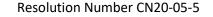


# Terms of Reference for Port Tarakohe Advisory Group (PTAG)



## Port Tarakohe Advisory Group (PTAG)

## 1.0 Overview

The Port Tarakohe Advisory Group (PTAG) function is an advisory role. The PTAG will be the conduit for users to provide advice/recommendations on the Port to Council, which has a vested interest in direct feedback from various stakeholders.

## 2.0 Membership and Quorum

- 2.1 The PTAG will consist of the following Council and Community Board Representatives:
  - 2.1.1 Up to two Councillors from Golden Bay Ward
  - 2.1.2 A member of the Council's Commercial Committee, appointed by the Committee
  - 2.1.3 A member of the Golden Bay Community Board, appointed by the Community Board
- 2.2 Plus elected representatives from each of the following interested groups:
  - 2.2.1 Marine Farming Association
  - 2.2.2 Fishing Industry
  - 2.2.3 Commercial Port users
  - 2.2.4 Marina Association
  - 2.2.5 Pohara Boating Club
  - 2.2.6 Adjoining land owners
  - 2.2.7 Manawhenua ki Mohua
- 2.3 A total of 14 members maximum.
- 2.4 Invited guests at the Chair's discretion
- 2.5 Involvement from any other guest speakers, as and when required
- 2.6 Members may provide a deputy from their organisation to attend if they are unable to be present
- 2.7 Six members must be in attendance for quorum

#### 3.0 Purpose and Objectives

- 3.1 Act in an advisory role to allow Council to seek input from the wider Community and all Port users, in a structured and positive environment, recognising the challenges Council has in ensuring the Port Facility is financially sustainable
- 3.2 The objectives include:
  - 3.2.1 To provide a conduit for all community and Port users interests through to Council
  - 3.2.2 To ensure community, stakeholders and all users are informed, have the opportunity for input, and are involved in the work of the group
  - 3.2.3 To provide updates to Council and any recommendations for improvements to the operational issues of the Port, whiles respecting the financial sustainability framework Council has set
- 3.3 At all times the Council retains the right to autonomous strategic and operational management of the Port and is not bound by any Broad process outcome

#### 4.0 Meetings

4.1 Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than two hours long

- 4.2 The members of the Advisory group will meet their own costs
- 4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. All agendas are to be circulated at least 7 days prior to meetings
- 4.4 All communications will be in electronic form
- 4.5 Any advice or recommendations to Council by the PTAG will require a majority decision by members
- 4.6 The PTAG will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987
- 4.7 Work in a collaborative and cooperative manner using the best endeavours to reach solutions that take account of the interests of all sectors of the community
- 4.8 Council will extend a best endeavours basis to provide full and frank discussions around all the issues facing the Port, however all parties must recognise:
  - 4.8.1 The sensitivity and confidentiality of operational matters
  - 4.8.2 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/interests
  - 4.8.3 Communication channels with other groups and networks will be nurtured to ensure exchange of information between Council, users and the community

## 5.0 Chair and Agenda

- 5.1 The Chair of the PTAG will be a Councillor appointed by the Council to the group. The term of office will coincide with the Local Government election cycle
- 5.2 The Chair will liaise with Council staff to consider and set agenda
- 5.3 The Chair will ensure the meetings runs to time and keeps to the agenda
- 5.4 Agenda will include some of the following items:
  - 5.4.1 Confirmation of minutes
  - 5.4.2 Matters arising
  - 5.4.3 Reports for discussion and action
  - 5.4.4 Relevant trends and issues facing the Port

#### 6.0 Administration and Media

- 6.1 The Council will provide support that includes:
  - 6.1.1 Sending out meeting invitations and agendas
  - 6.1.2 Collate attendance and apology lists
  - 6.1.3 Provide minuted records
  - 6.1.4 Undertake other administrative duties as deemed appropriate
- 6.2 Media contact and announcements will be made by either the Chair or Council, subject to the approval by both. Any media release will be circulated to the PTAG within 2 days for their information

#### 7.0 Review

7.1 The Terms of Reference will be reviewed every 3 years, aligned to 31 January, immediately post local government elections, or sooner if significant issues arise as determined by Council