



## **AGENDA**

**FOR BUDGET AND FINANCE COMMITTEE MEETING TO BE HELD ON  
18 SEPTEMBER 2017 AT CONCLUSION OF POLICY AND PLANNING  
COMMITTEE**

**IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY**

### **MEMBERS**

Cr R Zahra (Chairman)  
Mayor G Aldridge  
Cr D Balaza  
Cr S Bedford  
Cr B Brug  
Cr D Bryant  
Cr C Buchanan  
Cr G Caruso  
Cr L Caruso  
Cr R Cook  
Cr E Gill (Deputy Chairman)  
Cr D Pilkington  
Cr D Proleta  
Cr S Reardon  
Cr G Reynolds  
Cr J Woodman  
Cr S White

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
General Manager City Infrastructure, Mr M van der Pennen  
General Manager Community Development, Ms P Webb  
Acting Manager Governance, Ms J Rowett  
Manager Communications and Customer Relations, Mr M Bennington  
Team Leader Corporate Communications, Mr C Treloar  
Governance Support Officer, Ms K Boyd

### **APOLOGIES**

An apology has been received from Cr D Bryant.

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**LEAVE OF ABSENCE**

Leave of absence for this meeting was previously granted to Cr R Cook.

**PRESENTATION OF MINUTES**

Presentation of the Minutes of the Budget and Finance Committee Meeting held on 21 August 2017.

**REPORTS**

*Administration*

6.0.1 Future Reports for the Budget and Finance Committee..... 9

**OTHER BUSINESS**

**CLOSE**



**MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON**

**21 AUGUST 2017**

**MEMBERS PRESENT**

Mayor G Aldridge  
Cr D Balaza  
Cr B Brug  
Cr D Bryant  
Cr C Buchanan  
Cr G Caruso  
Cr L Caruso  
Cr E Gill (Deputy Chairman)  
Cr D Pilkington  
Cr D Proleta  
Cr S Reardon  
Cr G Reynolds  
Cr J Woodman  
Cr S White

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
Acting General Manager City Infrastructure, Ms K Pepe  
General Manager Community Development, Ms P Webb  
Manager Governance, Ms T Norman  
Governance Support Officer, Ms K Boyd

The meeting commenced at 7:30 pm.

The Deputy Chairman welcomed the members, staff and the gallery to the meeting.

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**APOLOGIES**

Apologies were received from Cr R Zahra, Cr S Bedford and Cr R Cook.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr D Pilkington

Seconded Cr L Caruso

The Minutes of the Budget and Finance Committee Meeting held on 17 July 2017, be taken and read as confirmed.

**CARRIED**

**REPORTS**

*Administration*

**6.0.1 Future Reports for the Budget and Finance Committee**

Moved Cr L Caruso

Seconded Cr J Woodman

1. The information be received.

**CARRIED**

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## 6.0.2 Minutes of the Program Review Sub Committee meeting held on Monday 14 August 2017

### 6.0.2-PRSC1 Final Report Program Review for the Strategic Development Projects Division

Moved Cr D Pilkington

Seconded Cr D Proleta

1. The Strategic Development Projects Program Review report (provided as Attachment 1, Item No. PRSC1, Program Review Sub Committee, 14 August 2017), be received and noted.
2. The recommendations listed in paragraph 4.8 of this report (Item No. PRSC1, Program Review Sub Committee, 14 August 2017) outlined below be endorsed:
  - Recommendation 15: Develop a new projects website, hosted and maintained internally to promote past projects, current projects, future projects and success stories.
  - Recommendation 17: Continue the approach adopted at Boardwalk at Greentree but focus on an open EOI to the home building industry to identify opportunities for joint house and land products that meet the specific needs of the projects, with the inclusion of price point caps and simplified submission requirements.
  - Recommendation 18: Develop promotion material and a database to provide information on the future opportunities to the not for profit housing sector to identify potential partnerships for consideration on future projects.
  - Recommendation 28: A review of all Division staff contracts to align to the adopted work program should be undertaken and extensions considered as appropriate.
  - Recommendation 29: An additional 12 month contract position, anticipated at a level 7 (\$91-\$97k annual salary) be created in the Strategic Development Projects team. This role is to be focused around the project establishment, governance and Council reporting, filled either through an internal secondment or externally recruited contract position, to enable the committed work program to be delivered concurrent with the peak demand of work relating to the design and procurement of the Salisbury Community Hub project. Funding for the position for this financial year be met with an allocation from the wages and salaries provision with an appropriate offset through capitalisation into the relevant Strategic Development Projects.

3. The recommendations for administrative action itemised on page 6, 7 & 8 of Attachment 1, Item No. PRSC1, Program Review Sub Committee, 14 August 2017 be noted.
4. The Executive Group monitor the implementation of actions as required.

**CARRIED**

#### **6.0.2-PRSC2 Inspectorate Services Program Review Outcome**

Moved Cr D Pilkington

Seconded Cr D Proleta

1. The information be received.
2. The Healthy Environs Report – Program Review Inspectorate Services (as set out in Attachment 1, Item No. PRSC2, Program Review Sub Committee, 14/08/2017) be received and noted.
3. That the recommendations 6 and 9 and related Management responses as contained in Attachment 3 (Item No. PRSC2, Program Review Sub Committee, 14/08/2017) Inspectorate Services Program Review Recommendations be endorsed, and the Executive Group monitor the implementation of the actions, as required.
4. That the balance of the recommendations and Management responses as contained in Attachment 3 (Item No. PRSC2, Program Review Sub Committee, 14/08/2017) Inspectorate Services Program Review Recommendations be noted and the Executive Group monitor the implementation of the actions, as required.

**CARRIED**

#### *Finance*

##### **6.1.1 2016-2017 Carried Forward Funds**

Moved Cr D Pilkington

Seconded Cr G Reynolds

1. The information be received.
2. The 2017/18 budget be adjusted with \$16,790,600 funds carried forward to be applied as detailed in Schedule of Funds Carried Forward from 2016/17 to 2017/18 (Item No. 6.1.1, Budget and Finance Committee, 21/8/2017, Attachment 1).

**CARRIED**

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**OTHER BUSINESS**

Nil

The meeting closed at 7:34 pm.

CHAIRMAN.....

DATE.....





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<b>ITEM</b>	6.0.1
	<b>BUDGET AND FINANCE COMMITTEE</b>
<b>DATE</b>	18 September 2017
<b>HEADING</b>	Future Reports for the Budget and Finance Committee
<b>AUTHOR</b>	Joy Rowett, Governance Coordinator, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Budget and Finance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Report authors and General Managers.
- 2.2 External
  - 2.2.1 Nil.

### 3. REPORT

3.1 The following table outlines the reports to be presented to the Budget and Finance Committee as a result of a Council resolution:

Meeting Item	Heading and Resolution	Officer
29/04/2013 6.4.4	<p><b>Fees and Charges Report - Waste Transfer Station</b></p> <p>3. Subject to endorsement of the creation of the Program Review Sub Committee, the Program Review Sub Committee consider the cost structure and fee structure for residents/commercial vs. non-Salisbury residents/commercial accessing services at the Waste Transfer Station.</p> <p><b>Due:</b> September 2017  <b>Deferred to:</b> December 2017  <b>Reason:</b> Will be considered after the Waste Transfer Station Program Review outcomes are implemented.</p>	Sam Kenny
28/11/2016  6.0.2-PRSC2	<p><b>Program Review Update</b></p> <p>3. Following the conclusion of the current schedule of program review activity a report outlining the status of work undertaken by the Program Review Committee, including achievements, benefits and issues encountered through the course of the program review process be prepared.</p> <p><b>Due:</b> October 2017</p>	Charles Mansueto
24/04/2017 6.2.1	<p><b>Financial Indicators</b></p> <p>2. The Operating Ranges for Financial Sustainability Indicators be reviewed as part of considering future Long Term Financial Plan updates.</p> <p><b>Due:</b> October 2017</p>	Kate George
24/04/2017 6.8.1	<p><b>Project Budget Delegations</b></p> <p>4. The Project Budget Delegation be reviewed during the 2018/19 Budget process.</p> <p><b>Due:</b> April 2018</p>	Kate George
22/05/2017  6.0.2-PRSC2	<p><b>Future Considerations of Program Review</b></p> <p>2. That a further report be brought back prior to the conclusion of the current schedule of Program Reviews that incorporates the committee's feedback on options available to Council to assess ongoing program and service needs.</p> <p><b>Due:</b> September 2017  <b>Deferred to:</b> October 2017  <b>Reason:</b> PRSC September meeting was cancelled</p>	Charles Mansueto

**4. CONCLUSION / PROPOSAL**

- 4.1 Future reports for the Budget and Finance Committee have been reviewed and are presented to Council for noting.

**CO-ORDINATION**

Officer: EXEC GROUP GMCI GMBE  
Date: