

SHIRE OF WYNDHAM EAST KIMBERLEY

East Kimberley Regional Airport Committee: Unconfirmed Minutes

25 March 2026



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**SHIRE OF WYNDHAM EAST KIMBERLEY
EAST KIMBERLEY REGIONAL AIRPORT COMMITTEE
UNCONFIRMED MINUTES
KUNUNURRA COUNCIL CHAMBERS
TO BE HELD ON 25 MARCH 2026 AT 5:00PM**

1. DECLARATION OF OPENING

Members of the Public are advised that recommendations to Council contained within this Agenda and decisions arising from the Committee meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

An audio and/or video record will be made of these proceedings to assist in the taking of minutes.

I declare the Meeting open at 5:00pm.

2. RECORD OF ATTENDANCE / APOLOGIES

Cr D Menzel	Shire President
Cr B Robinson	Councillor
V Lawrence	Chief Executive Officer
Gary Wright	Executive Manager Airports
N Bray	Minute Taker

Leave of Absence

Nil

Apology

Cr K Bond	Councillor
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Absent

Nil

2.1 ELECTION OF PRESIDING MEMBER

Nominations were called for the position of Presiding Member. Councillor David Menzel was nominated.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 25/03/2026 - AC697

Moved: Cr D Menzel

Seconded: Cr B Robinson

That Councillor David Menzel be elected as Presiding Member of the East Kimberley Regional Airport Committee.

Carried: 2/0

For: Cr D Menzel, Cr B Robinson

Against: Nil

3. PUBLIC QUESTION TIME / PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DECLARATION OF INTEREST

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The minutes of the Audit, Risk and Improvement Committee Meeting held on 12 November 2025 were published and are available on the Shire's website.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 25/03/2026 - AC698

Moved: Cr D Menzel

Seconded: Cr B Robinson

That Council confirms the Minutes of the Ordinary Council Meeting held on 12 November 2025.

Carried: 2/0

For: Cr D Menzel, Cr B Robinson

Against: Nil

6. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / NOTICES OF MOTIONS

Nil

7. REPORTS

7.1. FINANCIAL REPORT

AUTHOR:	Chief Executive Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
FILE NO:	FM.09.32
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Regulator - Responsible for the enforcement of statutory requirements
VOTING REQUIREMENT:	Simple Majority (Recommendation to Council)

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION

Minute Number: 25/03/2026 - AC699

Moved: Cr D Menzel

Seconded: Cr B Robinson

That the Committee recommend to Council that it notes the Financial Report for the period ended 28 February 2026.

Carried: 2/0

For: Cr D Menzel, Cr B Robinson

Against: Nil

PURPOSE

To present the Financial Report for the period ended 28 February 2026 in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

The Airport Committee has not received a separate financial report previously. The report will cover the normal airport operations and the capital works relevant to the airport. The financial report will include the budget, year to date budget, actual year to date and variance information. The financial statement is prepared in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996* where applicable. Council adopted materiality thresholds of 10% or \$50,000 for reporting variances at the Ordinary Council Meeting held on 22 October 2024 and this will be applied equally to the airport financial data.

COMMENTS

The Financial Report comprises of a normal trading information and capital works information prepared in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

STATUTORY IMPLICATIONS

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996](#)

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: Sustainability

Goal 10: Community-driven Leadership - Leaders work with the community to develop and implement change in delivering positive outcomes

Goal Outcome 10.4: Innovation - Embrace technology, creativity and innovation to solve complex problems

Strategy 10.4: Integrate all planning and resource management to drive continuous improvement and innovation

RISK IMPLICATIONS

Risk: Non-compliance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Controls: Financial Report presented to the Committee on a quarterly basis.

FINANCIAL IMPLICATIONS

Nil

Current and Future Asset Considerations

Nil

COMMUNITY ENGAGEMENT

No community engagement is required in relation to this item.

ATTACHMENTS

1. Confidential Att 1 - Financial Report - February 2026

7.2. OPERATIONAL DATA

AUTHOR:	Gary Wright Executive Manager Airports
RESPONSIBLE OFFICER:	Vernon Lawrence, Chief Executive Officer
ASSESSMENT NO:	N/A
FILE NO:	TT.15.3
DISCLOSURE OF INTERESTS:	Nil
COUNCIL'S ROLE IN THE MATTER:	Provider - provide physical infrastructure and essential services
VOTING REQUIREMENT:	Simple Majority (Recommendation to Council)

OFFICER'S RECOMMENDATION

OFFICER'S RECOMMENDATION

Minute Number: 25/03/2026 - AC700

Moved: Cr B Robinson

Seconded: Cr D Menzel

That the East Kimberley Regional Airport Committee recommend to Council that it notes the passenger and aircraft information in Attachment 1.

