

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

ESTABLISHMENT

The East Kimberley Regional Airports 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 and guidance in relation to the development and long-term sustainability of air access services and strategies;
- Monitor high-level airport performance, significant trends and matters with strategic implications for the Shire;
- Monitor the implementation of the Airport Master Plan and the updating thereof;
- Provide guidance on the strategic development of the airport precincts, including long-term planning, infrastructure priorities, commercial opportunities and funding strategies;
- Provide strategic oversight of material regulatory, safety and risk matters that may affect the long-term operation, sustainability or development of the airports;
- 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:

- High-level airport performance and significant trends, including matters that may materially affect financial sustainability, aviation services, regional connectivity or future airport operations;
- Long-term strategic planning, infrastructure priorities, commercial development and expansion opportunities, including associated investment and funding strategies;
- Strategic engagement and advocacy with key stakeholders, including airlines, regulatory bodies, government agencies, industry partners and the community;
- Environmental, heritage, and sustainability considerations being incorporated into planning;
- Material and emerging risks that may affect the strategic objectives, long-term sustainability, resilience or development of the airports.

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

Administration will provide regular high-level reporting to the Committee to support its strategic oversight and advisory functions under these Terms of Reference.

Reporting will focus on material matters, significant trends, emerging risks and opportunities relevant to:

- airport performance and regional aviation connectivity;
- strategic, commercial and infrastructure development; and
- regulatory compliance, safety and key risks.

The specific format and content of standing reports may be determined by Administration, having regard to the Committee's functions, strategic priorities and these Terms of Reference.

Recommendations of the Committee and matters requiring a decision of Council will be referred to Council for consideration.

Committee minutes will be presented to Council in accordance with applicable legislative and meeting procedure requirements.

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 and ongoing need for the Committee will be evaluated following each ordinary local government election.

TERMINATION

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

DOCUMENT AND VERSION CONTROL

Responsible Directorate	Office of the CEO		
Responsible Officer	Chief Executive Officer		
Statutory References	Local Government Act 1995 Local Government (Administration) Regulations 1996 LL-1000 Meeting Procedures Local Law 2016		
Related Documents	DIR-1022 Code of Conduct for Employees POL-1005 Code of Conduct for Council Members Committee Members and Candidates for Local Government Elections		
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	25/11/2025 - 119323	12.1.3	Council Adopted
2.0			Review adopted by Council
Date of Next Review		October 2028	