

Notice is hereby given that a Meeting of the Riverton Harbour Subcommittee will be held on:

Date: Monday, 9 May 2016
Time: 4.30pm
Meeting Room: SDC Office, 117 Palmerston Street, Riverton

Riverton Harbour Subcommittee Agenda

OPEN

MEMBERSHIP

Chairperson	Nick White
Members	Timothy Anderson Ian Coard Neil Linscott Blair Stewart
Councillor	Rodney Dobson

IN ATTENDANCE

Oraka Aparima Runaka	Muriel Johnstone
Environment Southland	Kevin O'Sullivan
Environment Southland	Lyndon Cleaver
Community Engineer	Greg Erskine
Committee Advisor	Alyson Hamilton

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Terms of Reference for Riverton Harbour Committee

This committee is a subcommittee of Southland District Council and is responsible for:

- The management and control of all Riverton harbour assets
 - The control and management of all Riverton harbour endowment lands
 - Parking and traffic management on harbour endowment land
 - Control of the berthing of vessels
 - Management of activities in the harbour, including health and safety
 - Preparing an annual budget, including ensuring any income from assets and activities are spent on the harbour and endowment lands, and on purposes that benefit the Riverton community
 - Appointing a harbourmaster
 - Recommending legal action in cases of breaches of the bylaw
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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Subcommittee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting, -

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

6.1 Meeting minutes of Riverton Harbour Subcommittee, 01 March 2016

Riverton Harbour Subcommittee

OPEN MINUTES

Minutes of a meeting of Riverton Harbour Subcommittee held in the SDC Office, Riverton on Tuesday, 1 March 2016 at 4.35pm.

PRESENT

Chairperson	Nick White
Members	Timothy Anderson Blair Stewart
Councillor	Rodney Dobson

IN ATTENDANCE

Oraka Aparima Runaka Environment Southland Environment Southland Community Engineer Committee Advisor	Muriel Johnstone Kevin O'Sullivan Lyndon Cleaver Greg Erskine Alyson Hamilton
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1 Apologies

Moved Member Stewart, seconded Member Anderson and **resolved:**

That apologies for non-attendance lodged by Members Coard and Linscott be sustained.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no members of the public seeking speaking rights in the Public Forum section of the meeting

5 Extraordinary/Urgent Items

Moved Member White, seconded Member Johnstone and **resolved:**

That the Riverton Harbour Subcommittee consider the following item as a matter of urgent business in order that a decision can be made before the next ordinary meeting, subject to Section 46A of the Local Government Official Information and Meetings Act 1987

Item 1: Riverton Lions Club – Duck Race

6 Confirmation of Minutes

Resolution

Moved Member Stewart, seconded Member Anderson **and resolved:**

That the minutes of Riverton Harbour Subcommittee, held on 9 November 2015 be confirmed as a true and correct record.

7 Reports

7.1 Action Sheet

Record No: R/16/2/2375

The Action Sheet from the Subcommittee's previous meetings was circulated for Members' information.

Issues arising included the following;

Riverton Causeway

The meeting was informed that in regards to the repair work to be undertaken to the causeway no response has been received from LINZ following an inspection undertaken by Natural Engineering, consultants for LINZ. The meeting requested an update on progress of this issue.

T-Wharf issues

The meeting was advised several substandard planks have been replaced with new timber and this is to be followed by bracing renewal.

The Chair informed this project was awaiting the arrival of further timber for completion of the project.

Electricity Account

The meeting was informed that in regards to payment being made on an account that does not exist it was clarified that the reading was based on historical information that no longer applies and that this has now being removed from the invoicing.

Members queried if line charges were paid on this account and if so suggested a refund may be available. Staff were requested to investigate this matter.

Resolution

Moved Member White, seconded Cr Dobson **and resolved:**

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Action Sheet" dated 18 February 2016.**
- b) **Requests staff provide an update from LINZ on the causeway to the next meeting.**
- c) **Requests staff investigate whether line charges were paid on an electricity account that has been established does not exist.**

7.2 Works and Finance Report to Riverton Harbour Subcommittee for the period ended 31 January 2016

Record No: R/16/2/1600

Works and Finance Report for the period ended 31 January 2016 prepared by Greg Erskine, Community Engineer, was tabled.

The subcommittee was informed as follows;

Mr Erskine advised work has been undertaken on the replacement of timber planks at the T Wharf and bracing repairs are next on the list. Some significant work has been completed on some of the private wharves including re piling, new bracing and decking.

The meeting was informed the application for the harbour consent has been lodged with Environment Southland and is progressing well. Finalisation of the consent is expected by the end of March/April.

Mr Erskine advised there has been another issue with the T wharf crane in the last two weeks, possibly caused by overloading the crane when lifting off the boats.

The meeting noted the Community Engineer is working with LINZ, via a consultant, to review the costings for repairing the causeway to an acceptable long term standard. A local contractor with some expertise in rock protection has been offering advice.

