

AGENDA

Port Tarakohe Advisory Group
Wednesday 3 July 2024, 12.30pm – 2.30pm
Takaka Service Centre, Port Tarakohe

Zoom Link :

<https://us02web.zoom.us/j/85010807528?pwd=uyhrNX1AokEOEomaNsKFsk4mQbajrh.1>

Meeting ID: 850 1080 7528
 Passcode: 191686

1. Welcome
2. Apologies
3. Minutes of previous meeting dated Tuesday 5 March 2024.
4. Action items from the minutes of the previous meeting.

	Action	Status	Assigned to:
1.	Meeting to be arranged with Robyn Curran to discuss Financial Modelling for Port Tarakohe and discuss with MFA	In Progress	Nick Chin
2.	Consultant to provide recommendations for a traffic management plan for port entrance.	In Progress	Stephen Batt
3.	Report back on the design on sheet pile wharf. Respond to Merv Sollys questions on the ramp.	In Progress	Nick Chin
Port Tar4.	Address H & S Concerns. Review report and recommendations on fendering design.	In Progress	Nick Chin
5.	Review terms of reference for two recreational representatives.	In Progress	Nick Chin
6.	Wainui spat and resource consent expiring. Allen Reid to check and report back at next meeting	In Progress	Allen Reid

5. Manager’s & Financials Report
6. Health & Safety Update
7. Port Operations Update
8. General business
 - Discuss Terms of Reference review. Review due every 3 years and previous TOR is dated May 2020. Changes need to be agreed by Council Resolution.
9. Next meeting date – 6 November 2024

Port Tarakohe Advisory Group Minutes

Tasman District Council

Date and Time: Tuesday 5 March 2024 @12.30 pm – 2.30 pm

Venue: Takaka Service Centre

Present: Cr. Celia Butler (Chair), Roger Taylor (Enterprise Committee Representative), Dick Lamb (Recreational Boating Representative), Tom Lakes (Commodore Pohara Boat Club), Henry Dixon (Golden Bay Community Board Representative), Merv Solly (Sollys), Daniel Hames (Port Tarakohe Services), Allen Reid (Talleys).

Present by Zoom: Ned Wells (MFA), Cr Chris Hill, Hemi D Toia (Mara Moana)

In attendance: Nick Chin (Enterprise and Property Manager), Steve Tennant (Port Manager), Stephen Batt (Snr Enterprise Portfolio Officer), Mareena King (Enterprise Portfolio Officer), Kathy Ktori (Property Assets Officer).

Paul Duffy and Johnathan Rose (Contractors)

Meeting opened at 12:30 pm.

1. Welcome and Opening Karakia

The Chair welcomed everyone to the meeting, and Nick Chin opened the meeting with a Karakia.

2. Apologies

Apologies from Mike Holland (Clearwater Mussel Ltd), Martin Potter (Recreational Boating).

That apologies be received.

Moved: Dick Lamb

Seconded: Merv Solly

CARRIED

3. Minutes of the last meeting

That minutes from the 5 December 2023 be received as a true and correct record of the meeting.

Moved: Dick Lamb

Seconded: Merv Solly

CARRIED

4. Action Items

The Chair went through the action items, these were updated within the table at the end of this minutes.

5. Managers' & Financial Report

Mr Chin read the Manager's report.

- Financials - indicated that at a gross level Port Taroakohe is performing well. Harvest started late but financials are looking good. Net level not looking good due to debt level but there is a plan in place to get rid of the debt over a ten-year period.
- Health and safety matters - Wharf Edging – gap between wharf and fendering – this issue is still being addressed. This will be covered by Mr Tennant in his report. This must be addressed as it has been raised by users of the port as a potential risk.
- Parking, spacing around bollards, water supply and health and safety meetings will be addressed by Mr Tennant in his report.
- Water supply – conditional resource consent is required for water removal. In order to get the temporary resource consent, it requires online monitoring of the amount of water taken and the salinity. This is being worked on by Mr Tennant.
- Taylors rock contract is about to start and will be addressed by Mr Tennant.
- Welcome to Nigel Naisbitt as the new port assistant.
- Weighbridge is being re calibrated. The new weighbridge software has been difficult to install but will be operating by 1 May.
- Penguin fence lock has been sorted. There is a process around this on the TDC website. The gate is currently not locked as penguins have fledged but will be locked again mid-winter when they return for breeding.
- Pontoons arrived last week and everything on track for the new large vessel berth and expect to be finished by end March.
- New office and ablution block – Comans builders and Simon Hall architect have been appointed following a select tender process. Timelines looking likely to complete March 2025.
- Sheet Pile Wharf – completed negotiations with Herons but need Council approval which is happening this month. Fendering completed and submitted a revised resource consent for sheet piled wharf which has been approved.

6. Port Operations Update and Health and Safety Report

Mr Tennant tabled a report and took it as read. He continued to outline the Operations and Health and Safety items for the Port which included:

Health and Safety

- Fendering / Wharf Gap – Issue for the mussel industry. Site visit was conducted with an independent risk assessor (Alan Owen) and stakeholders a few weeks earlier. A cage system was recommended allowing people to stand and work over the edge of the operational wharf. A walkway to the wharf edge was not recommended as it would cause more trip / fall hazards. Mr Tennant will be putting a plan in place. He is

seeking pricing from an engineering company for the cage design. Alan Owen will be providing a written hazard assessment report from the site visit. The size of tidal rise and fall and size of the boats using the wharf results in the workers needing to stand beyond the safety of the concrete wharf due to the blind spots. Potential design and location of the cages was discussed by members. Industry is in support.

- Ladder – ladders need to be painted yellow; a step platform is needed to get to the ladder and handrails to be extended with a better loop system. This has been costed with all curbing and bollards also need to be painted to industry standard.
- Defibrillator – located beside Admin Office. This has been alarmed in case of tampering.
- Water supply issues – port is only allowed 5 m³ a day is not sufficient. Salinity testing and flow metering is required with a real time system. This telemetry needs to be sent to TDC and Government due to water being taken from a bore. Awaiting on equipment to fulfil resource consent conditions.
- Private vehicles – new card system; bulk training of port personnel and sub-contractors. This will reduce the issue with private vehicles.
- Oil spill kit – A new TDC regulatory team are investigating how to get Teir 2 (large spill kit) at the Port from Maritime NZ. Teir 1 – Alan Owen is setting up two Teir 1 spill kits beside the fuelling area.
- New integrity system – working well. This will eliminate people washing their boats down at the port who should not be at the port.
- Vehicle speeding & bottleneck at port gate – part of the wider roading issue. Mr Chin – meeting between Enterprise committee and upper management will be held at the port to discuss roading design and escalate. May need an independent road safety engineer to look at design. Mr Solly said that the issue needs to be sorted, need to move forward. Mr Solly highlighted that the positioning of the weighbridge creates a health and safety issue due to queuing vehicles. Discussions around moving of weighbridge away from the gate. Mr Solly discussed different types of weighbridges and possible adoption of a new system.
- Taylors Contracting new rock contract at Lower Hutt Stopbank
- Discussions on Cronus barge and sheet pile wharf. TDC are working with Taylors contracting regarding different barge and costing options.
- Dust suppression – work in progress. A permanent solution will be proposed in the next few months.
- Ladders extensions down to the sea have been completed

Operations Update

Mr Tennent read and discussed the operations report.

