

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

**Date:** Monday, 15 August 2016  
**Time:** 4.30pm  
**Meeting Room:** SDC Office  
**Venue:** 117 Palmerston Street, Riverton

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## Riverton Harbour Subcommittee Agenda

### OPEN

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#### MEMBERSHIP

<b>Chairperson</b>	Nick White
<b>Members</b>	Timothy Anderson Ian Coard Neil Linscott Blair Stewart
<b>Councillor</b>	Rodney Dobson

#### IN ATTENDANCE

<b>Oraka Aparima Runaka Environment Southland Community Engineer Committee Advisor</b>	Muriel Johnstone Kevin O'Sullivan Greg Erskine Alyson Hamilton
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Contact Telephone: 0800 732 732  
Postal Address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

**Full agendas are available on Council's Website**  
[www.southlanddc.govt.nz](http://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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8.1 Chairperson's Report	
The Chairperson, Member White, to report on activities with which he has been involved since the Subcommittee's last meeting.	

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## Apologies

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

### 1 Leave of absence

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

### 2 Conflict of Interest

Committee 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.

### 3 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](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

### 4 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.”

### 5 Confirmation of Minutes

6.1 Meeting minutes of Riverton Harbour Subcommittee, 09 May 2016

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# Riverton Harbour Subcommittee

## OPEN MINUTES

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Minutes of a meeting of Riverton Harbour Subcommittee held in the SDC Office, 117 Palmerston Street, Riverton on Monday, 9 May 2016 at 4.30pm.

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### PRESENT

<b>Chairperson</b>	Blair Stewart
<b>Members</b>	Timothy Anderson Ian Coard
<b>Councillor</b>	Rodney Dobson

### IN ATTENDANCE

<b>Oraka Aparima Runaka Environment Southland Community Engineer</b>	Muriel Johnstone Kevin O'Sullivan Greg Erskine
<b>Property Asset Management Officer Committee Advisor</b>	Colin Pemberton Alyson Hamilton

**1 Apologies**

Moved Member Anderson, seconded Member Stewart and **resolved:**  
**That the apology for non-attendance lodged by Member White 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**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Member Anderson, seconded Member Stewart **and resolved:**  
**That the minutes of Riverton Harbour Subcommittee, held on 1 March 2016 be confirmed as a true and correct record.**

**Reports**

**7.1 Action Sheet**

**Record No: R/16/5/6292**

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

Issues arising included the following;

Riverton Causeway

The Community Engineer reported to the meeting that Land Information New Zealand (LINZ) has provided \$22,000 for remedial work to be undertaken to the causeway.

Mr Erskine advised that a further inspection undertaken by a local Contractor has indicated this amount will be insufficient for repairing the causeway to an acceptable long term standard.

Following discussion the meeting agreed that Mr Erskine forward current photos of the affected area of the causeway to LINZ explaining the amount provided is insufficient.

It was further agreed that a revised quote for repair work to the causeway be obtained from a Contractor and that staff circulate this quote to members to enable discussion prior to the expiry date of funding from LINZ.

#### Bay Road Embankment

The meeting was informed a local contractor has indicated he is too busy to undertake minor repair work to the bank.

The meeting agreed the Community Engineer make an approach to an alternate contractor who is available to undertake this work.

Members noted a resource consent application is to be lodged prior to the work being undertaken and requested the Community Engineer progress this application.

#### Railway Irons

Mr O'Sullivan (Environment Southland) confirmed that in regards to the removal of the railway irons situated in the seabed of the river requires resource consent prior to their removal.

It was agreed the Community Engineer progress this application.

#### Environment Southland Resource Consent application

Mr Pemberton gave an update on the progress of the resource consent application lodged with Environment Southland in regards to the structures/wharves in the Riverton harbour.

#### **Resolution**

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

#### **That the Riverton Harbour Subcommittee:**

- a) **Receives the report titled "Action Sheet" dated 2 May 2016.**
- b) **Requests staff obtain a revised quote for the causeway repair work be obtained from a Contractor and that staff circulate this quote to members to enable discussion prior to the expiry date of funding from LINZ.**

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

**Record No: R/16/4/5795**

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

The subcommittee was informed as follows;

- The car parking area on Bay Road opposite Dallas Street continues to be eroded. The site is being monitored in the mean-time. It was requested staff obtain a quote for repair work to this area to be presented at the next meeting of the subcommittee.

