm Councillor Arnold Carter (Chairman) advised that Standing Orders were suspended.

**AC200910/002 Airport Committee Decision**

**Moved:** Cr S R Martin

**Seconded:** Cr B Dziombak

**That Standing Orders be resumed.**

***CARRIED 5/0***

5:44 pm Councillor Arnold Carter (Chairman) advised that Standing Orders were resumed.

**AC200910/003 Airport Committee Decision/Officer's Recommendation**

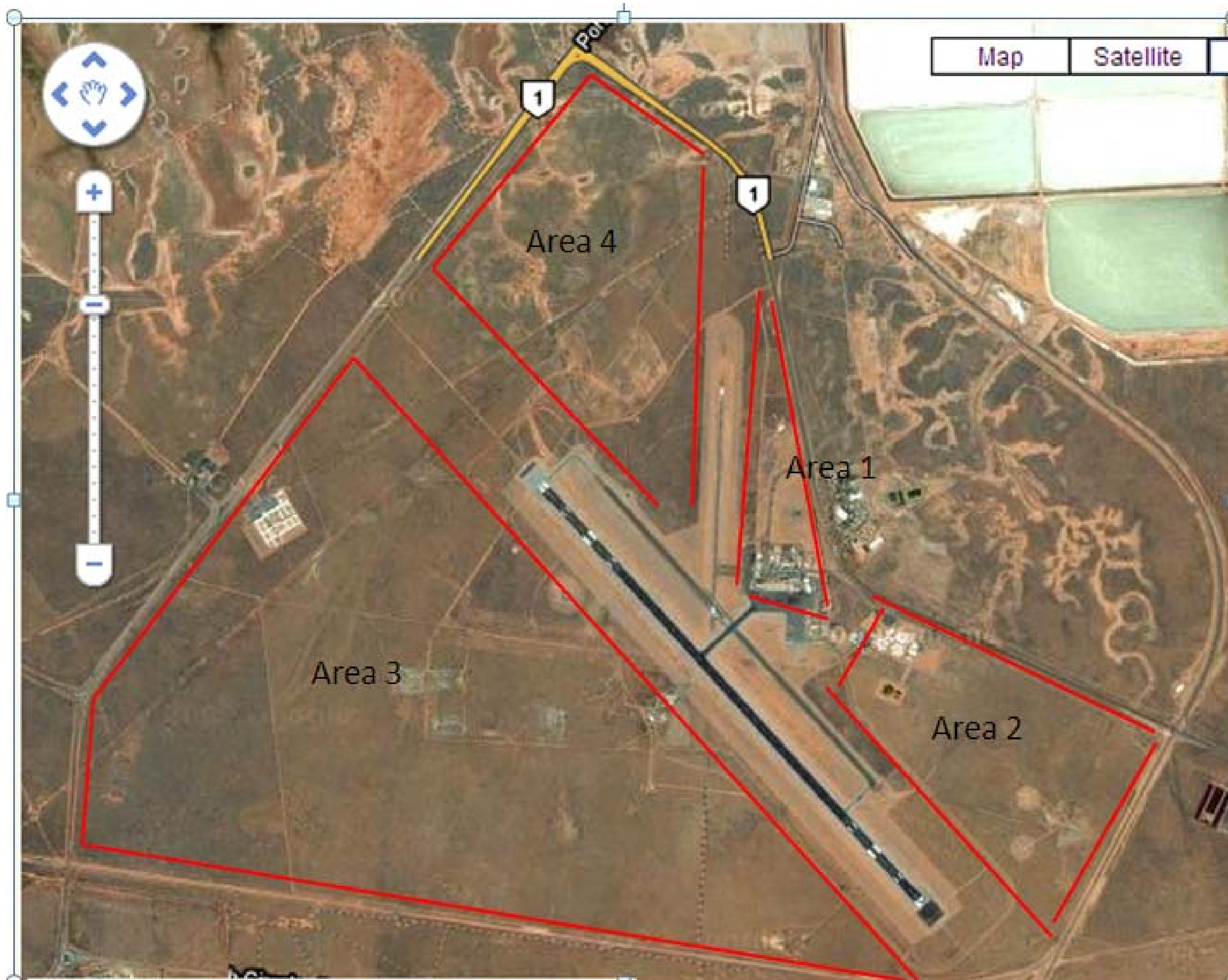