- Cr Celia discussed impression from community regarding them paying for the crane to be kept in place and would it be active. Mr Tennant indicated it was on a contract basis only paid for when in use.
- Mr Dixon indicated that members of public appreciated moving of the fence and new lighting in the area. New signage will also be put in place.

- Cr Bulter – had enquiries regarding wainui spat and asked if it was a Talley's issue and if the resource consent would expire at the end of the year. Mr Reid indicated he would find out about that. He was not aware. He will bring information to the next meeting.
- Cr Butler – Penguin fence – Mr Tennent indicated that there is signage to let everyone know the new process of accessing the area. This will also educate public on the penguin breeding area. Recreational fishing can still be conducted from the area.
- Cr Butler asked Mr Chin about the port debt. Mr Chin indicated that council had been provided with a financial plan for the port.
- A business case needs to be done for a temporary ablution block at the western arm for recreational users. Costs and access through construction needs a temporary solution at the eastern arm.
- Cr Butler advised the Policy arm of council have gone out for consultation a plan on the wider Port Tarakohe area which includes the quarry. Primarily to do with zoning. It is not part of work of this committee.

7. General Business

Discussion on the ramp being placed on the end the northern side of the sheet pile wharf with an expensive dolphin. Nick Chin suggested a meeting to discuss the plans on this.

Concern was raised regarding the recreational users costs being lumped in with the commercial users of the port. Clear separation with the operations of the port and the capital costs that are associated. Why are the recreational users playing equivalent share of the maintenance of the capital cost.

Nick discussed that the contribution by the recreational users is much less than the contribution than the commercial users going forward. The price increases will be via CPI charges. A meeting with the designer of the financial model, Robyn Curran, was suggested by Nick Chin.

It was questioned why there was no recycling facilities on the wharf. Mr Chin will investigate.

8. Presentation on design of new building and ablution block at Port Tarakohe was conducted by Comans builders and Simon Hall architects.

The meeting closed at 1:35 pm.

Next meeting: – 3 July 2024

Closing Karakia by Nick Chin

Action Log - March 2024

	Action	Status	Assigned to:
1.	Meeting to be arranged with Robyn Curran to discuss Financial Modelling for Port Tarakohe and discuss with stakeholders	In progress	Nick Chin
2.	Approach Jamie McPherson (roading) regarding a traffic management plan for the port area	In progress	Nick Chin
3.	PTAG Terms of Reference to be updated	In Progress	All Members
4.	Report back on the design on sheet pile wharf. Discuss with Marine Farmers.	In Progress	Nick Chin
5.	Discussion to having two representatives from boating present at this meeting.		
6.	Wainui spat and resource consent expiring. Allen Reid to check and report back at next meeting	In Progress	Allen Reid

Port Tarakohe – Managers Report

Health and Safety

1. The H&S report for May 2024 is attached.
2. Key issues recently have been the management of rock storage prior to loading onto barges. Exacerbating matters has been the construction of the new sheet pile wharf in a very tight location (figure one).
3. A plan to install permanent truck crossing warning signs on Abel Tasman Drive which will be triggered by vehicle movements in and out of any of the two port or Port Tarakohe Services Limited entrances is being priced and expedited.
4. Enterprise will be pricing and tendering for concreting the two vehicle crossings from the Port to improve road safety at these entrances.

Financials

5. Revenue is on budget following the start of the late mussel harvest, supplemented by rock revenue. Mussel revenue YTD is under budget but this has been supplanted by rock revenue. Total revenue is 24% over YTD budget.
6. Costs are \$8K higher than anticipated. Resource consent costs for monitoring the new bore was unbudgeted (c\$20,000).
7. EBIDTA is 20% above budget. Surpluses will be retained in the Ports cost centre and applied to debt repayment.

YTD March 2024	Actual	%	Budget	%	Variance	% budget
Revenue	859,145		692,860		166,285	124%
Costs	569,505	66%	561,469	81%	8,036	101%
EBIDTA	289,640	34%	131,391	19%	158,249	220%

Figure 1. Port Tarakohe March YTD 2023-24 results

Port Tarakohe For the year to May 2024

Profit and Loss	Year to Date				Year End				YTD % Total Budget
	Actual May 2024	Budget May 2024	Variance \$	Variance %	Actual May 2023	Forecast Jun 2024	Budget Jun 2024	Variance \$	
REVENUE									
General rates	0	0	0	0%	0	0	0	0	0%
Marina, mooring and berthage fees	46,952	41,474	5,478	13%	37,221	47,301	44,261	3,040	106%
Mussels wharfage	230,057	259,672	(29,615)	-11%	223,899	224,980	296,453	(71,473)	78%
Fish wharfage	3,478	8,149	(4,672)	-57%	4,037	6,341	8,299	(1,958)	42%
Rock wharfage	257,001	50,721	206,280	407%	42,708	266,049	55,326	210,723	465%
General wharfage	47,800	36,038	11,762	33%	39,486	54,821	38,728	16,093	123%
Weighbridge income	10,570	13,877	(3,307)	-24%	10,067	12,372	14,385	(2,013)	73%
Lease income	28,890	26,077	2,813	11%	25,588	43,592	27,663	15,929	104%
Boat ramp and compound fees	55,070	38,485	16,585	43%	42,992	76,367	40,022	36,345	138%
Other income	435,119	344,711	90,408	26%	366,479	516,044	376,771	139,273	115%
Share of council investment income	0	0	0	0%	0	0	0	0	0%
Total revenue	1,114,937	819,204	295,733	36%	792,479	1,247,867	901,908	345,959	124%
EXPENSE									
Personnel costs	106,766	106,766	0	0%	134,277	116,466	116,466	(0)	92%
Maintenance	175,264	145,638	(29,626)	-20%	120,125	178,772	173,719	(5,053)	101%
General operating costs	182,837	175,026	(7,811)	-4%	113,303	216,801	179,646	(37,155)	102%
Professional fees	15,953	3,566	(12,387)	-347%	18,938	25,097	13,514	(11,583)	118%
Overheads	215,932	215,941	9	0%	203,649	235,559	235,559	0	92%
Total expense	696,751	646,937	(49,814)	-8%	590,292	772,694	718,904	(53,790)	97%
EBITDA	418,186	172,267	245,919	143%	202,187	475,173	183,004	292,169	229%
Depreciation	(244,170)	(387,431)	143,261	37%	(259,024)	(262,004)	(422,651)	160,647	58%
Interest expense	(313,712)	(298,870)	(14,842)	-5%	(156,448)	(344,497)	(326,040)	(18,457)	96%
Surplus/(deficit)	(139,696)	(514,034)	374,338	-73%	(213,285)	(131,328)	(565,687)	434,359	25%
OTHER COMPREHENSIVE REVENUE AND EXPENSE									
Asset revaluations	0	0	0	0%	0	0	0	0	0%
Total comprehensive revenue and expense	(139,696)	(514,034)	374,338	-73%	(213,285)	(131,328)	(565,687)	434,359	25%

