



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

Date: Monday, 23 September 2019
Time: 10am
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
Deputy Chairperson	Hayley Nelson	Riverton Harbour Berth Owner
Members	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 Facilities Contract Manager	Greg Erskine	
	Lyndon Cleaver	Environment Southland
	Ian Coard	Environment Southland

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Website: www.southlanddc.govt.nz

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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TABLE OF CONTENTS

ITEM	PAGE
PROCEDURAL	
1 Apologies	4
2 Leave of absence	4
3 Conflict of Interest	4
4 Public Forum	4
5 Extraordinary/Urgent Items	4
6 Confirmation of Minutes	4
REPORTS	
7.1 Financial Report for the year ended 30 June 2019	9
UPDATES	
8.1 Chairperson's Report	

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, 02 September 2019



Riverton Harbour Subcommittee

OPEN MINUTES

Minutes of a meeting of Riverton Harbour Subcommittee held in the Southland District Council Riverton Office, 117 Palmerston Street, Riverton on Monday, 2 September 2019 at 4.35pm.

PRESENT

Chairperson
Deputy Chairperson
Member

Nick White
Hayley Nelson
Muriel Johnstone
Blair Stewart

APOLOGIES

Councillor Nick Perham
Graeme Stuart

IN ATTENDANCE

Committee Advisor
Environment Southland
Environment Southland
Community Facilities Contract Manager

Alyson Hamilton
Lyndon Cleaver
Ian Coard
Greg Erskine

1 Apologies

There were apologies from Councillor Perham and Graeme Stuart.

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

That the Riverton Harbour Subcommittee accept the 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

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

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

That the minutes of Riverton Harbour Subcommittee meeting held on 17 June 2019 be confirmed as a true and correct record of that meeting.

Reports

7.1 Financial Report for the year ended 30 June 2019

Record No: R/19/8/14677

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

Mr Erskine advised the purpose of the report is to provide the financial results for the Riverton Harbour subcommittee for the year ended 30 June 2019.

Mr Erskine added the financial results are subject to review by Audit NZ in September, and therefore may change.

The subcommittee queried progress of the insurance claim for the recent Howells Point Light renewal project and questioned the rental income.

Following discussion the subcommittee agreed not to accept the officers report as presented and requested staff provide an updated financial report to a meeting to be scheduled at a suitable time and date.

Resolution

Moved member Stewart, seconded Member White **recommendation a with changes (as indicated with ~~strikethrough~~ and underline) and resolved:**

That the Riverton Harbour Subcommittee:

- a) **Does not receive ~~Receives~~ the report titled "Financial Report for the year ended 30 June 2019" dated 25 August 2019.**

7.2 Update from Environment Southland

Record No: R/19/8/19273

Maritime Officer, Ian Coard, provided an update on a bus that is parked at the slipway and is illegally discharging grey water to the Bay.

Mr Coard advised the owner has been notified that this practice is unacceptable and will also monitor any further activity.

8.1 Chairperson's Report

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

- concern was raised at boats parking long term in the hard stand area. Following discussion the subcommittee agreed that those boat owners not undertaking maintenance work be advised to park boats in a private area.
- suggestion that a donation be given to the Riverton Coastguard of \$350 (plus GST) for checking alignment of the Taramea (Howell's Point) beacon. Members agreed to support a donation and requested staff action accordingly.
- suggestion for additional berth sites to be built in the Harbour and requested staff investigate consents/approvals required and also lwi concerns.
- advice that maintenance is required to the North and South lights coming into the river. Staff to enter request into the Council's RFS system.

Resolution

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

That the Riverton Harbour Subcommittee:

-
- a) **Approve a donation of \$350 (plus GST) to the Riverton Coastguard for checking the alignment of the beacon situated at Taramea (Howell's Point) to be funded from the Riverton Harbour operational budget.**

The meeting concluded at 5.24pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE RIVERTON HARBOUR
SUBCOMMITTEE HELD ON MONDAY, 2 SEPTEMBER
2019.

DATE:.....

CHAIRPERSON:.....

Financial Report for the year ended 30 June 2019

Record No: R/19/9/21126
Author: Joanie Nel, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

☒ Decision

☐ Recommendation

☐ Information

Summary

- 1 The purpose of this report is to provide additional details requested by the subcommittee at its meeting on the 2nd of September. The details requested where:
 - an explanation on the rental income received actuals versus budgeted
 - a breakdown of the legal costs
 - a breakdown of the general project charges
 - a breakdown of the maintenance project charges
 - further clarification regarding the wharf repairs capitalised in the 19/20 year.
 - a schedule of reserve balances for the 17/18 financial year.
- 2 The rental income for the period is \$23,163 versus a budget of \$26,146. It appears that a customer has not been invoiced correctly during the year. Staff have made contact with the customer and are working together on correcting the charges.
- 3 The legal costs of \$4,089 were incurred in the year for work done around a dispute with a wharf owner.
- 4 A breakdown of the general project charges are below:

Breakdown of General Project costs 18/19		
Supplier	SDC Wharf Project cost	Other costs
NZ Safety Black		47
Bonisch Consulting		488
Blain Allen Builder	4,265	
Emtech Engineer	7,736	
Total	12,001	534
Total General Projects		12,535

- 5 A breakdown of the maintenance project charges are below:

Breakdown of Maintenance Project costs			
Date	Supplier	SDC Wharf Project cost	Other Maintenance
17/18	D T Kings Transport	216	
	Allen Blain Builder	35,159	
	Riverton electrical	509	
	Jacobs Fishing	3,049	
18/19	Mennies Mini Dig Ltd		175
	PGG Wrightson		244
	Riverton electrical		285
	Environment Southland		1,147
	Allen Blain Builder	18,659	
	Goldpine industries	300	
	Dave Calder Contracting	750	
	Riverton electrical		300
	Riverton electrical	1,326	
	Total	60,469	2,751
	Total Maintenance Project costs		53,220

- 6 To recap, \$72,468 (general projects \$12,000, maintenance projects \$60,468) was spent over the last two financial years towards the SDC wharf upgrade project, which was capitalised in the 19/20 year.
- 7 As the wharves renewal project was only partially complete in 2017/18 it was transferred to work in progress at 30 June 2018. As the work was completed in 2018/19, the work in progress at 30 June 2018 was transferred back to maintenance accounts it had originally been coded to. Subsequently it has been determined that the work was to renew/improve the existing asset rather than simply maintain the wharf. To correct this classification a transaction has been completed on 1 July 2019 to move the relevant costs from maintenance to capital improvements.

	SDC Wharves upgrade	21,535	36,033	18,659	Completed	57,568	72,468

Riverton Harbour Subcommittee

23 September 2019

- 8 A schedule of the reserves balance at 17/18 financial year are as below:

		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><u>89,813.10</u></u>	<u><u>(34,657.28)</u></u>	<u><u>55,155.82</u></u>

Recommendation

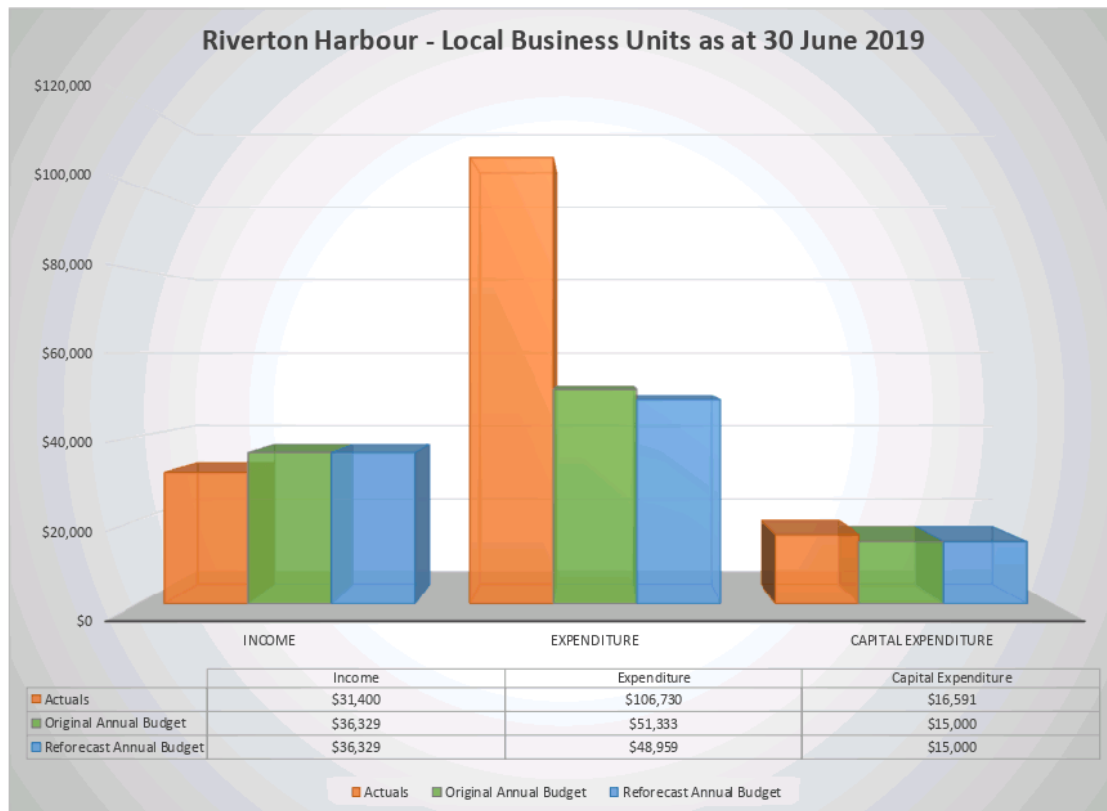
That the Riverton Harbour Subcommittee:

- a) **Receives the report titled "Financial Report for the year ended 30 June 2019" dated 18 September 2019.**

Attachments

- A Financial Report to Riverton Harbour Sub Community Board for the year ended 30 June 2019 [↓](#)
- B Riverton Harbour Annual Report figures for the year ended 30 June 2019 [↓](#)

Community financial performance for the year



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.

