



## **Airport Advisory Group Terms of Reference**

### **1. Establishment**

The Airport Advisory Group was established by Council at its meeting held on 27 November 2017.

### **2. Scope**

The Advisory Group is to discuss and inform the strategic direction of operations at the Karratha Airport. The Advisory Group facilitates communication between ~~internal stakeholders~~[Officers](#) and Councillors on matters pertaining to airport operations, and provides recommendations to Council when required.

### **3. Objectives**

The primary role of the Advisory Group is to:

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

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

The 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 Airport Advisory Group will be reviewed every two years at the time of Local Government Elections or earlier as determined by Council.

### **6. Membership**

Membership shall comprise:

- [Up to](#) 5 Elected Council Members
- Chief Executive Officer
- Director Strategic Projects and Infrastructure
- Manager Airport

### **7. Meetings**

Held each quarter over the calendar year aligning with Agenda Briefing session dates. Dates will be scheduled once annual Ordinary Council Meetings are confirmed by Council. Meetings may also be scheduled as required.

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

**8. Quorum**

A quorum of two (2) Councillors and two (2) Officers is required. If insufficient number of members are available for a meeting, the meeting ~~may~~**will** be rescheduled.

**9. Place and Duration of Meeting**

Meetings will be held in an available meeting room in the City of Karratha offices unless advised otherwise. Meetings will have a duration that generally does not exceed one (1) hour.

**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 are no delegations provided 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 relevant 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.

**14. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Res no: 153939	20 November 2017
Amendment #1 - Res no: 154139	20 August 2018
Amendment #2 - Res no: 154506	20 January 2020
Amendment #3 -	
Amendment #4 -	