Carried: 2/0

For: Cr D Menzel, Cr B Robinson

Against: Nil

PURPOSE

To provide the Airport Committee with year to date data to 1st March 2026 for passenger and aircraft movements. This data informs financial, operational and risk performance as well as the future strategic direction of the business unit including infrastructure requirements.

BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

There have been no previous considerations on this by either Council or the Committee.

COMMENTS

The Attachments show monthly data for the 2025/26 financial year.

The current financial year 25/26 started positively. There is also a more positive outlook in the resources sector in the East Kimberley which may see an increase in FIFO workers through our airport.

STATUTORY IMPLICATIONS

Nil for this report.

POLICY IMPLICATIONS

No policy implications are relevant.

STRATEGIC IMPLICATIONS

This matter relates to the following sections of the *Strategic Community Plan 2023-2033*:

Focus Area: CONNECTION

Goal 7: Connecting to the world - Creating access and turning our remoteness into a positive experience

Goal Outcome 7.1: Transport connections - People and goods are able to move freely in and out of the East Kimberley

Strategy 7.1: Advocate for the planning and funding of future transport infrastructure connecting to East Kimberley

RISK IMPLICATIONS

Risk: Failure to plan and resource a suitable airport facility which meets the long-term strategic goals and the region's economic development initiatives.

Control: Trend Analysis

FINANCIAL IMPLICATIONS

There are no financial implications arising from the preparation of this report.

The trend data underpins the financial performance of the airport. Financial data relevant to these trends will be included when relevant in future reports.

Current and Future Asset Considerations

No asset considerations arising from this report.

COMMUNITY ENGAGEMENT

No community engagement is required.

ATTACHMENTS

1. Att 1 - Passenger Statistics FY 25/26
2. Att 2 - Aircraft Movements FY 25/26

8. MATTERS BEHIND CLOSED DOORS

Nil

9. OTHER BUSINESS / MATTERS RAISED AT THE MEETING

9.1 JET FUEL STORAGE AND SUPPLY

The Committee was provided with advice from fuel suppliers (Viva Energy and Air BP) regarding current jet fuel storage capacity, supply arrangements and associated risks at Kununurra Airport.

It was noted that the maximum jet fuel storage capacity is approximately 122,000 litres, inclusive of truck capacity. Air BP infrastructure comprises approximately 107,000 litres of tank storage, with an additional capacity of up to 30,000 litres via trucks. Current fuel holdings are reported at approximately 83,000 litres (Viva Energy) and approximately 24,500 litres within Air BP tank storage.

The Committee noted that average weekly fuel usage is approximately 60,000 litres, with demand varying depending on seasonal activity. Air BP advised that usage is significantly lower during the wet season (approximately 13,000 litres per week) and increases during the dry season (up to approximately 65,000 litres per week).

Under normal operating conditions, the facility receives weekly fuel deliveries and generally maintains near full storage capacity. Refuelling of Regular Public Transport (RPT) aircraft occurs daily, with suppliers able to coordinate deliveries to meet operational demand. Delivery frequency varies seasonally, occurring every four to six weeks during the wet season (as required) and every seven to ten days during the dry season (as required).

At the time of reporting, Viva Energy advised that there are no current issues affecting fuel delivery. However, Air BP identified potential supply risks associated with road transport, including reliance on freight routes from Darwin and susceptibility to disruption due to flooding, washouts, accidents and road damage, particularly along Northern Territory corridors.

The Committee further noted that the Department of Transport is monitoring global fuel market conditions, including geopolitical factors that may influence aviation fuel supply and pricing.

Conclusion

The Committee noted that current fuel supply arrangements remain stable, with no immediate shortages identified. Supply is supported by regular deliveries and adequate storage capacity; however, continuity of supply remains subject to external risks, particularly those associated with road transport disruptions and broader global fuel market conditions.

10. CLOSURE

I declare this meeting closed at 5:16 pm.

9. CLOSURE