**Moved:** Cr B Dziombak

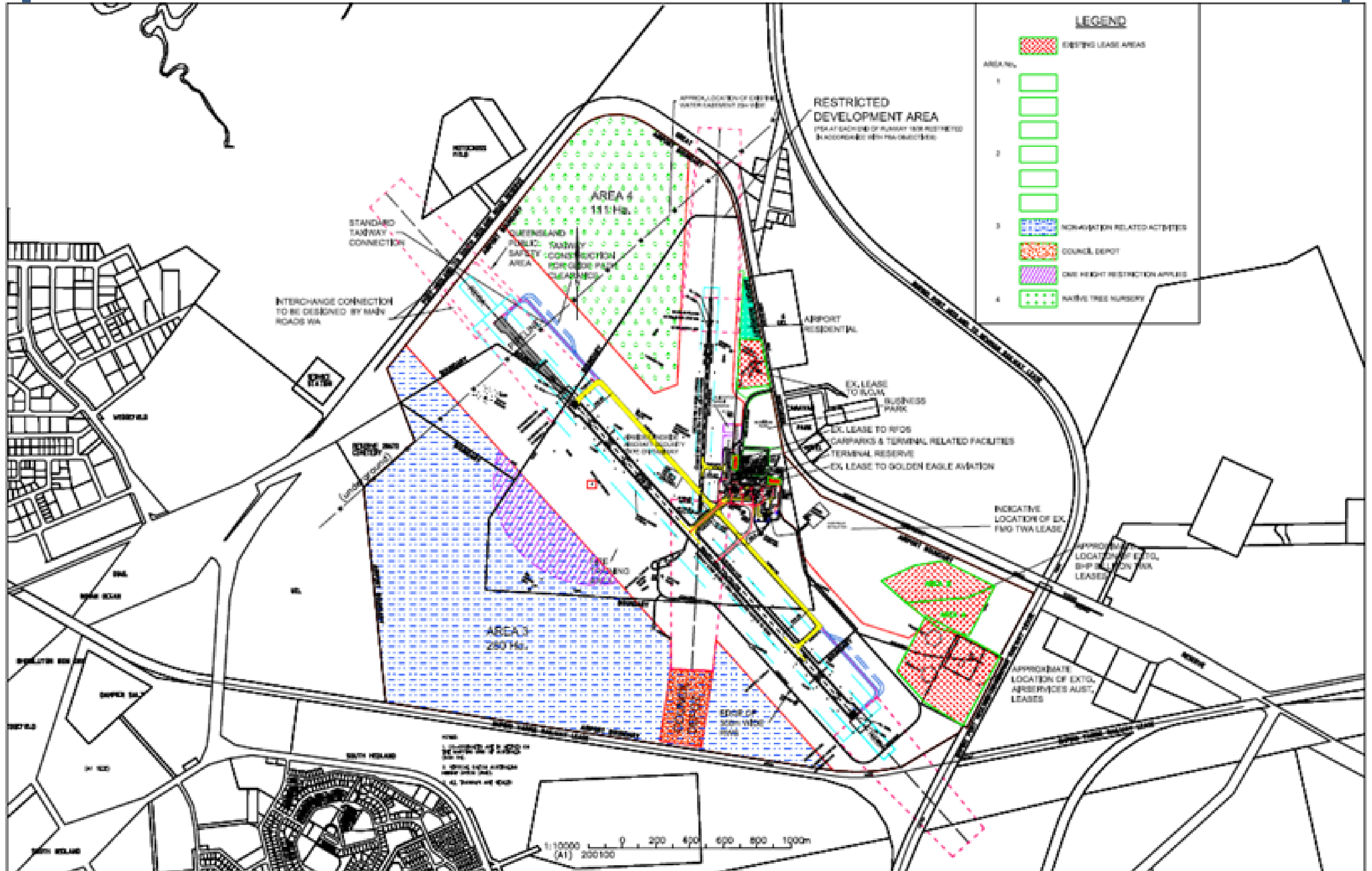
**Seconded:** Cr S R Martin

**That the Airport Committee authorises the Chief Executive Officer or his delegate prepare a business plan for the development of small scale transient workforce accommodation, outlining potential sites, servicing costs and potential income generation at various locations on the Port Hedland International Airport.**

