



**MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING HELD IN LITTLE
PARA CONFERENCE ROOMS, 34 CHURCH STREET, SALISBURY ON
17 AUGUST 2020**

MEMBERS PRESENT

Cr B Brug (Chairman)
Mayor G Aldridge
Cr M Blackmore
Cr C Buchanan
Cr A Duncan
Cr K Grenfell
Cr N Henningsen
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr J Woodman

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 J Devine
General Manager Community and Org. Development, Ms G Page
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.41 pm.

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

APOLOGIES

An apology was received from Cr L Braun.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Cr J Woodman

The Minutes of the Budget and Finance Committee Meeting held on 20 July 2020, be taken and read as confirmed.

CARRIED

REPORTS

Administration

6.0.1 Future Reports for the Budget and Finance Committee

Moved Cr N Henningsen
Seconded Cr D Proleta

1. The information be received.

CARRIED

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 10 August 2020

Moved Cr K Grenfell
Seconded Mayor G Aldridge

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 10 August 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

CARRIED

6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee

Moved Cr K Grenfell
Seconded Mayor G Aldridge

1. The information be received.

CARRIED

6.0.2-IBDSC2 Community Requests - Response Dashboard

Moved Cr K Grenfell
Seconded Mayor G Aldridge

1. The information be received.

CARRIED

6.0.2-IBDSC3 City of Salisbury Calendar of Events and Exhibitions Review

Moved Cr K Grenfell
Seconded Mayor G Aldridge

1. That the report be noted.
2. The Proposed 3 Year Exhibition & Events Calendar as provided by staff in this report (IBDSC10/08/2020, Item IBDSC3) be endorsed subject to the following changes:
 - a. Secret Garden – Option C with the variation that the Friday night event is a City of Salisbury Community Recognition event and the Administration is requested to provide a further report with a proposed list of community groups to be invited.
 - b. Writers Festival – Option A
 - c. Salisbury Community Achievement Awards to be incorporated into the Australia Day Awards Program, and a further report to be provided with advice on a potential award category, if required.
 - d. Salisbury Plays to include the opening of Fairbanks Reserve in line with the proposed construction schedule.
3. Council endorse the introduction and staging of a brand new (nature play style) activity, “The Discover Salisbury Challenge” in December 2020, to kick off school holiday activations, whilst still enabling the appropriate management of social distance requirements, anticipating that they are still in place at the time.

CARRIED

Finance

6.1.1 2019-2020 Carried Forward Funds and Budget Adjustments

Moved Cr N Henningsen
Seconded Cr S Ouk

1. The information be received.
2. The 2020/21 budget be increased with \$18,594,873 funds carried forward to be applied as detailed in Schedule of Funds Carried Forward from 2019/2020 to 2020/21 in Attachment 1 to this report (Item No. 6.1.1, Budget and Finance Committee, 17/8/2020).
3. The 2019/2020 project expenditure budgets be reduced to reflect returned funds of \$3,846,200, as per Schedule of Funds Returned to Council 2019/2020 in Attachment 2 to this report (Item No. 6.1.1, Budget and Finance Committee, 17/8/2020).

4. The 2019/2020 project expenditure budgets be increased to reflect additional actual expenditure of \$3,096,200, as per Schedule of Budget Adjustments 2019/2020 in Attachment 3 to this report (Item No. 6.1.1, Budget and Finance Committee, 17/8/2020).

Transport	
PR22515 Transportation Planning Program	\$91,700
PR20548 Bridge Program	\$76,500
PR22852 Bus Shelter Renewal and Improvement Program	\$71,700
PR21291 Project Support Overhead	\$2,142,100
Transport – Other (per attached)	\$85,600
Total Transport	\$2,467,600

Drainage & Waterways	
PR22512 Drainage & Waterways Planning Program	\$12,200
Drainage & Waterways – Other (per attached)	\$1,700
Total Drainage & Waterways	\$13,900

Property & Buildings	
PR24209 Pratt Avenue Land Acquisitions	\$96,100
PR22518 Property & Buildings Planning Program	\$51,700
Property & Buildings – Other (per attached) <i>(Note: being \$16,500 capital and \$7,700 operating)</i>	\$24,200
Total Property & Buildings	\$172,000

Parks & Streetscape	
PR25140 Parks & Streetscape Planning Program	\$33,800
PR17040 Irrigation Renewal Program	\$29,800
Total Parks & Streetscape	\$63,600

Salisbury Water	
PR20874 Salisbury Water Asset Renewal (pump failures)	\$119,900
Salisbury Water – Other (per attached)	\$65,300
Total Salisbury Water	\$185,200

Strategic Projects – Salisbury Community Hub	
PR22256 Salisbury Community Hub Land Acquisition	\$3,000
Total Strategic Projects - SCH	\$3,000

5. The 2019/2020 project over expenditures be offset within the respective 2020/21 program budget allocations:

Transport	
PR12000 Road Reseal / Reconstruction Program	\$413,000
PR25231 Diment Road	\$42,700
PR21412 Road Reseal Kerb Ramps	\$20,700
PR17754 Sportsfield Lighting	\$5,400
Total Transport	\$481,800

Strategic Projects - Other	
PR30070 Burton Hub	\$2,200
Total Strategic Projects – Other	\$2,200

6. To balance completed programs and projects, and appropriately align budgets for carry forward purposes Council approves the following 2019/2020 Budget Transfers:

Transport

- From within PR12000 Road Reseal / Reconstruction Program transfer \$299,300 operating to capital, and From PR14498 within the Footpath Program transfer \$10,600 operating to capital.
- From within PR30012 SAPN LED Upgrades transfer \$7,700 capital to operating.

