



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

**Date:** Monday, 3 December 2018  
**Time:** 4pm  
**Meeting Room:** Southland District Council Riverton 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	Riverton Harbour Berth Owner
<b>Members</b>	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**

<b>Committee Advisor</b>	Alyson Hamilton	
<b>Community Engineer</b>	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](http://www.southlanddc.govt.nz)**

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**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 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](http://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, 03 September 2018



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## Riverton Harbour Subcommittee

### OPEN MINUTES

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Minutes of a meeting of Riverton Harbour Subcommittee held in the Southland District Council Riverton Office, 117 Palmerston Street, Riverton on Monday, 3 September 2018 at 4.30pm.

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#### 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**

Ian Coard

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**1 Apologies**

There was an apology from Lyndon Cleaver.

Moved Member Stewart, seconded Chairperson White and **resolved:**  
**That the Riverton Harbour Subcommittee accept the apology.**

**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 Member Stewart, seconded Cr Perham **and resolved:**

**That the minutes of Riverton Harbour Subcommittee meeting held on 12 March 2018 be confirmed as a true and correct record of that meeting.**

**Reports**

**7.1 Financial Report for the year ended 30 June 2018**

**Record No: R/18/7/17594**

Community Engineer, Greg Erskine presented the report.

Mr Erskine advised the purpose of the report is to provide an update on the financial results for the year ended 30 June 2018 which are subject to review by Audit New Zealand, and therefore may change.



### **Resolution**

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

**That the Riverton Harbour Subcommittee:**

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

## **7.2 Riverton Harbour Update**

**Record No: R/18/8/20061**

Community Engineer, Greg Erskine presented the report.

Mr Erskine advised the purpose of the report is to provide a general update to the Subcommittee of harbour activities and to draw members' attention to the following issues that have arisen.

- advice of ongoing discussions with Environment Southland staff in regards obtaining resource consent for the removal of the railway irons stating that it is anticipated that the work will be undertaken prior to Christmas - staff to ensure Oraka Aparima Runaka is kept informed on progress of the work
- the Chair requested an onsite meeting at the long wharf to include the Community Engineer, subcommittee members, electrician and a local group of long wharf owners who are prepared to take ownership of the wharf electricity supply to discuss the power arrangements to the wharves going forward
- advice that work has been completed on the T-Wharf upgrade as part of the Emtech requirements
- advice that the electrician has yet to undertake the replacement of the new beacon light at Howells Point
- 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.

### **Resolution**

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

**That the Riverton Harbour Subcommittee:**

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

## **8.1 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:

- harbour wharves looking very tidy, although some berths yet to have repair work undertaken as part of the Emtech requirements

- the Chair expressed concern at calls he has received from wharf owners complaining of delays in response from Council on a variety of matters and requested staff be more diligent.

The meeting concluded at 5.42pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE RIVERTON HARBOUR  
SUBCOMMITTEE HELD ON MONDAY, 3 SEPTEMBER  
2018.

**DATE:**.....

**CHAIRPERSON:**.....

## **Direction-setting for Annual Plan 2019/2020**

**Record No:** R/18/10/24750  
**Author:** Chantelle Subritzky, Corporate Performance Lead  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

### **Purpose**

- 1 The purpose of this report is to confirm the direction determined for the 2<sup>nd</sup> year of the LTP.
- 2 This report provides an overview of the forecasted projects and services for the Riverton Harbour Subcommittee in 2019/2020. It includes any variations from what was anticipated in year two of the Long Term Plan 2018-2028 ("LTP").

### **Executive Summary**

- 3 The direction-setting provided by the Riverton Harbour Subcommittee will be incorporated into the Council's Draft Annual Plan for 2019/2020. If consultation is required, this will occur in February 2019 and March 2019.
- 4 Once the plan is finalised (and subject to any changes resulting from submissions), the direction given for 2019/2020 will be used to set rates for the year beginning 1 July 2019.
- 5 It is recognised that extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan process is an opportunity to raise these extraordinary projects or events, to ensure the on-going needs of the community are being met.
- 6 Council has streamlined its 2019/2020 Annual Plan process, and all extraordinary projects for the local area that were received by Council in the project plan template prior to 21 September have been included in the 2019/2020 Annual Plan.
- 7 The Riverton Harbour Subcommittee have no variances identified for year two of the LTP:
- 8 Staff recommend Option 1 to accept the budgets as proposed in this report.
- 9 Following the recommendations made to Council, any variances will be summarised in Council's Draft 2019/2020 Annual Plan. If there are significant or materially different variances from the LTP, these will be included in a consultation document and released for consultation in February 2019.
- 10 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2019.