***CARRIED 5/0***











**GUIDANCE NOTE FOR POTENTIAL DEVELOPERS  
OF TRANSIENT WORKFORCE ACCOMMODATION (TWA)  
– August 2008**

*Background*

The Town of Port Hedland acknowledges that additional temporary accommodation will be required for construction workforces and is eager to support appropriate development proposals. Council is committed to ensuring that appropriate accommodation is available for the expected influx of permanent and temporary residents of the Town in a timely manner.

*Key Principals*

While traditional statutory planning and building approval issues need to be addressed, key issues that Council would like addressed by proponents when preparing development applications are:

- **Town Centre Development Focus**  
The Town is focused on continually increasing the vibrancy and sustainability of the Town's Central Business Districts. Proponents are encouraged to demonstrate how their proposed development(s) will assist in improving the Town Centre.
- **Community benefit**  
The Town is interested in ensuring that the community as a whole benefits from the development of temporary accommodation. Proponents are encouraged to demonstrate how the community will benefit from the development proposals, in the construction, operational and post operational phases. The proponent is required to demonstrate that service and infrastructure demands are sufficiently self contained so as not to detract from the Town's existing provisions.
- **Integration**  
Where possible, efforts should be made to integrate the facilities, infrastructure and services offered at temporary facilities into the Town environment. The Council is not supportive of developing camps/ that are not closely linked with the existing community. The integration should also involve the residents of the camp into the Town's. This issue is closely linked with the Community Benefit and should be addressed over the similar phases of the development.
- **Quality**  
Whilst acknowledging that timely provision of accommodation is critical, the Town is eager to ensure that quality of urban design and visual amenity are not compromised in the haste to build the necessary accommodation.
- **Safety**

Council is committed to ensuring that facilities that are constructed are safe for both the occupants and the general community.

#### *TWA Styles*

The nature and type of TWA's is evolving rapidly. TWA facilities are no longer simply 'donga camps'. While Council is supportive of a range of temporary accommodation styles, it has a preference for certain types of facilities to be located in specific locations for Town planning reasons. The Town does not support the proliferation of TWA's on the fringes and outskirts of the Township.

Listed below is a summary of the types of TWA's styles along with the locations that Council considers these facilities may be most appropriate.

1. Mining/Rail Camps:

Characteristics

Short term construction camps for infrastructure such as rail and/or mining operations that are being built outside of the Township

Possible/Preferred locations

Greater than 50kms from Port Hedland otherwise other 'in-town' accommodation should be sought.

2. Student Education Accommodation Facilities

Characteristics

Facilities for students undertaking training or further education.

Possible/Preferred locations

Pundulmurra College  
South Hedland TAFE

3. Traditional Donga Camps:

Characteristics

Short term accommodation to address 'spikes' in construction workforce numbers.

Facilities are removed at the end of construction spike.

Possible/Preferred locations

Port Hedland International Airport

Or where it can be demonstrated that the issues of this Guidance Note can be appropriately addressed with particular reference to streetscape, landscaping and setbacks.

4. Higher quality, more permanent accommodation facilities (inc hotels/motels)

Characteristics

Facilities designed and built for permanent purpose.

High quality self-contained units

TWA is a transitional use of the land and facilities with other residential or tourism uses planned for the developments after construction period ends.

Possible/Preferred locations

Port and South Hedland CBD areas. –  
Port Hedland Golf Course (resort style)

5. Building Construction Camp

Characteristics

Short term construction camp for builders who are building major facilities (civic buildings, hotels, hospitals, etc.)

Possible/Preferred locations

Not the Town's preferred option. All other alternates should be explored/exhausted prior to implementation.

Potentially allowable on specific larger scale building construction projects with a construction period of no longer than 18 months.

