



SHIRE OF EAST PILBARA

MINUTES

ORDINARY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the **AIRPORT COMMITTEE** will be held, in Council Chambers, Newman, 7:30AM, Friday, 24 January, 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara 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 or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: _____
Jeremy Edwards
Chief Executive Officer

AIRPORT ADVISORY COMMITTEE

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 7:31am and welcomed visitors in the public gallery.

2 ELECTION OF CHAIRPERSON

In accordance with section 5.12 of the *Local Government Act* (the Act), and Schedule 2.3, Division 1 of the Act, an election is to be conducted for the position of Chairperson as the first item of business at the first meeting of the Committee.

The Chief Executive Officer is to preside at the meeting until the position of Chairperson is filled and is to act as Returning Officer for the electoral process.

The election must be conducted by the Chief Executive Officer in accordance with the prescribed procedure.

In essence, the election will be conducted as follows:

1. Nomination forms have been previously provided to all Councillors to assist with the election process and, where possible, should be lodged with the Chief executive Officer prior to the commencement of the meeting. The Chief Executive Officer will, however, announce the closing time for the submission of nominations at the commencement of the meeting and will continue to receive nomination forms up until that time.
2. If a Councillor is nominated by another Councillor, then the Chief Executive officer is not to accept the nomination unless the nominee has confirmed to the Chief Executive Officer, either verbally or in writing, that he or she is willing to be nominated for the office.
3. If more than one nomination is received, then Councillors will be required to vote on the matter by secret ballot, as if they were electors voting at an election. Positions on the ballot paper will be drawn at the meeting and ballot papers will be compiled and distributed at that time. Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
4. Once all votes have been cast, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast at an election.
5. As soon as is practicable after the result of the election is known, the Chief Executive Officer will declare and give notice of the result.
6. If there is an equality of votes between two or more candidates who are the only candidates in, or remaining in the count, the meeting will be adjourned for a period of five minutes. At the recommencement of the meeting, the voting process will be commenced again.

**SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MEETING 24 JANUARY 2020**

7. At this point, any nomination previously submitted may be withdrawn and new nominations will be received by the Chief Executive Officer up to a specified time.
8. If there is still more than one nomination for the position then Councillors will be required to vote again by secret ballot. New ballot papers will be prepared and distributed at that time and Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
9. Once all votes have been cast for a second time, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast in an election.
10. If there is still an equality of votes following the second count, then in accordance with Schedule 4.1 of the *Local Government Act 1995* and Regulation 77A of the *Local Government (Election) Regulations 1997* the Chief Executive Officer will draw lots to determine which candidate is elected.
11. The result will be declared by the Chief Executive Officer. The successful candidate will be called upon to assume the Chair for the remainder of the meeting.

The Chief Executive Officer advised that he received one nomination for the position of Chairperson, being Councillor Anthony Middleton. He then called for further nominations.

No further nominations being received, the Chief Executive Officer declared Councillor Anthony Middleton elected as the Chairperson of the Airport Advisory Committee, for a term of two years, expiring in October 2021.

3 ELECTION OF DEPUTY CHAIRPERSON

In accordance with section 5.12 of the *Local Government Act* (the Act), and Schedule 2.3, Division 1 of the Act, an election is to be conducted for the position of Deputy Chairperson as the next item of business after the election of the Chairperson.

The election must be conducted by the in accordance with the prescribed procedure.

In essence, the election will be conducted as follows:

12. Nomination forms have been previously provided to all Councillors to assist with the election process and, where possible, should be lodged with the Chief executive Officer prior to the commencement of the meeting. The Chief Executive Officer will, however, announce the closing time for the submission of nominations at the commencement of the meeting and will continue to receive nomination forms up until that time.
13. If a Councillor is nominated by another Councillor, then the Chief Executive officer is not to accept the nomination unless the nominee has confirmed to the Chief Executive Officer, either verbally or in writing, that he or she is willing to be nominated for the office.
14. If more than one nomination is received, then Councillors will be required to vote on the matter by secret ballot, as if they were electors voting at an election. Positions on the ballot paper will be drawn at the meeting and ballot papers will be compiled and distributed at that time. Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
15. Once all votes have been cast, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast at an election.
16. As soon as is practicable after the result of the election is known, the Chief Executive Officer will declare and give notice of the result.
17. If there is an equality of votes between two or more candidates who are the only candidates in, or remaining in the count, the meeting will be adjourned for a period of five minutes. At the recommencement of the meeting, the voting process will be commenced again.
18. At this point, any nomination previously submitted may be withdrawn and new nominations will be received by the Chief Executive Officer up to a specified time.
19. If there is still more than one nomination for the position then Councillors will be required to vote again by secret ballot. New ballot papers will be prepared and distributed at that time and Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on

the ballot paper and to place their completed ballot paper in the ballot box provided.