New facilities

8. Progress on new wharf and ramp (Figure 12 below). The new berths, wave protection and middle groyne extension have been completed.
9. The new sheet pile wharf will be completed in Q4 this year.
10. Construction for the new ablution/office building will commence in August this year, with completion anticipated in March 2025.
11. The developed design of the new facility is attached.
12. A facility to remove black water from vessels is part of this development. This is regarded as important by marine farmers and fishers to reduce the risk of marine pollution.

Water

13. A consent process is underway to remove non-potable water from the new bore. This process is likely to take another 6 months while seasonal data on water volumes is collected. A temporary consent currently limits the take to 10m³ day. Peak port requirements for non-potable water are likely to be in the vicinity of 30-40m³ day and more storage may be necessary.
14. A storage tank for potable water has been installed to ensure supply if the Pohara source is restricted due to drought.

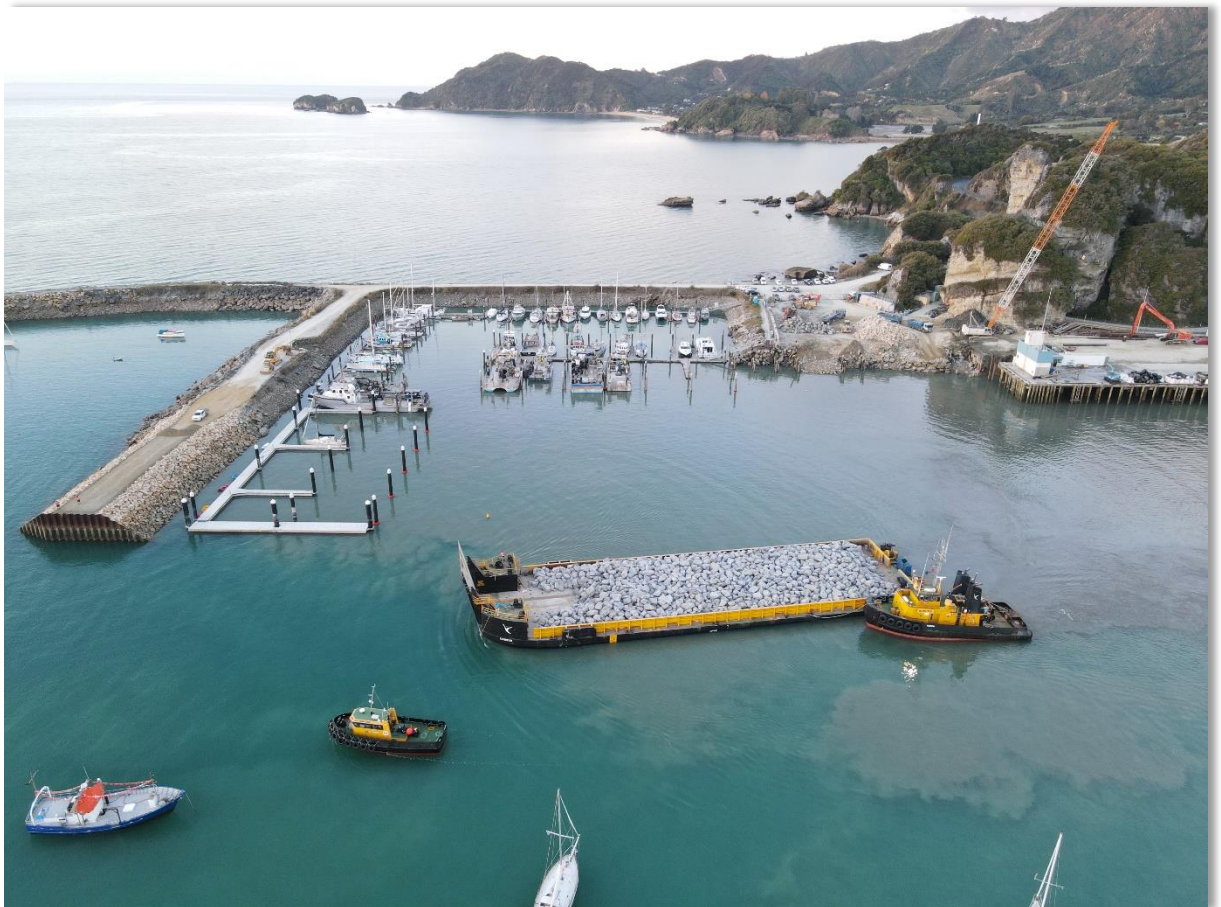


Figure 1 New sheet pile wharf and Ramp installation with rock barges



Figure 2 Rock loading onto barge



Figure 3 New berths with floating concrete platforms



Figure 4 Fuel bowser on floating dock.

PORT TARAKOHE OFFICE AND AMENITY BUILDING

1011 Abel Tasman Drive, Takaka 7183
CONSULTATION SET
Tasman District Council



JTB ARCHITECTS
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Project Details
PORT TARAKOHE OFFICE AND AMENITY BUILDING

Job Number 2378
Project Address 1011 Abel Tasman Drive, Takaka 7183

Status
CONSULTATION SET

Date 15/05/2024

Drawing
TITLE

Scale

Drawing ID
01

@ A3

DO NOT SCALE

Rev
01

PRINT IN COLOUR

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1
-
Site Location Plan
1:2500



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Drawing
SITE LOCATION PLAN

Scale

1:2500 @ A3

Drawing ID
02

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01

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Existing Gate: Large gate to be maintained. Small gate to be removed.