For further information or advice on transient workforce accommodation within the Town of Port Hedland please contact the Town's Planning Department on 9158 9300

**10.2 Status of Port Hedland International Airport Development Plan (File No.: 30/21/0001)**

**Officer** Terry Sargent  
Director Regulatory  
Services

**Date of Report** 18 May 2010

**Disclosure of Interest by Officer** Nil

**Summary**

To provide the Committee with an update on the status of the Port Hedland International Airport Development Plan.

**Background**

In 2008 Council called tenders for the development of an airport master plan and appointed Airport Master Planning Consultants (AMPC) undertake that project. AMPC subsequently delivered a plan in November 2008 which identified 4 distinct precincts, outside of the "airside" land that was required for operational purposes.

These were:

- Area 1 - Terminal and Business area
- Area 2 – TWA and Warehousing
- Area 3 – Light Industrial
- Area 4 – Low impact uses

Each precinct was defined in broad terms by potential future use and development of the land, but there was no in-depth investigation or detailed planning of the opportunities available to Council for the use and potential development of the land parcels .

In February 2010 Council resolved, after calling tenders, to appoint Whelan's Planning Consultants to prepare more detailed development plans to inform its future decision making over the non-airside land at the Port Hedland International airport.

The scope of works schedule accepted in the tender submission is attached (Attachment 1).

**Statutory Implications**

There are no direct statutory implications.

**Policy Implications**

Nil

**Strategic Planning Implications**

KRA1 Airport

Goal 3, Strategy 3 - Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising and any other means.

**Budget Implications**

This report brings no direct budgetary implications

**Officer's Comment**

Whelans have consulted with Council staff from the outset of this project and are still aiming to present to ToPH in July/August for decision in August/September, subject to meeting schedules etc. in accordance with the accepted works schedule.

While the initial project milestones have been met, some delays in feedback from specialist consultants may require redrafting of some of the early to mid-project milestones.

Clarification has been sought from the consultant and more detailed information will be supplied within a week. It was hoped to have this data available for the meeting but this is not possible. This information will be supplied to committee members within a week.

**Attachments**

Scope of Works Schedule

**AC200910/004     Airport Committee Decision/Officer's  
Recommendation**

**Moved:** Cr S R Martin

**Seconded:** Janice Tucker

**That the Airport Committee notes the report on the status of the Airport Master Plan.**

***CARRIED 5/0***



5.3 Table 2: Scope of Works Schedule:

TASK	COMPONENT	WEEK:																COMMENTS	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
1. INCEPTION MEETING	Project Inception Meeting																		Scoping Meeting with SMEC and ToPH representatives to finalise scope of work, within 21 days of acceptance of quotation.
	Data collection																		Reviewing the Airport Working Group's Recommendations  This review will include reviewing all available background information and previous documentation (reports, studies, plans) including but not limited to: ToPH LUJMP, ToPH TPS 5, All relevant leases, Caravan and Camping Regulations 1997, Land Administration Act 1997, PHIA Strategic Master Plan, November 2008, Infrastructure availability for all sites, including Power, Water, Sewer, Telecommunications and Transport.  Particular emphasis will be paid to the susceptibility of the vacant land to flooding from cyclonic and storm surge events.
	Review literature																		
	Research																		
3. SITE INVESTIGATION																			Particular emphasis will be paid to the susceptibility of the vacant land to flooding from cyclonic and storm surge events.
4. PREPARE DEVELOPMENT PLANS	Area 1																		Visit individual sites. Whelans and SMEC are familiar with sites, and this should take 1 day.  Terminal Business Area Precinct / Business Area.  Transient Workers Accommodation and Warehousing precinct, airpark and commercial  Light Industrial Area  Low Impact Uses Area  Applicable to all Areas - opportunity and constraints plans with feasible options developed by the consultants.
	Area 2																		
	Area 3																		
	Area 4																		
5. DRAFT DEVELOPMENT MASTER PLAN	Prepare Draft Report																		The draft report will contain an analysis of the key issues identified in Tasks 2 - 4.  The Draft report will include recommendations and a schedule of implementation together with a spatial layout (master plan).  Integration of new plan with the existing Strategic Master Plan by AMPC, November 2008
	Prepare Master Plan																		
6. ADVERTISING	Undertaken by ToPH																		Presentation to Council outlining draft Plan, followed by 28 Days advertising.
	Revisions to Draft Master Plan																		
7. FINAL MASTER PLAN	Printing and binding																		Final report will include, but not be limited to: 1. Executive Summary and Recommendations 2. Background and Methodology 3. Analysis of opportunities and constraints for each precinct 4. Rationale for design of each precinct 5. Implementation guide for each precinct 6. Appendices
	Presentation of Final Master Plan																		

ToPH = Town of Port Hedland.

