



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

Date: Monday, 22 November 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

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</p>

	<p>Southland District Council being those lands comprised in 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>
DELEGATIONS	<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

	<p>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</p> <p>4. The Riverton Harbour Subcommittee shall be responsible for preparing an Asset Management Plan in and with the assistance of Council.</p> <p>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:</p> <p>Control of Vessels</p> <p>(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)]</p> <p>(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)]</p> <p>(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]</p> <p>(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]</p> <p>(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]</p> <p>(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)]</p> <p>(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]</p> <p>(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]</p> <p>(i) to control as determined by the Harbourmaster the place, times and manner of bringing vessels to or in taking them</p>
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	<p>from any wharf and the securing of any vessel. [1970 Bylaw No. 10]</p> <p>(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]</p> <p>(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)]</p> <p>(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)]</p> <p>(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)</p> <p>(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)</p> <p>(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> <p>(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)</p> <p>(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)]</p> <p>(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)</p> <p>(s) to obtain where possible the name and address of any person who appears to have committed any offence</p>
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	<p>against the Bylaws and where appropriate the registered number of any vessel involved in the alleged offence.</p> <p>Mooring and Anchoring</p> <p>To enforce the General Harbour Regulations for harbours of New Zealand as may be applicable (1970 Bylaw No. 22).</p> <p>Control</p> <p>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].</p> <p>Offences and Penalties</p> <ul style="list-style-type: none"> - 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. <p>(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.</p> <p>(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.</p> <p>5.2 Power to Recommend</p> <p>The Riverton Harbour Subcommittee will:</p> <ul style="list-style-type: none"> (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 at www.southlanddc.govt.nz or by 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, 24 May 2021



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, 24 May 2021 at 5pm.

PRESENT

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

APOLOGIES

Chairperson Nic White
Hayley Nelson
Lyndon Cleaver (Environment Southland)

IN ATTENDANCE

Community facilities contract manager	Greg Erskine
Committee advisor	Alyson Hamilton

1 Apologies

There were apologies from Chairperson Nic White, Hayley Nelson and Lyndon Cleaver (Environment Southland).

Moved Graeme Stuart, seconded Cr Byars 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 23 November 2020 be confirmed as a true and correct record of that meeting.

Reports

7.1 Financial Report for the period ended 31 March 2021

Record No: R/21/4/20268

Community facilities contract manager - Greg Erskine was in attendance for this item.

Mr Erskine advised the purpose of the report is to provide a financial and projects update to the harbour subcommittee.

Resolution

Moved Muriel Johnstone, seconded Graeme Stuart and resolved:

That the Riverton Harbour Subcommittee:

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

7.2 Chairperson's Report

Record No: R/21/5/22503

Community facilities contract manager - Greg Erskine provided an update on the following issues:

- **advice of a successful “duck race” organised by the Lions Club of Riverton and held annually on the Aparima river**
- report of a possible abandoned vessel at the long wharf – staff to investigate ownership
- report of damage to crane at the T-wharf, the power has been turned off and a local engineer has been approached to ascertain repair work required
- staff investigating possibility of fresh water tap to be reconnected at the T-wharf
- advice of hand rail placed at steps at the pleasure boat ramp for health and safety purposes
- **advice of walkway along Towack street named as “Irelands walkway” after local resident Charlie Ireland who undertook voluntary landscape/gardening in that area**
- advice of staff working through issues with the length of Berth L 3
- assessment of the T-wharf vehicle load capacity and jib crane support report prepared by WSP to be circulated to members via email.

The meeting concluded at 5.36 pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE RIVERTON HARBOUR
SUBCOMMITTEE HELD ON MONDAY, 24 MAY 2021

DATE:.....

CHAIRPERSON:.....

Direction-setting for Annual Plan 2022/2023

Record No: R/21/10/57228
Author: Jason Domigan, Corporate performance lead
Approved by: Anne Robson, Chief financial officer

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 The Riverton Harbour Subcommittee is being asked to review the second year of the Long Term Plan 2021-2031 (LTP) including any projects and associated fees, reserve and loan funding. The report identifies the movement from the current budget to 2022/2023, as well as any changes proposed to the second year of the LTP.

