



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

Date: Monday, 3 September 2018
Time: 4.30pm
Meeting Room: Southland District Council Riverton Office
Venue: 117 Palmerston Street, Riverton

Riverton Harbour Subcommittee Agenda OPEN

MEMBERSHIP

Chairperson	Nick White	Riverton Harbour Berth Owner
Members	Hayley Nelson	Riverton Harbour Berth Owner
	Muriel Johnstone	Oraka Aparima Runaka
	Blair Stewart	Riverton/Aparima Community Board
	Graeme Stuart	Riverton/Aparima Community Board
	Councillor Nick Perham	

IN ATTENDANCE

Committee Advisor	Alyson Hamilton	
Community Engineer	Greg Erskine	
	Lyndon Cleaver	Environment Southland
	Ian Coard	Environment Southland

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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, 12 March 2018



Riverton Harbour Subcommittee

OPEN MINUTES

Minutes of a meeting of Riverton Harbour Subcommittee held in the Southland District Council Office Riverton, 117 Palmerston Street, Riverton on Monday, 12 March 2018 at 4.30pm.

PRESENT

Chairperson

Nick White

Riverton Harbour Berth Owner

Members

Hayley Nelson

Riverton Harbour Berth Owner

Muriel Johnstone

Oraka Aparima Runaka

Blair Stewart

Riverton/Aparima Community Board

Graeme Stuart

Riverton/Aparima Community Board

Councillor Nick Perham

Committee Advisor

Alyson Hamilton

Community Engineer

Greg Erskine

Property Asset Management Officer

Colin Pemberton

Environment Southland

Lyndon Cleaver

1 Apologies

There were no apologies.

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

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

That the Open minutes and Closed minutes of the Riverton Harbour Subcommittee meeting held on 16 October 2017 be confirmed as a true and correct record of that meeting.

Reports

7.1 Riverton Wharves Update

Record No: R/18/2/4304

Property Asset Management Officer (Colin Pemberton) was in attendance for the report.

Mr Pemberton advised the purpose of the report is to update the subcommittee on the progress of the issuing of new licences for all wharf structures, including the two Riverton Slipways in the Riverton Harbour.

Members queried the timeframe of licences to be posted to wharf owners - Mr Pemberton responded stating this is to occur shortly along with the letter to wharf owners who have not yet completed the work.

Members queried the temporary ramp having been constructed by Schofield Fishing to allow access to the sea bed at low tide to undertake work to their wharf and whether the necessary consents were obtained. Staff to investigate this issue and circulate to the subcommittee members relevant papers via email.

Members also queried reinstatement of the retaining wall and suggested staff undertake an inspection of the area to ensure no damage was incurred to the retaining wall.

Resolution

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

That the Riverton Harbour Subcommittee:

- a) Receives the report titled “Riverton Wharves Update” dated 1 March 2018.**

7.2 Schedule of Meetings for 2018

Record No: R/18/1/1705

Committee Advisor (Alyson Hamilton) presented the report.

The purpose of the report is to approve a schedule of meeting dates for 2018 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987 following the Council adopting a meeting schedule for 2018.

Resolution

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

That the Riverton Harbour Subcommittee:

- a) Receives the report titled “Schedule of Meetings for 2018” dated 5 March 2018.**
- 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 4.30pm at the Southland District Council Riverton office on the following dates in 2018:**
- **Monday, 12 March 2018**
 - **Monday, 11 June 2018**
 - **Monday, 3 September 2018**
 - **Monday, 3 December 2018**

8.1 Extraordinary/Urgent Items

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, 1 April 2018 at the Riverton Harbour.

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.

Resolution

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

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Riverton Lions Club – Duck Race" dated 12 March 2018.**
- 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 request of the Riverton Lions Club to host a Duck Race to be held on the Riverton Harbour on Sunday, 1 April 2018 subject to all Health and Safety Procedures being adhered to.**

9.1 Chairperson's Report

The Chair, Member White reported on activities with which he has been involved since the Subcommittee's last meeting. This included the following:

- Advice that the beacon light situated at the Taramea (Howells Point) is to be replaced with a VSL-73 360 LED Sector light at an approximate cost of \$14,000. The Community Engineer advised the project is included in the Long Term Plan 2018 2028.
- Mr Erskine presented the expenditure statement for the period ended January 2018, he explained the year to date actual income and expenditure budgets in relation to the annual budget is on track and within expected levels.
- Advice that the power to the long wharf is set to be cut off on 30 June 2018. The Chair informed berth owners are to make their own arrangements with the Power Company in regards to setting up own power junctions.