1

Site Plan
1:200



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Drawing
SITE PLAN

Scale

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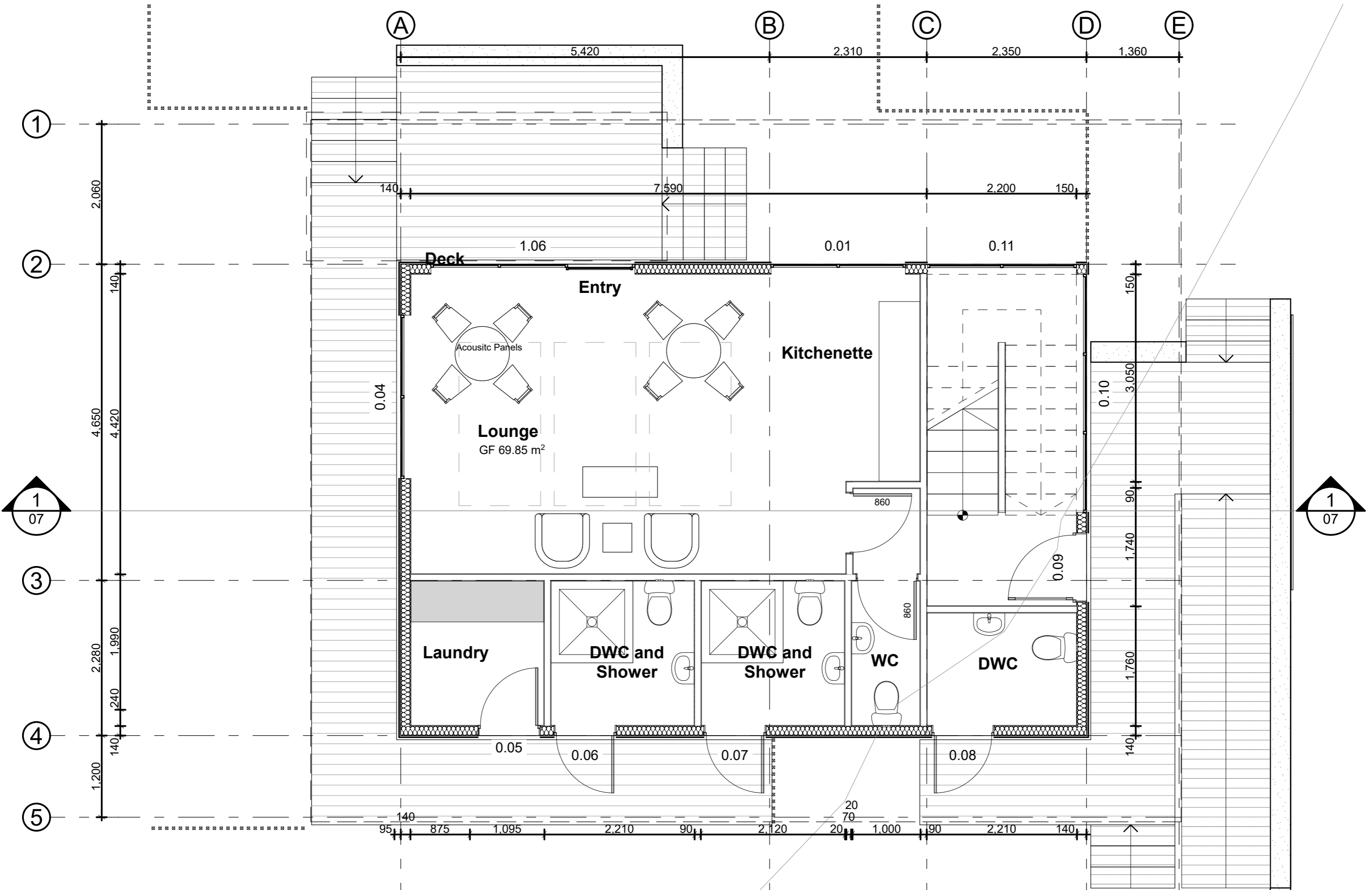
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Drawing
LOWER FLOOR PLAN

Scale

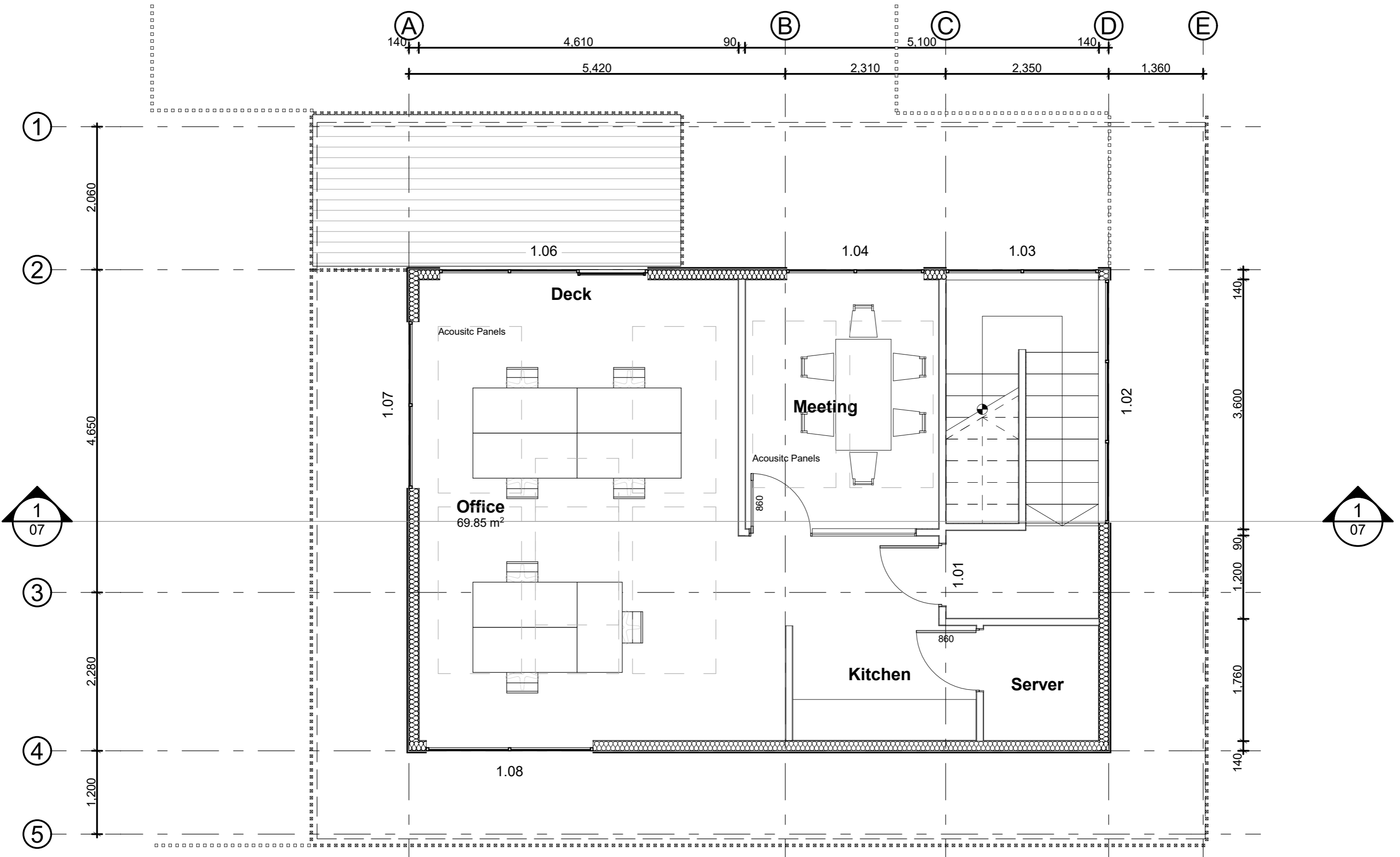
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Drawing ID
04