Executive Summary

- 2 The purpose of local government is to enable local decision-making and to promote the social, economic, environmental and cultural well-being of communities in the present and in the future.
- 3 The Annual Plan process ensures that planned community initiatives, projects, rates and fees align with the LTP overall strategic vision. Where extraordinary projects or changes to the level of service are needed outside of the LTP process, the Annual Plan provides an opportunity to raise these to ensure the ongoing needs of the community are met.
- 4 Staff have carried out an initial review of the LTP budgets for year two (2022/2023) and have updated the budgets for known changes. The key changes proposed include:
 - there were no significant changes to projects from what was planned for year two of the LTP.
 - proposed change to operational expenditure is for material damage insurance.
- 5 Based on this, the Wharf Licence fee income would increase to \$17,499 in 2022/2023 (GST exclusive), \$20,124 (GST incl) which means the per meter fee rising from \$26.05 to \$34.40 (GST inclusive). It is proposed that the transfer fee per unit is increased by 2.9%, from \$162.00 to \$166.70 (GST incl) which is the inflation rate increase indicated in the Long Term Plan.
- 6 The subcommittee is asked to review the budgets and identify whether any changes are required. The revised budget (incorporating any changes/feedback) will then be recommended to Council to be included into Council's Annual Plan for 2022/2023 (expected to be adopted in June 2022).
- 7 The adopted budget will then be used to set fees for the year beginning 1 July 2022.
- 8 This report outlines two options for consideration by the subcommittee; to accept the direction and budgets as proposed in the report, or to make amendments. This will be recommended to the Oraka Aparima Community Board which has the delegation to recommend the fee increase to Council.

1 Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Direction-setting for Annual Plan 2022/2023”**
- 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) Recommends to Council the budgets (GST exclusive) for the year commencing 1 July 2022 (subject to any amendments as a result of (f) and (g) below).
- e) Recommends to the Oraka Aparima Community Board the proposed following fees (GST inclusive) to recommend to Council for the year commencing 1 July 2022 (subject to any amendments as a result of (f) and (g) below).

<u>Fee</u>	<u>Fee GST inclusive</u>
Wharf Licence Fee (per metre)	\$34.40
Transfer Fee	\$166.70

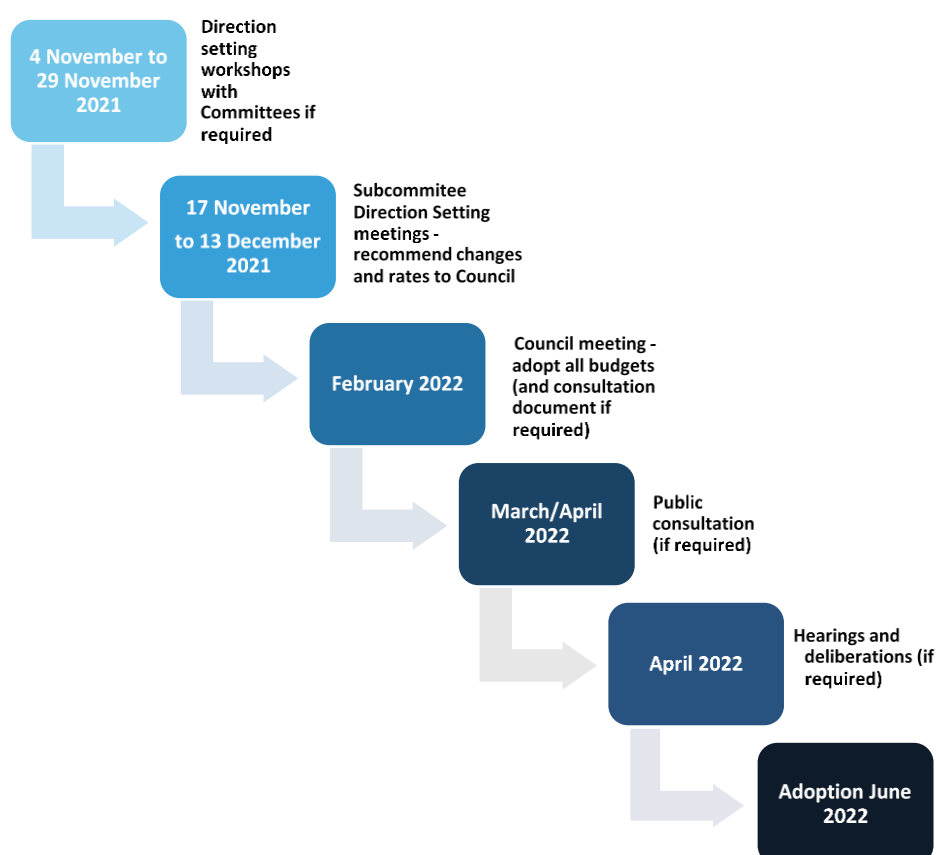
- f) Delegates authority to the subcommittee chair to approve any further material changes required to the budgets following this meeting.
- g) Notes that Council has yet to approve the assumptions on which the draft budgets have been prepared which may impact the proposed fee.
- h) Notes that staff will advise the subcommittee of the final fees approved for inclusion in the 2022/2023 Annual Plan should they change from that noted in e above.

