



**Town of Port Hedland**

**MINUTES**

**OF THE**

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

**HELD ON**

**THURSDAY 19 APRIL 2012  
AT 5:30PM**

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



**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:*

Mr Serge Doumergue  
Ms Michelle Cook

**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 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.)*

**OUR COMMITMENT**

*To enhance social, environmental and economic well-being through leadership and working in partnership with the Community.*

<b>ITEM 1</b>	<b>OPENING OF MEETING .....</b>	<b>6</b>
1.1	OPENING .....	6
<b>ITEM 2</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>6</b>
2.1	ATTENDANCE.....	6
2.2	APOLOGIES .....	6
2.3	APPROVED LEAVE OF ABSENCE.....	6
<b>ITEM 3</b>	<b>RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE .....</b>	<b>6</b>
3.1	QUESTIONS FROM PUBLIC AT AIRPORT COMMITTEE MEETING HELD ON THURSDAY 22 MARCH 2012 .....	6
3.1.1	Mr Anthony Hudacek .....	6
3.1	QUESTIONS FROM ELECTED MEMBERS AT AIRPORT COMMITTEE MEETING HELD ON THURSDAY 22 MARCH 2012 .....	7
3.1.1	Councillor A A Carter .....	7
<b>ITEM 4</b>	<b>PUBLIC TIME .....</b>	<b>7</b>
4.1	PUBLIC QUESTION TIME .....	7
4.2	PUBLIC STATEMENT TIME .....	7
<b>ITEM 5</b>	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE.....</b>	<b>7</b>
5.1	COUNCILLOR G A JACOB .....	7
5.2	COUNCILLOR J E HUNT .....	8
5.2	COUNCILLOR G A JACOB .....	8
<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>8</b>
<b>ITEM 7</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>9</b>
<b>ITEM 8</b>	<b>ANNOUNCEMENTS BY CHAIRPERSON 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>9</b>
<b>ITEM 11</b>	<b>LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL .....</b>	<b>9</b>
<b>ITEM 12</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN .....</b>	<b>9</b>
<b>ITEM 13</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>10</b>
9.1	SARA BRYAN, ACTING MANAGER INVESTMENT AND BUSINESS DEVELOPMENT – PRESENTATION ON STATUS OF AIRPORT LEASES .....	10
9.2	SARA BRYAN, ACTING MANAGER INVESTMENT AND BUSINESS DEVELOPMENT - PRESENTATION ON ELECTRICITY USAGE AT THE PORT HEDLAND INTERNATIONAL AIRPORT. ....	11
<b>ITEM 14</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>11</b>
<b>ITEM 15</b>	<b>CLOSURE.....</b>	<b>12</b>
15.1	DATE OF NEXT MEETING.....	12
15.2	CLOSURE.....	12

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

The Chairperson declared the meeting open at 5:31pm 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 Julie E Hunt	
Councillor Gloria A Jacob	

Mr Russell Dyer	Director Engineering Services
Mr Bob Couzens	Manager Airport
Miss Sara Bryan	Manager Investment and Business Development
Miss Josephine Bianchi	Governance Coordinator/Minute Taker

**2.2 Apologies**

Mr Serge Doumergue  
Ms Michelle Cook

**2.3 Approved Leave of Absence**

Councillor Jan M Gillingham

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE****3.1 Questions from Public at Airport Committee Meeting held on Thursday 22 March 2012****3.1.1 *Mr Anthony Hudacek***

*I just wanted to know if there was going to be any provision for private hangar use at the airport in the short term or in the long term.*

The Town is currently in the planning stages of an airport redevelopment project and it is anticipated that provision for private hangar use will be incorporated into the extended general aviation area in the long term future.

**3.1 Questions from Elected Members at Airport Committee Meeting held on Thursday 22 March 2012****3.1.1 Councillor A A Carter**

*What is the present situation regarding the legality of leases for the Hedland Riders Association when you consider the new road access coming in?*

Director Engineering Services advised that the proposed subdivision for the new car hire area and the associated new road access will not affect the lease site of the Hedland Riders Association.

**ITEM 4 PUBLIC TIME**

5:33pm Chairpeson opened Public Question Time

**4.1 Public Question Time**

Nil.

5:33pm Chairpeson closed Public Question Time

5:34pm Chairpeson opened Public Statement Time

**4.2 Public Statement Time**

Nil.

5:34pm Chairpeson closed Public Statement Time

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE****5.1 Councillor G A Jacob**

*Councillor Jacob asked whether the Airport Committee's request for an additional member had been advertised and whether any responses had been received.*

Director Engineering Services and Governance Coordinator advised that an Expression of Interest has been advertised and that at today's date three responses had been received. These will be presented to Council for consideration at the first Ordinary Council meeting in May 2012.

**AC201112/012 Airport Committee Decision**

**Moved: Cr G A Jacob                      Seconded: Cr J E Hunt**

**That the Airport Committee request that the Town write to Ms Michelle Cook to make her aware of the statutory regulations regarding quorum issues at committee meetings, submissions of apologies and approved leave of absence and request whether she wants to continue her membership.**

***CARRIED 4/0***

**5.2                      Councillor J E Hunt**

*Councillor Hunt asked how many members of the public does the committee want to add as part of its membership and is there a selection criteria to assess the candidates?*

Chairperson and Governance Coordinator advised that the original decision was to seek one additional airport committee member, however if Council decides to elect more than one committee member when considering the submissions it can do so. There is not selection criteria to assess the candidates.

**5.2                      Councillor G A Jacob**

*Councillor Jacob followed on from the last Airport Committee meeting where it was resolved to seek a valuation of the Polar Aviation building and to move forward.*

Acting Manager Business and Investment advised that a valuation has been made. The Town is currently waiting on the reports to come back and then present them to Council for consideration.

*What is the situation with rental agreement of Polar Aviation?*

Director Engineering advised that the old lease needs to be resolved first and then a new lease to be started. The issue is that the original lease was a community one which is not appropriate in this case as a commercial lease is required. Polar Aviation understands that once the back pay takes place a new lease will be issued.

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

Cr A A Carter	Cr M B Dziombak
Cr G A Jacob	Cr J E Hunt



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

**AC201112/013 Airport Committee Decision**

**Moved: Cr G A Jacob Seconded: Cr J E Hunt**

**That the Minutes of the Airport Committee Meeting held on Thursday 22 March 2012 be confirmed as a true and correct record of proceedings with the following changes:**

**That the member of the public's name on page 9 of those Minutes be corrected as follows – Mr Anthony ~~Hudacer~~Hudacek**

***CARRIED 4/0***

**ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION**

Nil.

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

Nil.

**ITEM 10 REPORTS OF OFFICERS**

Nil

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

Nil

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

Nil



6:10pm Chairperson advised that Standing Orders are resumed.

**9.2 Sara Bryan, Acting Manager Investment and Business Development - Presentation on Electricity usage at the Port Hedland International Airport.**

This presentation was confidential in accordance with Section 5.23 of 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 —*  
*.....*  
*(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*  
*(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*  
*(e) a matter that if disclosed, would reveal —*  
*.....*  
*(ii) information that has a commercial value to a person; or*  
*(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.*

**AC201112/016 Airport Committee Decision**

**Moved: Cr A A Carter                                  Seconded: Cr G A Jacob**

**That the Airport Committee request that Officers continue to inform the committee about the progress made on the financial aspects of the Port Hedland International Airport.**

***CARRIED 4/0***

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**AC201112/017 Airport Committee Decision**

**Moved: Cr J E Hunt**

**Seconded: Cr G A Jacob**

**That the Airport Committee request that a media strategy surrounding the Port Hedland International Airport be presented to the June Airport Committee meeting.**

***CARRIED 4/0***

**ITEM 15 CLOSURE**

**15.1 Date of Next Meeting**

The next Airport Committee Meeting of Council will be held on Thursday, 24 May 2012.

**15.2 Closure**

There being no further business, the Chairperson declared the meeting closed at 6:15pm.