

Terms of Reference

Sandspit Carpark Advisory Group

1. Purpose of the Sandspit Carpark Advisory Group (SCAG)

- To liaise between the Rodney Local Board and the communities of Kawau Island and Sandspit on matters pertaining to the operations and requirements of the land operating as a carpark and wharf, at Sandspit (hereafter referred to as 'the Area').
- To support informed decision making through providing a collated view from the communities who are reliant on, or interested in, the functions and values of the Area.
- Bring knowledge and extra insight into the local government decision making process, about how the different needs of the Kawau Island community can be addressed in the context of Council's roles and priorities.

2. Expectations

Members will be accountable for their efforts to provide

- Constructive advice – on matters pertaining to the area where possible identifying trade-offs and solutions, whilst taking into account the wider needs, issues and views of communities from the communities that SCAG members are from.
- Communication – engage with their communities to increase information flow, so that the views of all are represented during meetings

The specific work areas where members will contribute will be finalised in a collaborative way between the SCAG, Council officers and the Rodney Local Board.

Council officers will report back to the SCAG on how advice was considered, and whether or not officers and councillors chose to act on that advice, with reasons given at the appropriate time through e-mail and at SCAG meetings.

3. Reporting

The SCAG will publicly report to Council officers, Kawau Island Resident and Ratepayers Association (KIRRA) and Sandspit Resident and Ratepayers Association (SRRA) through providing a copy of the minutes from each meeting held. These minutes will be circulated within 2 weeks of each meeting held.

The SCAG, through the Chair, will also present a verbal report to the Rodney Local Board (RLB) at such times that matters pertaining to this area are being discussed, reviewed or considered by RLB.

4. Meetings

Meetings will be held on an 'as required' basis to align with any relevant matters required for council consideration. A provisional meeting schedule will be agreed in advance and can be varied throughout the year.

7 members must be present for the group to have a quorum.

5. Key Membership criteria

The SCAG will include up to 12 members, with representation from the following:

- Kawau Island Resident and Ratepayers Association Committee
- Sandspit Resident and Ratepayers Association Committee (x2)
- Brick Bay Road permanent resident
- Kawau Cruises
- Sandspit Mooring holders
- Kawau Island permanent resident
- Kawau Island bach owner
- Business operating on Kawau Island
- Ngati Manuhiri
- Council Officer
- Secretary

(seek guidance from RLB as to the inclusion of the following)

- *Rodney Local Board representative (would be good if this person was appointed Chair?)*
- *Auckland Transport representative (AT only have 3 wharves in the Rodney Ward – one is at Sandspit, the other two are on Kawau Island; no Public Transport services are provided to either Sandspit or Kawau – no buses, ride shares, cycling/walking paths or ferry services).*

Where one or more place is not able to be filled, the remaining SCAG members will still continue to meet. It is acknowledged that some of the above representation, may be combined for fulfilment by one individual. Where this occurs, that individual accepts responsibility for ensuring communication with all the identified areas they represent.

Council officers are liaison roles and the secretary is a supporting role, therefore neither of those roles hold voting rights.

Further details of the roles and accountabilities of members are in Appendix A.

6. Term of Appointment

The standard term of appointment will be three years. A SCAG member's membership will cease if that member resigns or if that member:

- misses more than three consecutive meetings without apology
- moves from or changes their relationship with the community they represent
- does not work proactively to share information with and from their community or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of SCAG.

There is no limit to the number of terms a member can serve.

The role of Chair will be assigned to the Local Board representative. The role of Deputy Chair and Secretary will be assigned by a vote during the inaugural meeting.

7. Payment

This is a voluntary advisory group with no payment offered.

SCAG may wish to approach SIRRA, KIRRA, or Council to request financial support of SCAG through the provision of refreshments, travel, shared access to digital tools or other services that would support the efficient and effective running and communication of meetings.

Council at its discretion will consider providing extra resources to SCAG (including for planning) on a case-by-case basis and where those extra resources enable the group to meaningfully contribute to the Council's objectives.

8. Budget

The SCAG is an advisory group set up to support community involvement with the work and activities of Council, and for the communities reliant on the Sandspit area to take actions that enhance the area and maintain existing essential services. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role, on the understanding that should the group decide paid work is required, then the proposal of costs will be presented to KIRRA and SRRRA for consideration.

9. Conflict Resolution

Should conflict occur, the Chair and group will work collaboratively to resolve the conflict.

If there are any concerns, members should raise them with the Chair of the group.

10. Review of Terms of Reference

The Terms of Reference will be reviewed on an annual basis.

Appendix A: Role descriptions

Members

Member position	Roles and accountabilities
Chair	<ul style="list-style-type: none">• encourage open communication where all members can effectively contribute• run the meeting efficiently• sign off minutes if the Deputy Chair was not present at the previous meeting• <i>(The Chair must be a sitting member of the Rodney Local Board ?)</i>
Deputy Chair	<ul style="list-style-type: none">• support the Chair in their role• act in place of the other Chair if the Chair is unavailable or has a conflict of interest• work with the secretary to compile meeting agendas• be the SCAG spokesperson representing the views and recommendations of the group

	<ul style="list-style-type: none"> • sign off minutes of the previous meeting.
All SCAG Members	<ul style="list-style-type: none"> • be prepared for meetings and consider issues with an open mind • provide advice that reflects their community • actively participate in SCAG meetings and contribute to required actions • turn up to meetings on time • be available and attend any other training/meetings that may be planned • proactively establish, maintain and make the most of their community relationships • maintain a broad knowledge of issues and opportunities for their communities • comply with the Code of Conduct in Appendix B
Council Officers	<ul style="list-style-type: none"> • act as a communication link between Council and the SCAG by attending meetings on a regular basis. • provide with information, advice and explanation of the Council's decision-making process and agreed Council policy when required and facilitate feedback from the SCAG to Council.
Secretary	<ul style="list-style-type: none"> • schedule meetings, informing members • host meetings (open and close location, set up digital links etc) • record minutes • distribute minutes within 2 weeks of meetings • Liaise with chair and council officers on meeting agenda • Circulate meeting agenda with any relevant information at least one week prior to scheduled meetings • Compile and maintain members contact list • Draft a short meeting overview suitable for members to distribute within their communities; circulating this summation with the minutes of each meeting.

Appendix B: Code of Conduct

1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between the members of this group
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members:

2. Relationships with others

Members will conduct their dealings with each other in ways that:

- are open, honest and maintain integrity
- focus on issues rather than personalities
- avoid aggressive, offensive and abusive conduct
- support Te Tiriti o Waitangi
- maintain confidence in their group.

3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer
- not seek to improperly influence staff in the normal undertaking of their duties.

4. Contact with the media

- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to the Chair, Co-Chair, or the person nominated by the group to speak on behalf of the group.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

5. Confidential Information

In the course of their duties, members may receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

6. Honesty and Integrity

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

7. Complaints

Any complaints about other group members should be addressed confidentially to the Chair or Co-chair.