Rev

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Date

15/05/2024

Drawing
UPPER FLOOR PLAN

Scale

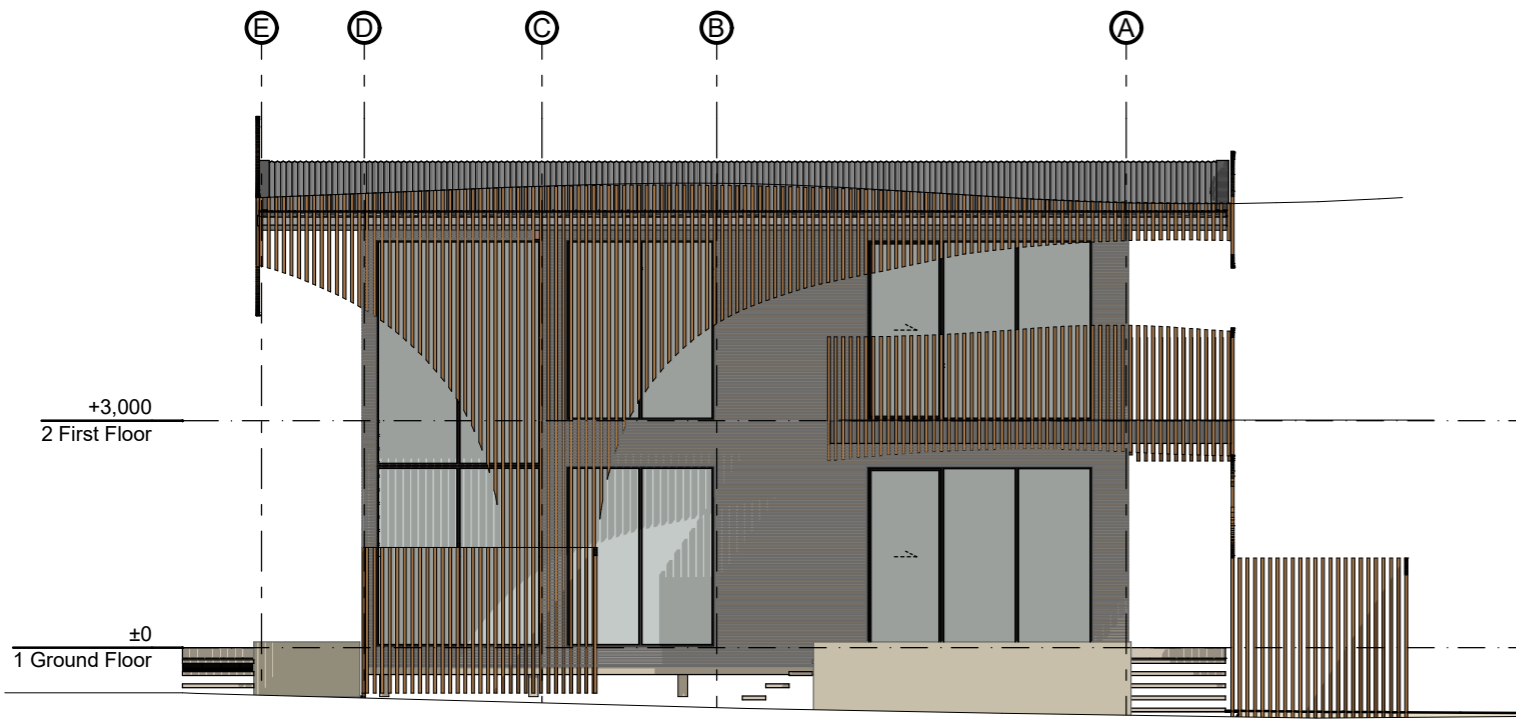
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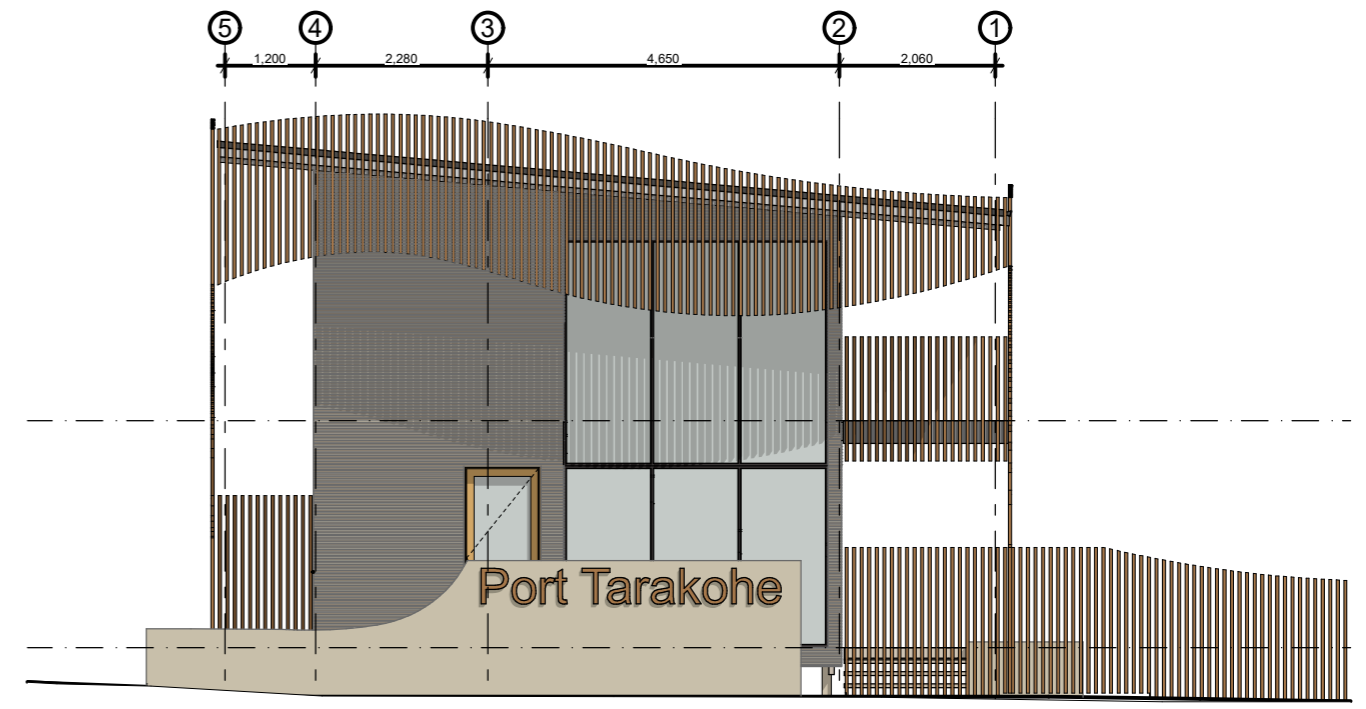
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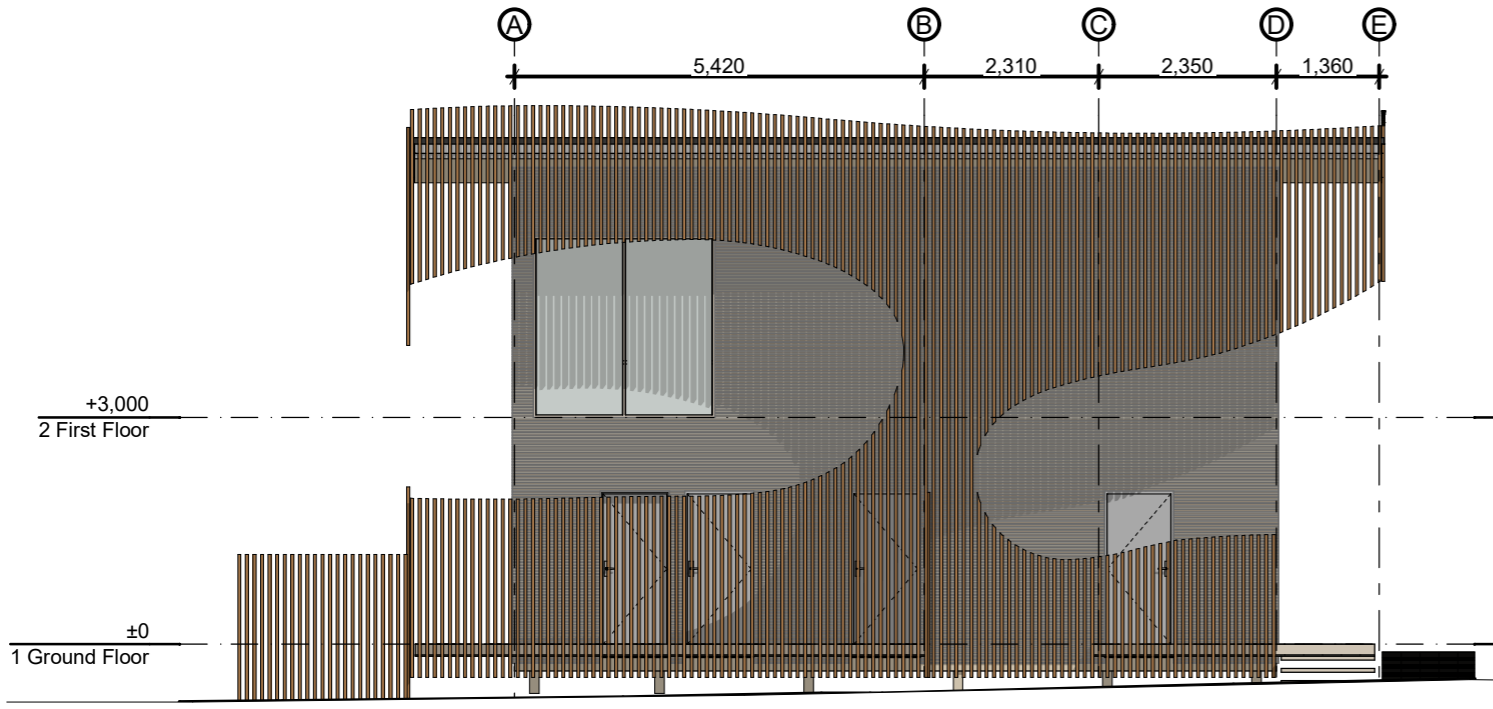
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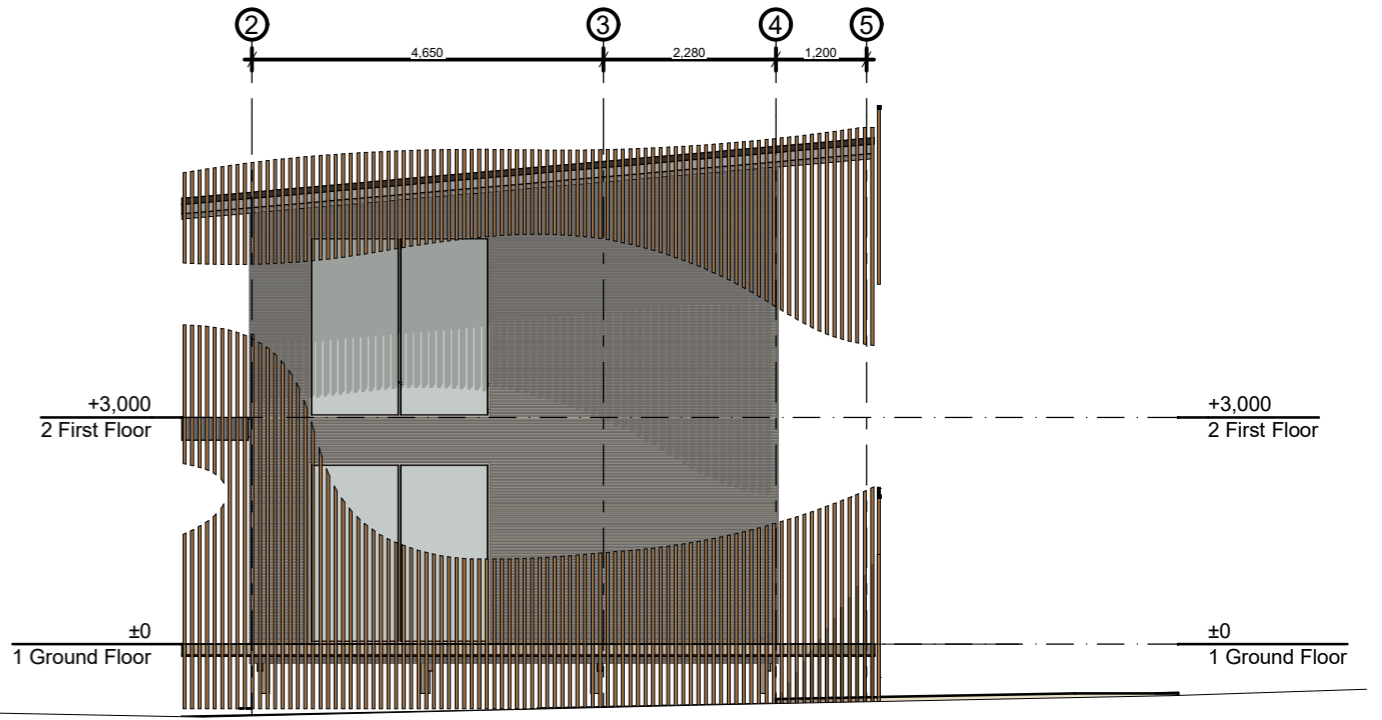
1 North Elevation
1:100