The Community Engineer raised the issue of a new pile required at the walkway to Berth L37.

Following discussion the meeting agreed that the Community Engineer arrange for the pile at the end of the walkway to Berth L 37 be replaced including some new planking required and that costings for this repair work be borne by the Harbour Committee.

**Resolution**

Moved Member Coard, 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 March 2016” dated 26 April 2016.**
- b) **Requests the Community Engineer arrange for the pile at the end of the walkway to Berth L 37 to be replaced including some new planking required and that costings for this repair work be borne by the Harbour Committee.**
- c) **Requests the Community Engineer obtain a quote for repair work to be undertaken to the bank situated at the car parking area on Bay Road opposite Dallas Street due to erosion issues.**

The meeting concluded at 5.35pm.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE RIVERTON  
HARBOUR SUBCOMMITTEE HELD ON 9 MAY  
2016.

**DATE:**.....

**CHAIRPERSON:**.....



## Action Sheet

**Record No:** R/16/8/12825  
**Author:** Alyson Hamilton, Committee Advisor  
**Approved by:** Alyson Hamilton, Committee Advisor

Decision  Recommendation  Information

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

## Recommendation

**That the Riverton Harbour Subcommittee:**

- a) **Receives the report titled "Action Sheet" dated 9 August 2016.**

## Attachments

- A Riverton Harbour Subcommittee - InfoCouncil Action Sheet - 15 August 2016 [View](#)

# Riverton Harbour Subcommittee Action Sheet - Excluding Public Excluded

## Open Action Items

Author	Due Date	Subject	Notes
Greg Erskine	15/08/2016	<p><b><u>Bay Road Embankment</u></b></p> <p>Requests the Community Engineer contact an alternate contractor to undertake minor maintenance work.</p> <p>Staff to progress resource consent application with E.S. for this work.</p>	No progress to date.
Greg Erskine	15/08/2016	<p><b><u>Railway Irons</u></b></p> <p>Community Engineer to arrange resource consent application with E.S. for removal of railway irons situated in the river, which are considered a possible Navigational safety issue.</p>	No progress to date.
Greg Erskine	15/08/2016	<p><b><u>Noxious Plantings</u></b></p> <p>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.</p>	Work completed – agapanthus to be planted in the area.
Greg Erskine	15/08/2016	<p><b><u>Bay Road bank</u></b></p> <p>Requests the Community Engineer obtain a quote for repair work to be undertaken to the bank situated at the car parking area on Bay Road opposite Dallas Street due to erosion issues.</p>	No progress to date.
Greg Erskine	15/08/2016	<p><b><u>Berth L37 repair work</u></b></p> <p>Requests the Community Engineer arrange for the pile at the end of the walkway to Berth L 37 to be replaced including some new planking required and that costings for this repair work be borne by the Harbour Committee.</p>	<p>Subsequent investigation showed the pile and decking to be part of the berth L37.</p> <p>Discussion has been held with the owner who has agreed to undertake the repair work.</p>
Greg Erskine	15/08/2016	<p><b><u>Causeway repair work</u></b></p> <p>Requests staff obtain a revised quote for the causeway repair work to be obtained from a Contractor and that staff to circulate this quote to members to enable discussion prior to the expiry date of funding from LINZ.</p>	The Contractor has not supplied a revised quote. After discussion with LINZ and the Council Strategic Property Manager it was agreed that the Riverton Harbour Committee needs to make a decision if it wants to take over the causeway, subject to repairs being undertaken as per the report from Mr Hamilton.

			LINZ has indicated that if the ownership remains with them the structure will be unmaintained and let nature take its course.
Greg Erskine	15/08/2016	<b><u>Removal of Sycamore Trees - Towack Street</u></b>  Topping of the trees will be incorporated with two other projects around the township.	The Tree Contractor has not been to Riverton yet.
Colin Pemberton	15/08/2016	Future Ownership of Wharf L35 and Walkway - Riverton Harbour	Sale will be actioned after issue of resource consent for structures.