20. Once all votes have been cast for a second time, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast in an election.
21. If there is still an equality of votes following the second count, then in accordance with Schedule 4.1 of the *Local Government Act 1995* and Regulation 77A of the *Local Government (Election) Regulations 1997* the Chief Executive Officer will draw lots to determine which candidate is elected.
22. The result will be declared by the Chief Executive Officer.

4 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

4.1 ATTENDANCES

Councillors

Cr Langtree Coppin OAM	Councillor
Cr Anthony Middleton	Councillor
Cr Holly Pleming	Councillor
Cr Lynne Craigie OAM	Shire President

Officers

Mr Jeremy Edwards	Chief Executive Officer
Mr Ben Lewis	Executive Manager Commercial Services
Mrs Gabrielle Anderson	Governance Administration Officer

Public Gallery

4.2 APOLOGIES

Councillor Apologies

Cr Dean Hatwell	Councillor
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Officer Apologies

Mrs Kylie Bergmann	Coordinator Governance
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5 LEAVE OF ABSENCE

6 PUBLIC QUESTION TIME

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

8 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

9 OFFICER'S REPORTS

9.1 UPDATE OF THE AIRPORT MASTER PLAN

Attachments:	Appendix 1 – Airport Committee Terms of Reference 2019 Appendix 2 – Airport Committee Nominations Appendix 3 – Overall Site Plan Appendix 4 – Preliminary Intersection Design
Responsible Officer:	Mr Ben Lewis Executive Manager Commercial Services
Author:	Mr Ben Lewis Executive Manager Commercial Services
Proposed Meeting Date:	24 January 2020
Location/Address:	Newman Airport
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For the Airport Committee to receive an update on the progress of the airport master plan.

BACKGROUND

Council resolved to establish an Airport Committee (Committee) to provide Council with the ability to oversee the development of the airport. The Airport Committee was to be established in accordance with the Terms of Reference (refer **Appendix 1 – Airport Committee Terms of Reference**) and the members of the Airport Committee were nominated at the Ordinary Meeting of Council (OCM) held on the 25th of October 2019 (refer **Appendix 2 – Airport Committee Nominations**).

COMMENTS/OPTIONS/DISCUSSIONS

The airport master plan is progressing well. The consultants are approximately 90% of the way through the Land Use Plan.

As you will see from the overall site plan (refer to Appendix 3) the long term land use has incorporated the relocation and expansion of the General Aviation (GA) and rotary aircraft (helicopters) into precincts that allow for long term expansion and separation which will significantly assist in safe operational movements. The current location of the GA area and the positioning of the Air Services land, has effectively boxed in the GA area not allowing for any expansion or reconfiguration.

The plan also accommodates a precinct for air freight, which the administration believes will dovetail with Councils plan to provide a freight and logistics hub for the Pilbara region.

There is also an expansion to the terminal which will increase check-in and security area allowing for the current and future volume of passengers and also the enclosure of the baggage collection area.

The reconfiguration of the short and long term carpark is still yet to be designed, however, the allocation of a carpark reserve will provide enough space for any future designs.

Shire staff and the consultants have been in discussions with Air Services regarding the current NDB site and the possibility of relocation or preferably it's decommissioning which is currently inhibiting expansion of the lease areas to the west.

It is anticipated that the land use strategy and master plan will be completed and presented to council in the coming months.

In addition to the master planning, the consultants have provided staff with a preliminary intersection design to accommodate the size of the trucks that Komastu are looking to bring into the site if they are successful in securing land at the airport. (refer to Appendix 4)

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings.

3: Built Environment

Connected and accessible communities.

B1 Optimise places to live, work and enjoy.