2 East Elevation
1:100



3 South Elevation
1:100



4 West Elevation
1:100



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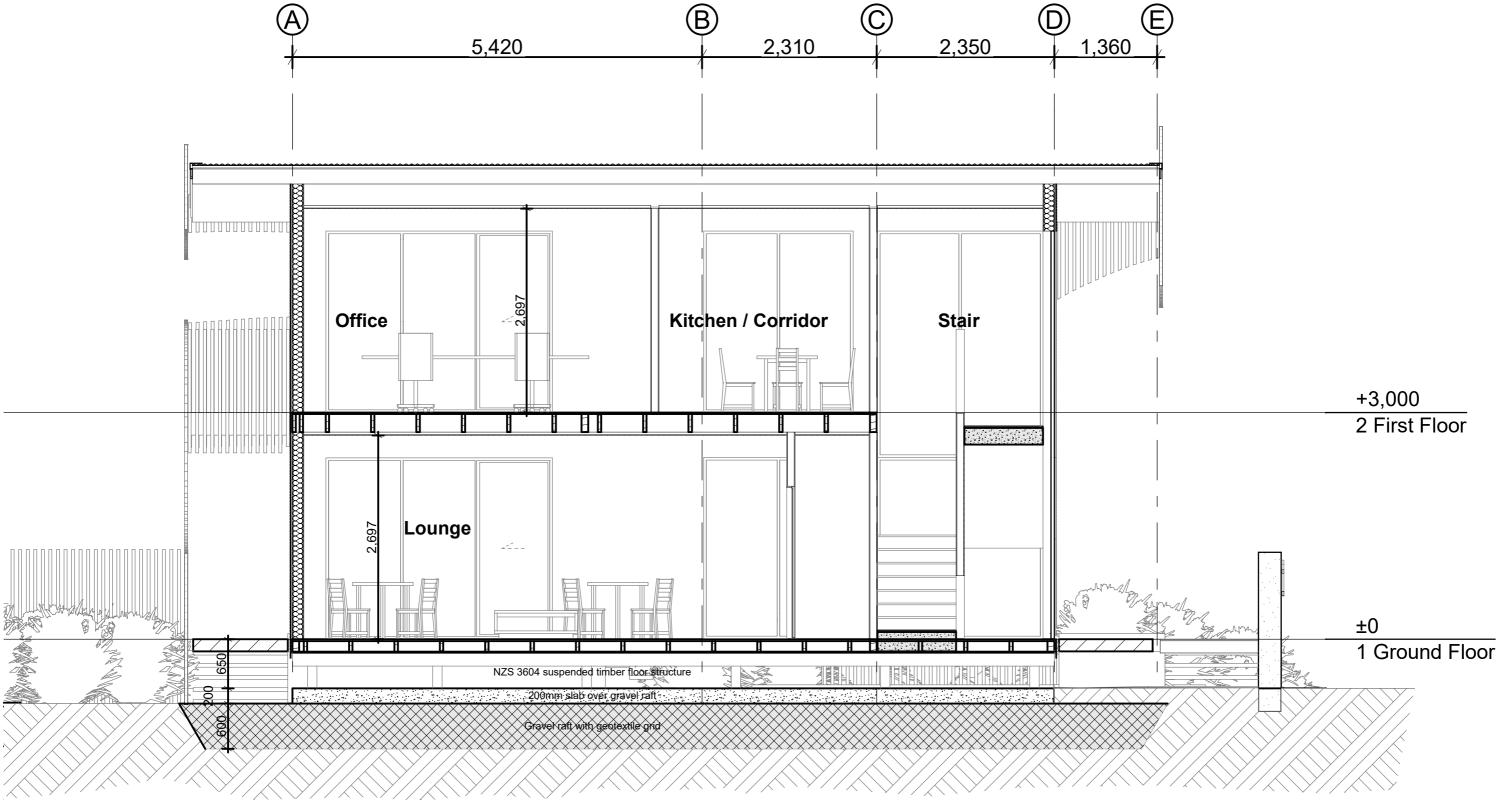
Date 15/05/2024

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ELEVATIONS

Scale

Drawing ID
06

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1 Section A
1:50



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Drawing
SECTION A

Scale

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07

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Drawing
PERSEPECTIVE 1

Scale

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08

Rev

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Date 15/05/2024

Drawing
PERSEPCTIVE 2

Scale

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09

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Port Tarakohe Health and Safety Meeting

Tasman District Council

Date and Time: Tuesday 11 June 2024 @ 10.00 am to 11.00 am.

Venue: Onetahua Room and Teams

Present: Dean Condon (Operational Manager, Clearwater), Allen Reid (Talleys), Katrina Wells (Sanford), Shane Bray (Sanford), Dave Herbert (Sanfords)

In attendance from Tasman District Council Nick Chin (Enterprise and Property Services Manager - Chair), Stephen Batt (Senior Enterprise Portfolio Officer), Mareena King (Enterprise Portfolio Officer), Steve Tennent (Port Manager), Barbara McDonald (Health, Safety & Wellbeing Advisor), Russell McGuigan (Project Mgr)

The meeting opened at 10:00 am.

