



Riverton Harbour Subcommittee

OPEN MINUTES

Minutes of a meeting of Riverton Harbour Subcommittee held in the Riverton Senior Citizens Rooms, Corner Princess Street and Bath Road, Riverton on Monday, 29 June 2020 at 5pm.

PRESENT

Nick White
Hayley Nelson
Muriel Johnstone
Neil Linscott
Graeme Stuart
Muriel Johnstone
Councillor Don Byars

APOLOGIES

Ian Coard

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Facilities Manager	Mark Day
Community Facilities Contract Manager	Greg Erskine
Environment Southland	Lyndon Cleaver

1 Welcome and Apologies

Councillor Byars opened the meeting and welcomed the Members to the Inaugural meeting of the Riverton Harbour Subcommittee meeting for the 2019 - 2022 triennium.

Councillor Byars congratulated the Members present on being elected to the Riverton Harbour Subcommittee for the ensuing three year term.

Councillor Byars advised an apology has been received from Ian Coard.

Resolution

Moved Neil Linscott, seconded Nick White and resolved:

That the Riverton Harbour Subcommittee accept the apology.

7.1 Election of Chair and Deputy Chair

Record No: R/20/5/11978

Councillor Byars called for nominations for the position of Chairperson of the Riverton Harbour Subcommittee.

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Nick White	Graeme Stuart	Hayley Nelson

There were no further nominations.

The nomination of Nick White for Chairperson of the Riverton Harbour Subcommittee for the 2019-2022 term was PUT and declared CARRIED.

Nick White was duly elected Chair of the Riverton Harbour Subcommittee for the 2019-2022 term.

Councillor Byars then called for nominations for the Deputy Chairperson of Riverton Harbour Subcommittee

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Neil Linscott	Graeme Stuart	Nick White

There were no further nominations.

The nomination of Neil Linscott for Deputy Chairperson of the Riverton Harbour Subcommittee for the 2019-2022 term was PUT and declared CARRIED.

Neil Linscott was duly elected Deputy Chairperson of the Riverton Harbour Subcommittee for the 2019-2022 term.

Resolution

Moved Muriel Johnstone, seconded Hayley Nelson and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Election of Chair and Deputy Chair” dated 22 June 2020.**
- b) Determines that this matter or decision be recognised 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) Agrees to use system A the election of the Chair and Deputy Chair.
- e) Elects Nick White to the Chair of the Riverton Harbour Subcommittee for the 2019/2022 triennium.
- f) Elects Neil Linscott to the Deputy Chair of the Riverton Harbour Subcommittee for the 2019/2022 triennium.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

Tanya Colyer addressed the meeting on a proposed project to illuminate the Riverton Bridge.

Ms Colyer advised she is currently working through consents/permissions required for the project.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Muriel Johnstone, seconded Hayley Nelson and resolved:

That the minutes of Riverton Harbour Subcommittee meeting held on 23 September 2019 be confirmed as a true and correct record of that meeting.

Reports

7.2 General Explanation from Chief Executive

Record No: R/20/6/22823

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised that Clause 21(5) of Schedule 7 of the Local Government Act 2002 requires the Chief Executive Officer to provide an explanation to elected members on certain **legislation which controls the way in which the Council's business may be conducted** and the laws affecting elected members.

The subcommittee noted the contents of the report and Mrs Hamilton explained the various parts of the legislation that Members of the Riverton Harbour subcommittee need to be aware of.

Resolution

Moved Nick White, seconded Graeme Stuart and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "General Explanation from Chief Executive" dated 23 June 2020.**
- b) Determines that this matter or decision be recognised 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.

7.3 Elected Members Code of Conduct

Record No: R/20/6/22828

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised that the Elected Members Code of Conduct (the Code) was adopted by the Southland District Council at its meeting on 1 November 2019.

The subcommittee noted that the Code acts as a guide to ensure a standard of behaviour that is expected by all elected members (Councillors, Committees and Community Boards when they are acting under Council delegations.

Resolution

Moved Nick White, seconded Graeme Stuart and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Elected Members Code of Conduct” dated 23 June 2020.**
- b) Determines that this matter or decision be recognised 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) Notes the Elected Members Code of Conduct agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.

7.4 Terms of Reference and Delegations 2019 - 2022 Governance Structure

Record No: R/20/6/22825

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised the purpose of the report is to advise the subcommittee of the Terms of Reference and Delegations for Southland District Council Committees for the 2019/2022 Triennium which were approved by Council at its meeting on Friday 1 November 2019.

Resolution

Moved Nick White, seconded Graeme Stuart and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Terms of Reference and Delegations 2019 - 2022 Governance Structure” dated 23 June 2020.**
- b) Determines that this matter or decision be recognised 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) Notes that the Delegations Manual containing terms of reference and delegations for the governance structure including Subcommittees was adopted by Council at its meeting on Friday 1 November 2019.

7.5 Schedule of Meetings up to October 2022

Record No: R/20/5/11783

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised the purpose of the report is to approve a schedule of meeting dates for up to October 2022 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

Resolution

Moved Neil Linscott, seconded Hayley Nelson and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Schedule of Meetings up to October 2022” dated 22 June 2020.**
- 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) Agrees to meet at the Southland District Council Riverton office, 117 Palmerston Street, at 5.00pm on the following dates up to October 2022:
 - Monday, 29 June 2020
 - Monday, 28 September 2020
 - Monday, 7 December 2020
 - Monday, 15 February 2021
 - Monday, 24 May 2021
 - Monday, 30 August 2021
 - Monday, 22 November 2021

- Monday, 14 February 2022
- Monday, 23 May 2022
- Monday, 29 August 2022

7.6 Financial Report for the period ended 31 May 2020

Record No: R/20/6/22466

Community Facilities Contract Manager, Greg Erskine was in attendance for this item.

Mr Erskine advised the purpose of the report is to provide a summary of the Riverton Harbour Subcommittee's financial position as at 30 April 2020 and a project update.

Chairperson White drew a number of issues to the attention of the subcommittee including:

- request for an adjustment to the timing of the daylight switch to the navigational lights. Staff to arrange work to be undertaken
- query regarding whether inspections are undertaken by staff following the second EMTECH berth inspection report and request that staff advise when this work is to be undertaken
- request for signage to be placed at the T-wharf advising limit of tonnage for heavy vehicles allowed at that site. Staff to arrange work to be undertaken
- advice of ownership of the area of wharf between the Pleasure wharf and the adjoining extension being confirmed. Property staff are currently working through the issue.
- advice that a review/update of the Riverton Harbour Bylaw (1972) is currently under review by staff, with an update to be circulated to members in due course.

Resolution

Moved Nick White, seconded Neil Linscott and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Financial Report for the period ended 31 May 2020"** dated 23 June 2020.

The meeting concluded at 5.48pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE RIVERTON HARBOUR
SUBCOMMITTEE HELD ON MONDAY, 29 JUNE 2020

DATE:.....

CHAIRPERSON:.....