



Agenda

Riverton Harbour Subcommittee

Thursday, 11 December 2025, 9:00 am

Southland District Council Riverton Office, 117 Palmerston Street, Riverton



Members

Nic White

Ian Coard

Emma Gould

Muriel Johnstone

Hayley Nelson

Michael Weusten

1 Opening

The meeting will open.

2 Apologies

At the close of the agenda no apologies had been received.

3 Election of chair

Committee advisor will ask for nominations for chairperson.

4 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

5 Conflict of interest

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.

6 Additional agenda items

Any additions to the agenda must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

3 Public participation

Requests to speak should be made by midday of the day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

4 Reports Page

8.1 Delegations 5

8.2 Financial report for the year ended 30 June 2025 11

8.3 Draft budgets and fees - Annual Plan 2026/2027 17

5 Closure

The chair will close the meeting.

Summary of reports

	Report Name	Purpose	Report Type	Page
8.1	Delegations	To provide information to the Riverton Harbour Subcommittee (subcommittee) on the subcommittee's terms of reference (including delegations).	Information	5
8.2	Financial report for the year ended 30 June 2025	The purpose of this report is to present the final financial results and supporting information for the Riverton Harbour for the year ended 30 June 2025.	Information	11
8.3	Draft budgets and fees - Annual Plan 2026/2027	For the subcommittee to consider and recommend the local budgets for the Annual Plan 2026/2027 and the associated harbour fees for the year commencing 1 July 2026.	Decision	17

Delegations

Record no: R/25/11/57472
Author: Michal Gray, Democracy advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Information

Staff recommendations

That the Riverton Harbour Subcommittee:

- a) notes the information contained in the report.

Purpose

- 1 To provide information to the Riverton Harbour Subcommittee (subcommittee) on the subcommittee's terms of reference (including delegations).

Context

- 2 The terms of reference to the subcommittee (Attachment A) were approved by Council on 12 November 2025. The terms of reference are unchanged from the previous triennium.
- 3 Council staff are in the process of reviewing the terms of reference of the subcommittee to consider the impact of Environment Southland's bylaws (Southland Navigation Safety Bylaws 2009 revised in December 2015).

Next steps

- 4 The subcommittee and the Ōraka Aparima Community Board will be given an opportunity to provide input into any proposed changes to the terms of reference. Staff plan to have any proposed changes ready for the February 2026 meeting of the community board and staff will arrange for a meeting of the subcommittee to be held in February or March.
- 5 A decision of Council will be required to make any changes to the terms of reference.

Attachments

- A Riverton Harbour Subcommittee Terms of Reference [↓](#)

8.5.3 Riverton Harbour Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Council
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 Ōraka 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 Aparima Ōraka Rūnaka • 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 Park • the use and maintenance of the “unloading wharf” and crane at Lees Point operated by Council so that no vessel anchors, moors, secures or is placed at the unloading wharf unless actively loading or unloading fuel, provisions, fishing equipment or fish (1972 Bylaw No. 3) • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berth numbered L36. • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berths numbered L22, L23, L24, L25, L26, L27, L28, L29 and L30 • the provision and maintenance of the ‘lead lights’ markers the white light at Howells Point and red flashing light at Pearl Rock and any other navigational aids required to assist those vessels leaving and entering the Riverton harbour • the use and maintenance of berth L35 currently subject to a lease. <p>(b) the administration, management and control of all Riverton harbour endowment lands now vested in Southland District Council in consultation with and subject to approval by Southland District Council being those lands comprised in 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>

	<p>1 The exercise of the following powers (and enforcement of same):</p> <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). <p>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> <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</p>
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	<p>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 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>
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	<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 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</p>
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	<p>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> <p>(a) make recommendations to Environment Southland on matters of concern that pertain to Environment Southland's RMA functions</p> <p>(b) make recommendations to the Council or a relevant committee on all matters of policy not delegated to the Riverton Harbour subcommittee</p> <p>(c) recommend to Council the granting of any leases or licenses for any Riverton Harbour endowment lands</p> <p>(d) recommend to Council the user charges and fees to fund the harbour activities.</p>
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Financial report for the year ended 30 June 2025

Record no: R/25/11/57462

Author: Nicole Taylor, Finance development co-ordinator

Approved by: Anne Robson, Group manager finance and assurance

Report type: Information

Staff recommendations

That the Riverton Harbour Subcommittee:

- a) notes the information contained in the report.

Purpose

- 1 The purpose of this report is to present the final financial results and supporting information for the Riverton Harbour for the year ended 30 June 2025.

Executive Summary

- 2 The financial report contained in attachment A presents the final financial position of the harbour accounts for the year, comparing actual income, operating expenditure and capital expenditure against both the projected budgets and the annual plan budget for 2024/2025.
- 3 It concludes the regular financial reporting provided to the subcommittee throughout the year.