- Welcome:** Nick opened the meeting with a karakia and welcomed everyone.
- Apologies:** Ned Wells (MFA), Brian Godsiff, Peter Renshaw (Tasman Harbourmaster), Mike Mandeno (Sanford), Mia Alunno (Talleys),

Moved: Katrina Wells

Seconded: Steve Tennant

CARRIED

The apologies be received.

- Minutes of the last meeting be confirmed as a true and correct record of the meeting on 30 April 2024.**

Moved: Katrina Wells

Seconded: Steve Tennant

CARRIED

- Action items:**
Updated as per table below.

- General Business to be discussed:**

- Rock volumes on wharf**

- Rock is going through back gate away from mussels and wet fish.
- Barge loading is occurring until 3am and should be stopped at 9pm. Steve will discuss this as it affects Truck drivers sleeping.
- Taylors need to reduce to the agreed 1200 Tonne.

- **Fendering**
 - has been fully discussed previously. No updates.

- **New Port building**
 - Will be contracted shortly
 - Building should be completed next year
 - Plans will be presented at the next PTAG meeting.

- **Sheet pile wharf**
 - is progressing well.

- **Dolphin**
 - Is a new dophin required and if so where would it be placed? Any feedback on this matter would be appreciated. Solly's concerned about placement of dolphin on starboard side becoming a hazard.

- **Mussell lines on Tasman Bay**
 - Article in Stuff regarding weights are coming off back bones and are being caught up with recreational boards. Sharne Bray explained that there has been changes to the weights and this will be dealt with. There was not a good spat year last year, if this does not improve then there may be another dire year for mussels. Spat farms are not working. Shane gets his from Kaitaia.

Closed the meeting with a Karakia.

Meeting closed at 10.20 am

Next Meeting date: 13 August 2024

Action Log – June 2024

	Action	Status	Assigned to:
1	Identify Risks at the Port and potential impacts	<p>Still work in progress</p> <p>Risk Register needs a link to so that any new users can access these.</p> <p>Daily "Extra Hazards" Boards required at each gates.</p> <p>Users needs links so they can see the updated Risk Register.</p>	<p>Barbara M</p> <p>Steve T</p> <p>Stephen B</p>

		Rock areas are part of port areas therefore need Risk Register addition.	
2	Roll out induction - Email to go out to Companies, outlining the new port induction process and Council's requirement for anyone entering the port to complete.	In progress Steve still working on this with Stakeholders – deadline 1 July 2024	Steve T Barbara M
3	Possible Salt water usage for wash down of wharf	In Progress Investigation carried out. Issues with supply of pump (20-week delay) and operations around the pump. Steve T to continue to investigate. Washdowns occurring on limited basis.	Steve T
4	Port User Agreements	In Progress All other Stakeholders require these to be sent ASAP. Stephen has sent draft to Dianna, work continuing.	Steve T Stephen B
5	Other options for Barrier over fendering	In Progress Steve T presented another option. \$7000 option from Mike Hudson. Signage required and requires certification. Barrier requires forklift to move. Approval for one to be made.	Steve T Nick Chin
6	Roading investigation – changes to accesses in Port Tarakohe, Port Tarakohe Limited and Talleys entrances	Further consultation required between TDC, Port Tarakohe Ltd and Talleys regarding entrances and vehicle movements on Abel Tasman Drive. A meeting still to be arranged to discuss further. Draft plans needed by Talleys. These will be provided.	Nick Chin Katie Hames Allen Reid

6 **Health and Safety Report**

1. Gap between Fender and Wharf an issue for industry. Site visit has come up with caged platform proposal. Design has been agreed and and being built
2. Ladder painting, step platform, extended handrails at top to be fitted. Being built along with platforms
3. Defibrillator fitted outside office. Had to be hard wired.
4. Water supply issues. Awaiting resource consent only allowed 5 cubes a day. WIP. Currently 10 cubes a day and remotely being monitored.
5. Too many private vehicles on the main wharf, these should be operational vehicles only. New Security Card system will alleviate. Being rolled out in July
6. Port Induction W.I.P. On line QR code set up and roll out imminent roll out 1st Jan, First of bulk training concluded. On going roll out
7. Oil Spill kit being capability being fitted in with NPD lease once signed and their Tier 1 response is submitted.. New Regulatory team is investigating. Awaiting update
8. New Integrity security system in place which will allow the port to roll out required security in the future This being done in conjunction with QR Code roll out and Sifer cards
9. Vehicles stopping at gate entrance creating bottle neck. Still WIP
10. Speed past the port too fast/Need speed reduction/ Still WIP, White lines or double yellow??
11. Current Car parking near the rock will have to be closed when the ramp and old wharf are up graded. Current car park has been expanded. Inner break water is being widened for
12. Dust suppression equipment has been purchased and will be trialled when have access to efficient water supply, More types will be added when we get to grips with wind and flow air etc. WIP

7. Port Operations Report

1. New Wharf and Ramp construction to start in March. In progress work areas clearly defined
2. Nigel Naisbitt is the new Port Assistant.
3. The temporary walkway will stay in place until the end of February as large 18 metre poles need to be constructed on the inner arm for the concert marina. Completed
4. The new concrete berths need to be occupied as soon as possible by the Mussel industry as we have serious interest from recreational users. WIP. 3 have been taken up
5. All vessels back in correct berths after marina upgrade
6. Rock contract for Wellington Walkway Taylors contract has begun a few teething issues but now sorted
7. Weighbridge usage decreasing for winter months
8. Too much product being left on port for extended periods. Has been very good during upgrade, long may it last.
9. New weighbridge software to be fitted Port users should have access to their transactions on a daily basis. Roll out 1st July
10. Drivers need more explicit info to make the weighbridge system work. MPI declaration must be with Drivers Dockets. Many new drivers so companies have to be vigilant on info supplied. WIP
11. Some vessels are struggling to get insurance because of age and materials. Most have insurance the ones that haven't will be leaving until they can, working with individual vessels. 99% compliance
12. Western breakwater road will be reinstated when all pipework and drainage is completed, Break water road repaired, road around boat done in conjunction with drainage. Upgrade this winter
13. Too much water in waste oil container costing thousands to extract. Becoming a major issue WIP
14. Cruise Ship booking for Late Jan 2026. Traffic management needs to be in place prior. WIP
15. Stakeholders meeting for new facilities block, design in progress WIP. Basic design agreed on, work to start soon.

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