The Community Engineer advised that lights are to operate for safety reasons and are to be converted to LED.

- Advice that Blain Allan Building is to undertake repair work to "T" wharf.
- Advice that a boat has been recently removed from the water for repair work. Members were advised of issues with the boat owner living on board the vessel whilst parked in the water and exceeding the daily limit of 5 nights allowed by the Harbour subcommittee. Staff were requested to monitor the vessel.
- Advice that the leadlight situated at the North Beach requires repair work . Staff to take the necessary remedial action.
- Appreciation to berth owners who have undertaken repair work to their wharves and who have mostly done a good job.
- Advice that youths have been removing rocks along the recently repaired causeway and throwing them into the sea. The Chair to check the causeway for any damage.

The meeting concluded at 5.25pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE RIVERTON HARBOUR
SUBCOMMITTEE HELD ON MONDAY, 12 MARCH
2018.

DATE:.....

CHAIRPERSON:.....

Financial Report for the year ended 30 June 2018

Record No: R/18/7/17594

Author: Greg Erskine, Community Engineer

Approved by: Matt Russell, Group Manager Services and Assets

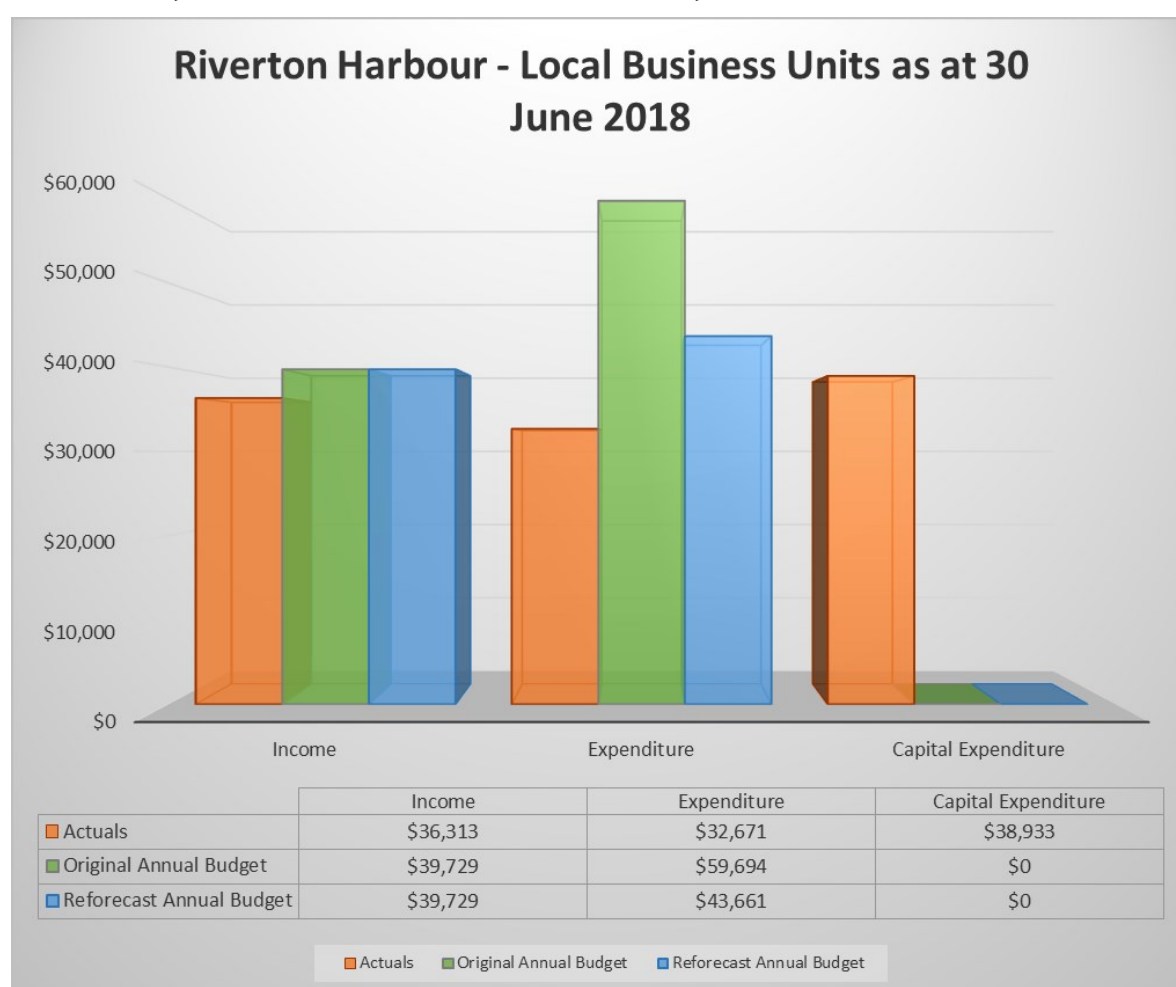
☐ Decision

☐ Recommendation

☒ Information

- 1 These financial results are subject to review by Audit NZ in September, and therefore may change.

Community financial performance for the year



- 2 The graph above shows what actually happened (Actuals), what the original budget was (Original annual budget) and then what was expected to occur by year end (Reforecast annual budget) for each of the Income, Expenditure, and Capital Expenditure categories.
- 3 The 'Reforecast' totals show the effect of unbudgeted expenditure, projects that have been put on hold or are to be completed in 2018/2019 and/or expected changes to income and operating expenditure over the year.
- 4 Monthly reports provided to you by the Community Engineers compared the actual YTD against reforecast YTD totals.

- 5 Any significant variances between the 'Actual' and 'Original budget' totals are explained below. The details are provided in the attached Annual Report figures.

Significant Variances to the Annual Budget

Income

- 6 Income was slightly less than budget due to interest on reserves being lower than budgeted. Increased expenditure incurred during the year and this resulted in a lower reserve balance and less accumulated interest.

Expenditure