## 1 Recommendation

**That the Riverton Harbour Subcommittee:**

- a) **Receives the report titled “Direction-setting for Annual Plan 2019/2020” dated 14 November 2018.**
- 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) **Approves minor variations in the Riverton Harbour Subcommittee plan from year two of the Long Term Plan 2018-2028.**
- e) **Agrees that the budgets for the year commencing 1 July 2019 be adopted for inclusion in the Council’s Draft 2019/2020 Annual Plan (subject to any minor amendments made at this meeting).**
- f) **Requests the setting of the following fees and charges (including GST) for the year commencing 1 July 2019 based on the approved budgets in (e) above.**

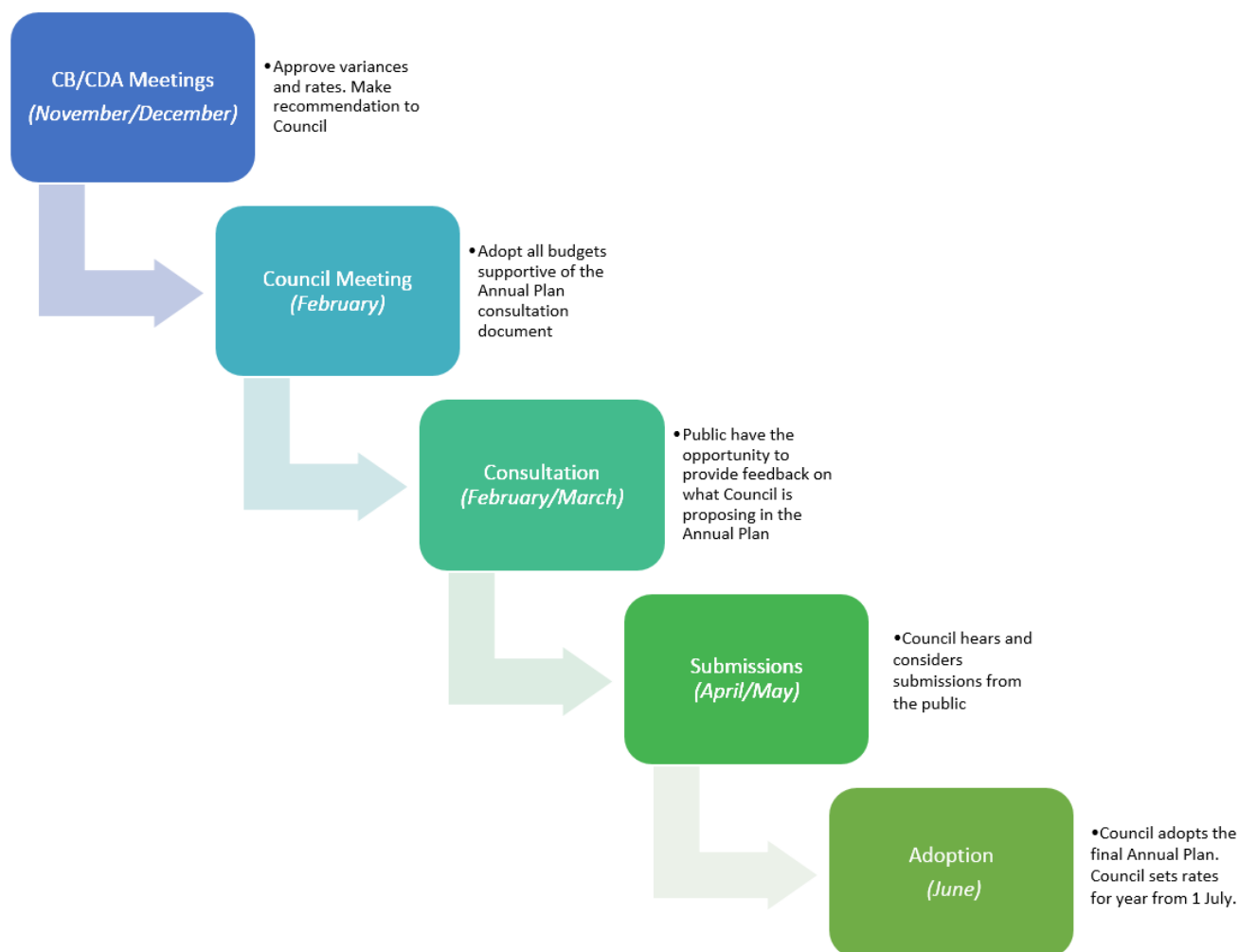
	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
<b><u>Fee Description</u></b>	<b><u>Rate (GST Incl)</u></b>	<b><u>Rate (GST Incl)*</u></b>
Wharf Licence Fee	\$15.26 (per metre)	\$15.60 (per metre)
Transfer Fee	\$157.43	\$160.89

\* 2019/2020 proposed fees are based on current year fee + inflation of 2.2%

## Background

- 11 The Annual Plan process ensures that planned community projects and rates align with the Long Term Plan (LTP) strategic vision. The LTP community outcomes for Southland district are:
  - proud, connected communities that have an attractive and affordable lifestyle
  - resilient communities that leave a legacy for tomorrow
- 12 The purpose of this report is to confirm the direction determined for the 2<sup>nd</sup> year of the LTP.
- 13 It is recognised that extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan is an opportunity to raise these extraordinary projects or events, to ensure the on-going needs of the community are being met.
- 14 The draft budgets for the Riverton Harbour Subcommittee for 2019/2020 have been based on forecasted information from year two of the Long Term Plan 2018-2028.

