



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

Date: Monday, 24 May 2021
Time: 5pm
Meeting Room: Southland District Council Riverton Office
Venue: 117 Palmerston Street, Riverton

Riverton Harbour Subcommittee Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

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

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www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Terms of Reference – Riverton Harbour Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Oraka Aparima Community Board
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The Riverton Harbour Subcommittee will comprise as follows:</p> <ul style="list-style-type: none"> • one councillor from the Waiau-Aparima Ward • four members nominated by Oraka Aparima Community Board (community board to nominate a representative from the community board, two representatives from berth owners and one representative from either Riverton Rowing Club or Riverton Coastguard) • one member nominated by the local Iwi Aparima Oraka Runaka • one representative from Southland Regional Council (with no voting rights).
QUORUM	Four
FREQUENCY OF MEETINGS	Quarterly
SCOPE OF ACTIVITIES	<p>The Riverton Harbour Subcommittee is delegated the following responsibilities by Council:</p> <p>(a) the management and control of all Riverton Harbour assets vested in Council being:</p> <ul style="list-style-type: none"> • the use and maintenance of the boat ramp adjacent Koi Koi Park • the use and maintenance of the “unloading wharf” and crane at Lees Point operated by Council so that no vessel anchors, moors, secures or is placed at the unloading wharf unless actively loading or unloading fuel, provisions, fishing equipment or fish (1972 Bylaw No. 3) • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berth numbered L36. • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berths numbered L22, L23, L24, L25, L26, L27, L28, L29 and L30 • the provision and maintenance of the ‘lead lights’ markers the white light at Howells Point and red flashing light at Pearl Rock and any other navigational aids required to assist those vessels leaving and entering the Riverton Harbour • the use and maintenance of berth L35 currently subject to a lease. <p>(b) the administration, management and control of all Riverton Harbour endowment lands now vested in Southland District Council in consultation with and subject to approval by Southland District Council being those lands comprised in</p>

	<p>Certificates of Title 5C/914, 5C/917, 5C/918, 5C/919, 5C/920, 5C/921, 5B/825, 9D/859, 10C/615, 10C/616 and all such other Riverton harbour endowment lands so vested.</p>
<p>DELEGATIONS</p>	<p>Power to Act</p> <p>The Riverton Harbour Subcommittee shall be responsible for the following:</p> <ol style="list-style-type: none"> 1 The exercise of the following powers (and enforcement of same): <ul style="list-style-type: none"> • to determine whether any person shall be authorised as necessary to carry out work on any vessel or fishing equipment or any other work or lease any equipment used in fishing or any other gear on Council harbour endowment land and any such authorisation may be given by the Harbourmaster (1972 Bylaw No. 3) • to determine whether any vessel may be left on Council harbour endowment land (1972 Bylaw No. 3) • to determine by resolution that any particular area on Council Harbour Endowment land be a parking area for restricted periods (1972 Bylaw No. 3) • to ensure as necessary that no person stops, stands or parks any vessel, vehicle, trailer, boat trailer or any other equipment in any area of Council harbour endowment land unless authorised by the committee or the Harbourmaster (1972 Bylaw No. 3) • to take such steps as are necessary to arrange for the removal of any vessel, gear, equipment, vehicle, trailer, or boat trailer left on Council harbour endowment land without the approval of the Riverton Harbour Committee provided that if the goods are not removed or remain unclaimed by the owner the matter shall be referred to Council for further action in consultation with the Riverton Harbour Committee (1972 Bylaw No. 3) • to ensure as necessary that no person drives any vehicle over Council harbour endowment land at a speed greater than 20 kilometres per hour (1972 Bylaw No. 3). • to arrange for and provide such signs as deemed necessary from time to time to assist in the best use of the wharves and Council harbour endowment lands and for any other reason (1972 Bylaw No. 3). 2. The Riverton Harbour Subcommittee shall be responsible for ensuring that the income from assets and income derived from harbour activities and endowment lands is applied to the maintenance and development of Riverton Harbour, to the maintenance and improvement of endowment lands vested in Council and for such other purposes to benefit the Riverton community 3. The Riverton Harbour Subcommittee shall be responsible for preparing an annual budget in every financial year in consultation and with the assistance of Council

4. The Riverton Harbour Subcommittee shall be responsible for preparing an Asset Management Plan in and with the assistance of Council.
5. The Riverton Harbour Subcommittee shall under delegated authority from Council perform those functions, powers and duties which have now been transferred by Environment Southland as under the Riverton Harbour Board Bylaws (No. 2) 1970 Clauses 1-14, 22 and 35-37. Accordingly the subcommittee is responsible as under:

Control of Vessels

- (a) to ensure as necessary that vessels only anchor, moor at a berth or wharf/mooring site for which that vessel has been licensed unless the licensee of that berth, wharf has given approval for same. [1970 Bylaw No. 1(a)]
- (b) to ensure as necessary that any vessel not having a licensed site or wharf/berth is moored, anchored, secured or placed within the Riverton Harbour as directed by the Harbourmaster. [1970 Bylaw No. 1(b)]
- (c) to ensure as necessary that vessels are not anchored in the fairway or stopped in such a way that the approach to any wharf is obstructed. [1970 Bylaw No. 2]
- (d) to ensure as necessary that all vessels anchored or moored or secured to any wharf within the Harbour are adequately secured. [1970 Bylaw No. 3]
- (e) to order the removal of any vessel, timber or other obstacle to any part of the Riverton harbour as deemed necessary by the Harbourmaster for the better working of shipping, cargo or wharves. [1970 Bylaw No. 4]
- (f) in pursuance of the responsibilities under (a), (b), (c), (d) and (e) the Harbourmaster may arrange to secure, moor, unmoor, place or remove any vessel and where necessary recommend to Environment Southland that it consider a prosecution for a breach of these Bylaws. [1970 Bylaw Nos. 5(a), 5(b), 5(c) and 5(d)]
- (g) to grant permission in appropriate situations for a master of any vessel to haul a vessel on shore for the purpose of inspection or repairs. [1970 Bylaw No. 6]
- (h) to require, where appropriate by order of the Harbourmaster the removal from a wharf of any vessel having on board cargo or other matter injurious to health or offensive or dangerous in any respect or other action deemed to be necessary for the safety and interest of all vessels. [1970 Bylaw No. 7]
- (i) to control as determined by the Harbourmaster the place, times and manner of bringing vessels to or in taking them from any wharf and the securing of any vessel. [1970 Bylaw No. 10]

	<ul style="list-style-type: none"> (j) to take such steps as are necessary for the suppression of any fire happening on any vessel or on any wharf. [1970 Bylaw No. 13] (k) to ensure as necessary that all motor-launches operating within the Riverton Harbour have a silencing device in good repair to prevent undue noise from the engine and that the master/driver of the motor-launch is over 15 years of age. [1970 Bylaw Nos. 14(2), 14(3), 14(4), 14(5), 14(6), 14(7), 14(8)] (l) to ensure as necessary that the speed, use or management of a motor launch or of a seaplane on the harbour surface or of a water ski aquaplane or other object towed by any motor-launch or seaplane does not create a nuisance or continue to be a nuisance. [1970 Bylaw No. 14(9)] (m) to ensure as necessary that the speed of a motor-launch or seaplane on the surface of the water does not exceed ten kilometres an hour in those situations prescribed by 1970 Bylaw No. 14(10)(a), (b), (c) and (d) (n) to ensure as necessary that the speed of any water ski, aquaplane or other similar object or person towed by any motor launch or seaplane does not exceed ten kilometres an hour or ride on any water ski aquaplane or other object so towed in those situations prescribed by 1970 Bylaw No. 14(11)(a), (b), (c) and (d) (o) to ensure as necessary that any motor launch or seaplane being used to tow any water-ski aquaplane or other similar object or person has two persons on board so that one person can warn of any mishap occurring or the possibility of any mishap occurring to the person being towed or riding upon the water ski, aquaplane or other object. [1970 Bylaw No. 14(12)(a) and (b)] (p) to determine from time to time what part of the Riverton Harbour is to be reserved as an access lane or lanes for any particular purpose in accordance with 1970 Bylaw No. 14(13)(a), (b) and (c) (q) to determine in any particular case where special circumstances so justify by resolution that any of the Riverton Harbour Board Bylaws No. 2 (1970) or any specified provisions thereof shall not apply in respect of any area or areas of the Riverton Harbour. [1970 Bylaw No. 14(14)] (r) to deal with any applications on the occasion of any yacht, launch or boat race or speed trial for the suspension of the Riverton Harbour Board Bylaws No. 2 (1970) or any specified provisions thereof in accordance with 1970 Bylaw No. 14(15)(a) and (b) (s) to obtain where possible the name and address of any person who appears to have committed any offence against the Bylaws and where appropriate the registered number of any vessel involved in the alleged offence.
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Mooring and Anchoring

To enforce the General Harbour Regulations for harbours of New Zealand as may be applicable (1970 Bylaw No. 22).