### Recently Closed Action Items

Author	Completion Date	Subject	Notes
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## Works and Finance Report to Riverton Harbour Subcommittee for the period ended 30 June 2016

Record No: R/16/7/10768  
Author: Greg Erskine, Community Engineer  
Approved by: Ian Marshall, Group Manager Services and Assets

Decision  Recommendation  Information

Item 7.2

### Community Engineer's Report

- 1 The old timber wall protection along by the focal point viewing deck is showing signs of failure in several places. The useful life of the existing materials is now in question but some temporary repairs will be required in the interim.



- 2 The resource consent application has been approved and will be discussed at the meeting.
- 3 A review of the timeframes for work on the wharfs as per the Emtech report is probably timely as work has been undertaken on some of the structures.

### Financial Considerations

#### Community Engineer's Comments

- 4 The over expenditure this year has been to fund the resource consent application and includes lawyer's, consultant's and ES fees.

#### Reserves

- 5 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 30 June 2016” dated 9 August 2016.

## Attachments

- A Riverton Harbour Financial Reports, 30 June 2016 [View](#)

**Riverton Harbour Community Financial Report**

100.00% Of Year

For the Period Ended June 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	34,221	89%	34,221
Subtotal Local Business Units	38,386	34,221	89%	34,221
<b>Total</b>	<b>38,386</b>	<b>34,221</b>	<b>89%</b>	<b>34,221</b>
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	33,461	153%	33,461
Subtotal Local Business Units	21,894	33,461	153%	33,461
<b>Total</b>	<b>21,894</b>	<b>33,461</b>	<b>153%</b>	<b>33,461</b>
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>

Riverton Harbour Community Financial Report

100.00% Of Year

For the Period Ended June 2016

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

## 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
<b>Local</b>													
<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
<b>Total Local Reserve</b>	<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>
<b>Total Local Balance</b>	<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>
<b>Total Riverton Harbour Reserve Balance</b>	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



## Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10230  
Author: Sheree Marrah, Finance Manager  
Approved by: Anne Robson, Chief Financial Officer

Decision  Recommendation  Information

### Purpose

- 1 The purpose of this report is to inform Community Boards and Community Development Area Subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them. The revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

### Executive Summary

- 2 The Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.
- 3 In undertaking the review, Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.
- 4 The revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

### Background

- 5 The RA sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. The RA sets the maximum level of expenses and allowances available to elected members. Council's policy is required to be in alignment with the maximum levels set by the RA.
- 6 The previous Council policy mistakenly excluded Community Board members from receiving allowances. As Council had no other formal policy on reimbursement and allowances for Council Subcommittee members, it was recommended that Subcommittees also be included in this policy.
- 7 The specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:
  - **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day. The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres. The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a

Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.

- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.
- Community Board and Council Subcommittee members will not be eligible to claim the communication allowance stated in the policy.

- 8 In order to claim an allowance a claim form will need to be completed by the elected member (see sample claim forms attached). For reimbursements a claim form will need to be completed and supporting invoices/receipts attached. Completed forms will be submitted to the relevant Committee Advisor to arrange for approval and payment.

### Funding

- 9 Although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017, it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.
- 10 Payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or sub-committee.

### Policy

- 11 A copy of the revised policy, effective from 1 July 2016, is included as attachment A to this report.

## Recommendation

**That the Riverton Harbour Subcommittee:**

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 4 July 2016.**

## Attachments

- A FINAL Elected Members’ Remuneration and Reimbursements Policy (effective 1 July 2016) [View](#)
- B Elected Member Allowance Claim Form [View](#)
- C Elected Member Expense Reimbursement Claim Form [View](#)

**POLICY:** **ELECTED MEMBERS' REMUNERATION AND REIMBURSEMENTS POLICY**

**GROUP RESPONSIBLE:** Financial Services

**DATE APPROVED:** 25/6/08, 26/5/10, 26/1/11, 6/4/11, 29/6/11, 9/10/13, 16/4/14, 8/6/16

**EFFECTIVE DATE:** 1 July 2016

**FILE NO:** 10/4/3/1, 18/1/6/4, 240/10/7/8, 240/10/1/5, 240/10/1/6  
140/20/1/4, 240/10/7/8, R/16/5/7922

## **POLICY DETAIL:**

### **1.0 SCOPE**

1.1 This policy provides the framework for:

- (a) Remuneration of the Mayor and Councillors;
- (b) Expenditure reimbursement and allowances for the Mayor and Councillors;
- (c) The salary of Community Board members; and
- (d) Expenditure reimbursement and mileage and travel time allowances for Community Board members;
- (e) Expenditure reimbursement and mileage and travel time allowances for the elected members of Council subcommittees.

