

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, while 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