Overview of the process:



## Issues

- 15 There are no significant changes from what was originally included in year two of the LTP.

## Factors to Consider

### Legal and Statutory Requirements

- 16 The Annual Plan 2019/2020 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

### Community Views

- 17 Any significant issues affecting local communities may be included in the official consultation document which will be publicly available. The consultation document will be available to households throughout the District.

### Assumptions made in preparing the Budgets

- 18 All assumptions that were made when preparing the LTP have been applied in these budgets including the interest rate on borrowings. The interest rate applicable to community borrowings has been held consistent with the 2018-2028 LTP at 4.65%. This interest rate is based on the average BNZ three year fixed interest rate at the time of setting the LTP assumptions.
- 19 Interest on community reserves (monies held on reserve by the community for various purposes) has been calculated at 3.29% on the average of these balances at year end and is consistent with the 2018-2028 LTP.
- 20 Inflation rates have also been kept consistent with BERL rates adopted in the 2018-2028 LTP.

### **Fees and Charges**

- 21 As part of the 2019/2020 Annual Plan process, Council are required to set all Council related fees and charges.
- 22 Council has a legislative requirement to publish all fees and charges imposed by Council or Council committees. This is achieved by way of Council's annual Fees and Charges booklet. The Fees and Charges booklet is a single document where ratepayers and Council staff can locate all charges in one place for the relevant financial year. The 2019/2020 Fees and Charges booklet is currently being prepared and will take effect from 1 July 2019.

### **Policy Implications**

- 23 There are no policy implications in the direction setting for the Annual Plan 2019/2020.

### **Analysis**

#### **Options Considered**

- 24 Council staff have reviewed the original LTP outcomes and revised as necessary.
- 25 There are two options to be considered in this report:
- option 1 is to accept the budgets as proposed in this report
  - option 2 is to amend the budgets proposed in this report.

### **Analysis of Options**

#### **Option 1 – Accept the budgets as proposed in this report**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• ensures that community outcomes are met</li><li>• enables an Annual Plan to be compiled in with in the set timeframe.</li><li>• the cost and associated funding for preparing and consulting on the 2019/2020 Annual Plan are included in the organisations approved operational budgets.</li></ul>	<ul style="list-style-type: none"><li>• none identified</li></ul>

**Option 2 – Amend the budgets proposed in this report**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>allows for any amendments that staff may not have factored in.</li></ul>	<ul style="list-style-type: none"><li>rates recalculations may be higher than identified in the LTP.</li><li>may impact the delivery of the Annual Plan within the set timeframe.</li></ul>

**Assessment of Significance**

- 26 The contents of this report is not deemed significant under the Significance and Engagement Policy.

**Recommended Option**

- 27 Through the process of identifying any extraordinary projects/events, and updating any changes to the level of service required, staff recommend Option 1 to accept the budgets as proposed in this report.

**Next Steps**

- 28 The recommendations passed in this report will be summarised in Council's Draft 2019/2020 Annual Plan. If there are significant or materially different variances from the LTP, these will be included in a consultation document and released for consultation in February 2019.
- 29 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2019.
- 30 This report has the following appendices:
- 31 Appendix 1: This section includes the financial summary statement which shows the expenditure and income.
- 32 Appendix 2: A list of reserves with the opening balance and projected closing balance.
- 33 Appendix 3: A list of all Riverton Harbour Licensing Fees for 2018/2019 to be set for 2019/2020.

## Appendix 1

Riverton Harbour Financial Summary			
	Actuals 2017/2018	Budget 2018/2019	Forecast 2019/2020
Operating Expenditure	(32,671)	(51,333)	(31,205)
Capital Expenditure	(38,933)	(15,000)	-
Non Cash Expenditure	634	1,203	1,500
<b>Total Expenditure</b>	<b>(70,970)</b>	<b>(65,130)</b>	<b>(29,705)</b>
<i>Less Funding</i>			
Net Reserve Movements	34,657	28,801	(6,788)
Other Income	36,313	36,329	36,493
<b>Total Funding</b>	<b>70,970</b>	<b>65,130</b>	<b>29,705</b>

## Appendix 2

Riverton Harbour Reserve Report			
	Opening Balance 1/07/2018	Forecast Budget 30/06/2019	Closing Balance 30/06/2020
<b>Local Reserve</b>			
Riverton Harbour - RES	55,156	45,288	52,076
<b>Overall Reserve Balance</b>	<b>55,156</b>	<b>45,288</b>	<b>52,076</b>

## Appendix 3

Riverton Harbour Licensing Fees	
Description	As of 1 July 2018 Including GST
Wharf fee * Per meter	\$15.26
Transfer fee *	\$157.43

As of 1 July 2019 Including GST *
\$15.60
\$160.89

\* Can you please specify how these fees are charged in order to include with the fees and charges

\* 2019/2020 proposed fees are based on current year fee + inflation of 2.2%

## Attachments

There are no attachments for this report.