### **2.0 BACKGROUND**

- 2.1 Remuneration for the Mayor, Councillors and Community Board members, and also the rules relating to allowances and expenses are determined by the Remuneration Authority and reviewed on an annual basis. Southland District Council is required to respond to the authority regarding remuneration and its policy for allowances and expenses.
- 2.2 The attached schedule (**Appendix A**) outlines the dollar amounts which will be paid. This schedule may be updated from time to time to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.
- 2.3 The Elected Members' Remuneration and Reimbursements Policy is intended to reflect the relevant period's Local Government Elected Members Determination. If inconsistencies arise between this policy and the determination in regards to remuneration and allowance rates, Council will make payments to elected members in accordance with the relevant Local Government Elected Members' Determination.

### 3.0 DEFINITIONS

**Actual** means as evidenced by the original receipt attached to the claim form.

**Council** shall mean the 13 elected members that form the governing body (Council) of the Southland District Council.

**Chair** shall mean the individual appointed the role of chairperson by formal resolution in the case of Council committees or elected to this role in the case of community boards.

**Chief Executive** shall mean the Chief Executive of Southland District Council.

**Community Board Member** shall mean any elected member of the eight community boards throughout the Southland District. These are: Edendale-Wyndham, Otautau, Riverton/Aparima, Stewart Island/Rakiura, Te Anau, Tuatapere, Wallacetown and Winton.

**Subcommittee Member** shall mean any elected member of a Council appointed subcommittee, including but not limited to the 9 Community Development Area (CDA) subcommittees throughout the Southland District. The CDAs are: Athol, Balfour, Browns, Centre Bush/Limehills, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia, Woodlands.

**Council Business** includes formal Council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits and where required or invited by Council, meetings with staff, meetings with community groups or meetings with members of the public. It does not include events where the primary focus is on social activity.

**Councillor** shall mean any of the 12 elected members of Council, including the Deputy Mayor, but excluding the Mayor.

**Council office** shall mean any of the seven Council offices throughout the Southland District. These are: Invercargill, Wyndham, Riverton, Stewart Island, Te Anau, Otautau and Winton. Where Community Board or subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of this policy.

**Elected member** shall mean any of the Councillors, Community Board members, Community Development Area subcommittee members or other Council appointed subcommittee members.

**Expenses** means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of Southland District Council.

**Mayor** shall mean the Mayor of Southland District Council.

**Reasonable** means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

**Remuneration Authority** is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

**Southland District Council** means the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

**Travel** includes journeys made by air and sea, travel by taxi and travel by hire vehicle or private vehicle.

**Travel arrangements** include accommodation, travel and seminar registration.

## 4.0 REMUNERATION

### 4.1 Mayor and Councillors

4.1.1 The Mayor shall receive the full salary allowable by the determination of the Remuneration Authority, outlined in **Appendix A**.

4.1.2 In addition to the base salary, Councillors can receive extra remuneration for:

- (a) Positions of additional responsibility (including Deputy Mayor and Chair of various committees) and/or
- (b) Taking on significantly extra duties during the District Plan process.

Additional remuneration will be made at the rates outlined below, which have been approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of a base councillor salary
Policy Review Committee chair	+ 20% of a base councillor salary
Venture Southland director	+ 15% of a base councillor salary
Activities Performance Audit Committee chair	+ 25% of a base councillor salary

4.1.3 In addition, 50% of a base councillor salary will be retained for allocation to members of the Resource Management Committee for District Plan review. This will be payable to all members of the Resource Management Committee at the rate of \$100 per day for District Plan review meetings.

### 4.2 Community Board Members

4.2.1 Remuneration for Community Board members and chairs will be made at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**.

