

# **East Kimberley Air Access Coordination Group**

## **Terms of Reference**

### **1. PURPOSE**

These Terms of Reference outline the East Kimberley Air Access Coordination Group's (AACG) objectives, role and functions, composition and membership, terms of membership, meetings, quorum, duties and responsibilities of both the AACG and its members.

### **2. OBJECTIVES**

The AACG is a Shire initiative with the primary objective to improve air access and sustain existing routes and services for the East Kimberley region. The AACG is an advisory body and does not have the power to bind the organisations the AACG represents. The group will:

- a) Identify the risks and liabilities involved in implementing the current Kununurra-Melbourne trial air service.
- b) Consider the risks, liabilities and commercial benefits that flow from the air service trial, referred to in (a) above, and make recommendations to the Council of the Shire of Wyndham East Kimberley regarding these risks, liabilities and commercial benefits.
- c) Ensure all necessary supporting activities to support a successful trial, are planned and implemented, up to and during the trial, including funding arrangements beyond.
- d) Ensure that all necessary service demand data that might underpin and support a subsequent business case for the upgrade of the East Kimberley Regional Airport runway is collected, analysed and presented as part of the trial.
- e) Clarify the parameters of a successful continuing service arrangement including but not limited to connecting Kununurra with eastern States centres.

### **3. ROLES AND FUNCTIONS OF THE EAST KIMBERLEY AIR ACCESS COORDINATION GROUP**

The AACG will:

- a) Provide strategic leadership in the development, implementation, operations and sustainability of air access services and strategies.
- b) Provide advice, support and assistance in the implementation of the trial.
- c) Monitor identified and emerging risks and advise on their prevention, mitigation and management.
- d) Recognise barriers and enablers to air services within the East Kimberley region, and assist in developing initiatives to address these.
- e) Identify East Kimberley air services needs.
- f) Note the trial's budget and expenditure and provide advice and support on the financial aspects of the trial and related matters as required.

#### **4. COMPOSITION AND MEMBERSHIP**

The AACG shall be comprised of:

- David Menzel - President, Shire of Wyndham East Kimberley or his proxy – (AACG Chair);
- Michael McConachy - Chair, East Kimberley Marketing Group or his proxy – (AACG Deputy Chair);
- Narelle Brook - Co-ordinator, East Kimberley Marketing Group or her proxy;
- Vernon Lawrence – A/CEO, Shire of Wyndham East Kimberley or his proxy;
- Anthony Hayes - Executive Director for Markets & Partnerships, Tourism WA or his proxy
- Jeff Gooding - CEO, Kimberley Development Commission or his proxy;
- Glen Chidlow - Director Strategic Planning and Projects Delivery, Kimberley Development Commission or his proxy; and
- Peter Ryan - Director State Aviation Strategy, Department of Transport or his proxy.

Other members may be included in the group as required.

#### **5. ROLE OF INDIVIDUAL GROUP MEMBERS**

The role of the individual members of the AACG includes:

- a) Attending regular meetings as required and actively participating in the group's work.
- b) Representing the interests of its stakeholders/members, as appropriate.
- c) A genuine interest and advocate for the initiatives and the outcomes being pursued by the group.
- d) Committing to, and actively participating in pursuing the group's outcomes.

#### **6. TERMS OF MEMBERSHIP**

Members of the AACG are agreed by the Shire of Wyndham East Kimberley (Shire), East Kimberley Marketing Group (EKMG), and the Kimberley Development Commission (KDC). The AACG will consist of eight members. All members shall have full voting rights.

The members of the AACG are appointed until:

- a) The person no longer holds the office by which the person became a member; or
- b) The person resigns from membership of the AACG

Other Stakeholders and/or expertise may be invited to attend meetings of the AACG at the invitation of the presiding person.

## **7. CHAIR/CONVEYNOR**

The AACG will be chaired by the President of the Shire of Wyndham East Kimberley (AACG Chair), or by the AACG Deputy Chair in the absence of the AACG Chair. Meetings will be convened by the Chair and supported by the Kimberley Development Commission (KDC).

## **8. AGENDA ITEMS, MINUTES AND MEETING PAPERS**

All agenda items will be forwarded to the KDC secretarial support staff by close of business five (5) working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least two (2) working days prior to the next scheduled meeting.

The minutes of each AACG meeting will be prepared by a representative of the KDC.

Full copies of the minutes, including attachments, will be provided to all AACG members no later than five (5) working days following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

## **9. ADMINISTRATIVE SUPPORT AND REPORTING**

The KDC shall provide secretarial support by way of meeting venue and meeting logistics/minutes and action reporting to members, on behalf of the AACG. Those arrangements will be re-assessed after six (6) months in relation to effectiveness.

Local reporting and ongoing ownership of the project by local business and civic leadership will require structured, sustained and consistent messaging, and a framework to undertake those tasks. To achieve this:

- a) The Shire President and CEO will provide regular briefings to the Council of the Shire of Wyndham East Kimberley;
- b) The Tourism WA CEO will provide regular briefings to the Honourable Paul Papalia MLA, Minister for Tourism;
- c) The Tourism WA CEO will provide regular briefings to the Tourism WA Board;
- d) The KDC CEO will provide regular briefings to the Honourable Alannah MacTiernan MLC, Minister for Regional Development; and
- e) The Department of Transport representative will provide informed input into the emerging State Aviation Strategy as well as briefings to the Honourable Rita Saffioti MLA, Minister for Transport in relation to both air services policy and airport infrastructure.

## **10. MEETINGS**

The AACG will meet monthly. Additional meetings shall be convened at the discretion of the presiding person.

If the presiding member of the AACG is absent, unable or unwilling to perform the functions of presiding member, or the office of presiding member is vacant, then the deputy presiding member may perform the functions of presiding member.

If the deputy presiding member of the AACG is absent, unable or unwilling to perform the functions of presiding member, or the office of deputy presiding member is vacant, then the AACG members present at the meeting are to choose a member present to preside at the meeting.

## **11. PROXIES TO MEETINGS**

Members of the AACG will nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least three (3) working days prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the AACG member they are representing.

## **12. QUORUM REQUIREMENTS**

A quorum will be five (5).

## **13. REVIEW**

The effectiveness and membership of the AACG will be reviewed after twelve (12) months.