

SHIRE OF WYNDHAM EAST KIMBERLEY

# **East Kimberley Regional Airport Committee: Agenda**



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## CONTENTS

<b>1. DECLARATION OF OPENING.....</b>	<b>4</b>
<b>2. RECORD OF ATTENDANCE / APOLOGIES .....</b>	<b>4</b>
<b>3. PUBLIC QUESTION TIME / PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>4</b>
<b>4. DECLARATION OF INTEREST .....</b>	<b>4</b>
<b>5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>4</b>
<b>6. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / NOTICES OF MOTIONS.....</b>	<b>4</b>
<b>7. REPORTS .....</b>	<b>4</b>
<b>7.1. YEAR TO DATE DATA.....</b>	<b>5</b>
<b>7.2. AIRPORT COMMITTEE - TERMS OF REFERENCE.....</b>	<b>7</b>
<b>7.3. AIRPORT COMMITTEE - STANDARD AGENDA ITEMS.....</b>	<b>11</b>
<b>7.4. COMPLIANCE AND RISK.....</b>	<b>14</b>
<b>8. MATTERS BEHIND CLOSED DOORS .....</b>	<b>15</b>
<b>9. CLOSURE .....</b>	<b>15</b>

**SHIRE OF WYNDHAM EAST KIMBERLEY  
EAST KIMBERLEY REGIONAL AIRPORT COMMITTEE AGENDA  
KUNUNURRA COUNCIL CHAMBERS  
TO BE HELD ON 12 NOVEMBER 2025 AT 5:00PM**

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- 1. DECLARATION OF OPENING**
  
- 2. RECORD OF ATTENDANCE / APOLOGIES**
  
- 3. PUBLIC QUESTION TIME / PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
  
- 4. DECLARATION OF INTEREST**
  
- 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
  
- 6. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / NOTICES OF MOTIONS**
  
- 7. REPORTS**

## 7.1. YEAR TO DATE DATA

<b>AUTHOR:</b>	Executive Manager Airports
<b>RESPONSIBLE OFFICER:</b>	Vernon Lawrence, Chief Executive Officer
<b>ASSESSMENT NO:</b>	N/A
<b>FILE NO:</b>	TT.15.3
<b>DISCLOSURE OF INTERESTS:</b>	Nil
<b>COUNCIL'S ROLE IN THE MATTER:</b>	Provider - provide physical infrastructure and essential services
<b>VOTING REQUIREMENT:</b>	Not Required

### OFFICER'S RECOMMENDATION

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

### PURPOSE

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To provide the Airport Committee with historical and year to date data to 30 September 2025 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

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

### COMMENTS

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The Attachment 1 shows monthly data from the 2007/08 financial year to the end on Quarter 1 in the current financial year. The last three years have been fairly constant with passenger numbers. There was a marked increase in aircraft movements from 2023/24 financial year to the 2024/25 financial year during which Nexus operated between Broome, Kununurra and Darwin. This did not yeild an increase in overall passenger numbers. The increase in the passenger numbers brought upon by Nexus entering into the market was offset by the decrease in numbers of FIFO workers due to the reduction of activity in the resources sector.

The current financial year has 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

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Nil for this report.

### POLICY IMPLICATIONS

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No policy implications are relevant.

## **STRATEGIC IMPLICATIONS**

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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**

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**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**

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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**

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No asset considerations arising from this report.

## **COMMUNITY ENGAGEMENT**

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No community engagement is required.

## **ATTACHMENTS**

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Attachment 1 – Passenger Statistics

## 7.2. AIRPORT COMMITTEE - TERMS OF REFERENCE

<b>AUTHOR:</b>	Chief Executive Officer
<b>RESPONSIBLE OFFICER:</b>	Vernon Lawrence, Chief Executive Officer
<b>FILE NO:</b>	TBA
<b>DISCLOSURE OF INTERESTS:</b>	Nil
<b>COUNCIL'S ROLE IN THE MATTER:</b>	Provider - provide physical infrastructure and essential services
<b>VOTING REQUIREMENT:</b>	Simple Majority

### OFFICER'S RECOMMENDATION

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That the Airport Committee recommends to Council that it:

1. Notes its Terms of Reference in Attachment 1
2. Endorses the Terms of Reference for the operations of Airport Committee; and
3. Endorses that the Terms of Reference are sufficient and appropriate.

### PURPOSE

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This report is for the Airport Committee to endorse the Terms of Reference for the operation of the Committee and recommend to Council that the Terms of Reference are sufficient and appropriate.

### BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

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Councillors will be aware that there has been an Airport Committee in the past, but this was not constituted as a formal committee of Council. Having an informal committee has not provided the rigor that this important business unit of Council needs. A report was brought to Council at the Ordinary Council Meeting on 29 July 2025 to formally constitute the Airport Committee as a Committee of Council. The following was the decision of Council:

*Minute Number: 29/07/2025 - 119245*

*Moved: Cr B Kyne*

*Seconded: Cr M Dear*

*That Council:*

1. *Approves the formation of the Shire of Wyndham East Kimberley Airport Committee as a formal Committee of Council in terms of sections 5.8 of the Local Government Act 1995;*
2. *Endorses the following representation on the Shire of Wyndham East Kimberley Airport Committee of Council:*

<i>Presiding Member:</i>	<i>Cr B Robinson</i>
<i>Deputy Presiding Member:</i>	<i>Cr D Menzel</i>
<i>Member:</i>	<i>Cr J Gooding</i>
<i>Proxy:</i>	<i>Cr T Chafer</i>

*Carried: 7/0*

*For: Cr D Menzel, Cr T Chafer, Cr M Dear, Cr D Hearty, Cr B Kyne, Cr J Gooding, Cr B Robinson*

*Against: Nil*

At the 28 October 2025 Ordinary Council Meeting the new members for the Airport Committee were elected.

#### OFFICER'S RECOMMENDATION / COUNCIL DECISION

Minute Number: 28/10/2025 - 119292

Moved: Cr T Chafer

Seconded: Cr C Cane

That Council:

1. Endorses the following representation on Committees of Council:
  - a. *Audit, Risk and Improvement Committee (ARIC)*  
Representative 1 – Cr B Robinson  
Representative 2 – Cr T Chafer  
Representative 3 – Cr V Goulden  
Proxy – Cr K Bond
  - b. *East Kimberley Regional Airport Committee (EKRA Committee)*  
Representative 1 – Cr K Bond  
Representative 2 – Cr D Menzel  
Representative 3 – Cr B Robinson  
Proxy – Cr T Chafer

#### **COMMENTS**

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The first steps to ensuring that the Airport Committee (Committee) functions within a framework that has been agreed upon is to establish a Terms of Reference (ToR). The ToR needs to provide for the Committee to be able to have the correct balance between providing strategic guidance and adequate oversight of the operational and compliance requirements of what is a fairly complex business.

The ToR was produced in draft form by the Administration and circulated to Councillors for input. Councillors comments were considered and attached in a revised document for the Committee to formally consider and recommend that Council endorse.

#### **STATUTORY IMPLICATIONS**

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The Committee will operate under section 5.8 of the *Local Government Act, 1995*.

*Local Government Act 1995*

Subdivision 2 — Committees and their meetings

[5.8. Establishment of committees](#)

[5.9. Committees, types of](#)

[5.10. Appointment of committee members](#)

Meeting protocols will comply with Shire of Wyndham East Kimberley's *Meeting Procedures Local Law, 2016*.

#### **POLICY IMPLICATIONS**

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There are no new policy implications that arise from this report.

## STRATEGIC IMPLICATIONS

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

**Focus Area:** CONNECTION

**Focus Area:** LIVEABILITY

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

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

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

**Goal Outcome 10.3:** Advocacy - Strong and consistent advocacy for local needs and priorities

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

**Strategy 10.3:** The Shire will influence decisions of others in a way that recognises and prioritises the needs of our local community

## RISK IMPLICATIONS

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**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:** Establish an Airport Committee as a formal Committee of Council and review the Airport Master Plan to ensure that it relevant and achievable.

**Risk:** Failure to provide effective advocacy for the Shire and the Region to develop projects, support industry and provide opportunities for all.

**Control:** Develop an advocacy plan that provides a strategic path for future development of the Airport Precinct.

## FINANCIAL IMPLICATIONS

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There are no additional budget implications from establishing the Airport Committee. All costs can be accommodated within current budget provisions.

## Current and Future Asset Considerations

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Not relevant for this report.

## COMMUNITY ENGAGEMENT

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No community consultation required.

## **ATTACHMENTS**

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Attachment 1 - Draft - Terms of Reference - Airport Committee

### 7.3. AIRPORT COMMITTEE - STANDARD AGENDA ITEMS

<b>AUTHOR:</b>	Chief Executive Officer
<b>RESPONSIBLE OFFICER:</b>	Vernon Lawrence, Chief Executive Officer
<b>FILE NO:</b>	TBA
<b>DISCLOSURE OF INTERESTS:</b>	Nil
<b>COUNCIL'S ROLE IN THE MATTER:</b>	Leader - plan and provide direction through policy and practices
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### OFFICER'S RECOMMENDATION

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**That the Airport Committee recommends that Council endorse the standard agenda items to be reported on at each Airport Committee as per Attachment 1.**

#### PURPOSE

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For the Airport Committee (Committee) to recommend that the Council endorse the standard agenda items to be included in each Airport Committee meeting.

#### BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

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This matter has not been previously considered by Council or the Committee. Council has established the Audit (Finance and Risk) Committee as a formal committee of Council and the principles contained in their agenda formation will be applied to the Airport Committee.

