

Category:	Statutory	Due legislation:	Air and Sea Ports (Incorporation) (Jersey) Law 2015					
Full Title of meeting:	Harbours and Airport Authorities Committee (HAAC)							
Frequency of meetings:	3 per annum				Usual duration:		2 hours	
Distribution of record:	Restricted							
Record Type:	Agenda	x	Minutes	x	Action List	x	Notes	
Supporting Doc	General Committee Terms							

TERMS OF REFERENCE

1. Purpose

2. The Harbour and Airport Authority Committee (HAAC) is a subcommittee of the Ports of Jersey (PoJ) Board. It provides strategic oversight, regulatory assurance, and risk governance relating to the safe, secure, and efficient operation of Jersey's airport and harbours. HAAC supports PoJ's statutory duties as Harbour and Airport Authority, ensuring compliance with relevant laws, codes, and best practice standards.

3. Membership

- 3.1. The committee shall comprise of the Chair, CEO, CFO, COO, Harbour Master and Airport Director (or a designated representative of either the Harbour Master or Airport Director who has been validly sworn in)
- 3.2. The Chair shall be a POJL NED.

4. Quorum

- 4.1. The quorum necessary for the transaction of business shall be four members, which must include the Airport Director and Harbour Master or designated representative.

5. Frequency of meetings

- 5.1. The committee shall meet at least three times a year at appropriate times and otherwise as required.
- 5.2. A follow-up meeting with the Minister for Sustainable Economic Development shall take place after each HAAC meeting to share key updates and assurance outcomes.

6. Duties

The committee shall

- 6.1. Appoint the Airport Director and Harbour Master, the holders of both of which posts are sworn officers. Both officers have direct access to the Minister as may be required from time to time.
- 6.2. Aviation Oversight
 - 6.2.1. Monitor compliance with aviation legislation and guidance (e.g. CAA, ICAO, EASA, DfT).
 - 6.2.2. Review safety, security, and regulatory audit outcomes.
 - 6.2.3. Oversee implementation of corrective actions.
 - 6.2.4. Assess airport security risks, threats, and mitigation.
 - 6.2.5. Monitor airport emergency preparedness, operational resilience, and cybersecurity.

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6.2.6. Provide assurance on risks and operational matters requiring PoJ Board attention.

6.2.7. Oversee delivery of airport-related Public Service Obligations:

6.2.7.1. Management of the Channel Islands Control Area.

6.3. Maritime Oversight

6.3.1. Ensure compliance with the Port Marine Safety Code (PMSA).

6.3.2. Review the Marine Safety Management System (MSMS), incident reports, and risk assessments.

6.3.3. Oversee delivery of maritime-related Public Service Obligations:

6.3.3.1. Search & Rescue (SAR)

6.3.3.2. Aids to Navigation

6.3.3.3. Shipping legislation enforcement

6.3.3.4. Port State Control

6.3.3.5. Provide assurance on enforcement activity carried out under Jersey maritime legislation in accordance with the Harbour Authority Enforcement Policy.

6.3.3.6. Support the Harbour Master's role in maintaining regulatory compliance and fair, proportionate enforcement.

6.3.3.7. Ships Registry

6.4. Risk Management

6.4.1. The delegation of risk management responsibility shall be as follows:

Risk Category	Committee Monitoring
Financial Risks (including fraud)	Audit Risk Committee
Corporate Risks: Cyber, Information Security, Occupations H&S, Sustainability, Change, Reputation	
Operational Airport and Harbour Risks	Harbour and Airports Authority
Investment Risks	Investment Committee

6.5. Health and Safety Management

6.5.1. The delegation of health and safety management responsibility shall be as follows:

Health and Safety Category	Committee Monitoring
Occupational Health and Safety	Audit Risk Committee
Operational Health and Safety	Harbour and Airports Authority

6.6. Exclusions

6.6.1. The HAAC does not oversee:

6.6.1.1. Occupational health and safety (managed by the Risk Committee).

6.6.1.2. Over-the-horizon marine services operations beyond territorial waters.

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7. Governance

- 7.1. Reports directly to the PoJ Board.
- 7.2. Provides formal assurance on compliance, risk, and regulatory performance.
- 7.3. Escalates significant compliance or enforcement matters where appropriate.

8. Reporting responsibilities

HAAC may prepare reports for the Minister on behalf of the Company (acting as Harbour Authority or Airport Authority) from time to time or as need arises

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