B1.2 Provide and maintain open spaces for the community to recreate and connect

RISK MANAGEMENT CONSIDERATIONS

Not applicable for this meeting.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

MOVED: Cr Anthony Middleton SECONDED: Cr Lynette Craigie

That the Committee receive the update on the current progress of the Airport Master Plan and Land Use Strategy

CARRIED UNANIMOUSLY

To be actioned by Mr Ben Lewis, Executive Manager Commercial Services

1

**Appendix 1
AIRPORT Committee Terms of Reference
2019**



**AIRPORT ADVISORY COMMITTEE
TERMS OF REFERENCE 2019**

Name	Airport Advisory Committee
Role/Purpose	To assist Council to undertake its role under section 2.7(2)(a) of the <i>Local Government Act 1995</i> to establish and maintain liaison between stakeholders, consider policies associated with the airport and oversee development of the airport.
Aims & functions	1. To foster liaison and cooperation between the Shire of East Pilbara and all stakeholders associated with the Newman Regional Airport; 2. To provide a formal forum for the discussion of issues associated with the Newman Airport; and 3. To make recommendations to Council on matters associated with the future strategic development of the airport.
Membership	1. The Committee shall consist of four elected members. 2. The Chief Executive Officer, Executive Manager Commercial Services and Manager Airport Operations may attend all meetings of the Committee to provide technical advice and guidance only. 3. A nominated deputy member may attend in place of the endorsed representative member. 4. Membership shall be for a period of up to two years, terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate. 5. Committee membership shall be appointed or removed by the Council. 6. Members must comply with the Shire's Code of Conduct. 7. The Committee has authority to second individuals from outside of the Committee, on a voluntary basis, for their expert advice.
Operating Procedures	1. Presiding Member a. The members of the Committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the Committee, and in accordance with the <i>Local Government Act 1995</i>, Schedule 2.3, Division 1. b. The CEO or delegated nominee will attend the first meeting to

Shire of East Pilbara Airport Advisory Committee Terms of Reference
Endorsed by the Airport Advisory Committee on [insert]
Approved by Council on [insert]

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AIRPORT ADVISORY COMMITTEE MEETING 24 JANUARY 2020**

	conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. c. The Presiding Member will preside at all meetings. d. In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in his/her absence, a person is to be elected by the Committee members present to assume the Chair. e. The Presiding Member is responsible for the proper conduct of the Committee. 2. Meetings a. The Committee shall meet as required, but must hold a minimum of two meetings in any one calendar year. b. Additional meetings can be scheduled by decision of the Council or the Committee, or at the discretion of the Committee's Presiding Member. c. A Notice of Meeting, including an agenda, will be circulated to the Committee members (including any deputy members) at least 72 hours prior to each meeting where possible. d. The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Committee members (including deputy members) with a copy of such minutes. e. All Committee meetings will be conducted in accordance with the Shire of East Pilbara Standing Orders Local Law 2010. 3. Quorum a. The quorum for a meeting shall be at least 50% of the number of endorsed members. 4. Reporting a. The Minutes of every Committee meeting will be circulated for the information of all Councillors. b. Any Committee resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.
Appointing Legislation	The Committee is established under section 5.8 of the <i>Local Government Act 1995</i> .
Delegated Authority	The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.

Appendix 2 Airport Committee Nominations

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

25 OCTOBER 2019

9.1.7 AIRPORT ADVISORY COMMITTEE - APPOINTMENT OF MEMBERS

Attachments:	Appendix 1 – Airport Advisory Committee Terms of Reference 2019
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	25 October 2019
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider establishing a Committee to oversee the development of airports, to approve the Terms of Reference, and to appoint members to that Committee.

BACKGROUND

Council has established a number of Committees to provide it with advice on specific matters. The *Local Government Act 1995*, requires that all appointments to committees of Council must fall vacant at the next Election Day, with new appointments to be made subsequent to the election.

In appointing committee members, Council is also requested to appoint a corresponding deputy member. The appointment of a deputy reduces the risk of a quorum not being met should a sitting member be unavailable.

Deputy members do not participate in committee meetings unless requested to do so in place of a sitting member. However, they are welcome to attend meetings as observers, and are included in the meeting invitations and provided copies of all relevant agendas and minutes so that they remain aware of the issues under discussion.

All Terms of Reference (ToR) documents are based on the same basic template, with additional information inserted relevant to the particular role and membership of the committee concerned.

COMMENTS/OPTIONS/DISCUSSIONS

The purpose of the Airport Advisory Committee is to foster liaison and cooperation between the Shire of East Pilbara and all stakeholders associated with the Newman Regional Airport, to provide a formal forum for the discussion of issues associated with the Newman Airport, and to make recommendations to Council on matters associated with the future strategic development of the airport.

SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES

25 OCTOBER 2019

A copy of the draft Terms of Reference for the Airport Advisory Committee is attached (**Appendix 1 refers**).