#### COMMENTS

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The Administration and the Airport Management have considered the matters to be contained in the meeting agenda. The full draft agenda is set out in Attachment 1. The following are the items to note:

1. Financial report – a quarterly financial report detailing the operations and capital works programs to be presented including explanations on any major variances.
2. Operational data – information relating to the number of passengers, detailing operators and aircraft used.
3. Property data – information relating to leases and potential property sales.
4. Compliance data – Information relating to our compliance requirements and the results of any inspections and improvement notices.
5. Other business activity – matters relating to work conducted on behalf of the Department of Transport on remote airstrips.
6. Strategic Projects – planning for strategic infrastructure projects at the airport.
7. Advocating Agenda – provide an update on meeting held and correspondence with key stakeholders relating to the activation of our airports.
8. Presentations – outside industry members invited to brief the Committee on current events in the industry.

## STATUTORY IMPLICATIONS

---

The Committee will operate under section 5.8 of the *Local Government Act, 1995*.

*Local Government Act 1995*

Subdivision 2 — Committees and their meetings

[5.8. Establishment of committees](#)

[5.9. Committees, types of](#)

[5.10. Appointment of committee members](#)

Meeting protocols will comply with Shire of Wyndham East Kimberley's *Meeting Procedures Local Law, 2016*.

## POLICY IMPLICATIONS

---

There are no policy implications for this report.

## STRATEGIC IMPLICATIONS

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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 10.3:** Advocacy - Strong and consistent advocacy for local needs and priorities

**Strategy 10.3:** The Shire will influence decisions of others in a way that recognises and prioritises the needs of our local community

## RISK IMPLICATIONS

---

**Risk:** Failure to provide effective advocacy for the Shire and the Region to develop projects, support industry and provide opportunities for all.

**Control:** Establish an Airport Committee as a formal Committee of Council and review the Airport Master Plan to ensure that it relevant and achievable.

**Control:** Develop an advocacy plan that provides a strategic path for future development of the Airport Precinct.

## FINANCIAL IMPLICATIONS

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Nil for this report – all costs provided for in the current budget allocations.

## Current and Future Asset Considerations

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Not relevant for this report.

## **COMMUNITY ENGAGEMENT**

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No community engagement is required.

## **ATTACHMENTS**

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Attachment 1 - Draft Standard Agenda EKRA Committee

## 7.4. COMPLIANCE AND RISK

<b>AUTHOR:</b>	Chief Executive Officer
<b>RESPONSIBLE OFFICER:</b>	Vernon Lawrence, Chief Executive Officer
<b>ASSESSMENT NO:</b>	N/A
<b>FILE NO:</b>	TBA
<b>DISCLOSURE OF INTERESTS:</b>	Nil
<b>COUNCIL'S ROLE IN THE MATTER:</b>	Provider - provide physical infrastructure and essential services Regulator - enforce state legislation and local laws
<b>VOTING REQUIREMENT:</b>	Simple Majority

### OFFICER'S RECOMMENDATION

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**That the Committee recommend to Council to note the Surveillance Report in confidential Attachment 1.**

### PURPOSE

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For the Airport Committee to consider the contents of the surveillance report undertaken by the Civil Aviation Safety Authority (CASA) conducted at the East Kimberley Regional Airport and recommend to Council that it note the report.

### BACKGROUND / PREVIOUS CONSIDERATIONS BY COUNCIL OR COMMITTEE

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There are no previous recommendations from the Airport Committee on this matter. CASA undertake periodic inspections of the airports under the Shire control to ensure that there is an acceptable safety system in place. The report is conducted against the Civil Aviation Safety Regulations, 1998 and Part 139 of the Aerodromes Manual of Standards, 2019. The report covers a number of areas such as Data and Documents, Personnel matters, Maintenance, Drug & Alcohol Testing, Safety, Emergency Response, Equipment and Aircraft Movement.

### COMMENTS

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The report identified two safety findings and two safety observations. One related to Data and Documents and three related to Maintenance. These matters have all been addressed.

### STATUTORY IMPLICATIONS

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There are no statutory implications arising from the Local Government Act relevant to this report. All the CASA Regulations and the Manual of Standards are relevant but too numerous to include as part of this report. The links to the relevant legislation are provided below.

### POLICY IMPLICATIONS

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The following Shire policies may have relevance in this process:  
251113 Agenda - East Kimberley Regional Airport Committee - 12 November 2025

POL-1021 Work Health and Safety  
POL-3004 Alcohol Management  
POL-4000 Maintenance of Shire Assets  
POL-4010 Asset Management

## **STRATEGIC IMPLICATIONS**

---

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

**Focus Area:** SUSTAINABILITY

**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:** Continually review the legal compliance matters to ensure the Shire staff are informed and adequately trained to perform their duties.

## **FINANCIAL IMPLICATIONS**

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There are no financial implications arising directly from this report. All matters that were needed to be rectified were done within current budget allocations.

## **Current and Future Asset Considerations**

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No considerations for this report.

## **COMMUNITY ENGAGEMENT**

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No community engagement is required.

## **ATTACHMENTS**

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Confidential Attachment 1 - Event 31395 - Kununurra (YPKU) - SWEK ARN 901166 - Surveillance Report

## **8. MATTERS BEHIND CLOSED DOORS**

## **9. CLOSURE**