Background

- 9 The Annual Plan process ensures that planned community initiatives, projects, rates and fees align with the LTP strategic vision. The LTP community outcomes for Southland District are:
 - kaitiakitanga for future generations (environmental),
 - inclusive connected communities (cultural),
 - a diverse economy creating healthy and affordable lifestyles (economic), and
 - empowered communities with the right tools to deliver the best outcomes (social).
- 10 The purpose of this report is to confirm the direction determined for the second year of the LTP.

- 11 The LTP concentrated on setting what is needed to deliver on the agreed levels of service for each activity. As such, it sets the envelope within which Council is planning to operate. There are occasions where extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan is an opportunity to incorporate any changes to ensure that the ongoing needs of the community are being met.
- 12 Given the work that has gone into the LTP, it is not expected that the subcommittee are likely to have a large number of changes. However, there may be some areas where projects and/or costs need to be updated to reflect known changes such as contract variations or changes in timing/priorities or projects.
- 13 As such, the subcommittee has the opportunity to recommend any such changes to Council for incorporation in the Annual Plan 2022/2023.
- 14 Any proposed changes will also need to be considered within the wider district work programme to ensure that the required resources are available to deliver on the programme within the 2022/2023 financial year. If there are any issues relating to this, staff will liaise with the subcommittee to discuss options.
- 15 The draft budgets for the Riverton Harbour Subcommittee for 2022/2023 have been based on forecasted information from year two of the LTP.

Overview of process



Issues

Changes to LTP

- 16 The key issues that the subcommittee are being asked to review include:
- changes to the fees as shown in paragraph 24
 - the proposed schedule of projects as shown in paragraph 29
 - the status of reserves and loans as shown in paragraph 29
 - the budget shown in paragraph 29.

Three waters announcement

- 17 On 27 October, Local Government Minister Nanaia Mahuta announced that the three waters reform will be mandatory with all councils being part of the change. Southland District will be part of an entity which covers the majority of the South Island. Minister Mahuta said in the announcement that the case for change is strong and that no one Council can fix the ongoing issues around water assets.
- 18 As a result of local government feedback, a joint working party will be established to look at the common themes including the governance structure and accountability. In its submission to government, Council said it is imperative that the local community voice is accounted for and integrated into any entity moving forward. It is not currently clear how local communities will be able to input and influence decision-making on local issues. Council will be seeking to work with our communities as more information regarding the three waters transition becomes available.
- 19 Until Council is advised of how and when management of the three waters assets will transfer to a new entity, for budgeting purposes, Council has retained the assumption from the LTP that we will continue to manage these assets.

