



AGENDA

FOR BUDGET AND FINANCE COMMITTEE MEETING TO BE HELD ON 16 OCTOBER 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
Manager Communications and Customer Relations, Mr M Bennington
Team Leader Corporate Communications, Mr C Treloar
Manager Governance, Mr M Petrovski
Governance Coordinator, Ms J Rowett
PA to General Manager Community Development, Mrs B Hatswell

APOLOGIES

An apology has been received from Cr B Brug.

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 18 September 2017.

REPORTS

Administration

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October 2017 9

Finance

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OTHER BUSINESS

CONFIDENTIAL ITEMS**6.9.1 Action of Rate Accounts Outstanding under Section 184 of the Local Government Act 1999**

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. *Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect information related to the personal affairs of any person (living or dead) and proposed action by Council where the rates for a property have been outstanding for a period of not less than three years.*

*On that basis the public's interest is best served by not disclosing the **Action of Rate Accounts Outstanding under Section 184 of the Local Government Act 1999** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE



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

18 SEPTEMBER 2017

MEMBERS PRESENT

Cr R Zahra (Chairman)
Cr D Balaza
Cr S Bedford
Cr B Brug
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
Acting Manager Governance, Ms J Rowett
Manager Communications and Customer Relations, Mr M Bennington
Governance Support Officer, Ms K Boyd

The meeting commenced at 9:48 pm.

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

APOLOGIES

Apologies were received from Mayor G Aldridge and Cr D Bryant.

LEAVE OF ABSENCE

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

PRESENTATION OF MINUTES

Moved Cr D Pilkington
Seconded Cr G Caruso

The Minutes of the Budget and Finance Committee Meeting held on 21 August 2017, be taken and read as confirmed.

CARRIED

REPORTS

Administration

6.0.1 Future Reports for the Budget and Finance Committee

Moved Cr D Pilkington
Seconded Cr L Caruso

1. The information be received.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 9:49 pm.

CHAIRMAN.....

DATE.....

ITEM	6.0.1
	BUDGET AND FINANCE COMMITTEE
DATE	16 October 2017
HEADING	Future Reports for the Budget and Finance Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	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	Fees and Charges Report - Waste Transfer Station 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. Due: December 2017	Sam Kenny
28/11/2016 6.0.2-PRSC2	Program Review Update 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. Due: October 2017 Deferred: December 2017 Reason: Awaiting completion of the current schedule of program review activity.	Charles Mansueto
24/04/2017 6.2.1	Financial Indicators 2. The Operating Ranges for Financial Sustainability Indicators be reviewed as part of considering future Long Term Financial Plan updates. Due: October 2017 Deferred to: April 2018 Reason: Staff carry out this as part of the budget process, which will start with the EM weekend in February with endorsement of the Operating Ranges in March / April.	Kate George
24/04/2017 6.8.1	Project Budget Delegations 4. The Project Budget Delegation be reviewed during the 2018/19 Budget process. Due: April 2018	Kate George

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: 10/10/2017

ITEM	6.0.2
	BUDGET AND FINANCE COMMITTEE
HEADING	Minutes of the Program Review Sub Committee meeting held on Monday 9 October 2017
AUTHOR	Charles Mansueto, General Manager Business Excellence, Business Excellence
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The minutes and recommendations of the Program Review Sub Committee meeting held on Monday 9 October 2017 are presented for Budget and Finance Committee's consideration.

RECOMMENDATION

1. The information contained in the Program Review Sub Committee Minutes of the meeting held on 9 October 2017 be received and noted and that the following recommendations contained therein be adopted by Council:

PRSC1 Future Considerations of Program Review Sub Committee

1. That staff bring back a further report based on Part 6 of this report (PRSC 09/10/2017, PRSC1 Future Considerations of Program Review Committee), including options for a new name for the Sub Committee and membership details to include the Mayor and one Elected Member from each ward with the other Elected Member from each ward as proxy, together with draft Terms of Reference for further consideration.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minutes Program Review Sub Committee - 9 October 2017

CO-ORDINATION

Officer: GMBE
Date: 11/10/2017



**MINUTES OF PROGRAM REVIEW SUB COMMITTEE MEETING HELD IN
COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

9 OCTOBER 2017

MEMBERS PRESENT

Cr E Gill (Chairman)
Mayor G Aldridge (from 6:49pm)
Cr J Woodman (as proxy for Cr S Bedford)
Cr G Caruso
Cr L Caruso (Deputy Chairman)
Cr D Proleta
Cr R Zahra

OBSERVERS

Nil

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Manager Governance, Mr M Petrovski
Governance Coordinator, Ms J Rowett

The meeting commenced at 6:45pm

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

APOLOGIES

Apologies were received from Cr B Brug.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr R Zahra
Seconded Cr L Caruso

The Minutes of the Program Review Sub Committee Meeting held on 14 August 2017, be taken and read as confirmed.

CARRIED

Moved Cr R Zahra
Seconded Cr D Proleta

The Minutes of the Confidential Program Review Sub Committee Meeting held on 14 August 2017, be taken and read as confirmed.

CARRIED

MEETING SUSPENDED

Cr R Zahra moved that meeting procedures be suspended to enable discussion on the proposed Future Considerations of Program Review Sub Committee report.

Seconded Cr G Caruso

Formal meeting procedures were suspended at 6:48pm.

CARRIED

Formal meeting procedures were resumed at 7:14pm.

REPORTS

PRSC1 Future Considerations of Program Review Sub Committee

Moved Cr G Caruso
Seconded Cr D Proleta

1. That staff bring back a further report based on Part 6 of this report (PRSC 09/10/2017, PRSC1 Future Considerations of Program Review Committee), including options for a new name for the Sub Committee and membership details to include the Mayor and one Elected Member from each ward with the other Elected Member from each ward as proxy, together with draft Terms of Reference for further consideration.