### 4.3 Subcommittee Members

4.3.1 No remuneration is payable to those appointed to subcommittees of Council.

## 5.0 EXPENDITURE REIMBURSEMENTS

5.1 Elected members will perform their roles in a manner that is most cost-effective for households and businesses. Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

- 5.2 Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.
- 5.3 If applicable, where reimbursements are claimed it must be specified whether amounts are GST exclusive or GST inclusive.
- 5.4 All actual reimbursements will be submitted on the appropriate form and supported by relevant invoices and/or documentation.
- 5.5 Expense claims will be approved as follows

Claim by the:	Approved by
Mayor	The Chair of the Activities Performance Audit Committee
Deputy Mayor	The Mayor
Councillors	The Mayor or Deputy Mayor

- 5.6 Expense claims for Community Board and Subcommittee members will be approved by the Mayor, Deputy Mayor or Chair of the Activities Performance Audit Committee.
- 5.7 No costs will be reimbursed where they are chargeable to others, including private companies.
- 5.8 Expenses for electioneering will not be reimbursed.

## 6.0 MILEAGE ALLOWANCE

- 6.1 The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
- 6.2 A mileage claim can be made where an elected member has been required or invited by Council to a meeting on Council business and is travelling in his/her own vehicle and is taking the most direct route reasonable in the circumstances.
- 6.3 Where possible every effort should be made to share transport and reduce costs.
- 6.4 Mileage claims are based on travel from the elected member's normal residence to the meeting place.
- 6.5 In accordance with the Remuneration Authority's determination mileage allowance will be paid as follows:
- For travel to any Council office, mileage allowance will be paid for kilometres travelled beyond 15 km each way (ie, a 30 km round trip). This distance is calculated from the elected member's place of residence to the Council office.
  - For all other Council related travel, mileage allowance will be paid for the total kilometres travelled from the elected member's place of residence.
- 6.6 For travel to any Council office where distance does not exceed 15 km each way (ie, a 30 km round trip), no mileage allowance will be paid.
- 6.7 The mileage rate will be paid at the full rate determined by the Remuneration Authority, outlined in **Appendix A**.

## 7.0 TRAVEL TIME ALLOWANCE

- 7.1 Travel time will be paid to all elected members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, outlined in **Appendix A**.
- 7.2 In accordance with the Remuneration Authority's determination this allowance will only be paid where travel time exceeds 1 hour within a day.
- 7.3 In accordance with the Remuneration Authority's determination, payment of travel time allowance will not be paid for positions which are considered to be full time. Therefore, travel time allowance will not be paid to the Mayor.

## 8.0 COMMUNICATIONS ALLOWANCE

- 8.1 An allowance will be paid to Councillors where they supply their own hardware for use in Council business. No allowance is payable in respect of items provided by Southland District Council.
- 8.2 The allowance for communications and technology will be paid at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**. The Mayor shall be provided with a mobile phone, laptop or tablet and accessories, and a broadband connection in lieu of the allowance.
- 8.3 No communications allowance is payable to Community Board members and members of Council subcommittees.

## 9.0 CONFERENCES, SEMINARS AND TRAINING

- 9.1 Conferences, courses, seminars or training events must contribute to the elected members' ability to carry out council business.
- 9.2 All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, held both within New Zealand and overseas, subject to:
- (a) Related expenditure being accommodated within existing budgets, and
  - (b) The appropriate approvals as outlined in this policy.
- 9.3 In respect of the Mayor, prior approval of the Deputy Mayor or Chair of Activities Performance Audit Committee is required for travel within New Zealand for Council business; attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.
- 9.4 In respect of Councillors; attendance at these events when held in New Zealand must be approved by the Mayor and either the Deputy Mayor or Chair of Activities Performance Audit Committee.
- 9.5 In respect of Community Board and Community Development Area Subcommittee members; attendance at these events when held in New Zealand, prior approval must be obtained from the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee.

9.6 Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

#### **10.0 TRAVEL AND ACCOMMODATION**

10.1 Where possible all travel arrangements will be made through the Executive Assistant to the Mayor.

10.2 Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.

10.3 Travel will be arranged in a manner that represents public value in consideration of location, timing and cost. As appropriate, Council may choose to arrange air travel, travel by hire vehicle, travel by sea, travel by taxi or travel by bus.

10.4 Taxi chits issued for travel to approved meetings or conferences will be used only for business purposes of Council. Where a taxi chit has been obtained for purposes other than travel to approved meetings and conferences, any claim must be accompanied by appropriate documentation and reasons for the claim.