Control

To appoint a Harbourmaster for the purposes of control in terms of the Riverton Harbour Board Bylaws (No. 2) 1970 and to supervise the observance and enforcement of the provisions of these bylaws and to appoint in consultation with the Southland District Council such other officers as may be deemed necessary from time to time [1970 Bylaw No. 35].

Offences and Penalties

- to order any person or persons who may be in breach of the provisions of the Riverton Harbour Board Bylaws (No. 2) 1970 to leave the foreshore forthwith. [1970 Bylaw No. 36]
- to recommend commencement of summary proceedings in appropriate cases against any person in breach of the bylaw.

(6) The Riverton Harbour Subcommittee shall have the power to make submissions to Environment Southland in respect of all resource consent applications received by Environment Southland that deal with matters involving the Riverton Harbour.

(7) The Riverton Harbour Subcommittee will report at three monthly intervals to Environment Southland on any actions taken pursuant to the powers transferred by Environment Southland and any issues or concerns identified by users of the harbour.

5.2 Power to Recommend

The Riverton Harbour Subcommittee will:

- (a) make recommendations to Environment Southland on matters of concern that pertain to Environment Southland's RMA functions
- (b) make recommendations to the Services and Assets Committee on all matters of policy not delegated to the Riverton Harbour Subcommittee
- (c) recommend to Council the granting of any leases or licenses for any Riverton Harbour endowment lands

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	The Chairperson, Nick White to report on matters with which he has been involved since the last meeting.	

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

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.

4 Public Forum

Notification to speak is required by 12noon at least one clear day 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, 23 November 2020



Riverton Harbour Subcommittee

OPEN MINUTES

Minutes of a meeting of Riverton Harbour Subcommittee held in the Riverton Senior Citizens Rooms, Corner Bath Road and Princess Street, Riverton on Monday, 23 November 2020 at 5.13pm.

PRESENT

Deputy Chairperson	Neil Linscott
Members	Graeme Stuart
	Muriel Johnstone
	Councillor Don Byars

APOLOGIES

Chairperson Nick White
Hayley Nelson
Lyndon Cleaver

IN ATTENDANCE

Community Facilities Manager	Mark Day
Committee Advisor	Alyson Hamilton
Environment Southland	Ian Coard
Community Facilities Contract Manager	Greg Erskine

1 Apologies

There were apologies from Chairperson Nick White, Hayley Nelson and Lyndon Cleaver.

Moved Muriel Johnstone, seconded Graeme Stuart and resolved:

That the Riverton Harbour Subcommittee accept the apologies.

Note that due to the Chairperson being unavailable the deputy chairperson assumed the chair for the meeting.

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

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Graeme Stuart, seconded Cr Byars and resolved:

That the minutes of Riverton Harbour Subcommittee meeting held on 29 June 2020 be confirmed as a true and correct record of that meeting.

Reports

7.1 Unbudgeted Expenditure – Riverton Harbour T Wharf Weight Loading Assessment

Record No: R/20/10/63935

Community Facilities Manager - Mark Day and Community facilities Contract Manager - Greg Erskine were in attendance for this item.

Mr Day advised the purpose of this report is to request unbudgeted expenditure of \$6,500.00 to undertake a weight loading assessment of the Riverton Harbour T-Wharf.

Resolution

Moved Graeme Stuart, seconded Cr Byars and resolved:

That the Riverton Harbour Subcommittee:

- a) **receives the report titled “Unbudgeted Expenditure – Riverton Harbour T Wharf Weight Loading Assessment” dated 2 November 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) approves the unbudgeted expenditure of \$6500.00 to undertake a weight loading assessment of the Riverton T-Wharf to be funded from the Riverton Harbour Reserve.

7.2 Financial Report for the year ended 30 June 2020

Record No: R/20/11/66470

Management accountant - Lesley Smith was in attendance for this item.

Ms Smith advised the purpose of the report is to present the final financial results and supporting information for the year ended 30 June 2020.

Resolution

Moved Muriel Johnstone, seconded Graeme Stuart and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Financial Report for the year ended 30 June 2020” dated 16 November 2020.**

7.3 Long Term Plan 2031 - Direction Setting Report

Record No: R/20/11/65893

Management accountant - Anne Robson, corporate performance lead - Jason Domigan and management accountant - Lesley Smith were in attendance for this item.

Mr Domigan advised the purpose of the report is for the subcommittee to consider the local budgets for 2021-2031 and to recommend to Council local rates for the year commencing 1 July 2021.

