



FINANCE AND CORPORATE COMMITTEE AGENDA

Wednesday, 1 May 2019 Commencing at 10:45AM
Council Chamber, Level 2 Philip Laing House
144 Rattray Street, Dunedin

Membership

Cr Doug Brown *(Chairperson)*
Cr Andrew Noone *(Deputy Chairperson)*
Cr Graeme Bell
Cr Michael Deaker
Cr Carmen Hope
Cr Trevor Kempton
Cr Michael Laws
Cr Ella Lawton
Cr Sam Neill
Cr Gretchen Robertson
Cr Bryan Scott
Cr Stephen Woodhead

Disclaimer

Please note that there is an embargo on agenda items until 48 hours prior to the meeting. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

For our future

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RECOMMENDATIONS FOR COUNCIL DECISION

Recommendations for Council Decision

10. Matters for Council Decision

10.1. General Manager's Report

Recommendation:

That the Finance and Corporate Committee:

[1] **Receives** this report;

[2] **Endorses** the March 2019 payments summarised and detailed in the payments schedule, totalling \$8,321,607.00; and,

[3] **Notes** that the lease for the Roxburgh Depot at 189 Scotland Street, Roxburgh will not be renewed.

1. APOLOGIES

2. LEAVE OF ABSENCE

Leaves of absence noted for Cr Kempton, Cr Noone and Cr Woodhead.

3. ATTENDANCE

4. CONFIRMATION OF AGENDA

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

5. CONFLICT OF INTEREST

Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

6. PUBLIC FORUM

No requests to address the Committee have been received.

7. PRESENTATIONS

No presentations are scheduled.

8. CONFIRMATION OF MINUTES

Recommendation

That the minutes of the (public portion of the) meeting held on 20 and 21 March 2019 be received and confirmed as a true and accurate record.

Attachments

1. Minutes Finance and Corporate Committee 20190320 **[8.1.1]**

9. ACTIONS

Status report on the resolutions of the Finance & Corporate Committee

11.2 Resourcing	31/01/2019	<i>That the Chief Executive provides a further report on staff location, operation, profile raising and technology to the next Finance and Corporate</i>	COMPLETE
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		<i>Committee meeting.</i>	
10.2 Port Ownership Review	20 March 2019	Amend Terms of Reference for Port Ownership Review to add: 8(d)(vi) Each ownership model should include consideration of the social and environmental implications to the ORC.	COMPLETE

10. MATTERS FOR COUNCIL DECISION

10.1. General Manager's Report

Prepared for: Finance and Corporate Committee
Report No. CS1890
Activity: Governance Report
Author: Nick Donnelly, General Manager Corporate Services
Endorsed by: Nick Donnelly, General Manager Corporate Services
Date: 16 April 2019

PURPOSE

[4] This report informs the Finance and Corporate Committee of significant financial and corporate activity and presents account payments to the Committee for endorsement.

RECOMMENDATION

That the Finance and Corporate Committee:

- 1) **Receives** this report;
- 2) **Endorses** the March 2019 payments summarised and detailed in the payments schedule, totalling \$8,321,607.00; and,
- 3) **Notes** that the lease for the Roxburgh Depot at 189 Scotland Street, Roxburgh will not be renewed.

ROXBURGH DEPOT LEASE

[5] Council maintains a small depot at 189 Scotland Street, Roxburgh. The lease on this site expired at the end of March 2019. The lease terms provided for an extension for an additional three years if Council wished to do so. Council has one staff member based at the site but has no strategic requirement to maintain a presence there as the area can be serviced from Alexandra and Cromwell.

[6] During renewal negotiations the landlord indicated their preference not to renew the lease. Council is agreeable to this request and is negotiating a short-term agreement to allow time to relocate to another suitable site in Roxburgh (if available) or relocate the staff member and base them out of the Alexandra office.

ACCOUNT PAYMENTS

- [7] Schedules of payments made are referred to the Finance and Corporate Committee for endorsement. The financial commitments and payment authorisation are made in accordance with Council's financial delegations and internal control procedures.