10.5 Unless otherwise approved, all international air travel will be economy class. Stopovers during international air travel will be approved on a case-by-case basis.

10.6 Frequent flyer points earned by elected members on Council business may be used for private travel.

10.7 Due to the significant amount of air travel undertaken by the Mayor, Council will pay for membership of an Airline Club (such as the Koru Club).

10.8 Private accommodation may be used on occasions where it is considered appropriate and is approved by the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee. If private accommodation is used, reimbursement will be fair and reasonable and will not exceed the cost of obtaining accommodation or meals from another source such as a motel or hotel.

10.9 Where Council approves the attendance of the spouse/partner of the Mayor or any Councillor at conferences or meetings, fair and reasonable actual costs will be reimbursed.



**APPENDIX A****SCHEDULE OF REMUNERATION AND REIMBURSEMENT AMOUNTS****Remuneration of the Mayor and Councillors**

Mayor	\$104,301 <sup>1</sup>
Deputy Mayor	\$36,019
Policy Review Committee Chair	\$30,874
Venture Southland Director	\$29,587
Activities Performance Audit Committee Chair	\$32,160
Councillor	\$25,728

Available to Resource Management Committee during the District Plan, 50% of a Councillor salary, paid \$100 per day.

**Expenditure Reimbursement for the Mayor and Councillors**

Mileage Rate (first 5,000 km per annum)	0.74 per km
Mileage Rate (above 5,000 km per annum)	0.37 per km

Personal Computer	\$150 per annum
Electronic Tablet	\$150 per annum
Printer	\$40 per annum
Telephone	\$60 per annum
Internet Connection (maximum)	\$250 per annum
Telephone/Mobile Phone Calls (maximum)	\$400 per annum

**Salary of Community Boards**

	<i>Chairperson</i>	<i>Member</i>
Edendale/Wyndham Community Board	\$4,510	\$2,255
Otautau Community Board	\$7,175	\$3,588
Riverton/Aparima Community Board	\$6,355	\$3,178
Stewart Island/Rakiura Community Board	\$2,665	\$1,333
Te Anau Community Board	\$10,250	\$5,125
Tuatapere Community Board	\$4,305	\$2,153
Wallacetown Community Board	\$2,665	\$1,333
Winton Community Board	\$8,815	\$4,408

Travel time allowance is paid at a rate of \$37.50 per hour for travel that exceeds one hour per day. Travel time is payable to elected members who are not considered to be full time and is only payable for travel relating to Southland District Council business. Travel time allowance is payable in respect of the quickest form of transport reasonable in the circumstances.

<sup>1</sup> Before adjustment for private use of motor vehicle of \$4,247.



Item 7.3 Attachment B

## SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER MILEAGE/TRAVEL TIME ALLOWANCE CLAIM SHEET

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CB/CDA \_\_\_\_\_

Signature \_\_\_\_\_

I hereby claim travelling allowances for the use of my car for:

- a) Attending Council meetings.
- b) Attending Committee meetings of the Council.
- c) Carrying out other Council business (only at the request of Council).

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

Date \_\_\_\_\_

Date	Travel From - To	Meeting Details/Purpose	Total km travelled	Less threshold <sup>1</sup> (30km for a return trip)	Total km payable	Total Travel Time (hours)	Less threshold (1 hour per day)	Travel Time <sup>2</sup> Payable	Overnight stay (Y/N)

<sup>1</sup> A 30 km round trip threshold applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of the Elected Members Remuneration and Reimbursements Policy TRIM ref R/16/5/7922). For other Council related travel, no threshold applies.

<sup>2</sup> Travel time allowance is only paid where travelling time for Council business exceeds one hour within a day.

<b><u>OFFICE USE ONLY</u></b>				
Mileage (under 5,000kms pa)	_____	kms @ 74 <sup>3</sup> cents	\$ _____	Authorised as appropriate
Mileage (over 5,000kms pa)	_____	kms @ 37 cents	\$ _____	
Travel Time	_____	hrs @ \$37.50	\$ _____	Authorised for payment
<b>TOTAL</b>			<b>\$ _____</b>	
Business Unit	_____	Account	_____	
Purchase Order number	_____	(for payments via Accounts Payable only)		Copy provided to Payroll / Accounts Payable (delete one)

<sup>3</sup> In accordance with the Local Government Elected Members Determination 2016 (effective from 1 July 2016 to 30 June 2017).



## SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET

Item 7.3 Attachment C

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CB/CDA \_\_\_\_\_

Signature \_\_\_\_\_

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

I confirm all invoices/receipts are attached for expense reimbursements requested in this claim.

Date \_\_\_\_\_

Date	Supplier	Expense Type (Training/Travel etc)	Details/Purpose	Total claim (GST incl)
<b>TOTAL</b>				<b>\$</b>

<b><u>OFFICE USE ONLY</u></b>			
	<b>Business Unit</b>	<b>Account</b>	<b>TOTAL</b>
Training		23512	\$
Travel		23515	\$
Accommodation & Meals		23511	\$
Other			\$
<b>TOTAL</b>			<b>\$</b>
Purchase Order number	_____		

Authorised as appropriate \_\_\_\_\_  
 Authorised for payment \_\_\_\_\_  
 Copy provided to Accounts Payable



## Licensing of Riverton Harbour Wharves - Ownership Model for the Long Wharf

Record No: R/16/7/11758  
Author: Colin Pemberton, Property Asset Management Officer  
Approved by: Ian Marshall, Group Manager Services and Assets

Decision  Recommendation  Information

### Purpose

- 1 To determine ownership and licensing model for the Long Wharf in Riverton Harbour.

### Executive Summary

- 2 The Subcommittee has previously indicated that it should no longer be involved in the ownership of wharves at Riverton, other than the Public Wharf, Public Boat Ramp and the T Wharf.
- 3 To achieve this means disposing of its interest in the mixed ownership model of the Long Wharf. Taking that to the next stage, is the need to determine a new ownership model and licensing of the Long Wharf going forward.
- 4 It will be necessary to discuss all the options including full Council ownership, with the wharf owners. It is necessary to include this, so the private owners can compare the costs of this option that would be potentially apply, with that of all the other options.

### Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Licensing of Riverton Harbour Wharves - Ownership Model for the Long Wharf” dated 9 August 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) **Determines a meeting be held with Long Wharf owners to discuss the future options for ownership and licensing.**

## Content

### Background

- 5 As part of the review of the long term future of the Riverton Harbour, Council applied for and was granted a Coastal Permit/Resource Consent for all existing structures in the harbour, downstream of the SH 99 bridge - excluding the Coast Guard boat ramp.
- 6 As holder of the Coastal Permit, Council can now issue licences to the individual wharf owners.
- 7 Complicating the completion of this process is the fact that Council is in part ownership of the Long Wharf with each and all of the Long Wharf berth owners. Staff however can find no written documentation to support this position, but all parties involved believe this is the case.
- 8 Such a mixed ownership model has already been discounted by the Subcommittee with it deciding its ownership of Wharf L35 and the walkway on Bay Road opposite the old bowling club should be disposed of.
- 9 Similar consideration is now needed with regard to the Long Wharf and as such discussions need to be initiated with all the other parties.

### Issues

#### Risks and Liabilities

- 10 Ongoing ownership or part ownership of the Long Wharf, brings with it increased risks and liabilities after the recent introduction of increased Health and Safety laws. As a structure owner (part owner) Council would not only be responsible for ongoing repairs and maintenance of the structure, but to ensure all those using it did so in an appropriate and safe manner. Given many of the vessels using the wharf are commercial, these responsibilities and therefore the risks and liabilities increase again.
- 11 If Council divested itself of the ownership by transferring its interest to the wharf owners, those risks and responsibilities become the responsibility of those owners - the people who are using the wharf. It would then be up to those owners to ensure the wharf is up to the necessary structural standard for the purpose it is being used and that the work practices being undertaken are appropriate.

### Factors to Consider

#### Legal and Statutory Requirements

- 12 The recently strengthened Health and Safety At Work Act 2015 as discussed above.
- 13 As a Local Government property owner, Council must be prudent both in what it invests in (owns) and how and what it spends on that infrastructure. To that end ongoing ownership of a structure that is primarily of benefit to commercial boat owners, is questionable. Those owners are best placed to manage the facility they own, to best suit their needs.
- 14 The structure has no direct benefit to the wider Riverton Community, as is the case with roads or water infrastructure.
- 15 If Council retains an ownership interest, it will be required to comply with all issues like long term planning and funding of its assets.