Factors to Consider

Legal and Statutory Requirements

- 20 The Annual Plan 2022/2023 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

Community Views

- 21 Council is yet to consider whether it will consult on the Annual Plan. This decision is dependent on the nature of the changes proposed from the LTP and will be considered later this year.
- 22 If Council decides to consult on the Annual Plan, there is an opportunity for any significant issues affecting local communities to be included in the official consultation document which will be publicly available (likely during March/April 2022).
- 23 If formal consultation is not required, Council will also consider what form of community engagement is required, if any.

Costs and Funding

- 24 The overall impact to the fees from 2021-22 to 2022-23 is shown below:

Fees	Basis of Fee	Actual 2021/2022	Proposed 2022/2023	Change
		(Incl GST)	(Incl GST)	
Wharf License Fee	Per metre	\$26.05	\$34.40	\$8.35
Transfer Fee	Per unit	\$162.00	\$166.70	\$4.70

****Transfer fee (cost of transferring License Fee) increase based on current year fee + inflation of 2.9% (BERL Other LTP)**

- 25 The main driver for the increase in the wharf license fee is the increase in material damage insurance costs (refer the Riverton Harbour budget paragraph 30). Most of this was as a result of the internal review of the market value of wharves, jetties and boat ramps undertaken in 2021. This increased the replacement value by \$1,258,550 and resulted in the insurance premiums increasing by \$3,896 as follows:

Description of Insured Item	2020 replacement value (incl demolition)	2021 replacement value (incl demolition)	Replacement value increase	Insurance cost increase
Boat launch Riverton Harbour	\$70,242	\$307,207	\$236,965	\$734
Wharves (L35 & L36)	\$215,450	\$529,544	\$314,094	\$972
T Wharf	\$429,838	\$1,054,591	\$624,753	\$1,934
Pleasure Boat Wharf	\$78,068	\$109,322	\$31,254	\$97
Long Wharf - decking only	\$55,267	\$106,751	\$51,484	\$159
	\$848,865	\$2,107,415	\$1,258,550	\$3,896

- 26 Other small increases from the 30 June 2022 budget include general maintenance, mowing, general maintenance and general refuse collection.
- 27 As per the allocation split process agreed during the LTP process (see Appendix A. Allocation Split), 70% of specified expenditure costs are used to generate the wharf license fee.
- 28 The committee does have a reserve that it may consider using to partially fund the project planned this year.

Riverton Harbour Additional Information

29 The following additional information is supplied for reference.

Riverton Harbour Budget

Riverton Harbour Budget Income/Expenses	LTP			Annual Plan	
	LTP Budget (GST excl)		Variance	AP Budget (GST excl)	Variance LTP v AP
	2122	2223		2223	
Income					
Rentals	(\$26,146)	(\$26,146)		(\$26,146)	
Licence Fee - Boat Park	(\$13,250)	(\$13,634)	(\$384)	(\$13,634)	
Internal - Interest on Reserve	(\$488)	(\$557)	(\$69)	(\$557)	
	(\$39,884)	(\$40,337)	(\$453)	(\$40,337)	
Operational Expenditure					
Term Loans - Interest Charge	\$251	\$221	(\$30)	\$221	
Material Damage Insurance	\$1,597	\$1,643	\$46	\$5,539	\$3,896
Public Liability Insurance	\$2,046	\$2,105	\$59	\$2,105	
Councillor - Meeting All	\$500	\$500		\$500	
Miscellaneous Grant	\$500	\$500		\$500	
Electricity	\$3,222	\$3,315	\$93	\$3,315	
Mowing	\$4,395	\$4,522	\$127	\$4,522	
Rates	\$296	\$305	\$9	\$305	
Monitoring	\$1,000	\$1,029	\$29	\$1,029	
Maint - General	\$10,000	\$10,290	\$290	\$10,290	
Maint - Lights	\$2,925	\$3,010	\$85	\$3,010	
Maint - Project ¹	\$0	\$29,841	\$29,841	\$29,841	
Refuse Collect - General	\$5,000	\$5,145	\$145	\$5,145	
Depn - Improvement	\$9,481	\$9,481		\$9,481	
Internal - Work scheme service	\$1,039	\$1,069	\$30	\$1,069	
Internal Rates expense	\$1,929	\$1,985	\$56	\$1,985	
Add Back Non Cash Depn	(\$9,481)	(\$9,481)		(\$9,481)	
	\$34,700	\$65,480	\$30,780	\$69,376	\$3,896
Funding Adjustments					
Term Loans - Principal	\$0	(\$29,841)	(\$29,841)	(\$29,841)	
To-RVTN HARB General - RE	\$3,724	\$3,209	(\$515)	(\$687)	(\$3,896)
To - LGFA repayment RES	\$1,460	\$1,489	\$29	\$1,489	
	\$5,184	(\$25,143)	(\$30,327)	(\$29,039)	(\$3,896)

