



Agenda

Riverton Harbour Subcommittee

23 March 2026, 9am

Southland District Council Riverton Office, 117 Palmerston Street,
Riverton



Chairperson
Members

Nic White
Ian Coard
Emma Gould
Muriel Johnstone
Hayley Nelson
Michael Weusten

Terms of Reference – 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 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 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 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>
<p>DELEGATIONS</p>	<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

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
4. The Riverton Harbour subcommittee shall be responsible for preparing an Asset Management Plan in and with the assistance of Council.
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:

Control of vessels

- (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)]
- (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)]
- (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]
- (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]
- (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]
- (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)]
- (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]
- (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]
- (i) to control as determined by the harbourmaster the place, times and manner of bringing vessels to or in

	<p>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> <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>
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- (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.

Mooring and anchoring

To enforce the General Harbour Regulations for harbours of New Zealand as may be applicable (1970 Bylaw No. 22).

Control

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].

Offences and penalties

- 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.
- (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.
- (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.

5.2 Power to recommend

The Riverton Harbour subcommittee will:

- (a) make recommendations to Environment Southland on matters of concern that pertain to Environment Southland's RMA functions
- (b) make recommendations to the Council or a relevant 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
- (d) recommend to Council the user charges and fees to fund the harbour activities.

1 Opening

The chair will open the meeting.

2 Apologies

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

3 Leave of absence

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

4 Conflict of interest

Councillors are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a councillor and any private or other external interest they might have.

5 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.

6 Confirmation of minutes

[Minutes](#) of the Riverton Harbour Subcommittee Meeting held on 11 December 2025.

7 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.

8 Reports

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8.1 Terms of reference review

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9 Closure

The chair will close the meeting.



Minutes

Riverton Harbour Subcommittee

11 December 2025, 9am

Southland District Council Riverton Office, 117 Palmerston Street,
Riverton

PRESENT

Members	Nic White Ian Coard Emma Gould Muriel Johnstone Hayley Nelson
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APOLOGIES

Councillor	Michael Weusten
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IN ATTENDANCE

Committee advisor	Rachael Poole
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1 Opening

The meeting was opened.

2 Apologies

Resolved

Moved Ian Coard/Nic White

To accept an apology for non attendance from Cr Michael Weusten.

Carried

Election of Chair

Committee advisor, Rachael Poole called for nominations for the Chair.

Nic White nominated Ian Coard, seconded Muriel Johnstone

No other nominations were received, Nic White was declared the Chair for this triennium.

3 Leave of absence

There were no requests for leave of absence.

4 Conflict of interest

There were no conflicts of interest declared.

5 Additional Agenda items

There were no additional agenda items.

7 Public participation

There was no public participation.

Reports

8.1 Delegations

Record No: R/25/11/57472

Report presented by manager property services, Kevin McNaught.

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

Resolved

Moved Chairperson White/Emma Gould

That the Riverton Harbour Subcommittee:

- a) notes the information contained in the report.

Carried

8.2 Financial report for the year ended 30 June 2025

Record No: R/25/11/57462

Report presented by finance business partner, Kelly Watt.

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.

Resolved

Moved Chairperson White/Ian Coard

That the Riverton Harbour Subcommittee:

- a) notes the information contained in the report.

Carried

8.3 Draft budgets and fees - Annual Plan 2026/2027

Record No: R/25/11/57302

Report presented by finance business partner, Kelly Watt.

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. The wharf license fee loan servicing was removed from the fees/charge description due to using reserves rather than a loan for the \$100,000 for project P-1125B.

Resolved

Moved Ian Coard/Hayley Nelson

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 (pleasure boat wharf) “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.

Carried

The meeting closed at 9.48am.

Confirmed on:

Signed:

Summary of reports

	Report Name	Purpose	Report Type	Significance	Page
8.1	Terms of reference review	To allow the Riverton Harbour Subcommittee to provide feedback on the draft terms of reference of the subcommittee.	Information	Administrative	15

Terms of reference review

Record no: R/26/3/103095
Author: Michal Gray, Democracy advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Information

Purpose

- 1 To allow the Riverton Harbour Subcommittee to provide feedback on the draft terms of reference of the subcommittee.

Staff recommendations

That the Riverton Harbour Subcommittee:

- a) notes the information contained in the report.
- b) provides any feedback on the draft terms of reference of the subcommittee.

Feedback

- 2 Feedback is being sought on the draft terms of reference that are attached to this report.

Context

- 3 The existing terms of reference of the subcommittee include various responsibilities under the Southland Regional Council Riverton Harbour Board Bylaws 1970 and 1972 (old bylaws) that have been replaced by the Southland Regional Council Navigation Safety Bylaws 2009, revised 2015 (current bylaws).
- 4 The old bylaws gave Council functions, powers and duties in respect of the Riverton Harbour, including the power to appoint a harbourmaster and enforce the bylaws. Council delegated these functions, powers and duties to the subcommittee in the terms of reference.
- 5 The current bylaws have removed the role of Council in respect of the Riverton Harbour. Under the current bylaws Environment Southland appoints a harbourmaster and enforcement officers, and Environment Southland are responsible for its enforcement.
- 6 The existing terms of reference include some delegations that are not consistent with the current bylaws, because they are powers that Council does not hold under the current bylaws.
- 7 Staff have reviewed the existing terms of reference and made changes to ensure it aligns with the current bylaws. Staff also propose changes to improve the readability and clarity and to ensure that the terms of reference reflects current practice.

Next steps

- 8 The draft terms of reference will be amended with any feedback from the subcommittee.
- 9 The Ōraka Aparima Community Board will be asked to provide feedback on the draft terms of reference.
- 10 Council will be asked to adopt the new terms of reference for the subcommittee.

Attachments

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

Terms of reference of the 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 Kohikohi 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 • the management and control of the landward portion of the Long Wharf 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 <p>(b) in accordance with the delegations listed below, the administration, management and control of all Riverton harbour endowment lands now vested in Council in consultation with and subject to approval by Council</p>
DELEGATIONS	<p>Power to act</p> <p>The Riverton Harbour Subcommittee is responsible for the following:</p> <p>1 The exercise of the following powers:</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 • to determine whether any vessel may be left on Council harbour endowment land

	<ul style="list-style-type: none"> • to determine that any particular area on Council harbour endowment land be a parking area for restricted periods • 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 • 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 Subcommittee 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 Subcommittee • to ensure as necessary that no person drives any vehicle over Council harbour endowment land at a speed greater than 20 kilometres per hour • 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. <ol style="list-style-type: none"> 2. 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 3. Preparing an annual budget in every financial year in consultation and with the assistance of Council 4. Assisting Council to prepare an Asset Management Plan 5. 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. <p>Recommendations, submissions and requests</p> <p>The Riverton Harbour Subcommittee have the power to:</p> <ol style="list-style-type: none"> (a) make recommendations to Council on recommendations/submissions to the Southland Regional Council in the creation or review of any relevant policy, procedure or bylaw that relate to the Riverton Harbour. (b) make recommendations to the Council or a relevant 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 (d) recommend to Council the user charges and fees to fund the harbour activities (e) make submissions to the Southland Regional Council in respect of all resource consent applications received by the Southland Regional Council that deal with matters involving the Riverton Harbour. (f) make a request to the Southland Regional Council for a temporary variation, speed uplift, or exemption from the application of the Southland Regional Council Navigation Safety Bylaw 2009 (or any replacement bylaw) for a specified area, activity, or event.
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	<p>Power to appoint harbour warden</p> <p>The Riverton Harbour subcommittee has the power to appoint a harbour warden to be the first point of contact for harbour related matters. The terms of any appointment must be within the roles and delegations of the subcommittee.</p>
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