Drainage & Waterways

- From within PR16999 within the Local Flooding Program transfer \$52,100 operating to capital.

Strategic Projects - Other

- From within PR25441 John Street Improvement transfer \$2,000 capital to operating.

Strategic Project – Salisbury Community Hub

- From with PR22256 SCH Land Acquisition transfer \$35,000 operating to capital.

7. Council approve the following budget 2019/2020 adjustments associated with successful grant funding applications, and associated budget adjustments to 2020/21:-

Transport

- City Wide Trails PR17190 – creation of income and expenditure budgets of \$500,000 in the 2019/2020 financial year, and the carry forward of the \$500,000 expenditure budget in addition to the carry forwards detailed in Recommendation Part 2. Also remove the income and expenditure budgets of \$535,000 from the 2020/21 financial year.
- Major Traffic Program PR13725 - creation of income and expenditure budgets of \$575,000 in the 2019/2020 financial year, and the carry forward of the \$575,000 expenditure budget in addition to the carry forwards detailed in Recommendation Part 2, noting Resolution 0326/2019 resulting from Works and Service agenda November 2019.

Parks & Streetscapes

- Native forests PR25670 – creation of income and expenditure budgets of \$200,000 in the 2019/2020 financial year, and the carry forward of the \$200,000 expenditure budget in addition to the carry forwards detailed in Recommendation Part 2. Also remove the income and expenditure budgets of \$200,000 from the 2020/2021 financial year.
- Para Hill Community Garden PR25962 – creation of income and expenditure budgets of \$7,500 in the 2019/2020 financial year, and the carry forward of the \$7,500 expenditure budget in addition to the carry forwards detailed in Recommendation Part 2.

PF&E

- Disability Access Ablutions Transportable PR25543 - creation of income and expenditure budgets of \$124,594 in the 2019/2020 financial year, and the carry forward of the \$124,594 expenditure budget into 2020/21 in addition to the carry forwards detailed in Recommendation Part 2.
8. Council approve the creation of a project operating income budget for PR17205 Watercourse Seed Sales \$8,200 to match funds received from sales during the year.

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9. Council approve the following budget adjustments associated with unsuccessful grant funding applications:

Parks & Streetscapes

- PR30058 Patterson Court Paralowie Inclusive Play, 2019/2020 unsuccessful grant funding of \$235,000 requiring the removal of income budget noting that Council has allocated funds of \$235,000 (Works and Services Item 2.6.1 “November Capital Works Report” and associated Council Resolution 0363/2019), with the expenditure budget of \$235,000 to be carried forward in addition to carry forwards detailed in Recommendation Part 2 of this item.
 - PR23484 Prettejohn Gully Autism Friendly Space, unsuccessful grant funding resulting in \$225,225 requiring the removal of income and expenditure budgets (Works and Services, Resolutions 0247/2019).
10. Transfer from the PR25000 Salisbury Community Hub (professional fees) \$130,855 to PR25232 Operational Readiness project and within Operational Readiness to align budgets with expenditures.
11. Council approve a budget allocation of \$266k for PR25145 Lease to Buy Laptop/ PC’s, in accordance with Resolution 2612/2018, as detailed in paragraph 3.11 Budget Adjustments table.
12. Business Transformation funds of \$397,320 which is included in the operating carry forward be allocated as follows:
- Transfer \$37,000 from transformation funds operating to capital to enable purchase of security officer vehicle noting the security officer substantive position is funded from transformation funds in 2020/21 onwards
 - Transfer \$4,660 from transformation funds to consulting funds within Community Experience and Relationships to develop Hub Virtual Tour
 - Transfer \$26,000 for Customer Experience Platform for a 1 year trial
 - Transfer \$50,000 for change management associated with Office365
 - Transfer \$279,660 from transformation funds to Data Analytics
13. Utilising the carried forward special distribution funds contained within Part 2 of this recommendation, transfer \$58,000 from Risk and Governance consulting funds and \$52,800 from OH&S consulting funds, and convert into Salary and Wages and Oncosts within Risk and Governance in the 2020/21 financial year to deliver the Council Ready Program.

14. The following adjustments to the 2020/21 revised budget be transacted, and reflected in the sundry project fund which will be reviewed again by Council on consideration of the First Quarter Budget Review:

- Elected Member Training \$1,100 increase to reflect CPI and in accordance with Council resolution
- Digital Literacy program funds \$4,000 increase to reflect appropriately the base operating budget for 2020/21
- JP services expenditure \$500 increase to reflect appropriately the base operating budget for 2020/21
- Mawson Centre increase activity income \$3,000 and program expenditure \$4,000 to correct the base operating budget for 2020/21
- Para Hills Community Hub program funds of \$5,000 which were not included in the 2020/21 base operating budget

CARRIED

6.1.2 Treasury Report for Year Ended 30 June 2020

Moved Mayor G Aldridge
Seconded Cr J Woodman

1. Information be received.

CARRIED

OTHER BUSINESS

Nil

CONFIDENTIAL ITEMS

6.9.1 Strategic Projects

Moved Cr M Blackmore
Seconded Cr K Grenfell

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) 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 could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
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 this matter at this time will protect commercially sensitive information, the disclosure of which may confer an advantage on a third party or jeopardise the commercial position of Council.*

*On that basis the public's interest is best served by not disclosing the **Strategic Projects** 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.*

CARRIED

The meeting moved into confidence at 6.46 pm.

The meeting moved out of confidence and closed at 6.52 pm.

CHAIRMAN.....

DATE.....