Note 1. Maint - Projects relates to the T Wharf CAMMS Project P-10689 (this is related to the endowment land) - will be funded from loan with repayments to be allocated in following year (which should probably be allocate 100% to land). The project includes:

- Replace decayed capping beams \$20,000
- Replace split/decayed braces \$6,000
- Improve jib crane fixing \$3,000

Riverton Harbour Projects

Area	Project Name	Project Code	Description	Cost (excl GST)	Funding Source	Year
Local Projects						
Riverton	Riverton harbour refurbishment	P-10689	To replace decayed capping beams, replace split/decayed braces and improve jib crane fixing on the T wharf	\$29,841	Loan	2022/23
				\$29,841		

Riverton Harbour Loans

Description	Existing/ Planned/ New	Term of Loan as at 1 July 2022	2022/23 Repayments		Loan Balance as at 30 June 2023
			Principal	Interest	
Riverton Harbour	Existing	7	\$1,489	\$221	\$9,579
Riverton Harbour refurbishment	Planned 2022/2023	30	\$0	\$0	\$29,841
			\$1,489	\$221	\$39,420

Note- assuming 2% interest rate

Riverton Harbour Reserves

Riverton Harbour	Actual 30 June 2021	Budget 30 June 2022	Forecast 30 June 2022	Forecast 30 June 2023
Riverton harbour	\$18,536	\$22,260	\$11,260	\$10,573

Assumptions made in preparing the budgets

- 30 All assumptions that were made when preparing the LTP 2021-2031 have been applied in these budgets including the interest rate on borrowings. The interest rate is 2.00% and is based is based on the Local Government Funding Agency (LGFA) 17 year fixed interest rate at the time of setting the LTP 2021-2031 assumptions.
- 31 Interest on community reserves (monies held on reserve by the community for various purposes) has been calculated at 2.00% on the average of these balances at year end, and is consistent with the 2021-2031 LTP.
- 32 Inflation rates have also been kept consistent with BERL rates adopted in the 2021-2031 LTP.

- 33 Council has yet to approve the assumptions to be used in the Annual Plan which means that the budgets proposed in this document may alter. As such, staff will advise the subcommittee about any further changes and the final budgets/charges included in the Annual Plan.

Policy Implications

- 34 There are no policy implications in the direction setting for the Annual Plan 2022/2023.

Analysis

Options Considered

- 35 There are two options to be considered in this report:
- option 1: accept the direction as proposed in the report
 - option 2: accept the direction proposed in the report with minor variations recommended to the Annual Plan.

Analysis of Options

Option 1 – Accept the direction as proposed in the report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• ensures that Council has the recommendations from the subcommittee prior to determining whether formal consultation on the Annual Plan will be required. This decision needs to be made by December 2021• ensures that the changes required by the subcommittee to ensure community needs are met are incorporated into the 2022/2023 Annual Plan, subject to resourcing confirmation.	<ul style="list-style-type: none">• if the subcommittee wants any further changes not discussed and included as part of this meeting they will not be funded and unbudgeted expenditure reports will be required during the year to undertake the work.