Mr Erskine explained that the over expenditure relates to Emtech fees, resource consent applications, Environment Southland fees and public liability insurance (\$2,000).

Member Stewart raised the issue of the gorse, blackberry, sycamores situated along the bank adjacent the slipway suggesting they be replaced with plantings preferably natives.

Member Stewart advised a local Contractor, Euan Shearing, is to undertake repair work at the slipway suggesting that whilst the digger was in the area contact be made with the owner to ascertain his interest in the removal of the noxious plants.

The subcommittee agreed the Community Engineer liaise with Mr Shearing and arrange for this eradication work to be undertaken.

Members raised the issue of the railway irons situated in the river adjacent the maori cemetery advising of a possible navigational safety issue and felt they should be removed.

Mr O'Sullivan commented that a resource consent through Environment Southland may be required for this action.

It was agreed that Mr O'Sullivan ascertain if consent is required and report back to the Subcommittee prior to any further work being undertaken.

Members queried if the power to the long wharf has been disconnected as it has been noticed the public are using extension cords to the power outlet.

Resolution

Moved Member Stewart, seconded Member Anderson **and resolved:**

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Works and Finance Report to Riverton Harbour Subcommittee for the period ended 31 January 2016" dated 22 February 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Requests the Community Engineer liaise with the contractor to undertake the removal of the noxious plants along the bank in the area of the slipway and arrange for appropriate replacement plantings.**
- e) **Requests Mr O'Sullivan ascertain if resource consent is required for the removal of the railway irons situated in the river which are considered a possible navigational safety issue.**

8 Extraordinary/Urgent Business

8.1 Riverton Lions Club – Duck Race

Communication from Wayne Fleck on behalf of the Riverton Lions Club seeking the subcommittee’s approval to hold a duck race on Sunday, 20 April 2014 at the Riverton Harbour, was tabled.

Mr Fleck advised the ducks are to be released at high tide below the Rescue Boat shed and finish at the bridge.

Members were informed a team of Lions club members and their helpers are to be in boats on the water, for releasing, guiding and collecting the ducks and will follow all safety aspects.

Moved Member Stewart, seconded Member Anderson **and resolved:**

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Riverton Lions Club – Duck Race” dated 22 February 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Requests staff respond to the Riverton Lions Club advising approval has been given for a Duck Race to be held on the Riverton Harbour subject to all Health and Safety Procedures being adhered to.**

NOTE: Councillor Dobson declared an interest and took no part in discussion or voting on this issue.

The meeting concluded at 5.20pm **CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE RIVERTON HARBOUR SUBCOMMITTEE HELD ON TUESDAY, 1 MARCH 2016.**

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/16/5/6292
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

Decision Recommendation Information

- 1 The Action Sheet from the Subcommittee's previous meetings is circulated for Members' information.

Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Action Sheet" dated 2 May 2016.**
- b) **Notes the responses from staff on the action sheet.**

Attachments

- A Riverton Harbour Subcommittee - Action Sheet - 9 May 2016 [View](#)
- B Riverton Harbour Subcommittee - InfoCouncil Action Sheet - 9 May 2016 [View](#)

Riverton Harbour Subcommittee 13 May 2013

13.2.7.0 – Riverton Causeway

<u>Name</u>	<u>Response Date</u>
Kevin McNaught	9 May 2016

Mr McNaught reported prior to a letter being forwarded to LINZ, David Hamilton, Consultants of Natural Engineering, has undertaken an inspection of the causeway on behalf of LINZ.

A report is to be presented to the Subcommittee in due course.

Officer's Comment

An estimate of \$22k has been given to LINZ to undertake remedial work but further inspection by the Community Engineer (CE) and a Contractor manager has indicated this amount would be insufficient. CE to confirm with Mr Hamilton about extra work required.

Riverton Harbour Subcommittee 27 January 2014

14.1.4.0 – T-Wharf issues

Greg Erskine	9 May 2016
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The Area Engineer reported minor repair work has been undertaken around the crane area – further repair work is on hold until the review of the wharves is completed.

Officer's Comment

Several poor deck planks have been replaced with new timbers, bracing renewal is next on the list.

More work is planned with cross bracing when the H6 timber is available.