The 'Reforecast' totals show the effect of unbudgeted expenditure, projects that have been put on hold or are to be completed in 2019/2020 and/or expected changes to income and operating expenditure over the year.

Monthly reports provided to you by the Community Partnership Leaders compared the actual YTD against reforecast YTD totals.

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 Original Annual Budget

Income

Overall income is \$4,929 under budget. At the time of compiling this report the interest on reserves calculation and transfer had not been processed, this has a budget of \$1,944.

Expenditure

Overall operational expenditure is \$74,331 over budget. This is due to increased costs in relation to the wharf repairs. In the previous financial year, \$38,933 (against a budget of \$41,033) was moved to the balance sheet as work in progress as the costs related to the renewal of the harbour. These costs were mistakenly reversed back into the income statement.

As such, in the 2019/20 financial year, \$12,000 from the general project expenses line and \$60,468 from the maintenance projects expenses line have been moved to fixed assets.

Capital Expenditure

Overall capital expenditure is \$1,591 over budget. \$22,342 was spent to complete the Howells Point Renewal work.



Project List

Community projects that were budgeted to be undertaken in the 2018/2019 year are in the table below.

Activity	Project name	Actual cost	AP budget	Status	Officer's comment
WATER STRUCTURES	SDC Wharves upgrade	21,535	18,659	Completed	
WATER STRUCTURES	Howells Point Light renewal	22,342	7,342	Completed	

Reserves

Interest has not yet been allocated to the reserve accounts due to the timing of this meeting. Interest will be calculated and allocated to reserves later in August as part of the Annual Report process.

Riverton Harbour

Schedule of Reserve Balance

		Actual June - 018	Transfers To/(From)	Actual June -019
Local				
Reserve Account				
	Riverton Harbour General - RES	87765		
		55,155.82	(43,100.62)	12,055.20
		55,155.82	(43,100.62)	12,055.20
Local Total		55,155.82	(43,100.62)	12,055.20
Total Riverton Harbour Reserves		55,155.82	(43,100.62)	12,055.20

Riverton Harbour - Financial Report

For the Period Ended June 2019

2018/2019 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	(23,163.90)	(26,146.00)	88.59%
0.00	26381.11194	General Recoveries	(17.40)	0.00	0.00%
(8,189.00)	26381.11316	Licence Fee - Wharf	(8,218.55)	(8,189.00)	100.36%
(1,994.00)	26381.19151	Internal - Interest on Reserve	0.00	(1,994.00)	0.00%
(36,329.00)			(31,399.85)	(36,329.00)	86.43%
Expenditure					
1,153.00	26381.21311	Material Damage Insurance	1,309.65	1,153.00	113.59%
2,028.00	26381.21312	Public Liability Insurance	2,000.00	2,028.00	98.62%
1,000.00	26381.21411	Councillor - Meeting All	500.00	1,000.00	50.00%
500.00	26381.21836	Miscellaneous Grant	500.00	500.00	100.00%
3,085.00	26381.31211	Electricity	3,686.35	3,085.00	119.49%
0.00	26381.31523	Legal Costs	4,089.13	0.00	0.00%
4,207.00	26381.31527	Mowing	4,001.14	4,207.00	95.11%
198.00	26381.31528	Rates	218.04	198.00	110.12%
4,000.00	26381.31542	General Projects	12,034.93	4,000.00	300.87%
0.00	26381.31553	Monitoring	126.09	0.00	0.00%
3,155.00	26381.35214	Maint - General	629.71	3,155.00	19.96%
2,800.00	26381.35216	Maint - Lights	6,372.79	2,800.00	227.60%
2,100.00	26381.35229	Maint - Project	63,169.81	2,100.00	3,008.09%
4,489.00	26381.36311	Refuse Collect - General	4,658.34	4,489.00	103.77%
1,203.00	26381.41118	Depn - Improvements	638.90	1,203.00	53.11%
995.00	26381.43346	Internal - CTF Services	1,020.00	995.00	102.51%
1,487.00	26381.43366	Internal Rates expense	1,775.53	1,487.00	119.40%
32,400.00			106,730.41	32,400.00	329.41%
(3,929.00)	Net Operating (Surplus)/Deficit		75,330.56	(3,929.00)	
Capital Movements					
15,000.00	26381.65173	Improvements - Renewals	22,342.19	15,000.00	148.95%
0.00	26381.67512	WIP - Improvememts	(38,933.23)	0.00	0.00%
0.00	26381.71532	Internal Loans - Princ	(15,000.00)	0.00	0.00%
(7,768.00)	26381.87764	To-RVTN HARB General - RE	0.00	(7,768.00)	0.00%
(2,100.00)	26381.87765	Ex-RVTN HARB General - RE	(43,100.62)	(2,100.00)	2,052.41%
(1,203.00)	26381.99511	Add Back Non Cash Depn	(638.90)	(1,203.00)	53.11%
3,929.00			(75,330.56)	3,929.00	-1,917.30%
0.00			0.00	0.00	