Option 2 – Accept the direction as proposed in the report with minor variations recommended to the Annual Plan

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• allows for any further amendments that staff may not have factored in• ensures that the changes required by the subcommittee to ensure community needs are met are incorporated into the 2022/2023 Annual Plan, subject to resourcing confirmation	<ul style="list-style-type: none">• There may not be sufficient time for staff to adequately scope new initiatives and projects for inclusion in the Annual Plan.• if the subcommittee wants any further changes not discussed and included as part of this meeting they will not be funded and unbudgeted expenditure reports will be required during the year to undertake the work.

Assessment of Significance

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

Recommended Option

- 37 Staff recommend Option 1, accept the direction as proposed in the report.

Next Steps

- 38 The recommendations passed in this report will be incorporated into Council's draft Annual Plan 2022/2023. Staff will consider any changes proposed by the subcommittee to ensure that the required resources are available to deliver on the programme within the 2022/2023 financial year. If there are any issues relating to this, staff will liaise with the subcommittee to discuss options.
- 39 If there are significant or materially different variances from the LTP, these may be included in a consultation document and released for consultation or as part of informal engagement in March/April 2022.
- 40 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2022.

Attachments

- A Riverton Harbour Allocation Split [↓](#)

Attachment A. Allocation Split

Riverton Harbour Budget						AP Budget (GST excl)		Allocation splits		
Income/Expenses	2223	Land	Holders	Public	Comment	Land	Holders	Public		
Income										
Rentals	(\$26,146)	(\$26,146)				100%				
Licence Fee - Boat Park	(\$13,634)		(\$13,634)		Current fee (21/22) set at @ \$22.65 per metre x 585 metres (\$26.05 incl GST). Based on the increase in costs in 22/23, particularly for insurance, the fee for 22/23 would need to be set at \$29.91 per metre (\$34.40 incl GST)		100%			
Internal - Interest on Reserve	(\$557)	(\$557)				100%				
	(\$40,337)	(\$26,703)	(\$13,634)	\$0						
Operational Expenditure										
Term Loans Interest & Principal Repayments	\$1,710		\$1,197	\$513	70/30 % split - Harbour Beacons (existing loan 1272 was for the Taramea Howel Point beacon in 18/19)		70%	30%		
Material Damage Insurance	\$5,539		\$3,877	\$1,662	70/30 % split - Harbour Beacons		70%	30%		
Public Liability Insurance	\$2,105		\$1,474	\$632	70/30 % split - Harbour masters liability insurance		70%	30%		
Councillor - Meeting All	\$500			\$500				100%		
Miscellaneous Grant	\$500		\$350	\$150	70/30 % split. Grant to the Coastguard. The Coastguard is there to provide service to everyone, but more likely to be called by the Licence fee holders		70%	30%		
Electricity	\$3,315		\$2,321	\$995			70%	30%		
Mowing	\$4,522	\$4,522				100%				
Rates	\$305			\$305	ES rates			100%		
Monitoring	\$1,029		\$1,029		ES coastal occupational charges		100%			
Maint - General	\$10,290			\$10,290				100%		
Maint - Lights	\$3,010		\$2,107	\$903			70%	30%		
Refuse Collect - General	\$5,145		\$5,145		3m frontload bin- mixed waste to empty at 99 Towack St- there is a sign to say the public is not allowed to use it - to be discussed with the Subcommittee		100%			
Depn - Improvement	\$9,481			\$9,481	These charges are for items like gorse control at the Coast Guard building, cutting trees.			100%		
Internal - Work scheme service	\$1,069			\$1,069				100%		
Internal Rates expense	\$1,985			\$1,985				100%		
Add Back Non Cash Depn	(\$9,481)			(\$9,481)	The Licence fee holders are responsible for their own maintenance, hence 100% public			100%		
	\$41,024	\$4,522	\$17,499	\$19,003						
Surplus/(Deficit)	(\$687)	\$22,181	(\$3,865)	(\$19,003)						