Payment Category	March 2019
Trade payments	7,459,009.68
Payroll	862,597.32
Total	8,321,607.00

ATTACHMENTS

Nil

11. MATTERS FOR NOTING

11.1. Public Transport Update

Prepared for:	Finance and Corporate Committee
Report No.	CS1889
Activity:	Transport: Public Passenger Transport Gerard Collings, Manager Transport
Author:	Julian Philips, Team Leader Public Transport Dunedin Stephen Patience, Senior Public Transport Officer - Queenstown
Endorsed by:	Gavin Palmer, General Manager Operations
Date:	16 April 2019

PURPOSE

[1] To update council on the following matters:

- Dunedin Central City Bus Hub
- Dunedin Network Performance
- Queenstown Network Performance
- Lake Hayes Estate service- Queenstown
- Relocation of Camp Street bus hub

RECOMMENDATION

That the Council:

- 1) **Receives** this report.

DUNEDIN CENTRAL CITY BUS HUB

- [2] The Dunedin Central City Bus Hub was launched at a media event on the 20th March. A staggered implementation of the services supported by the new electronic timetables and digital signage commenced on Thursday 21st March with the hub becoming fully operational on 28th March. A delay in the delivery of the Kiosk has meant that this will not become fully operational until May, this is unlikely to cause disruption to the operation of the Hub as the construction will occur within the Farmers carpark.
- [3] In addition to the driver training undertaken through the operators, phasing services in to the hub over seven days allowed time for drivers and passengers to become familiar with the bus hub and how to use it while it was less busy. In addition, other vehicle users and pedestrians had time to get used to the changes on the wider network and new bus turning movements in the city centre.
- [4] Bus operator's supervisors have been present in the hub to oversee operations during the first two weeks. While there have been minor teething issues, no major issues have been encountered. The minor issues are being resolved as the bus drivers increasingly

recognise the importance of their timing within the hub and of communicating delays to their supervisors.

- [5] We have not experienced any undue delays to buses at the intersections leading to and from the hub, this is a reflection of the close working relationship with the Dunedin City Council staff. Bus driver feedback regarding both the hub and the intersection changes has been positive.
- [6] Staff will continue to monitor the services closely over the coming months.

DUNEDIN NETWORK PERFORMANCE

- [7] Year to date revenue and patronage continues to rise compared to the previous period (July 18 to March 19), up 9% and 10% respectively for the 2018/19 financial year. This compares favourably to the 3% annual targeted growth for patronage. Refer to Appendix 1 for further detail.

QUEENSTOWN NETWORK PERFORMANCE

- [8] Year to date revenue and patronage continues to rise compared to the previous period (as above), up 18% and 88% respectively for the 2018/19 financial year. Year to date patronage is tracking at 111% of calendar year 2017, exceeding the annual plan target of 105% for the 2018/19 financial year. Refer to Appendix 1 for further detail.

LAKE HAYES ESTATE SERVICE – QUEENSTOWN

- [9] Lake Hayes residents have expressed an interest for a direct feeder service into Queenstown. Staff are currently working through a solution with the operator which we will be bringing back to this Committee at the next round. The proposed solution being investigated is to provide for an alternating service during the peak with every second service being a direct service into Queenstown. This will have the added advantage of providing additional capacity down the main corridor between Frankton and Queenstown during the peak period while maintain the integrity of the overall network.

RELOCATION OF CAMP STREET BUS HUB

- [10] Queenstown Lake District Council together with the New Zealand Transport Authority and ORC are progressing with the design for the requirements to relocate the bus hub currently in Camp Street to Stanley Street on State highway 6A (Figure 1). The relocation is intended to be in place until a final decision on the Queenstown Hub is made as part of the Queenstown Town Centre planning currently underway by QLDC. The relocation is to accommodate proposed work on the O’Connell’s mall which would have a significant impact on the operation of the Bus Hub were it to remain in its current location. The QLDC is working through the last stages of consultation before a detailed design is completed. The new location proposes to include the relocation of the existing ticketing Kiosk. It is not anticipated that there will be any impact to the operation of the services.

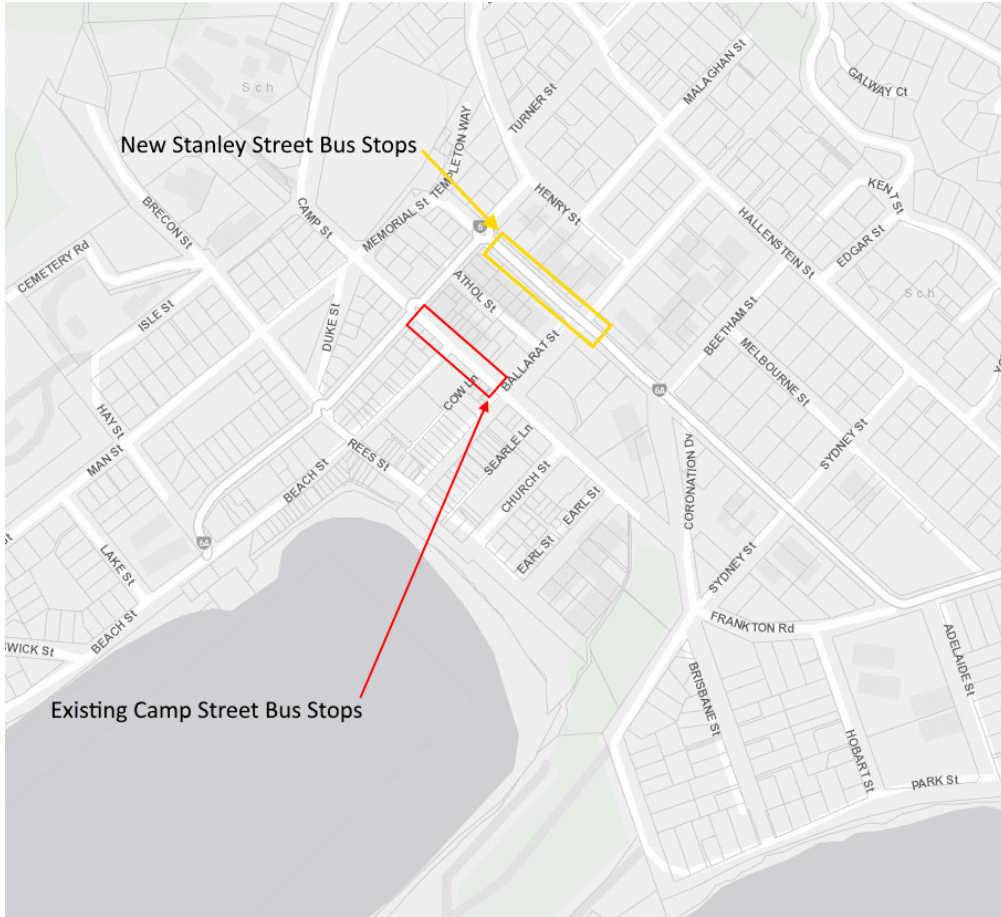


Figure 1. Queenstown Bus Hub

ATTACHMENTS

1. Dunedin and Wakatipu Transport Network Performance March 2019 **[11.1.1]**

11.2. Remuneration Authority Determination 2019/20

Prepared for:	Finance and Corporate Committee
Report No.	CS1891
Activity:	Governance Report
Author:	Nick Donnelly, General Manager Corporate Services
Endorsed by:	Nick Donnelly, General Manager Corporate Services
Date:	17 April 2019

PURPOSE

- [1] This paper outlines the process the Remuneration Authority will be undertaking in setting the Local Government Members (2019/20) (Local Authorities) Determination 2019 (the Determination) for local government elected members remuneration which will apply from 1 July 2019.

EXECUTIVE SUMMARY

- [2] The Remuneration Authority (the Authority) is currently undertaking its annual review of elected member's remuneration that will apply from 1 July 2019. This year the Determination will be in two parts:
- Part One will contain remuneration changes for all elected members from 1 July 2019 until the Local Body Elections (the Election) on 12 October 2019. This will be based on the current approach.
 - Part Two will contain remuneration for the Chairperson and set a pool for the remaining members of Council. A minimum base salary for Councillors will be set however it will be up to the incoming Council to allocate the pool. The entire pool must be fully allocated.
- [3] Last year the Authority completed a major review of elected members remuneration. As a result, each Council was resized, and the Authority signalled elected member remuneration would move from the current "partial pool" approach to a "full pool" approach post the Election.
- [4] Recent communication from the Authority has confirmed that approach will apply to the upcoming Determination and they have also requested Councils inform them of any proposed changes to their governance structure and/or positions of responsibility for the period from 1 July 2019 until the local government election on 12 October 2019.
- [5] Council has not made any changes to its governance structure and none are proposed for the period until the election therefore no submission to the Authority is required at this time. Following the Election, it will be up to the incoming Council to allocate the remuneration pool amongst the elected members.

RECOMMENDATION

That the Finance and Corporate Committee:

- 1) **Receives** this report.
- 2) **Notes** the process the Remuneration Authority is undertaking to issue a new determination for local government elected members remuneration effective from 1 July 2019.
- 3) **Confirms** that no changes to Council's governance structure and/or positions of responsibility are proposed for the period from 1 July 2019 until the local government election in October.

BACKGROUND

- [6] The Authority currently sets the Chairperson's salary and the base Councillor salary. An additional amount equivalent to two times the base Councillor salary is available as additional payments for positions of responsibility.
- [7] Council currently allocates additional payments for positions of responsibility to the Deputy Chairperson and Committee Chairs. These payments are determined on a factor of the base Councillor amount. The Deputy Chairperson currently receives an additional 40% and Committee Chairs an additional 15%.
- [8] Under the current partial pool allocation method, the payments for positions of responsibility do not fully allocate the pool available under the Authority determination. This under-allocation will continue in the period up until the Election.
- [9] Post the Election, the remuneration will be based on a total "full pool" amount. This amount must be fully allocated to the 11 Councillors excluding the Chairperson whose salary remains set via the Determination. It will be up to the Council to decide how it would like to allocate this total pool. The Determination will set a minimum amount that that base Councillor remuneration must not be set below but base remuneration can be higher than this amount if it fits within the pool.
- [10] The allocation proposed by the incoming Council will be forwarded to the Authority for consideration and assuming its acceptability will be included in an amended Determination.
- [11] The amended Determination will be backdated so that:
 - The new base Councillor salary proposed by Council and agreed by the Authority will take effect from the day after the official result of the Election is declared; and
 - Additional payments for positions of responsibility will take effect from the day after Council formally appoints those positions.
- [12] Further information on the Authority's review process can be obtained from their website via the following link:
<https://www.remauthority.govt.nz/assets/Uploads/REM/Determining-the-Remuneration-of-Local-Government-Elected-Members-Information-Paper.pdf>

REMUNERATION SUMMARY (2018/19 DETERMINATION)

- [13] The current Determination (2018/19) states the amount payable for Council's Chairperson, a base Councillor salary and additional payments for positions of responsibility being the Deputy Chairperson and Committee Chairs.
- [14] The total payment for positions of responsibility is capped at two times the base Councillor salary.
- [15] Remuneration set out in the current Determination for 2018/19 is as follows:

	No.	Factor	2018/19 Current
Chair	1		\$131,833
Deputy Chair	1	40%	\$69,700
Committee Chair	4	15%	\$57,254
RTC Chair	1	15%	\$57,254
Councillor	5		\$49,786
Total (excl Chair)			\$604,900
RA Pool			\$647,218
Unallocated			\$42,318

Notes:

- The factor is the additional duties uplift expressed as a percentage of the base councillor rate.
- The Chair amount is gross and includes the value of private use of a motor vehicle. If a vehicle is provided with full or partial private use an amount will be deducted as per the Determination.

ATTACHMENTS

Nil

12. NOTICES OF MOTION

No Notices of Motion have been noted.

13. RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- **1.1 Approval of minutes of the 20/21 March 2019 Public-Excluded Finance and Corporate Committee meeting.**
- **2.1 CS1894 Public Transport Meal Break Regulations**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>Item 8.1 Approval of minutes of the 20/21 March Public Excluded Finance and Corp Committee Meeting</i>	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i); and to maintain legal professional privilege, 7(2)(g).	Section 48(1)(a)
<i>Item 2.1 CS1895 Public Transport – Meal Break Regulations</i>	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h); To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i);	Section 48(1)(a)

This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above.

14. CLOSURE

