



SHIRE OF EAST PILBARA

MINUTES

ORDINARY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the **SHIRE AIRPORTS ADVISORY COMMITTEE** will be held, in Council Chambers, Newman, at 4.30pm on Thursday, 27 July 2023.

Steven Harding
CHIEF EXECUTIVE OFFICER



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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: _____
Steven Harding
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President and Presiding Member declared the Shire of East Pilbara Airport Advisory Committee Meeting of 27 July 2023 open at 4.30am at the Newman Council Chambers.

The President acknowledged the Traditional Owners of the land on which the Committee met, the Nyiyaparli People, and their continuing connection to the land, waters and community. Committee also acknowledged the Martu People as the Custodians of Jigalong which sits in Nyiyaparli Country. The Committee paid its respects to all their Elders, past, present and emerging.

All present were requested to turn off and refrain from using their mobile phones for the duration of the meeting. Tablets and laptops were permitted for the purpose of accessing agenda items.

All present were also advised that the meeting was being audio recorded which can be accessed by members of the public and the media, therefore Committee Members were reminded to refrain from making any defamatory statements.

A private live stream of the meeting is being undertaken as a trial and will not be broadcast.

2 ATTENDANCE BY ELECTRONIC MEANS

Nil

3 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCE

Councillors

Cr Anthony Middleton	Shire President (Presiding Member)
Cr Wendy McWhirter-Brooks	Deputy Shire President
Cr Lang Coppin OAM	Councillor
Cr David Kular	Councillor

Deputy Members

Cr Matthew Anick	Councillor
Cr Stacey Smith	Councillor
Cr Lou Lockyer	Councillor
Cr Annabell Landy	Councillor

Notation: None of the Deputy Committee Members were in attendance at this meeting

Officers

Steven Harding
Emma Landers

Chief Executive Officer
Deputy Chief Executive Officer / Director
Community Experience
Director Aviation and Regulatory Services
Manager Governance, Risk and
Procurement

Vic Etherington
Joshua Brown

3.2 APOLOGIES

Councillor Apologies

Nil

Officer Apologies

Nil

3.3 LEAVE OF ABSENCE

Nil

4 DISCLOSURES OF INTEREST

Name	Cr Wendy McWhirter-Brooks
Item No and Title of Report	7.1.1 Marble Bar Airport Update
Nature of Interest	Pursuant to section of 5.60A of the <i>Local Government Act 1995</i> , the nature of the interest is <u>Proximity</u>
Interest Description	I lease property adjacent to the Marble Bar Airport
Action Taken	Cr McWhirter-Brooks will leave the Council Chamber and take no part in the discussion or vote for this item

5 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

5.1 CONFIRMATION OF MINUTES

[Ordinary Minutes February 23 2023 - Airport Advisory Committee.pdf](#)

[Confidential Minutes February 23 2023 - Airport Advisory Committee.pdf](#)

COMMITTEE DECISION / OFFICERS RECOMMENDATION

Moved: Cr McWhirter-Brooks

Seconded: Cr Kular

That the Minutes of the Airport Advisory Committee held on 23 February 2023 as circulated on the Shire's website be confirmed as a true and correct record of proceedings.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 4/0**

For: Shire President, Deputy Shire President, Cr Kular, Cr Coppin

Against: Nil

6 OFFICER'S REPORTS

6.1.1 NEWMAN AIRPORT UPDATE

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Shiwani Nair
Aviation Operations Manager
Vic Etherington
Director Aviation and Regulatory Services

Location/Address: Newman Airport

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COMMITTEE DECISION / OFFICER'S RECOMMENDATION

Moved: Cr McWhirter-Brooks

Seconded: Cr Kular

That the Committee notes the report.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 4/0**

For: Shire President, Deputy Shire President, Cr Kular, Cr Coppin

Against: Nil

REPORT PURPOSE

To provide the Committee with an update on the status of plans for the future of Newman Airport.

BACKGROUND

Originally constructed by BHP Billiton as a dedicated mine site airstrip in 1968-69, Ansett commenced operations into Newman using F-28 aircraft.

At that time the airport had very limited service delivery infrastructure, and the actual "terminal" consisted of a donga, later converted to a hire car office when Ansett constructed a terminal in 1988.

This terminal served until 2009. Since then it has been converted into Airport Management Offices. It also accommodates a Royal Flying Doctor Service (RFDS) patient transfer station.

In conjunction with the F-28 services, Ansett introduced the jet service in 1990 using BAe-146 aircraft. Until the demise of Ansett in September 2001 the BAe-146 aircraft continued to serve the Newman to Perth route.

On 22 February 1996, the Shire assumed responsibility for the ownership and management of Newman Airport through a normalisation agreement with BHP Billiton.

Qantaslink commenced operations in September 2001 into Newman with BAe-146 aircraft. By the end of 2001 Qantaslink secured a three-year contract with BHP Billiton and introduced B717 aircraft onto this route.

July 2002 saw the establishment of permanent refuelling facilities by Air BP, with Polar Aviation becoming the first Air Operator tenant at the airport with the establishment of a base and hangar.

Newman Airport is now a major regional airport providing important air transport links to Perth and the Pilbara region. It supports Regulated Passenger Transport services, air charter operations, general aviation, the Royal Flying Doctor Service and the occasional military aircraft.



RPT Apron



RPT Operation with Qantas Airways and Virgin Australia

COMMENTS/OPTIONS/DISCUSSIONS

Terminal Building Upgrade

On 4 July 2023 following Councils approval to appoint architects for the new terminal design. Ashley Halliday Architects were in Newman for three (3) days to talk through concept ideas and constraints for the terminal design. They met with the CEO and the Shire's Administration team members who will be managing the project.

Two (2) days were dedicated to meeting with stakeholders at the airport to get their thoughts on what they would like to see in the terminal expansion. These stakeholders included Qantas Airways, Virgin Australia, Alliance, Northwest Aviation Services, Regional Airport Management Services, MSS Security, BAR 68 and the various Car Rental Companies operating from Newman Airport.

A debrief on the final day had indicated that the meetings were very successful with a lot of useful suggestions being put to the architects.

Once the first concept sketches are completed they will be presented to Council for comment.

Baggage Belt and Carousel

The new Baggage Makeup System has now been installed, commissioned and operational. The remaining works for the project is the extension of the roof. Once these works are completed there will be 360 degree access of the new belt system for the ground handlers making it easier for their ramp operation.



Baggage Carousel Installation Process



Baggage Carousel – Removal of the existing roof to heighten and extend towards the Apron

The Baggage Carousel is currently going through commissioning and testing. The new roof covering and extension has commenced and expected to be completed within the next two months.

Runway and Taxiway Lights

The Newman Airport lights were first installed in 1969 and have never been replaced. Previous airport management only patched the system when faults occurred and now the lights have far exceeded their economic life and subject to frequent failures.

Council awarded the project to Airport Alliance Contracting who will be attending site before late July early August to undertake an 8 week installation program. The Shire has worked with Airservices Australia (Fire Station at the Airport) to place the new airport control lighting room (sea container) and works compound in front of their existing leased area.

A report will be presented to Council at the July Meeting to seek approval to a variation to the Tender to include the upgrade of lighting in the General Aviation area that is also well overdue.

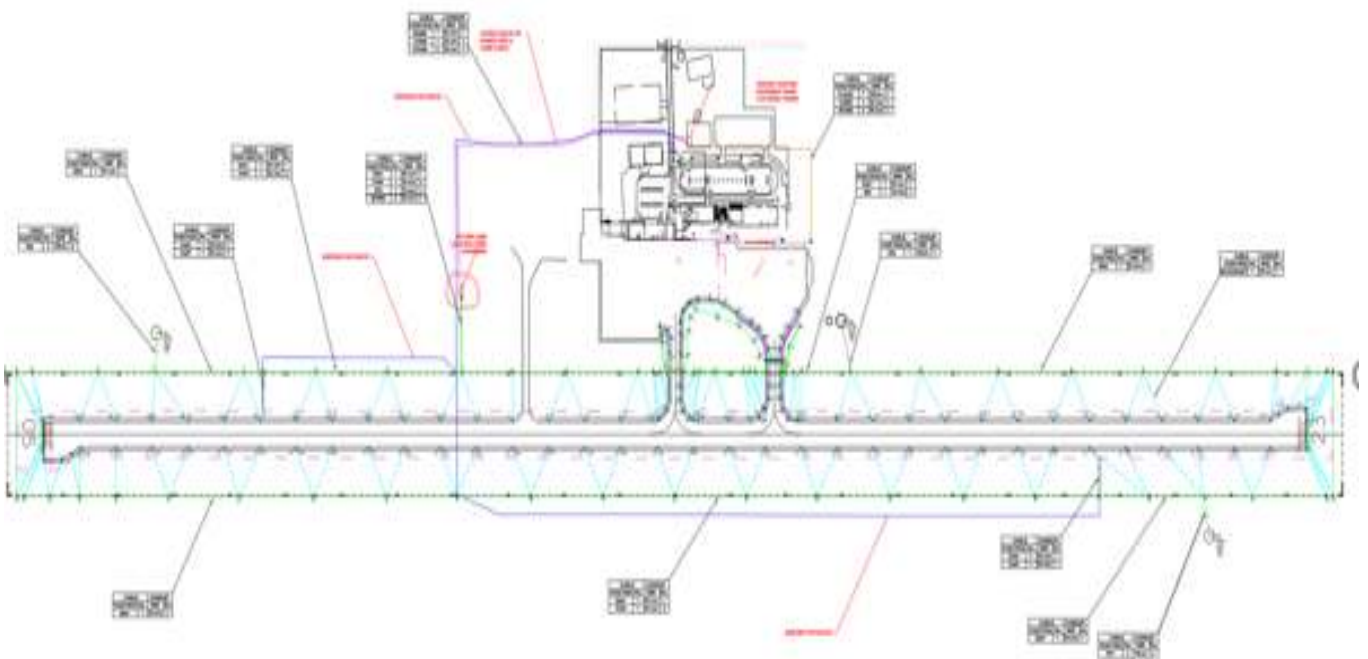
The runway lighting currently at the Newman Airport is a mix of repaired and old original lighting installed circa 1970s. The cabling, housing and access pits are failing due to UV and water damage.

During periods of rain, water enters into the access pits and seeps into the wiring, this has caused the whole system to short circuit and fail on several occasions.

When the airport has a failure of the lighting system aircraft are unable to land and at night take off from the airport.

Along with the runway lights the Newman airport uses precision approach path indicator (PAPI), this is an illuminated visual aid that provides guidance information to help a pilot to acquire and maintain the correct approach to the runway. If the PAPI fails (because of a short circuit) pilots are unable to land safely and need to divert to an alternative airport, often back to Perth.

Council awarded Tender (RFT 04-2022/23) – Airfield Lighting Upgrade (Newman Airport) to Airport Alliance Contracting at its Ordinary Meeting on 24 February 2023.



Proposed Lighting Layout



Area for Control Lighting Room – marked as yellow towards the Runway

Car Parks

Following approval from Council to proceed with a “pay as you go system”, discussions with the ticket machine provider proved that they had overstated their ticket machines and systems ability to meet the Shires needs. Shortfalls not previously advised had deemed the system inappropriate for the terminal carparking causing a need for an urgent short term solution.

All the internal electronics of the older systems that had failed were replaced this resulted in the Short Term Carpark to become operational since 15 June 2023. This is only a short term fix as the system needs to be upgraded.

The Airport Administration are keeping a close eye on the carpark electronic system and have arranged a visit from a technician to review and evaluate the systems operation. Because of past failures, the system must be replaced. The administration have begun looking at new systems.

The works on the Long Term Carpark are still pending further investigation.

Signage

New signage has been ordered to indicate “2 day” parking restrictions in the Short Term parking area and the non-smoking and vaping areas within the airport vicinity.

This also includes airside and apron area where there has been some issues with passengers’ vaping as they board the aircraft. All these passengers were identified and offloaded from the flight as per the Captain’s instruction.

There is a new sign from the Department of Home Affairs that must be displayed at the Security Screening Area. This sign has also been ordered.



New signage for Airport Vicinity



New Sign for Screening Area

Kiosk

An Interactive Touch Screen Information Kiosk provides a compelling new way to engage with visitors to a region by providing relevant information at the touch of a finger, 24 hours a day, 7 days a week.

Through the kiosk, visitors are able to check local attractions, tours, trails, accommodation options and local services. It is providing as well information on local events.

Through QR codes the kiosk is interacting with the Pilbara East app that is extending information provided in the kiosk and allowing to proceed with bookings and reservations to local accommodation, attractions, and businesses.



Interactive Kiosk



Interactive Kiosk located in the baggage arrival area

Newman Airport Emergency Practice (AEP)

Newman Airport will conduct their annual Airport Emergency Practise on Thursday 3 August 2023. This year it will be a Tabletop Exercise with all the Emergency Services Committee Members. Airservices Fire Station has kindly given their conference room area to hold the Exercise.

This year we will take all committee members around on a site tour of our airside area. This will give them a better understanding of the location of the perimeter fence, gates, runway etc. in case there is ever an emergency airside they need to access the area.

New Mobile Communication Tower

As reported at the last meeting, Telecommunications at the Newman Airport have been in need of upgrading. Failure of mobile communication signal is common particularly when the airport experiences a high number of passengers.

An application has been lodged for a new Telstra tower and is currently being assessed with an expected installation and operation at the end of 2023.



View of the location of the new mobile communications tower

Flight Displays

The Airport Administration are in the planning stages of installing additional electronic signage in the check-in and security area to improve passenger movements. It has been noted that passengers who maybe late for a flight do not move to the front of the line. The new signage should encourage passengers to move ahead of others.



Example of New Flight Display

Summary of Actions Underway

The following actions are currently planned or in progress at Newman Airport:

- Design assistance from Ashley Halliday Architects for the new Airport Expansion Terminal Building.
- Replacement of baggage carousel and apron roof extension
- Parking signage
- New runway lighting upgrade with Airport Alliance Contracting
- Marking of the short term parking area of designated car hire business bays.
- Negotiations commenced for a new mobile communications tower to improve telecommunication coverage.
- Improve existing flight displays in the terminal building.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable regional economy.

E2 The Shire is a great place for tourists.

- *E2.1 Explore partnership opportunities to promote the region.*

3: Built Environment

Connected and accessible communities.

B2 Plan for the future.

- *B2.2 Facilitate the release of land for diverse and inclusive housing options, industrial and commercial use.*

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*

RISK MANAGEMENT CONSIDERATIONS

Service interruption, Financial, Health, Compliance – Major

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple Majority.

7 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COMMITTEE DECISION

Moved: Cr McWhirter-Brooks

Seconded: Cr Kular

That the meeting be closed to the public in accordance with section 5.23{2} of the *Local Government Act 1995* to consider items; 15.2.1 to 15.1.4 and 15.2.1 to 15.2.3 behind closed doors.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 4/0**

For: Shire President, Deputy Shire President, Cr Kular, Cr Coppin

Against: Nil

Cr McWhirter-Brooks having declared an interest in this item left the Chamber at 4.45pm and took no part in the discussion or vote. Cr McWhirter-Brooks returned to Chamber at 5.07pm.

7.1.1 MARBLE BAR AIRPORT UPDATE

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Vic Etherington
Director Aviation and Regulatory Services

Author Disclosure of Interest: Nil

COMMITTEE DECISION / OFFICER'S RECOMMENDATION

Moved: Cr Kular
Seconded: Cr Coppin

That the Committee notes the report.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 3/0**

(Having declared an interest in this item Cr McWhirter-Brooks was absent for the vote)

For: Shire President, Cr Kular, Cr Coppin

Against: Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23(2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (e) A matter that if disclosed would reveal, trade secrets, information of commercial value, information about the business, professional, commercial or financial affairs of a person.

COMMITTEE DECISION

Moved: Cr Kular
Seconded: Cr Coppin

That the meeting return to Open Committee in accordance with section 5.23(2) of the *Local Government Act 1995*.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 4/0**

For: Shire President, Deputy Shire President, Cr Kular, Cr Coppin

Against: Nil

8 GENERAL BUSINESS

No general business items were raised at this meeting.

9 DATE OF NEXT MEETING

The meeting of the next Shire Airport Advisory Committee will be advised.

10 CLOSURE

The Presiding Member declared the Shire of East Pilbara Airport Advisory Committee Meeting of 27 July 2023 closed at 5.09 pm and thanked Committee Members and Staff for their attendance.