

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

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
Date of Next Review		November 2027	