The subcommittee sought clarification on the ownership of the viewing platform requesting staff send a response to members via email.

Resolution

Moved Cr Byars, seconded Graeme Stuart recommendations a to c, and d with additions/changes (as indicated with ~~striketrough~~ and underline) and resolved:

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Long Term Plan 2031 Direction Setting Report"** dated 16 November 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) Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2021 be included in the Long Term Plan 2031 subject to the following amendment:
 - addition of \$10k for maintenance to the rock retaining wall situated along Bay Road to be included the 2025/2026 year to be funded via a loan.

<u>Rate</u>	<u>Rate GST inclusive</u>
Wharf Licence Fee (per metre)	\$21.60
	<u>\$26.05</u>
Transfer Fee	\$162.00

The meeting concluded at 6.20pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE RIVERTON HARBOUR SUBCOMMITTEE HELD ON MONDAY, 23 NOVEMBER 2020.

DATE:.....

CHAIRPERSON:.....

Financial Report for the period ended 31 March 2021

Record No: R/21/4/20268
Author: Lesley Smith, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

Decision

Recommendation

Information

Summary

- 1 The purpose of this report is to provide the Riverton Harbour Subcommittee information on the Financial and projects update to 31 March 2021 as attached.

Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Financial Report for the period ended 31 March 2021”** dated 14 May 2021.

Attachments

- A Riverton Harbour - Financial Report for the period ended 31 March 2021 [↓](#)

Riverton Harbour Subcommittee

Financial Report for the period 31 March 2021

Riverton Harbour - Business Units as at 31 March 2021									
Business Unit	Income			Expenses			Capital		
	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Harbour	\$27,603	\$28,162	\$36,893	\$26,095	\$24,707	\$32,444			
Total	\$27,603	\$28,162	\$36,893	\$26,095	\$24,707	\$32,444	\$0	\$0	\$0

Riverton Harbour income is in line with budget. Expenses are higher than budget due to the general project cost for the T-wharf load assessment, this was approved as unbudgeted expenditure at the November meeting and has been included as part of forecasting at the end of April.

Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Riverton Harbour	\$24,616	\$29,300	\$22,800
Total – Riverton Harbour	\$24,616	\$29,300	\$22,800

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Detailed Individual Business Units for year to date 31st March 2021

		YTD Actual	YTD Forecasted Budget	YTD Annual Plan Budget
Riverton Harbour				
Harbour				
Income	Rentals	(\$19,422)	(\$19,609)	(\$19,609)
	General Recoveries	\$0	\$0	\$0
	Licence Fee - Boat Park	(\$8,181)	(\$8,553)	(\$8,553)
	Internal - Interest on Reserve	\$0	\$0	\$0
Income Total		(\$27,603)	(\$28,162)	(\$28,162)
Operational Expenditure	Doubtful Debts	(\$188)	\$0	\$0
	Material Damage Insurance	\$1,561	\$903	\$903
	Public Liability Insurance	\$2,000	\$1,589	\$1,589
	Councillor - Meeting All	\$0	\$750	\$750
	Miscellaneous Grant	\$500	\$375	\$375
	Ordinary Time	\$600	\$0	\$0
	Electricity	\$2,207	\$2,417	\$2,417
	Legal Costs	\$364	\$0	\$0
	Mowing	\$1,798	\$3,296	\$3,296
	Rates	\$292	\$155	\$155
	General Projects	\$6,560	\$3,134	\$3,134
	Monitoring	\$175	\$0	\$0
	Maintenance - General	\$658	\$2,471	\$2,471
	Maintenance - Lights	\$1,267	\$2,194	\$2,194
	Maintenance - Project	\$0	\$0	\$0
	Refuse Collect - General	\$3,616	\$3,517	\$3,517
	Deprn - Improvement	\$1,125	\$1,125	\$1,125
	Internal - Interest on Loans	\$465	\$450	\$450
	Internal - Work scheme service	\$1,210	\$779	\$779
	Internal Rates expense	\$1,886	\$1,553	\$1,553
Operational Expenditure Total		\$26,095	\$24,707	\$31,205
Net Operating (Surplus)/Deficit		(\$1,508)	(\$3,455)	\$3,042
Capital Expenditure	Improvements - Acq LOS	\$0	\$0	\$0
	Improvements - Renewals	\$0	\$0	\$0
	WIP - Improvements	\$0	\$0	\$0
Capital Expenditure Total		\$0	\$0	\$0

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