



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

20 NOVEMBER 2017

MEMBERS PRESENT

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

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 Communications and Customer Relations, Mr M Bennington
Manager Governance, Mr M Petrovski
Governance Coordinator, Ms J Rowett
Governance Support Officer, Ms K Boyd

The meeting commenced at 6:57pm.

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

APOLOGIES

Apologies were received from Mayor G Aldridge, Cr C Buchanan, Cr G Caruso and Cr S Reardon.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr D Pilkington
Seconded Cr E Gill

The Minutes of the Budget and Finance Committee Meeting held on 16 October 2017, be taken and read as confirmed.

CARRIED

Moved Cr L Caruso
Seconded Cr D Pilkington

The Minutes of the Confidential Budget and Finance Committee Meeting held on 16 October 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 R Cook

1. The information be received.

CARRIED

6.0.2 Building Upgrade Agreements

Moved Cr G Reynolds
Seconded Cr L Caruso

1. That the information be received.

CARRIED

6.0.3 Minutes of the Program Review Sub Committee meeting held on Monday 13 November 2017

6.0.3-PRSC1 CEO and Governance Program Review - Final Report

Moved Cr D Pilkington
 Seconded Cr S White

1. The CEO and Governance Program Review report be received and noted.
2. The Manager Governance undertakes to achieve full compliance in those areas identified in the recommendations of the Legislative Compliance Audit at the earliest opportunity.
3. The Chief Executive work with the Manager Governance to identify further opportunities to improve and strengthen Council’s governance processes, but in particular take action to:
 - a. Implement the proposed changes to the Code of Conduct for Council Members - Dealing with Complaints Procedure as contained in Attachment 4 to this report.
 - b. Present to an Informal Strategy session the proposed examples of new Council and Committee report templates before proceeding with implementation.
 - c. A new contract resource with appropriate skills be appointed to the Governance Division to assist in the further development of the corporate governance function and an expanded audit and risk management capability.
 - d. Develop a program of Elected Member training, and source appropriate training provision options for putting to the Elected Members to determine level of interest for each training subject.
 - e. Staff bring back an implementation plan to transition to the delivery of digital agendas and minutes for Elected Members and staff.
4. Funding and headcount for the new contract position as noted in recommendation 3(c) will be from existing budgets.

CARRIED

Further Motion

6.0.3 PRSC1 – CEO and Governance Program Review - Final Report

Moved Cr J Woodman
Seconded Cr E Gill

That Council trial the use of legal resources for a period of 3 months to assist in the training and support for Elected Members and staff in the conduct of a Council meeting and report the outcomes of the trial to Council at the Elected Member Annual workshop.

With leave of the meeting and consent of the seconder Cr J Woodman VARIED the MOTION as follows:

That Council trial the use of legal resources for a period of 3 months to assist in the training and support for Elected Members and staff in the conduct of a Council meeting and report the outcomes of the trial to Council at the Elected Member Annual workshop in February 2018.

CARRIED

*A **DIVISION** was requested by Cr L Caruso and the following members responded to the Mayor's call as having voted in favour of the **MOTION**:*

Crs D Bryant, L Caruso, R Cook, E Gill, D Proleta, G Reynolds, S White and J Woodman

*The following members responded to the Mayor's call as having voted against the **MOTION**:*

Crs R Zahra, D Balaza, S Bedford, B Brug and D Pilkington

*The Chairman declared the **MOTION** was **CARRIED***

Finance

6.1.1 Council Finance Report - October 2017

Moved Cr J Woodman
Seconded Cr S Bedford

1. The information be received.

CARRIED

Budget Review

6.5.1 First Quarter Budget Review 2017/18

Moved Cr S White
 Seconded Cr R Cook

1. The budget variances identified in this review and contained in the Budget Variation Summary (Appendix 1) be endorsed and net operating \$1,010,980 be credited, net capital \$241,600 be debited to the Sundry Project Fund. This will bring the balance to \$1,252,580.
2. Funds be allocated for the following **non-discretionary** net bids:

OPERATING

- Australia Day Celebrations January 2018 \$ 35,000
- Salisbury Secret Garden 2018 \$ 45,000

CAPITAL

- Construction of New Public Road – Mallee Road \$ 69,100
- Tree Screen Renewal Program – Bardsley Avenue \$ 70,000
- Replacement of an Expander Slasher \$ 30,000
- Public Lighting Program \$ 70,000
- Mawson Lakes Fitness Loop \$ 30,000
- Traffic Management Device Program \$ 75,000
- Fairbanks Reserve/Byron Bay Traffic \$ 20,000

TOTAL \$ 444,100

(NB: If parts 1 & 2 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to \$808,480.)

3. Funds be allocated for the following **discretionary** net bids:

OPERATING

- Digital Strategy Consultancy \$ 12,000
- Dogs and Cats Management Levy \$ 163,000
- Costs associated with Reduction of Floorspace at Polaris Business \$ 36,000

CAPITAL

- Stormwater Management Plan \$ 70,000

TOTAL \$ 281,000

(NB: If parts 1,2 & 3 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to \$527,480.)

4. Council approve the following transfers:
 - a. Transfer of \$17,600 income and \$123,000 expenditure operating budgets from Field Services to Inspectorial Services as a result of an operational review undertaken that determined this function should be managed out of Inspectorial Services.
 - b. Transfer of \$69,450 Social Planning budget from Community Planning and Vitality to Community Development Administration as per divisional restructure.
 - c. Transfer of \$49,140 Wages and Salaries from within Salisbury Memorial Park and Business Support to Recreation Contract Management and Sports Development for the revised allocation of the Project Support Officer.
 - d. Transfer of \$20,500 consultancy budget from Business Excellence Administration to Computing for TechnologyOne Financials Upgrade.
 - e. Transfer of \$53,220 Wages and Salaries to contractual services \$50,000 and materials \$3,220 within Native Landscapes as per services review.
5. Investments / Borrowings be varied to reflect the bids and transfers endorsed by Council detailed in parts 1 to 5 of this resolution.

(NB: If parts 1 to 5 of this resolution are moved as recommended investments in 2017/18 will increase by \$527,480.)

CARRIED

OTHER BUSINESS

6.8.1 Financial Policy Review (Not Treasury or Fixed Assets)

Moved Cr D Pilkington
Seconded Cr R Cook

1. The Open Space Reserve Fund Policy as set out in attachment 1 to this report (Item No.6.8.1, Budget and Finance Committee, 20/11/2017) be endorsed.
2. The Business Unit Surplus Policy as set out in attachment 2 to this report (Item No.6.8.1, Budget and Finance Committee, 20/11/2017) be endorsed.
3. That 2017/18 financial results incorporate the transfer of the 2016/17 Salisbury Water Business Unit deficit of \$895,868 from the general surplus to the Salisbury Water Business Unit Reserve.

CARRIED

B&F-QWON1

Cr G Reynolds asked a question in relation to how many formal applications for funding have been received for Christmas Carol Events this year and how many have we supported?

The Question was taken on Notice

The meeting closed at 7:32pm.

CHAIRMAN.....

DATE.....