- 7 The significant underspend in operational expenditure is due to the wharves upgrade project. This project was originally budgeted as a maintenance project which was reassessed to include a capital improvements component. This project was forecast to be completed in the 2018/2019 financial year however the planned work was completed by 30 June 2018.
- 8 Excluding the upgrade project, the harbours operating expenditure was \$9,000 over budget. This is significantly due to:
- Public Liability insurance of \$2,000 was incurred that was not budgeted, a budget has been set for this going forward,
 - An electricity overspend of \$2,454 was due to extra use on the Long Wharf. A budget of \$3,000 should be sufficient going forward with electricity costs being transferred to the berth owners. Subsequent electricity meter changes are to take place during August/September 2018.
 - Legal costs incurred were to obtain legal opinions on the wharf status and a resource consent. Valuation costs were to obtain a valuation of wharf L36 for a tender review. Neither Legal nor Valuation Costs were budgeted.

Capital Expenditure

- 9 The actual costs incurred for the wharves upgrade project was \$2,900 over the annual plan budget. However, \$5,000 was carried forward from the 2016/17 financial year making the total project budget \$41,033.

Project List

- 10 Community projects that were budgeted to be undertaken in the 2017/2018 year are in the table below.

Activity	Project Name	Financial Year	AP Budget	Actual cost	Status	Officer's Comment
Water Structures	SDC wharf upgrade	Multi Year 2016-2017	\$36,033	\$38,933	In progress - construction	Upgrade of the T wharf has been completed, two other areas still to complete.

Financial Considerations

Reserves

- 11 Interest has been allocated to the reserve accounts. Interest is calculated on the average balance of the reserves for the year at an interest rate of 3%. The budgeted interest rate was 4.19%.

Riverton Harbour

Schedule of Reserve Balance

		Actual June - 017	Transfers To/(From)	Actual June -018
Local				
	<i>Reserve Account</i>			
	Riverton Harbour General - RES	87765		
		89,813.10	(34,657.28)	55,155.82
		<u>89,813.10</u>	<u>(34,657.28)</u>	<u>55,155.82</u>
	Local Total	<u>89,813.10</u>	<u>(34,657.28)</u>	<u>55,155.82</u>
	Total Riverton Harbour Reserves	<u>89,813.10</u>	<u>(34,657.28)</u>	<u>55,155.82</u>

Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Financial Report for the year ended 30 June 2018" dated 27 August 2018.**

Attachments

- A Riverton Harbour Annual Report figures for the year ended 30 June 2018 [↗](#)