Riverton Harbour Subcommittee Action Sheet - Excluding Public Excluded

Open Action Items

Author	Due Date	Subject	Notes
Greg Erskine	9/05/2016	<u>Bay Road Embankment</u> Contact has been made with local Bricklayer who is prepared to undertake minor maintenance work.	Community Engineer advises the local Bricklayer has indicated he is too busy to undertake this work at present.
Kevin O'Sullivan	9/05/2016	<u>Railway Irons</u> Requests Mr O'Sullivan ascertain if resource consent is required for the removal of the railway irons situated in the river which are considered a possible Navigational safety issue.	Mr O'Sullivan to confirm at the meeting if resource consent is required for this work.
Greg Erskine	9/05/2016	<u>Noxious Plantings</u> Requests the Community Engineer liaise with the Contractor to undertake the removal of the noxious plants along the bank in the area of the slipway and arrange for appropriate replacement plantings.	Community Engineer has met with the leasee on site, some work has been done by the digger and the other spraying required will be undertaken by a local contractor.
Alyson Hamilton	9/05/2016	<u>Riverton Lions Club - Duck Race</u> Requests staff respond to the Riverton Lions Club advising approval has been given for a Duck Race to be held on the Riverton Harbour subject to all Health and Safety Procedures being adhered to.	Letter forwarded to Lions Club confirming the Harbour Subcommittee support of this project.
Greg Erskine	9/05/2016	<u>Removal of Sycamore Trees Towack Street</u> Topping of the trees will be incorporated with two other projects around the township.	Tree Contractor has been advised trees are to be removed, however he is currently out-of-the area.
Kevin McNaught	9/05/2016	<u>Disposal Process For Council Owned, Riverton Harbour Structures</u> Request staff arrange disposal process of Berth L35 and walkway.	Sale will be actioned following issuing of resource consent for structures.
Colin Pemberton	9/05/2016	<u>Resource Consent application.</u> Staff to provide update on progress of the resource consent application lodged with Environment Southland.	Colin Pemberton to be in attendance at the meeting to provide a verbal update.

Works and Finance Report to Riverton Harbour Subcommittee for the period ended 31 March 2016

Record No: R/16/4/5795
Author: Greg Erskine, Community Engineer
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Item 7.2

Area Engineer's Report

- 1 The car parking area on Bay Road opposite Dallas Street continues to be eroded. Examples of previous attempts to stop the erosion can be seen in the photo eg old concrete and rocks. The site is being monitored in the mean-time.



- 2 The seawall along Bay Road has some very old concrete plaster that is generally in good condition but there are several examples where remedial work is required.



- 3 Recent work has been undertaken near the slip ramps to remove noxious plants from the adjacent road bank.



- 4 The Area Engineer is working with LINZ, via a consultant, to review the costings for repairing the causeway to an acceptable long term standard. A local contractor with some expertise in rock protection has been offering advice.

Financial Considerations

Area Engineer's Comments

- 5 Over expenditure is from fees for Emtech fees, resource consent applications, Environment Southland fees and public liability insurance (\$2,000).

Reserves

- 6 Please find the reserves report attached.

Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Works and Finance Report to Riverton Harbour Subcommittee for the period ended 31 March 2016" dated 26 April 2016.**

Attachments

- A Riverton Harbour Financial Reports, 31 March 2016 [View](#)

Riverton Harbour Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Income	<u>Annual Budget</u>	<u>Actual Income to Date</u>	<u>Income to Date %</u>	<u>Full Year Projection</u>
26381 Harbour	38,386	27,479	72%	40,416
Subtotal Local Business Units	38,386	27,479	72%	40,416
Total	38,386	27,479	72%	40,416
Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
26381 Harbour	21,894	26,321	120%	31,165
Subtotal Local Business Units	21,894	26,321	120%	31,165
Total	21,894	26,321	120%	31,165
Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
Subtotal Local Business Units	0	0	0%	0
Total	0	0	0%	0

Riverton Harbour Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual Adjustments to Date</u>	<u>Adjustments to Date %</u>	<u>Full Year Projection</u>
26381 Harbour	(16,492)	0	0%	(4,123)
Subtotal Local Business Units	(16,492)	0	0%	(4,123)
Total	(16,492)	0	0%	(4,123)

Reserve Balances - Annual Plan

Riverton Harbour

	Opening Balance	Current Budget	Forecast Budget	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Local													
<i>Reserve</i>													
Riverton Harbour General - RES	88,407	104,899	104,899	98,690	94,359	110,910	127,702	138,276	155,206	172,275	189,447	206,669	231,315
Total Local Reserve	<u>88,407</u>	<u>104,899</u>	<u>104,899</u>	<u>98,690</u>	<u>94,359</u>	<u>110,910</u>	<u>127,702</u>	<u>138,276</u>	<u>155,206</u>	<u>172,275</u>	<u>189,447</u>	<u>206,669</u>	<u>231,315</u>
Total Local Balance	<u>88,407</u>	<u>104,899</u>	<u>104,899</u>	<u>98,690</u>	<u>94,359</u>	<u>110,910</u>	<u>127,702</u>	<u>138,276</u>	<u>155,206</u>	<u>172,275</u>	<u>189,447</u>	<u>206,669</u>	<u>231,315</u>
Total Riverton Harbour Reserve Balance	88,407	104,899	104,899	98,690	94,359	110,910	127,702	138,276	155,206	172,275	189,447	206,669	231,315