CARRIED

OTHER BUSINESS

Nil

CLOSE

The meeting closed at 7:20pm.

CHAIRMAN.....

DATE.....

ITEM	6.1.1
	BUDGET AND FINANCE COMMITTEE
DATE	16 October 2017
HEADING	Budget Timetable 2018/19
AUTHOR	Kate George, Manager Financial Services, Business Excellence
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	To enable appropriate diary management the budget workshops and meetings are being planned now, and will be incorporated into the 2018 meeting schedule distributed to Council in November. This report details proposed meeting and workshop dates, and associated draft agendas required to ensure the 2018/19 Budget is adopted at the June 2018 Council meeting

RECOMMENDATION

1. Information be received.
2. Council endorse the timetable for the preparation and presentation of the 2018/19 budget, subject to adoption of meeting schedule by Council at the November Council meeting.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 To enable Elected members to plan for and prioritise budget meetings the proposed meeting and workshop schedule for the 2018/19 Budget process has been prepared.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 The proposed timetable has been discussed with the Executive Group.

3. REPORT

- 3.1 The 2018/19 budget planning process has commenced and it is anticipated that the formal adoption of the budget and declaration of rates for 2018/19 will occur at the June 2018 Council meeting. To ensure this timeframe is met a series of meetings with Council are required between March and June 2018.
- 3.2 The Elected Member Weekend Workshop has been timed for the end of February and will include a discussion of strategic direction, key projects, and long term

financial sustainability concepts and impacts. The information considered at the relevant sessions of this weekend workshop will help to inform the budget and the information that is presented to Council during the budget process. Further details on the structure and content of the Elected Member Weekend Workshop will be provided closer to the event.

- 3.3 A series of Council workshops and meetings are proposed between March and June. Public consultation of the Annual Plan and Budget is planned for May and feedback received will be reported to Council at the June meeting, with time set aside for any verbal representations. The dates of the meetings and workshops and the associated draft agendas are detailed in the table below:

Meeting Date	Meeting Time	Purpose
24 & 25 February 2018	(2 Day Residential) 9am-5pm Sat 9am-1pm Sun	Elected Member Weekend <ul style="list-style-type: none"> • Long Term Financial Plan Concepts and sustainability indicators • Strategic Initiatives
Wednesday 28 February 2018	First Budget Workshop 6.30pm - 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • Capital New Initiatives • PF&E New Initiatives
Wednesday 7 March 2018	Second Budget Workshop 6.30pm - 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • Recap Elected Member Residential Outcomes • Base Operating Budget • Operating New Initiatives • IT New Initiatives
Monday 19 March 2018	Budget and Finance Committee (at Conclusion of Policy and Planning)	<ul style="list-style-type: none"> • Business Units report on current year and overview of Budget 2017/18 • Update from first budget workshop • Budget Bids Report
Wednesday 28 March 2018	Third Budget Workshop 6.30pm - 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • Update on second workshop • Updated Consolidated Summary • Long Term Financial Plan
Wednesday 4 April 2018 (note limited working days prior due to Easter)	Fourth Budget Workshop <i>(if required)</i> 6.30pm – 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • If required to complete budget discussions prior to finalising the draft budget for public consultation
Tuesday 10 April 2018	Audit Committee 6.30pm	<ul style="list-style-type: none"> • S126(4)(AB) review of the draft annual plan
Monday 16 April 2018	Budget and Finance Committee (at Conclusion of Policy and Planning)	<ul style="list-style-type: none"> • Updated Consolidated Summary • Update on Budget Workshop Actions • Other Budget Refinements • Finalise Draft Budget • Draft Annual Plan and Budget
Monday 23 April 2018	Council Meeting 7:00pm	<ul style="list-style-type: none"> • Adoption of draft Annual Plan for consultation

Meeting Date	Meeting Time	Purpose
Monday 14 May 2018	Budget and Finance Committee (at Conclusion of Policy and Planning)	<ul style="list-style-type: none"> • Updated Consolidated Summary • Rating Updated • Update on any other outstanding items
Monday 4 June 2018*	Budget and Finance Committee	<ul style="list-style-type: none"> • Feedback from Public Consultation • Update Consolidated Summary • Rating Update • Final changes
Monday 25 June 2018	Council Meeting 7.00pm	<ul style="list-style-type: none"> • Formal Adoption of the Budget and Declaration of Rates for 2018/19

* June Budget and Finance Committee meeting brought forward

3.4 The timetable is generally consistent with the prior years with exceptions highlighted in the table above in **purple**, with details being:

- 3.4.1 Budget Bids being formally reported to the Budget and Finance Committee in March. This has been included to enable formal debate of bids earlier in the budget process based on feedback from Elected Members.
- 3.4.2 The Draft Annual Plan will be formally reviewed by the Audit Committee as required by *S126(4)(ab) of the Local Government Act 1999*, with a General Business Item to Council to adopt the Draft Annual Plan for public consultation. This is an enhancement to the previous process where the Annual Plan was provided to the Audit Committee separate to their formal agenda.
- 3.4.3 Feedback from the Audit Committee will be noted in the 16 April 2017 Budget & Finance report.

4. CONCLUSION / PROPOSAL

- 4.1 The proposed budget meeting and workshop dates are provided for consideration and, following endorsement, will be reported to Council and included with the 2018 Meeting Schedule that will be distributed to Council later in the year.
- 4.2 The timing of these meetings is required to ensure smooth passage of the budget to enable its endorsement at the June 2018 Council meeting.

CO-ORDINATION

Officer: Executive Group
Date: 09/10/2017