Riverton Harbour - Financial Report

For the Period Ended June 2018

2017/2018 Financial Year

26381 Harbour

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
-26,146.00	26381.11111	Rentals	-24,155.71	-26,146.00	92.39%
0.00	26381.11194	General Recoveries	-2,200.00	0.00	0.00%
-8,189.00	26381.11316	Licence Fee - Wharf	-7,814.53	-8,189.00	95.43%
-5,394.00	26381.19151	Internal - Interest on Reserve	-2,142.40	-5,394.00	39.72%
-39,729.00			-36,312.64	-39,729.00	91.40%
Expenditure					
0.00	26381.21218	Doubtful Debts	-13.50	0.00	0.00%
1,115.00	26381.21311	Material Damage Insurance	1,239.62	1,115.00	111.18%
0.00	26381.21312	Public Liability Insurance	2,000.00	0.00	0.00%
1,000.00	26381.21411	Councillor - Meeting All	700.00	1,000.00	70.00%
500.00	26381.21836	Miscellaneous Grant	0.00	500.00	0.00%
3,085.00	26381.31211	Electricity	5,539.41	3,085.00	179.56%
0.00	26381.31523	Legal Costs	1,595.00	0.00	0.00%
4,207.00	26381.31527	Mowing	3,926.50	4,207.00	93.33%
162.00	26381.31528	Rates	195.90	162.00	120.93%
2,630.00	26381.31542	General Projects	4,780.85	2,630.00	181.78%
0.00	26381.31543	Valuation Expenses	900.00	0.00	0.00%
3,155.00	26381.35214	Maint - General	2,460.31	3,155.00	77.98%
1,314.00	26381.35216	Maint - Lights	1,356.20	1,314.00	103.21%
36,033.00	26381.35229	Maint - Project	50.00	36,033.00	0.14%
4,489.00	26381.36311	Refuse Collect - General	4,839.92	4,489.00	107.82%
634.00	26381.41118	Depn - Improvements	634.19	634.00	100.03%
0.00	26381.43346	Internal - CTF Services	1,030.00	0.00	0.00%
1,370.00	26381.43366	Internal Rates expense	1,436.48	1,370.00	104.85%
59,694.00			32,670.88	59,694.00	50.50%
19,965.00	Net Operating (Surplus)/Deficit		-3,641.76	19,965.00	
Capital Movements					
0.00	26381.67512	WIP - Improvememts	38,933.23	0.00	0.00%
-4,331.00	26381.87764	To-RVTN HARB General - RE	2,142.40	-4,331.00	-49.47%
-15,000.00	26381.87765	Ex-RVTN HARB General - RE	-36,799.68	-15,000.00	245.33%
-634.00	26381.99511	Add Back Non Cash Depn	-634.19	-634.00	100.03%
-19,965.00			3,641.76	-19,965.00	-14.59%
-0.00			0.00	-0.00	

Riverton Harbour Update

Record No: R/18/8/20061
Author: Greg Erskine, Community Engineer
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Purpose

- 1 The purpose of the report is to provide a general update to the Subcommittee and to draw members' attention to the following issues that have arisen and will be discussed.
 - exposed railway irons in the Aparima mouth area
 - electricity supply to the Long Wharf
 - upgrade work on Council structures
 - new beacon light at Howells Point
 - various erosion protection works.

Update on Riverton Harbour Actions

- 2 A letter has been sent to Environment Southland (ES) from the local rowing club about the danger of the remaining exposed rails in the Aparima mouth area. Follow up enquiries have indicated that the rails were placed by the Wallace County Council in the mid-eighties as erosion protection for the left bank. ES has indicated these are the Southland District Council's cost to remove. Our consultant is reviewing the current policies regarding resource consent requirements to have then removed.
- 3 A local group of Long Wharf owners have offered to take over the electricity supply for the Long Wharf. There has been a delay while issues are sorted with the overhead cable supply to the meters. It is planned to have two separate meters, one for the Long Wharf and the other for the Council owned T-Wharf. More information will be available at the meeting.
- 4 Work has been completed on the T-Wharf upgrade as part of the Emtech requirements for the ES consent. Work is also underway on the pleasure wharf for some minor repairs requested. The issues at L35 and L36 are being dealt with by Council staff and an update should be available soon.
- 5 The order for the new beacon light is with a local electrician and pending availability should be installed within the next two months. As part of the installation the support post will be altered.
- 6 The erosion issues on Bay Road and the access road to the T-Wharf are being monitored and have not worsened in the last six months.

Recommendation

That the Riverton Harbour Subcommittee:

- a) Receives the report titled “Riverton Harbour Update ” dated 27 August 2018.**

Attachments

There are no attachments for this report.