

<b>DOCUMENT TYPE</b>	Terms of Reference
<b>TITLE</b>	<b>EAST KIMBERLEY REGIONAL AIRPORTS COMMITTEE</b>
<b>NUMBER:</b>	MOR-1011

## **ESTABLISHMENT**

The Regional Airport Operations and Expansion Committee (“the Committee”) was established as a formal committee of Council on 29 July 2025 by resolution of Council in accordance with Section 5.8 of the *Local Government Act 1995*, which provides that a local government may establish committees to assist in the exercise of its powers and the discharge of its duties.

## **PURPOSE**

The purpose of the Committee is to provide oversight, guidance, and recommendations to Council on both the East Kimberley Regional Airport and the Wyndham Airport which include the following:

- Provide strategic leadership in the development, implementation, operations and sustainability of air access services and strategies;
- Monitor the day-to-day operational performance of both the airports;
- Monitor the implementation of the Airport Master Plan and the updating thereof;
- Provide guidance on the strategic development of the airport precincts including planning, funding, and implementation;
- Provide oversight of compliance with relevant legislation, safety standards, and aviation regulations;
- Provide guidance on fostering economic, tourism, and community benefits associated with the airport’s development;
- Monitor the connectivity of the community to main centres to ensure a reliable service at an affordable price.

## **OBJECTIVES**

The Committee will make recommendations to Council on the following matters:

- Operational performance of the airport, including financial, safety, and service outcomes;
- Strategic planning, infrastructure upgrades, and expansion proposals both land side and airside including funding strategies;
- Engagement with key stakeholders, including airlines, regulatory bodies, government agencies, industry partners, and the community;
- Environmental, heritage, and sustainability considerations being incorporated into planning;
- Risk management and business continuity planning for the airport.

## **MEMBERSHIP**

### **COMPOSITION**

- 3 Elected Members and a proxy (appointed by Council - voting);

- Chief Executive Officer or nominee (ex-officio, non-voting);
- Airport Manager (ex-officio, non-voting);

## **TENURE OF APPOINTMENT**

Members will be appointed for a term expiring at the next ordinary local government election, unless otherwise resolved by Council.

## **PRESIDING MEMBER**

The Presiding Member and Deputy Presiding Member will be elected by the Council, in accordance with section 5.12 of the *Local Government Act 1995*.

## **ROLE OF MEMBERS**

- Attending regular meetings as required and actively participating in pursuing the committee's outcomes;
- Representing the interests of the community and stakeholders;
- Demonstrate a genuine interest in and advocate for the initiatives and the outcomes being pursued by the committee;

## **MEETINGS**

### **FREQUENCY**

The Committee will meet at least quarterly, with additional meetings convened as required by the Presiding Member or the Council.

### **QUORUM**

A quorum will be at least 50% of the number of offices (whether vacant or not) of voting members, as per section 5.19 of the Act.

### **VOTING**

All recommendations will be made by a simple majority of voting members present, as defined in section 5.21 of the Act.

### **CONDUCT OF MEETINGS**

- Meetings will be conducted in accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996*, and the Council's Local Law LL-1000 Meeting Procedures Local Law 2016.
- Agenda's and minutes of meetings will be provided as per the Council's Local Law LL-1000 Meeting Procedures Local Law 2016 and the provisions of the *Local Government Act 1995*.

## **DELEGATED AUTHORITY**

The Committee is advisory only and does not have delegated decision-making powers unless specifically conferred by Council under section 5.16 of the *Local Government Act 1995*.

Recommendations of the Committee will be referred to Council for consideration.

## REPORTING

- The Committee will provide written recommendations and meeting minutes to Council.
- Annual reports summarising activities, progress, and recommendations will be presented to Council.

## CONFLICTS OF INTEREST

Members must comply with Division 6 of Part 5 of the *Local Government Act 1995* regarding disclosure of financial and proximity interests, and declare any impartiality interests in accordance with the Council's Code of Conduct.

## REVIEW OF TERMS OF REFERENCE AND THE COMMITTEE PERFORMANCE

- These Terms of Reference will be reviewed at least once every two years or earlier if required by Council resolution.
- The performance of the Committee will be evaluated bi-annually to coincide with the local government elections.

## TERMINATION

Council may dissolve the Committee or amend these Terms of Reference by resolution at any time.

## DOCUMENT AND VERSION CONTROL

<b>Responsible Directorate</b>	Office of the CEO		
<b>Responsible Officer</b>	Chief Executive Officer		
<b>Statutory References</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>LL-1000 Meeting Procedures Local Law 2016</i>		
<b>Related Documents</b>	DIR-1022 Code of Conduct for Employees POL-1005 Code of Conduct for Council Members Committee Members and Candidates for Local Government Elections		
<b>Amendment History (Adoption and last 3 amendments)</b>			
<b>Version</b>	<b>Date Issued - Resolution Number</b>	<b>Item #</b>	<b>Description of Change</b>
1.0	25/11/2025 - 119323	12.1.3	Council Adopted
<b>Date of Next Review</b>	November 2027		