Attachments

- A Riverton Harbour financial report for year ended 30 June 2025 [↓](#)



Riverton Harbour Subcommittee

Detailed financial report 1 July 2024 to 30 June 2025

Southland District Council
Te Rohe Pōtae o Murihiku

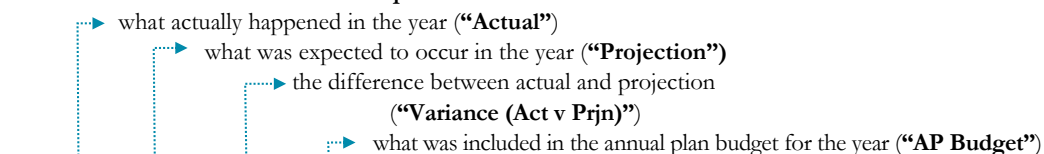
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Introduction

This report provides a breakdown of the subcommittee financial information from 1 July 2024 to 30 June 2025. It shows the financial results for the subcommittee activities for the year including income, operating expenses (opex), capital expenses (capex), reserves, loans, projects (including carry forwards).

The financial statements in this report show:



Income				Operating expenses				Capital expenses			
Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget

- **"Projection"** figures include the original Annual Plan 2024/2025 budget (AP Budget) adjusted for:
- any expenditure carried forward from the prior year (2023/2024) approved by Council (Sep 2024)
 - any unbudgeted expenditure or forecasting changes approved by the subcommittee or Council during the financial year.

"AP Budget" data shows the adopted Annual Plan (AP) budget for 2024/2025 excluding the projection adjustments noted above.

Significant variances between the "Actual" financial information and "Projection" are explained. Variances in red text with brackets (**\$4,500**) indicate a variance where the actuals are less than projection.

Section

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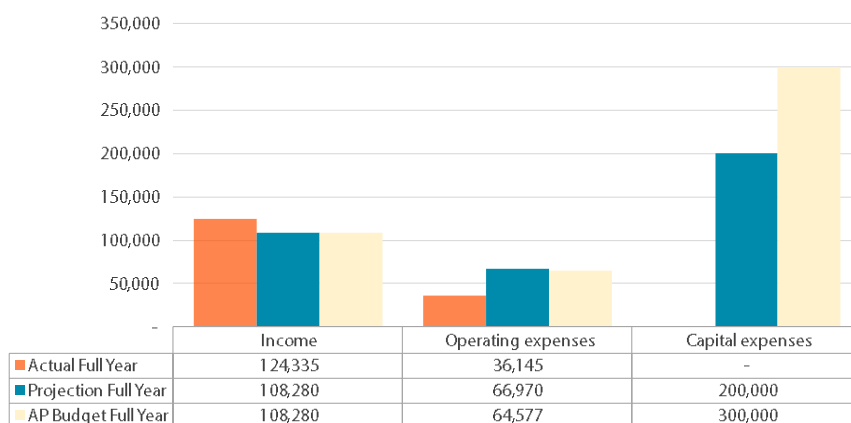
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1. Financial overview by activity

The table and graph provides an overview of the financials for the board by activity – showing income, operating expenses and capital expenses. “Total CB” shows the overall financial results for all board activities along with “Actual v Projection (%)” variance. The key reasons for these variances are also summarised with more detailed commentary included in section 5 (Activity and Business Unit Breakdown) and section 2 (Projects).

Riverton Harbour Subcommittee - sub activity detail 1 July 2024 to 30 June 2025												
Sub activity	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Harbour	124,335	108,280	16,055	108,280	36,145	66,970	(30,825)	64,577	-	200,000	(200,000)	300,000
Act v Projn (%)			15%				(46%)				(100%)	

Riverton Harbour- financial summary 1 July 2024 to 30 June 2025



Projection includes approved Annual Plan budget with timing phased + approved unbudgeted expenditure + carry forwards

Summary of financial results

Income was \$16k (15%) more than projection due to higher rental income (\$13k) resulting from a revision to an existing lease agreement. In addition, interest earned on reserves was higher (\$3k) as funds needed for the Riverton T Wharf project have not yet been used.

Operating expenses were \$31k (46%) below projection mainly due to lower maintenance costs (\$15k) and lower interest costs (\$5k) due to no loans being drawn down in 2023/24. Additionally, depreciation was lower (\$7k) because the Riverton T Wharf project was not started.

Capital expenses were \$200k (100%) below projection because no costs were incurred on the Riverton T Wharf replacement project, which has been carried forward to 2025/26.

2. Projects for 2024/2025

The table details the subcommittee's projects for 2024/2025. The table details the project status at 30 June 2025 and actual costs incurred compared to projection as well as the original Annual Plan (AP) budget.

Type	Code CAMMS + Fulcrum	Name	Status	Actual	Projection Budget	AP Budget	Variation (Act v Projn)	Funding source
CAPEX	P-11225 P-11225A	Riverton TWharf Replacement - Design and consents	Carry Forward	-	200,000	300,000	(200,000)	Reserves

3. Current loans

There are no current loans for the Riverton harbour subcommittee.

4. Reserves

The table below summarises the reserve movements for the subcommittee reserves for 1 July 2024 to 30 June 2025. Interest was allocated to local reserves based on the average reserve balance for the year at a rate of 2%. "*Movement To*" reserves shows funds transferred into reserves usually as a result of either interest being applied, surplus income being received or underspends in expenditure. "*Movement From*" reserves typically occur where reserves were used to fund projects or capital expenditure or where extra funding is needed because income was lower or expenditure was higher than budgeted.

Reserve	Opening Balance 1 July 2024	Movement To/(From)	Closing Balance 30 June 2025
Riverton Harbour general	168,002	97,672	265,673

5. Detailed business unit and account code financial information

Harbour		Actual	Projection	Variance (act v prjn)	AP Budget
Income	Rentals	98,515	85,277	13,238	85,277
	Licence Fee - Boat Park	21,526	21,215	311	21,215
	Internal - Interest on Reserve	4,294	1,788	2,506	1,788
<i>Income Total</i>		<i>(124,335)</i>	<i>(108,280)</i>	<i>(16,055)</i>	<i>(108,280)</i>
Opex	Commission and Levies	-	-	-	-
	Doubtful Debts	(1,484)	-	(1,484)	-
	Term Loans - Interest Charge	-	-	-	4,958
	Material Damage Insurance	4,289	4,289	0	5,574
	Public Liability Insurance	6,078	6,078	(0)	2,400
	Miscellaneous Grant	-	500	(500)	500
	Electricity	3,577	4,000	(423)	4,000
	Legal Costs	1,300	-	1,300	-
	Mowing	2,092	2,500	(408)	2,500
	Rates	533	505	28	505
	Monitoring	683	1,500	(817)	1,500
	Maint - General	50	9,000	(8,950)	9,000
	Maint - Lights	62	5,000	(4,938)	5,000
	Refuse Collect - General	7,736	8,000	(264)	8,000
	Depn - Marine As	0	7,430	(7,430)	7,430
	Depn - Improvement	9,481	9,481	0	9,481
	Internal -Interest on Loans	-	4,958	(4,958)	-
	Internal - Work scheme service	-	1,000	(1,000)	1,000
	Internal Rates expense	1,749	2,729	(980)	2,729
<i>Opex Total</i>		<i>36,145</i>	<i>66,970</i>	<i>(30,825)</i>	<i>64,577</i>
Capex	Improvements - Acq LOS	-	-	-	-
	Marine Assets - Renewal	-	200,000	(200,000)	300,000
<i>Capex Total</i>		<i>-</i>	<i>200,000</i>	<i>(200,000)</i>	<i>300,000</i>
Funding Sources	Internal Loans - Princ	-	-	-	-
	Internal Loans - Repaid	-	1,172	(1,172)	-
	Term Loans LGFA repayments	-	-	-	1,172
	Term Loans - Principal	-	-	-	(100,000)
	To-RVTN HARB General - RE	97,672	(140,558)	238,230	(140,558)
	Ex-RVTN HARB General - RE	-	(2,393)	2,393	-
	Add Back Non Cash Depn	(9,481)	(16,911)	7,430	(16,911)
<i>Funding Sources Total</i>		<i>88,190</i>	<i>(158,690)</i>	<i>246,881</i>	<i>(256,297)</i>
Harbour Total		(0)	(0)	0	0

Draft budgets and fees - Annual Plan 2026/2027

Record no: R/25/11/57302
Author: Kelly Watt, Finance business partner
Approved by: Anne Robson, Group manager finance and assurance
Report type: Recommendation

Staff recommendations

That the Riverton Harbour Subcommittee:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance based on Council's Significance and Engagement Policy and therefore is not significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- 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) confirms the local budgets and work programmes attached (including any amendments agreed at the meeting) and recommends to Council these be included in the draft Annual Plan 2026/27.
- e) agrees that the following changes be made to the 2025/26 projects and recommends to Council that these be incorporated into Council's 2025/26 forecasting process:
 - i. that the name of P-11225A Riverton T Wharf Replacement Demolition and construction be renamed to "Upgrade to existing T-Wharf to properly reflect the new scope of works".
 - ii. that the 2025/26 budget for P-11225B Riverton T Wharf Replacement - Demolition and construction be reduced from \$814,000 to \$100,000 and that the remaining budget of \$714,000 (loan funded) be moved to 2026/27 and that the project be renamed to "Design and construct new wharf at L44 to properly reflect the new scope of works".
- f) recommends to Council the setting of the following fees and charges for the year commencing 1 July 2026:

Fee/Charge Description	Notes	Fee/Charge (GST inclusive)
Wharf License Fee	per metre	\$39.86
Wharf License Fee Loan servicing share for wharf replacement	per metre	\$3.52
Transfer Fee		\$183.63
- g) delegates authority to the subcommittee chair to approve any minor changes required to the budgets following this meeting.

Purpose

- 1 For the subcommittee to consider and recommend the local budgets for the Annual Plan 2026/2027 and the associated harbour fees for the year commencing 1 July 2026.

Executive summary

- 2 Council is in the process of preparing the Annual Plan (AP) 2026/2027 which will confirm the budgets and projects for the year compared to what was forecast in year three of the Long Term Plan (LTP) 2024-2034.
- 3 The report contains information about the proposed harbour activities and projects in 2026/27 which are provided under the governance of the subcommittee.
- 4 The budgets have been based on a 50/50 split of costs between the public and licence holders, except for mowing which is treated as 100% public. Based on the current draft budgets, the total revenue for the harbour is projected to increase from \$124,005 in 2025/26 to \$142,455 in 2026/27 (GST inclusive).
- 5 As per the Harbour committee decision for the 2024-2034 long term plan in November 2023 the interest and loan repayments on the projected loan draw down for the T-wharf replacement project have been split 30:70 (licence fee holder/public). The 30% comes to a total recovery that will be charged across licence holders of \$1,912.
- 6 Based on the proposed split of costs between licence holders and public, the annual wharf licence fee would increase by \$0.25 per metre (GST inclusive). In addition, staff are proposing to inflation adjust the transfer fee by 2.2%

Riverton Harbour Fee	Current fee 2025/26 (Incl GST)	Proposed fee 2026/27 (Incl GST)	Change
Wharf License Fee (per metre)	\$39.61	\$39.86	\$0.25
Wharf License Fee Loan servicing share for wharf replacement (per metre)	\$-	\$3.52	\$3.52
Transfer fee (per unit)	\$179.68	\$183.63	\$3.95
*Transfer fee (cost of transferring License Fee) increase based on current year fee + inflation of 2.2% (BERL Other LTP)			

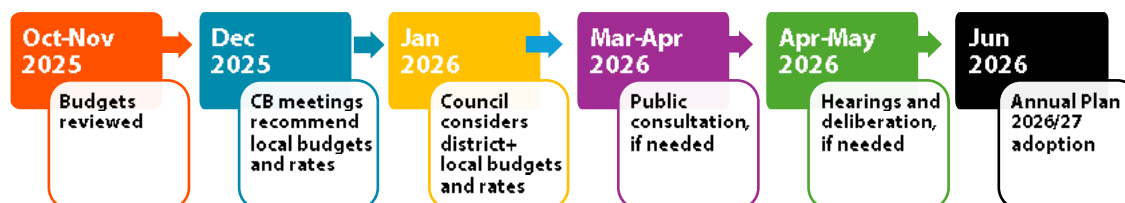
- 7 More details about the budgets and fees are shown in *Financial considerations* section of the report from paragraph 31.
- 8 The subcommittee is being asked to discuss and confirm the relevant draft budgets and fees for 2026/27 which will be incorporated into the draft annual plan financial statements scheduled to be discussed by Council in early 2026. As part of this Council will also consider whether it wishes to carry out consultation with the community on the draft plan with any consultation likely to occur around March/April 2026.
- 9 The final Annual Plan (incorporating any changes resulting from consultation) will be adopted in June 2026. This is the point at which budgets and fees for 2026/27 will be confirmed.

Context

- 10 Council prepares an annual plan in the years when it is not preparing a Long Term Plan (LTP). The LTP is adopted every three years and sets the overall strategic direction, community vision, activities, levels of service, key projects and financial strategy for 10 years.

- 11 The Annual Plan 2026/27 updates year three of LTP 2024-2034 and explains any changes. Where changes are not considered material or significant, Council is not required to consult but is likely to provide an update to the community on what is planned.

Annual Plan timeline

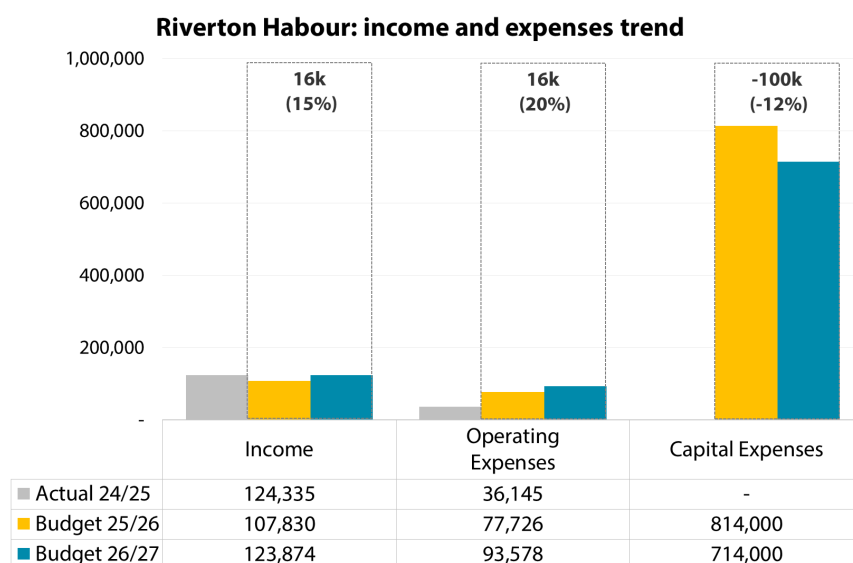


- 12 The subcommittee is also being asked to review and confirm the local activity budgets and recommend the fees for the 2026/27 year in line with their role as detailed in the terms of reference.
- 13 The information in this report has been prepared using the financial information for year three of the LTP and previous discussions between the subcommittee and relevant staff. Budgets have been updated to reflect any known changes (such as new contract pricing or prior-year actual costs), and project timings have been adjusted to reflect:
- changes approved by Council in August 2025 where 2024/25 projects that were not completed have been carried forward to 2025/26, pushed to a future year or removed (as detailed in the project table in the separate financial report for year ended 30 June 2025 included in the agenda)
 - a review of the deliverability of the revised 2025/26 project programme. Staff have assessed the likelihood of delivering the revised total Council project programme and are recommending minor changes for confirmation by the subcommittee. These will also be presented to Council as part of a consolidated project report in December 2025
- 14 In September, Council's Finance and Assurance Committee also endorsed the key financial assumptions for the Annual Plan 2026/27, including interest on borrowings set at 4.82%, interest on local reserves at 2%. These interest rates have been used to calculate interest applied to loans and reserves in the 2026/27 budgets.
- 15 **The key items the subcommittee are being asked to review include:**
- **budget summary (paragraph 31, tables 1-2)**
 - **proposed license fee and transfer fee (refer paragraphs 41-42)**
 - **proposed schedule of 2026/27 projects and current status of 2025/26 projects (refer paragraphs 43-44)**
 - **loans (refer paragraph 45)**
 - **reserve movements (refer paragraph 46)**

Discussion

Key changes in budget (2025/26 to 2026/27)

- 16 The graph below shows that budgeted income and operating expenses are higher than budgeted in 2025/26, capital expenses are lower than budgeted in 2025/26.



- 17 **Income is \$16k (15%) higher** because rental income on the endowment land has been increased to reflect the rental agreement.
- 18 **Operating expenses are \$16k (20%) higher**, largely due to an increase in budgeted depreciation on the level of budgeted capital work. This depreciation is added back in the funding section and does not require funding, it is an accounting entry only. The remaining increase is interest on loans due to the new loan. This is funded 30% by the new fee and 70% by the reserve as part of the public portion of expenses.
- 19 **Capital expenses are \$100k (12%) lower** because \$100k of the budget has been retained in 2025/2026 and the remaining \$714k moved forward to 2026/2027.
- 20 More information about the 2026/27 budget can be found in paragraph 39 Table 2.
- 21 Other key issues for the subcommittee to note include:
- **2025/26 projects** - \$714k of the T-Wharf replacement project is requested to be moved forward with a change in scope into 2026/2027, this is based on expectations of delivery and ensures we are not over recovering for loan repayments that will not be required. It is also recommended to change the name of this project P-11225A Riverton T Wharf Replacement Demolition and construction to Upgrade to existing T-Wharf to properly reflect the new scope of works as agreed by the committee.
 - **Loans** – there are currently no loans. There is a loan of \$100k budgeted to be drawn down in 2025/2026 for the wharf renewal project. Repayments for this loan will start in 2026/2027 and are included in the licence fee calculations. Noting there is now reserve available to fund this instead of drawing down a loan should the committee wish to use this option.
 - As per the Harbour committee decision for the 2024-2034 long term plan in November 2023 the interest and loan repayments on the projected loan draw down for the T-wharf replacement project have been split 30:70 (licence fee holder/public). The 30% comes to a total recovery that will be charged across licence holders of \$1,912 (\$3.52 per metre).

Options

- 22 The following reasonably practicable options have been identified and assessed in this report:

Option 1 - recommend that Council include the proposed budgets and fees outlined in this report (including any minor amendments agreed at the meeting) in the draft Annual Plan 2026/27

Option 2 - make significant changes to the proposed budgets and fees outlined in this report and recommend that Council include the revised budgets and fees in the draft Annual Plan 2026/27

Option 3 - do not recommend the proposed budgets and fees to Council for inclusion in the draft Annual Plan 2026/27

Recommended option:

- 23 Option 1 - recommend that Council include the proposed budgets and fees outlined in this report (including any minor amendments agreed at the meeting) in the draft Annual Plan 2026/27

Option 1 – recommend that Council include the proposed budgets and fees outlined in this report (including any minor amendments agreed at the meeting) in the draft Annual Plan 2026/27

Advantages	Disadvantages
<ul style="list-style-type: none"> enables the draft annual plan to be progressed within the legislative timeframe budget and fee recommendation to Council is finalised budgets and projects can be updated or reviewed annually as part of the annual plan budgeting process (or approved via unbudgeted expenditure process). 	<ul style="list-style-type: none"> if the subcommittee wants significant changes but hasn't advised staff these will not be incorporated.

Option 2 – make significant changes to the proposed budgets and fees outlined in this report and recommend that Council include the revised budgets and fees in the draft Annual Plan 2026/27

Advantages	Disadvantages
<ul style="list-style-type: none"> the proposed budgets and projects can reflect any further changes requested by the subcommittee. 	<ul style="list-style-type: none"> flow-on impact of any budget change on income and expenditure including fees required (which may need to be recalculated) the potential impact of any changes on levels of service or need to rescope works or the ability of the revised work programme to be delivered

	<ul style="list-style-type: none"> may impact the delivery of the annual plan within the legislative timeframe and/or require an additional meeting to recommend the revised budgets and fees.
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Option 3 – do not recommend the proposed budgets and fees to Council for inclusion in the draft Annual Plan 2026/27

Advantages	Disadvantages
<ul style="list-style-type: none"> no advantages. 	<ul style="list-style-type: none"> Council may have to make decisions on the harbour budgets and fees for the draft annual plan directly may impact the delivery of the annual plan within the legislative timeframe.

Legal considerations

- 24 Under the section 95 of the Local Government Act (LGA) 2002, Council is required to prepare an annual plan. The draft budgets attached, including details of projects and fees, will form part of the activity, financial and funding impact statements in Annual Plan 2026/27.
- 25 Harbour fees are a charge for a service/amenity as detailed in section 150 of the LGA where this fee is set under Council's general power in section 12. While section 12 enables the fee to be set, Council must comply with the decision making requirements of sections 76-82 of the LGA when making decisions about changing fees.
- 26 The subcommittee has been delegated responsibility for recommending fees for the harbour to Council with Council responsible for setting fees.

Strategic alignment

Strategic direction

- 27 The decision to confirm budgets and recommend fees is aligned with Council's strategic direction as outlined in the LTP. The proposed budgets and fees support the delivery of Council's strategic priorities and community outcomes by maintaining agreed levels of service and continuing the implementation of projects identified in the LTP.

Policy and plan consistency

- 28 This matter has been assessed against Council's policies and plans, and no inconsistencies have been identified. The recommendations are consistent with the LTP and other relevant policies, and therefore no amendments are required under Section 80 of the Local Government Act.

Financial considerations

- 29 The table below shows the breakdown of income, operating expenditure, capital expenditure by activity. The data shown includes the prior year actuals (2024/25), current budget (2025/26) and what is now proposed for the Annual Plan 2026/27.

Table 1: Riverton Harbour Budget Summary

	Income					Operating Expenses					Capital Expenses				
	Actual	Budget	Budget	Change		Actual	Budget	Budget	Change		Actual	Budget	Budget	Change	
	24/25	25/26	26/27	\$	%	24/25	25/26	26/27	\$	%	24/25	25/26	26/27	\$	%
Harbour	124k	108k	124k	16k	15%	36k	78k	94k	16k	20%	-	814k	714k	(100k)	(12%)

- 30 Based on the current budgets, the total income for the harbour is projected to increase from \$108k in 2025/26 to \$124k in 2026/27. The key reasons for the change are discussed in paragraph 16.
- 31 The operating costs are projected to increase from \$78k in 2025/26 to \$89k in 2026/27, with the main change relating to an increase in depreciation that is an accounting only entry and an increase in interest repayments.
- 32 The methodology for the allocation of costs is as set in the Long Term Plan being a 50/50 split of all costs excluding the mowing which is 100% public.
- 33 The key reasons for the change in the overall licence fee are inflationary increases. A more detailed financial breakdown can be found in Table 2 in paragraph 39.

2026/27 allocation of costs and associated wharf fees

- 34 The table below shows the detailed breakdown of the budget and the split of costs between licence fee holders and the public costs (funded by endowment land rentals) for 2026/27 are shown in Table 2 below. The split is based on the resolution passed by the subcommittee on 12 December 2022 that operational expenditure (excluding mowing at a high level) be split 50:50 between the berth holders and the public (endowment land).
- 35 As such staff have used the 50:50 split to allocate all 2026/2027 costs excluding mowing (\$2,606), with this allocated 100% public on the assumption that these costs are not related to the operation of the berth/wharf for licence holders.
- 36 As per the Harbour committee decision for the 2024-2034 long term plan in November 2023 the interest and loan repayments on the projected loan draw down for the T-wharf replacement project have been split 30:70 (licence fee holder/public). The 30% comes to a total recovery that will be charged across licence holders of \$1,912. \$3.52 per unit
- 37 In addition, reserve funds (accumulated from surpluses) are also being used to fund the public portion of Riverton Harbour costs.

Table 2: Riverton Harbour 2026/27: Income, expenses and proposed cost allocations

		Budget	Budget	Allocated share 26/27			Allocation %		
		25/26	26/27	Endow Land	License Fee Holders	Public	Endow Land	Fee Holders	Public
Income									
11111	Rentals	(85,277)	(98,515)	(98,515)			100%		
11194	General Recoveries		(1,912)		(1,912)			100%	
11316	Licence Fee - Boat Park	(21,528)	(21,661)		(21,661)			100%	
19151	Internal - Interest on Reserve	(1,025)	(1,786)	(1,786)			100%		
Income Total		(107,830)	(123,874)	(100,301)	(23,573)	-			
Opex									
21216	Commission and Levies								
21218	Doubtful Debts								
21225	Term Loans - Interest Charge								
21311	Material Damage Insurance	4,422	4,383		2,192	2,192		50%	50%
21312	Public Liability Insurance	6,266	6,212		3,106	3,106		50%	50%

		Budget 25/26	Budget 26/27	Allocated share 26/27			Allocation %		
				Endow Land	License Fee Holders	Public	Endow Land	Fee Holders	Public
21836	Miscellaneous Grant	500	500		250	250		50%	50%
31211	Electricity	4,080	4,170		2,085	2,085		50%	50%
31518	Consultants								
31523	Legal Costs								
31527	Mowing	2,550		-			100%		
31528	Rates	1,031	600		300	300		50%	50%
31553	Monitoring	1,530	1,564		782	782		50%	50%
35214	Maint - General	6,180	9,382		4,691	4,691		50%	50%
35216	Maint - Lights	5,100	5,212		2,606	2,606		50%	50%
35229	Maint - Project					-			100%
36311	Refuse Collect - General	8,160	8,340		4,170	4,170		50%	50%
41113	Depn - Marine As	22,640	33,350		16,675	16,675		50%	50%
41118	Depn - Improvement	9,481	9,481		4,741	4,741		50%	50%
43317	Internal - Interest on Loans		4,820		1,446	3,374		30%	70%
43346	Internal - Work scheme service								
43366	Internal Rates expense	1,766	1,916		958	958		50%	50%
43393	Internal - CMT Maintenance	4,020	1,042		521	521		50%	50%
43395	Internal - CMT Mowing		2,606	2,606			100%		
Opex Total		77,726	93,578	2,606	44,522	46,450			
Capex									
67313	Marine Assets - Renewal	814,000	714,000						
Capex Total		814,000	714,000	-	-	-			
Funding Sources									
71532	Internal Loans - Princ	(814,000)	(714,000)						
71533	Internal Loans - Repaid		1,552		466	1,087		30%	70%
81107	Term Loans LGFA repayments								
81111	Term Loans - Principal								
87764	To-RVTN HARB General - RE	62,225	71,575						
87765	Ex-RVTN HARB General - RE	-							
89165	Ex - District Operations Reser								
89302	To - LGFA repayment RES								
99511	Add Back Non Cash Depn	(32,121)	(42,831)		(21,416)	(21,416)		50%	50%
Funding Sources Total		(783,896)	(683,704)	-	(20,950)	(20,329)			

- 38 Based on the proposed split of costs as shown above, the costs to be recovered via the annual wharf licence fee from berth holders totals \$21,661 (GST exclusive).
- 39 Based on a total wharf meterage of 625 metres, this equates to an annual wharf licence fee per metre of \$34.66 (\$39.86 GST inclusive) which is an increase of \$0.25 on the prior year as shown in paragraph 42, table 3.
- 40 In addition, staff are proposing to inflation adjust the Transfer Fee by 2.2% in 2026/27.

Table 3: Riverton Harbour: Proposed fees 2026/27

Riverton Harbour Fee	Current fee 2025/26 (Incl GST)	Proposed fee 2026/27 (Incl GST)	Change
Wharf License Fee (per metre)	\$39.61	\$39.86	\$0.25
Wharf License Fee Loan servicing share for wharf replacement (per metre)	\$0	\$3.52	\$3.52
Transfer fee (per unit)	\$179.68	\$183.63	\$3.95
<i>*Transfer fee (cost of transferring License Fee) increase based on current year fee + inflation of 2.2% (BERL Other LTP)</i>			

Table 4: Riverton Harbour: Proposed projects 2026/27

- 41 It is proposed to change the name of this project to Design and construct new wharf at L44 to properly reflect the new scope of works.

Code	Project Name Fulcrum	Budget	Funding Source
P-11225B	Riverton T Wharf Replacement - Demolition and construction	714,000	Loan

Table 5: Riverton Harbour: Current projects 2025/26

- 42 It is proposed to change the name of P-11225A to Upgrade to existing T-Wharf and P-11225B to Design and construct new wharf at L44 to properly reflect the new scope of works.

Code	Name	Status	Budget 2526	Carry forwards	Proposed changes	Revised Projection 2526	Funding Source
P-11225A	Riverton T Wharf Replacement - Design and consents	Procurement Underway	-	200,000		200,000	Reserves
P-11225B	Riverton T Wharf Replacement - Demolition and construction	Not Started	814,000		(714,000)	100,000	Loan
Total			814,000	200,000	(714,000)	300,000	

Table 6: Riverton Harbour: Loans

- 43 The table above details the loans expected to be drawn down in 2025/26 and 2026/27. In some cases planned loans as shown in the schedule may not be drawn down, for example if a decision is made to defer a project to a latter year or the project is able to be funded from a different source like grants or reserves. Please note the "interest cost" column in the schedule has been included to show the annual interest cost of each loan at the Council's assumed interest rate.

Loan description	Opening Balance 1/07/25	AP drawdown (25/26)	AP Changes (25/26)	Forecast Closing Balance 30/06/26	AP Principal Repay (26/27)	AP Drawdown (26/27)	Projected Closing Balance 30/06/27	Interest cost (26/27) 4.82%	Loan Finish Year
T Wharf Replacement	-	814,000	(714,000)	100,000	1,552	714,000	812,448	4,820	2056

Table 7: Riverton Harbour: Reserves

- 44 This table shows the changes in reserve balances forecast for the current financial year (2025/26), and Annual Plan 2026/27.

Reserve	Opening balance 1/7/25	AP Mvmt (25/26)	Changes (25/26)	Projected balance 30/6/26	AP Mvmt (26/27)	Projected balance 30/6/27
Riverton Harbour general	265,673	62,225	(200,000)	127,898	73,999	201,897

Significance assessment

- 45 The decision for the subcommittee to recommend fees is assessed as being of some importance under Council's Significance and Engagement Policy because:
- the proposed budget and fees continue the implementation of the overall direction, levels of service, and projects set in the LTP
 - the harbour budget and fees represent a very small portion of Council's overall expenditure, and no significant increases are proposed.

- 46 Given these factors, the matter does not materially affect Council's overall financial position or service delivery, but it is relevant to the subcommittee's responsibilities and therefore warrants some level of significance.
- 47 Community engagement will be limited to informing stakeholders of the proposed fees as part of the annual plan process. No additional statutory consultation is required because the changes are not considered material or significant under the LGA.

Category	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

- 48 As noted above, in preparing the budget information, staff have considered feedback provided by the subcommittee when developing the LTP and also in subsequent discussions on the Annual Plan 2025/26 and budget updates throughout the year.
- 49 At this stage staff have not undertaken any further work to understand community views around the proposed budgets given that these have been based on year three of the LTP which was adopted following public consultation.
- 50 With budgets still to be finalised, Council is yet to consider whether it will consult on the annual plan. Any decision to consult will be dependent on the significance of changes proposed from the LTP and any particular issues requiring feedback.
- 51 If Council decides to consult on the annual plan, there is an opportunity for any significant issues affecting local communities to be included in an annual plan consultation document which will be publicly available (likely during March/April 2026). If consultation is not required, Council will also consider what form of community engagement is required, if any.
- 52 As such, the subcommittee is asked to advise staff of any local issues/projects that they would like to be highlighted in the consultation material (should Council proceed with consultation) where they are wanting to encourage feedback from the local community or let the community know of any significant projects. The subcommittee, in conjunction with the communications team, may also want to undertake additional separate communications within their communities about the proposed programme of work for 2026/27.

Climate change considerations

- 53 While the decision to recommend local budgets and fees for the Annual Plan 2026/27 has no direct climate change considerations, the projects and activities funded through these budgets provide opportunities to reduce emissions and improve climate change resilience. This can be achieved through the design and location of any physical assets to be built or replaced by considering changing rainfall patterns and sea-level rise, and by seeking ways to reduce

greenhouse gas emissions in how work is carried out (e.g. moving away from fossil fuel use). At this stage, staff have not assessed the emissions impact of the harbour budget. However, as most expenditure relates to maintaining current levels of service, a significant increase in emissions is unlikely. Resilience to climate change is addressed during project scoping and design processes.

Risk and mitigations

- 54 Recommending local budgets and fees for the Annual Plan 2026/27 carries financial and operational risks, particularly if budgets are insufficient to fund actual costs. This may occur where projects are not fully scoped or priced, or where actual contract prices exceed estimates. This is considered to be a medium risk, one that is likely to occur but with minor consequences given that community board and the harbour activities collectively make up around 7% of Council's overall expenses. Council staff are currently reviewing and re-tendering contracts for gardening, toilet and office cleaning, and tree maintenance, which are due to be in place by 1 July 2026. These may result in actual costs differing from budgeted amounts. If this occurs, and depending on the size of any funding gap, the subcommittee may need to approve unbudgeted expenditure using short-term loan or reserve funding until the next budgeting review. The subcommittee may also need to reprioritise or defer non-essential projects, adjust service levels, or seek alternative funding sources. This risk can be mitigated through updated cost estimates and early communication with the subcommittee.
- 55 There is also low social (reputational) risk if the subcommittee make significant changes to projects from those originally forecast in the Long-Term Plan as the community has been consulted on that programme. This risk can be mitigated through clear communication with the wharf users and the local community about the reasons for any changes.

Next steps

- 56 Recommendations made through this budget process from all local community boards and subcommittees will be incorporated into the annual plan financial statements which are expected to be considered by Council in early 2026.

Attachments

There are no attachments for this report.