**10.3 Status of Car Hire Company Leases based at the Airport  
(File No.: - )**

<b>Officer</b>	Natalie Octoman A/Director Corporate Services
<b>Date of Report</b>	19 May 2010
<b>Disclosure of Interest by Officer</b>	Nil

**Summary**

Report updates Council on the status of leases at the Port Hedland International Airport.

**Background**

The Town has recently developed a new 16,000m<sup>2</sup> car park facility at the Port Hedland International Airport. The facility was constructed with the intent of relocating the existing car hire companies further away from the terminal, thus allowing additional space for public parking.

The Town agreed to lease four companies 4000m<sup>2</sup> of the newly constructed car park. The draft leases were forwarded to Hertz, Avis, Thrifty and Budget on March 26<sup>th</sup> for feedback. The companies were requested to provide feedback by 1 April so that any issues could be negotiated with the leases due to commence on 19 April.

A significant number of issues and objections were raised by the prospective lessees including:

- **Environmental Issues:** The lease includes clauses requiring the lessee to any environmental issues pertaining to fuel storage
- **Public Car Park:** The lease includes clauses that prevent the hire car companies using the public car bays without written consent, or to pay a fee not exceeding \$100 per day for each vehicle parked in the bays;
- **Fuel Tanks:** initial lease documents prevented the companies from installing fuel tanks on their leased sites.
- **Site Development:** The draft leases required the lessee to develop the site very quickly. Many indicated that this would not be possible.
- **Compensation:** Some lessees were/are seeking compensation from the Town for the proposed early termination of their current leases.
- **Demolition Costs:** Concern was raised re the lessees being responsible for demolition costs associated with their existing facilities.

Given the number of queries raised, the Town's solicitor was engaged to provide advice in order for the lease agreements to be negotiated appropriately.

While many of the above listed issues have been resolved, some remain outstanding with negotiations continuing.

**Consultation**

Correspondence with hire car companies  
Legal advice

**Statutory Implications**

Nil

**Strategic Planning Implications**

The lease arrangements could potentially impact on the review of the parking options available at the airport and implementation of an agreed Airport Parking Plan.

**Budget Implications**

The new lease area is being charged out at the market rate as determined by a licensed valuer

**Officer's Comment**

The execution of the leases for the new car park has not occurred in the desired timeframe due to complications and complexities relating to the proposed lease arrangement. These issues are currently being negotiated and it is anticipated that these will be resolved in the next few weeks.

**Attachments**

Nil. A copy of the lease is available on request.

5:44 pm Councillor J M Gillingham entered the room and assumed her chair.

**AC200910/005 Airport Committee Decision/Officer's Recommendation**

**Moved:** Cr S R Martin

**Seconded:** Cr B Dziombak

**That the Airport Committee notes the status of the car hire company leases based at the Port Hedland International Airport and the anticipated response from the Town of Port Hedland's solicitors in the next few weeks.**

**CARRIED 6/0**



**ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**

Nil.

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

Nil.

**ITEM 13 CONFIDENTIAL ITEMS**

Nil.

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**

**AC200910/006 Airport Committee Decision**

**Moved:** Cr S R Martin

**Seconded:** Cr B Dziombak

**That the following Applications for Leave of Absence:**

**i) Councillor J Gillingham from 21 May to 23 June 2010**

**be approved.**

***CARRIED 6/0***

**ITEM 15 CLOSURE**

**15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Thursday 17 June 2010, commencing at 5:30 pm

**15.2 Closure**

There being no further business, the Chairman declared the meeting closed at 6:05 pm.

**Declaration of Confirmation of Minutes**

I certify that these Minutes were confirmed by the Airport Committee at its Ordinary Meeting of 17 June 2010.

CONFIRMATION:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE