



AGENDA

**FOR BUDGET AND FINANCE COMMITTEE MEETING TO BE HELD ON
11 DECEMBER 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 S White
Cr J Woodman

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 Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Budget and Finance Committee Meeting held on 20 November 2017.

REPORTS

Administration

6.0.1 Future Reports for the Budget and Finance Committee..... 13

OTHER BUSINESS

CLOSE



**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.)

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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 7:32 pm.

CHAIRMAN.....

DATE.....

ITEM	6.0.1
	BUDGET AND FINANCE COMMITTEE
DATE	11 December 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	<p>Fees and Charges Report – Waste Transfer Station</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. December 2017</p> <p>Due: March 2018</p> <p>Deferred to: Will be considered after the Waste Transfer Station Program Review outcomes are implemented.</p>	Mark Purdie
28/11/2016 6.0.2-PRSC2	<p>Program Review Update</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>Due: February 2018</p>	Charles Mansueto
24/04/2017 6.2.1	<p>Financial Indicators</p> <p>2. The Operating Ranges for Financial Sustainability Indicators be reviewed as part of considering future Long Term Financial Plan updates.</p> <p>Due: April 2018</p>	Kate George
24/04/2017 6.8.1	<p>Project Budget Delegations</p> <p>4. The Project Budget Delegation be reviewed during the 2018/19 Budget process.</p> <p>Due: April 2018</p>	Kate George
23/10/2017 6.0.1-PRSC1	<p>Future Considerations of Program Review Sub Committee</p> <p>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.</p> <p>Due: January 2018</p> <p>Deferred to: February 2018</p> <p>Reason: The next meeting of the sub committee will be in February.</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	GMBE
Date:	04/12/2017	30/11/2017