### Community Views

- 16 Being sought through this report and the options will be discussed at a meeting of Long Wharf owners before any decision is implemented.

### Costs and Funding

- 17 Ongoing ownership whether in part or full, will require funding of programmed repairs and maintenance, repairs resulting from unexpected events and long-term replacement of the wharf. While most of this would be funded through annual rentals charged to the owners, the Subcommittee would need to determine (from time to time) how much it is prepared to fund from the Riverton Harbour Endowment rentals in recognition of the wider community benefit received if any.
- 18 If the Subcommittee supported ongoing ownership by Council, it would need to have regard to the fact that staff time would need to be charged for managing the licences of the long wharf, plus recovery of any ongoing maintenance or capital costs. This would further increase the rental costs to the owners over and above the berthage charges.
- 19 If ownership was held either individually, or collectively as a society, the owners themselves would determine the repairs and maintenance costs and when these will occur. Council's role here, like all the wharves would be to ensure the standard is maintained to meet the requirements of the Coastal Permit.
- 20 If Council only has to deal with one entity ie, a society, staff time would be significantly reduced.

### Policy Implications

- 21 None.

## Analysis

### Options Considered

#### Full Council Ownership Model

- 22 This would require annual fees to cover all repair and maintenance costs, depreciation and replacement costs at end of life of the wharf. In addition there would be an annual fee as is currently the case based on a dollar per metre basis BUT the meterage would include both sides of the wharf and not just one side as is presently the case.

#### Individual private ownership of berths;

- 23 Each owner responsible for their own wharf and conditions requiring the provision of access to other wharf owners and immediate repairs required when any damage renders wharf unusable.
- 24 This option is complicated with joint/shared ownership/responsibility for piles between adjoining berths.
- 25 There would be an annual fee as is currently the case based on a dollar per metre basis, BUT the meterage would include both sides of the wharf and not just one side as is presently the case.

Collective ownership by an Incorporated Society with individual use/berthage rights

- 26 The Incorporated Society would deal with the individual owners and again there would be a condition requiring immediate repairs when a wharf is damaged. Each owner responsible for their own wharf and conditions requiring the provision of access to other wharf owners and immediate repairs required when any damage renders wharf unusable. There would be an annual fee as is currently the case based on a dollar per metre basis, BUT the meterage would include both sides of the wharf and not just one side as is presently the case.
- 27 With the Subcommittee having previously decided not to own infrastructure other than those for public use, the committee needs to determine which option to progress. The wharf owners will have views on this which should form part of that consideration.
- 28 It is considered that a meeting be held with the owners of Long Wharf berths, to inform them of the options identified and seek their views.

**Analysis of Options**

**Option 1 - Full Council Ownership**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Perception of greater Council control</li> </ul>	<ul style="list-style-type: none"> <li>• Council required to meet all owner responsibilities, including insurance.</li> <li>• Council to manage financial requirements.</li> <li>• Health and Safety risks and liabilities sit with Council.</li> <li>• Perceived/real increase in costs to berth owners.</li> </ul>

**Option 2 - Individual Private Ownership**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Council removed from responsibilities of an owner.</li> </ul>	<ul style="list-style-type: none"> <li>• Council has to deal with 40 licensees.</li> <li>• Reliance on private owners to programme, plan and implement actions of structure owner.</li> </ul>

**Option 3 - Collective Ownership by and Incorporated Society**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Council removed from responsibilities of an owner.</li> <li>• Council only deals with one party.</li> </ul>	<ul style="list-style-type: none"> <li>• None identified.</li> </ul>

**Assessment of Significance**

- 29 For the relatively few owners of the Long Wharf, this matter is significant, but for the wider Riverton Community and Southland District it is considered to be not significant.

### **Recommended Option**

- 30 Option 3 - Collective Ownership by an incorporated Society retains Council's overall management role as the holder of the Coastal Permit and entrusts the community of owners with the day to day management responsibility and decision making on their own berths.

### **Next Steps**

- 31 Meet with owners to discuss options.
- 32 Make final decision.

### **Attachments**

There are no attachments for this report.