It is recommended that the Committee consist of at least four elected members and their deputies.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 5 – Administration

Division 2 – Council meetings, committees and their meetings and electors' meetings

Subdivision 2 – Committees and their meetings

Section 5.8 – Establishment of committees

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

To maintain ethical, accountable and transparent decision-making.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

**SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MEETING 24 JANUARY 2020**

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

25 OCTOBER 2019

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201920/30

MOVED: Cr Anthony Middleton

SECONDED: Cr Langtree Coppin OAM

That Council

- 1. Establish an Airport Advisory Committee, in accordance with the Local Government Act 1995, Schedule 2.3, division 1.**
- 2. Endorse the terms of reference for the Airport Advisory Committee as attached in appendix 1.**
- 3. Appoint the following Councillors to the Airport Advisory Committee, for a two year term ending at the 2021 local government elections:**

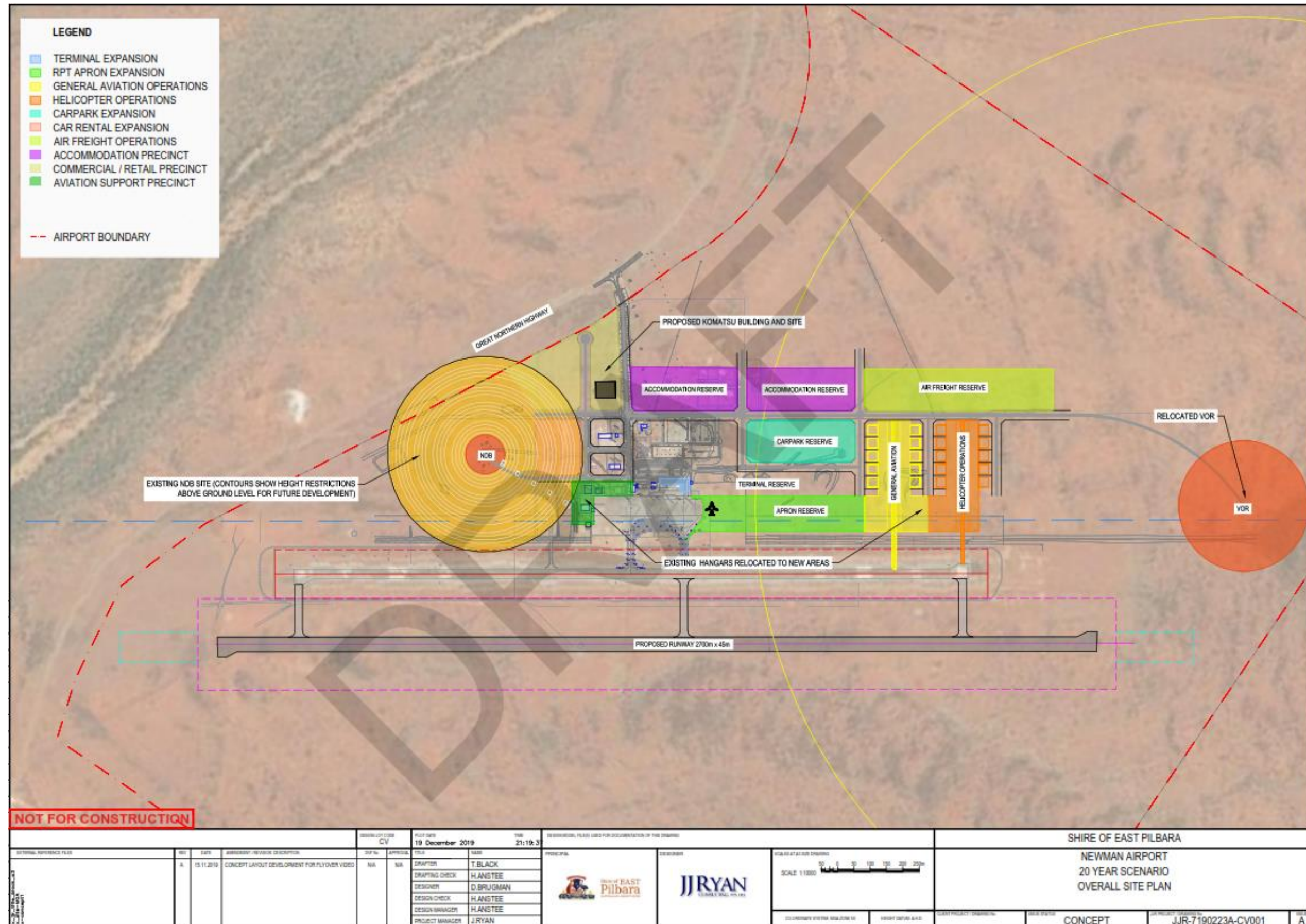
Members		Deputy Members	
1.	Cr Langtree Coppin	1.	Cr Geraldine Parsons
2.	Cr Anthony Middleton	2.	Cr Stacey Smith
3.	Cr Dean Hatwell	3.	Cr Lynette Craigie
4.	Cr Holly Fleming	4.	Cr Anita Grace

