

## **Karratha Airport Advisory Group**

### **Terms of Reference**

#### **1. Establishment**

The Karratha Airport Advisory Group was established by the City of Karratha in December 2010 (Council Resolution # 151466).

The inaugural meeting of the Karratha Airport Advisory Group was held on the 27<sup>th</sup> April 2011.

#### **2. Scope**

The overall aim of the Karratha Airport Advisory Group is to discuss and inform the strategic direction of operations at the Karratha Airport. The Advisory Group facilitates communication between internal stakeholders and Councillors on matters pertaining to airport operations and provides recommendations to Council where required.

#### **3. Objectives**

The aim of the Karratha Airport Advisory Group is to:

- To provide advice and support to Council officers to guide decision making on the strategic development and operations of Council's Airport Management and operations;
- To enable Council officers a forum to raise issues and matters of strategic significance seeking input to inform decision making;
- To raise awareness of Councillors on the operations of Airport Services; and
- To enable a forum to assist in the development of policies to guide Airport management and operational strategy.

#### **4. Powers of the Karratha Airport Advisory Group**

The Karratha Airport Advisory Group does not have any powers other than the ability to make recommendations to Council on the strategic direction and operations of the Karratha Airport. Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

#### **5. Term of Advisory Group**

The function and form of the Karratha Airport Advisory Group will be reviewed every two (2) years at the time of Local Government Elections or earlier as determined by Council.

## **6. Membership**

Representation to consist of:

- 5 Elected Council Members
- Chief Executive Officer
- Director Strategic Projects and Infrastructure
- Karratha Airport General Manager
- Airport Management
  - Airport Commercial Coordinator
  - Airport Compliance Coordinator
  - Airport Operations Coordinator
  - Airport Assets & Contracts Coordinator
  - Airport Office Supervisor

## **7. Meetings**

Meetings of the Advisory Group will be held in Karratha, on a quarterly basis and will be convened by the respective Manager.

Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

Advisory Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Karratha Airport Advisory Group.

## **8. Quorum**

A quorum of 4 members is required of which two shall be council member representatives. If insufficient members are not available for a meeting, the meeting will be rescheduled.

## **9. Place and Duration of Meeting**

The meetings will take place at either the Council Chambers or at Karratha Airport in an available meeting room.

## **10. Reporting**

Minutes shall be circulated to all Advisory Group Members and Councillors for information. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

## **11. Delegated Authority**

There is no delegated authority to this Advisory Group.

## **12. Ethical Behaviour**

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters related to the activities of the Advisory Group, other than as authorised by the Council.

### **13. Liabilities of Members**

No civil liability attaches to a member of an Advisory Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or Advisory Group's powers, functions or duties. Such a liability attaches instead to the Council.

### **14. Amendments to Terms of Reference**

Amendment to these Terms of Reference can be approved by this Advisory Group.

Original Date of Establishment:	December 20, 2010
Review or Amendment #1	December 01, 2011
Review or Amendment #2	December 09, 2013
Review or Amendment #3	September 14, 2015
Review or Amendment #4	