Total Expenses

Number of Metres	585.00
Per Metre cost	\$29.91
Including GST	\$34.40
Agreed at the meeting	TBC

TBC The committee need to discuss this - refer to comment in Licence Fee - Boat Park

Financial Report for the year ended 30 June 2021

Record No: R/21/8/47660
Author: Sheree Marrah, Financial accountant
Approved by: Anne Robson, Chief financial officer

☐ Decision

☐ Recommendation

☒ Information

Summary

- 1 The purpose of this report is to present the final financial results and supporting information for the Riverton Harbour activities for the year ended 30 June 2021. The financial reports are contained within attachment A, B and C of this report.
- 2 As the audit of Council is not scheduled to occur until November, the financial results presented may be subject to change.

Recommendation

That the Riverton Harbour Subcommittee:

- a) **Receives the report titled “Financial Report for the year ended 30 June 2021” dated 16 November 2021.**

Attachments

- | | |
|---|---|
| A | Financial Report to Riverton Harbour Subcommittee for the year ended 30 June 2021 ↓ |
| B | Reserve balances June 2021 - Riverton Harbour ↓ |
| C | June 2021 - Financial Information Riverton Harbour report to committee ↓ |



Riverton Harbour subcommittee - Financial performance for the year ended 30 June 2021

The preliminary financial results for the year to 30 June 2021 were provided to you in the June operational report, however these financial results will have changed due to year end processes, including expenditure accruals, interest on reserves, funding of activities and projects etc.

The summary tables overleaf show the final financial results for the Riverton harbour for the year ended 30 June 2021. Please note these financial results are being audited in November/December and therefore may be subject to further change.

The results show for each of the income, expenditure, and capital expenditure categories:

- what actually happened ("Actual"),
- what was expected to occur by year end ("Forecasted Budget"), and
- what the original budget was ("Annual Plan Budget")

The "Forecasted Budget" includes the original Annual Plan budget adjusted for the effect of expenditure carried forward from 2019/2020, unbudgeted expenditure, projects that have been put on hold or are to be completed in 2021/2022 and/or anticipated changes to income and operating expenditure over the year.

Operational reports provided to you throughout the year compared the actual year-to-date ("YTD") results against forecasted YTD totals. This report however, will discuss significant variances between the "Actual" results and the "Annual Plan Budget".

A detailed breakdown of the individual business unit is included in Attachment C of this report for your information.



Variances to the 2020/2021 Annual Plan budget

Riverton Harbour - Business Units for the year ending 30 June 2021									
	Income			Expenses			Capital		
Business Unit	Actual	Forecasted Budget	Annual Plan Budget	Actual	Forecasted Budget	Annual Plan Budget	Actual	Forecasted Budget	Annual Plan Budget
Harbour	\$34,640	\$36,893	\$36,893	\$49,293	\$59,891	\$32,444			
Total	\$34,640	\$36,893	\$36,893	\$49,293	\$59,891	\$32,444	\$0	\$0	\$0

Income was \$34,640 which was \$2,253 under budget due to lower interest on reserves received.

Expenses were \$49,293, which was \$16,850 over budget. This was due to additional consultants, valuation and depreciation expenses (\$6,490, \$9,000 and \$7,981 respectively). Valuation and consultant costs include the renewal of the endowment land leases that started in 2020/2021 and are anticipated to be completed in 2021/2022; as well as a weigh loading condition assessment that was undertaken on the wharf. These were offset by an underspend in legal costs (\$6,126), mowing (\$1,939) and maintenance (\$2,740).

There was no capital spend in 2020/2021.



Expenditure carried forward

The following projects and expenditure were budgeted to be undertaken in the 2020/2021 year, however they have been requested to be carried forward to 2021/2022. Council approved the carry forward of this expenditure at its meeting on 15 September 2021.

Town	Project Name	Funded From	Total 20/21 Budget	20/21 Actual Costs	Request for Carry forward to 21/22
Riverton	Riverton Harbour endowment rent review and lease renewals	Reserves	\$ 20,000	\$ 9,000	\$ 11,000

Reserves

A listing of the various community reserve balances at 30 June 2021 are included in Attachment B of this report.

Interest was allocated to reserves at 30 June 2021 based on the average reserve balance for the year 1 July 2020 to 30 June 2021 at a rate of 2.58%.



Riverton Harbour subcommittee – Reserves as at 30 June 2021

Riverton Harbour Schedule Of Reserve Balance

		Actual June - 020	Transfers To/(From)	Actual June -021
Local				
<i>Reserve Account</i>				
Riverton Harbour General - RES	87765	24,616.10	(6,079.92)	18,536.18
		<u>24,616.10</u>	<u>(6,079.92)</u>	<u>18,536.18</u>
Local Total		<u>24,616.10</u>	<u>(6,079.92)</u>	<u>18,536.18</u>
Total Riverton Harbour Reserves		<u>24,616.10</u>	<u>(6,079.92)</u>	<u>18,536.18</u>

ATTACHMENT C

Detailed Individual Business Units for the year ending 30 June 2021

		Actual	Forecasted Budget	Annual Plan Budget
Riverton Harbour				
Harbour				
Income	Rentals	(\$25,914)	(\$26,146)	(\$26,146)
	Licence Fee - Boat Park	(\$8,181)	(\$8,553)	(\$8,553)
	Internal - Interest on Reserve	(\$545)	(\$2,194)	(\$2,194)
Income Total		(\$34,640)	(\$36,893)	(\$36,893)
Operational Expenditure	Doubtful Debts	(\$188)	\$0	\$0
	Material Damage Insurance	\$1,561	\$2,151	\$1,204
	Public Liability Insurance	\$2,000	\$2,119	\$2,119
	Councillor - Meeting All	\$0	\$1,000	\$1,000
	Miscellaneous Grant	\$500	\$500	\$500
	Ordinary Time	\$870	\$0	\$0
	Electricity	\$3,464	\$3,222	\$3,222
	Consultants	\$6,490	\$6,500	\$0
	Legal Costs	(\$6,126)	\$20,000	\$0
	Mowing	\$2,456	\$4,395	\$4,395
	Rates	\$292	\$206	\$206
	General Projects	\$6,560	\$4,178	\$4,178
	Valuation Expenses	\$9,000	\$0	\$0
	Monitoring	\$175	\$0	\$0
	Maintenance - General	\$2,313	\$3,295	\$3,295
	Maintenance - Lights	\$1,167	\$2,925	\$2,925
	Maintenance - Project	\$0	\$0	\$0
	Refuse Collect - General	\$5,563	\$4,689	\$4,689
	Depn - Improvement	\$9,481	\$1,500	\$1,500
	Internal - Interest on Loans	\$619	\$619	\$619
	Internal - Work scheme service	\$1,210	\$1,039	\$1,039
	Internal Rates expense	\$1,886	\$1,553	\$1,553
Operational Expenditure Total		\$49,293	\$59,891	\$32,444
Net Operating (Surplus)/Deficit		\$14,654	\$22,998	(\$4,449)
Funding Sources	Internal Loans - Principal	\$0	\$0	\$0
	Internal Loans - Repaid	\$1,265	\$1,265	\$1,265
	To-RVTN HARB General - RE	\$545	\$4,684	\$4,684
	Ex-RVTN HARB General - RE	(\$6,625)	(\$26,500)	\$0
	Ex - District Operations Reser	(\$357)	(\$947)	\$0
	Add Back Non Cash Depn	(\$9,481)	(\$1,500)	(\$1,500)
Funding Sources Total		(\$14,654)	(\$22,998)	\$4,449
Harbour Total		\$0	\$0	(\$0)