** The Airport Advisory Committee shall consist of 4 Elected Members (refer to Terms of Reference).*

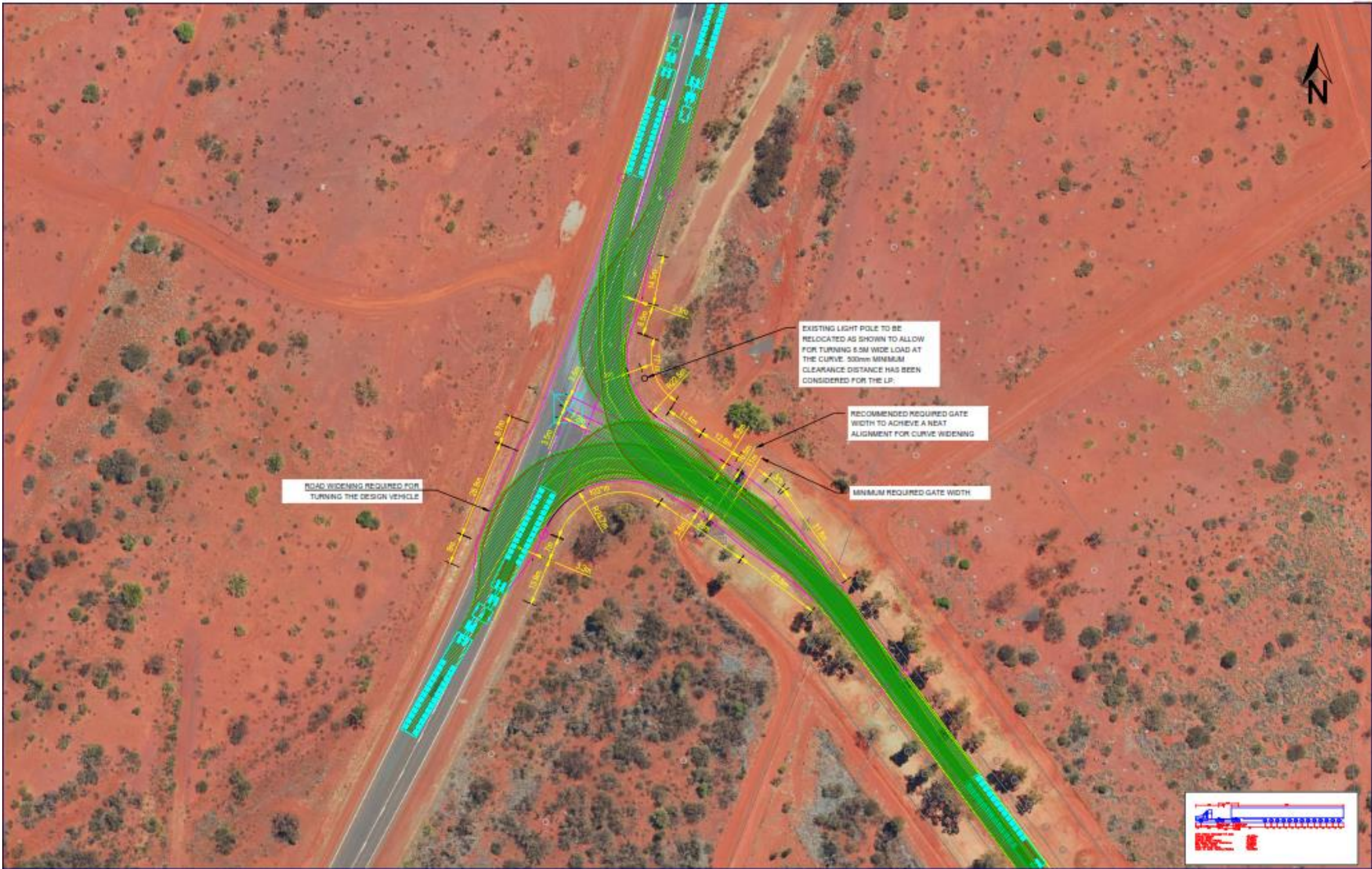
CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 3 Overall Site Plan



Appendix 4 Intersection Design



10 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

11 GENERAL BUSINESS

- Incident with Qantas plane – January 2020
- Café – Newman Airport Update

12 DATE OF NEXT MEETING

24 July 2020

13 CLOSURE

8:20am