



AGENDA

FOR BUDGET AND FINANCE COMMITTEE MEETING TO BE HELD ON 10 DECEMBER 2018 AT CONCLUSION OF POLICY AND PLANNING COMMITTEE IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Cr B Brug (Chairman)
Mayor G Aldridge
Cr M Blackmore
Cr L Braun
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

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
Acting General Manager Business Excellence, Ms G Page
Acting General Manager City Development, Mr G Ratsch
General Manager Community Development, Ms P Webb
General Manager City Infrastructure, Mr J Devine
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

APOLOGIES

An apology has been received from Cr S Ouk.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Budget and Finance Committee Meeting held on 15 October 2018.

REPORTS

Administration

6.0.1 Appointment of Deputy Chair - Budget and Finance Committee..... 9

6.0.2 Future Reports for the Budget and Finance Committee..... 11

6.0.3 Membership of the Innovation and Business Development Sub Committee..... 13

OTHER BUSINESS

CONFIDENTIAL ITEMS**6.9.1 Action of Rate Assessment for Postponement of Payment under Section 182 of the Local Government Act**

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 this item at this time will protect financial and personal information in relation to the applicants' circumstances.*

*On that basis the public's interest is best served by not disclosing the **Action of Rate Assessment for Postponement of Payment under Section 182 of the Local Government Act** 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**

15 OCTOBER 2018

MEMBERS PRESENT

Cr R Zahra (Chairman)
Mayor G Aldridge
Cr D Balaza
Cr S Bedford
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

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager Community Development, Ms P Webb
Acting General Manager City Infrastructure, Mr D Roy
Manager Governance, Mr M Petrovski
Manager Communications and Customer Relations, Mr M Bennington
Governance Support Officer, Ms K Boyd

The meeting commenced at 6:36 pm.

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

APOLOGIES

Apologies were received from Cr B Brug, Cr D Bryant, Cr C Buchanan, Cr R Cook and Cr S White.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr D Pilkington
Seconded Cr G Caruso

The Minutes of the Budget and Finance Committee Meeting held on 17 September 2018, be taken and read as confirmed.

CARRIED

Moved Cr L Caruso
Seconded Cr G Caruso

The Minutes of the Confidential Budget and Finance Committee Meeting held on 17 September 2018, 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

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 8 October 2018

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

Moved Cr D Pilkington
Seconded Cr G Caruso

1. The information be received.

CARRIED

6.0.2-IBDSC2 Strategic Procurement - Progress Update

Cr D Balaza declared a perceived conflict of interest on the basis of his employment. Cr Balaza managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr D Pilkington
Seconded Cr G Caruso

1. Receive and note the report.

CARRIED

Finance

6.1.1 Council Finance Report - September 2018

Moved Mayor G Aldridge
Seconded Cr L Caruso

1. The information be received.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 6:38 pm.

CHAIRMAN.....

DATE.....

ITEM	6.0.1
	BUDGET AND FINANCE COMMITTEE
DATE	10 December 2018
PREV REFS	
HEADING	Appointment of Deputy Chair - Budget and Finance Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report provides information with respect to the appointment and role of Deputy Chair. In accordance with resolution of Council and the Terms of Reference of the Budget and Finance Committee, an appointment is required to be made.

RECOMMENDATION

1. Cr _____ be appointed as Deputy Chairman of the Budget and Finance Committee for a two year term.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At the November 2018 Council meeting it was resolved (Resolution Number 0008/2018):

1. *Membership of the Budget and Finance Committee comprise all members of Council.*
2. *Cr Beau Brug be appointed as Chairman of the Budget and Finance Committee for a two year term.*
3. *The Budget and Finance Committee appoint a Deputy Chairman for a two year term at its first meeting.*

2. REPORT

2.1 The Terms of Reference for the Budget and Finance Committee provides for the appointment of the Deputy Chairman at the first meeting of the Committee. The appointment is for a period of two years in accordance with Council's resolution, after which time the Committee will make a new 2 year appointment

2.2 The Deputy Chairman acts in the role of Chairman in their absence.

3. CONCLUSION / PROPOSAL

- 3.1 In accordance with Council's resolution (Resolution Number 0008/2018, Item No 6.5, Council 26 November 2018) and the Terms of Reference for the Budget and Finance Committee, the Committee is now asked to consider the position of Deputy Chairman and determine who should fulfil this role for the coming 2 years.

CO-ORDINATION

Officer: Executive Group
Date: 04/12/2018

ITEM	6.0.2
	BUDGET AND FINANCE COMMITTEE
DATE	10 December 2018
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
23/04/2018 6.2.1 (16/04/18)	Financial Sustainability Indicators 3. A report be brought back for the 2019/20 budget on changing the operating surplus ratio to a fixed dollar from a percentage ratio.	Kate George
Due:	April 2019	

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
Date: 04/12/2018

ITEM 6.0.3

BUDGET AND FINANCE COMMITTEE

DATE 10 December 2018

PREV REFS

HEADING Membership of the Innovation and Business Development Sub Committee

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

CITY PLAN LINKS

- 4.3 To deliver sustainable, creative and innovative solutions that enable excellent operations and service delivery
- 4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
- 4.6 To provide our customers with excellent service that meets their needs

SUMMARY This report provides information with respect to the membership of the Innovation and Business Development Sub Committee and seeks Council endorsement of that membership.

RECOMMENDATION

1. The Membership of the Innovation and Business Development Sub Committee comprise:
Cr K Grenfell (Chairperson (Chairperson as resolved by Council 26/11/18))
Cr _____
Cr _____
Cr _____
Cr _____
Cr _____
Cr _____
2. The alternate Ward Councillor is appointed as a Deputy Member to the Innovation and Business Development Sub Committee, and in the absence of the appointed member will act as a full member of the Innovation and Business Development Sub Committee.
3. The Mayor be appointed as an ex-officio member of the Innovation and Business Development Sub Committee.

ATTACHMENTS

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

1. Terms of Reference - Innovation & Business Development Sub Committee

1. BACKGROUND

- 1.1 The Innovation and Business Development Sub Committee was originally established in February 2018 to replace the Program Review Sub Committee (2322/2018, Item 6.0.2 – PRSC1, Council 26/02/2018).
- 1.2 At the November 2018 Council meeting it was resolved (Resolution Number 0016/2018) that the Innovation and Business Development Sub Committee be established in accordance with the Terms of Reference and that it report to the Budget and Finance Committee.
- 1.3 Also at that meeting, Council further resolved (Resolution Number 0017/2018):
 1. *That Cr K Grenfell be appointed Chairperson for a period of two years.*
 2. *That the Deputy Chair be appointed by the sub committee at its first meeting.*
 3. *That the membership of the Innovation and Business Development Committee be determined at the Budget and Finance Committee.*

2. REPORT

- 2.1 The Innovation and Business Development Sub Committee was established to provide advice to the Budget and Finance Committee in relation to the strategic opportunities that can be achieved to continually improve the services provided to the community. To achieve this goal, the Innovation and Business Development Sub Committee will:
 - Report on the progress of the previous Program Review initiative.
 - Review the outcomes of the bi-annual Customer Survey to discuss and consider:
 - Service levels
 - Performance against the Service Levels
 - Opportunities to improve services
 - Reporting on the progress of the Continuous Improvement Framework.
 - Consider strategic initiatives that support and improve the delivery of Council services.
 - Make recommendations to the Budget and Finance Committee on matters considered by the sub committee.
 - To review programs and services delivered by Council.
- 2.2 As per the Terms of Reference for the Sub Committee, the alternate Ward Councillor is appointed as a Deputy Member to the Innovation and Business Development Sub Committee, and in the absence of the appointed member will act as a full member of the Innovation and Business Development Sub Committee.
- 2.3 The General Manager Business Excellence is the General Manager responsible for oversight of Innovation and Business Development activity as part of the Enabling Excellence strategy within the City Plan.

3. CONCLUSION / PROPOSAL

- 3.1 In accordance with Council's resolution (Resolution Number 0017/2018, Item No 6.5, Council 26 November 2018) and the Terms of Reference for the Innovation and Business Development Sub Committee, the Committee is now asked to consider the membership of the Sub Committee.

CO-ORDINATION

Officer: Executive Group
Date: 03/12/2018



Innovation and Business Development Sub Committee - Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

1. Purpose

- 1.1 The Innovation and Business Development Sub Committee has been established to provide advice to the Budget and Finance Committee in relation to the strategic opportunities that can be achieved to continually improve the services provided to the community. To achieve this goal, the Innovation and Business Development Sub Committee will:
 - Report on the progress of the previous Program Review initiative.
 - Review the outcomes of the bi-annual Customer Survey to discuss and consider:
 - Service levels
 - Performance against the Service Levels
 - Opportunities to improve services
 - Reporting on the progress of the Continuous Improvement Framework.
 - Consider strategic initiatives that support and improve the delivery of Council services.
 - Make recommendations to the Budget and Finance Committee on matters considered by the sub committee.
 - To review programs and services delivered by Council.
- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Budget and Finance Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.
- 2.2 This Sub Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Sub Committee meets as required during the second week of the month.



Innovation and Business Development Sub Committee - Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury or as otherwise determined by the Committee.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Sub Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee is as determined by Council.
 - Mayor
 - Central Ward Councillor
 - East Ward Councillor
 - South Ward Councillor
 - Hills Ward Councillor
 - Para Ward Councillor
 - North Ward Councillor
 - West Ward Councillor
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 The alternate Ward Councillor is appointed as a Deputy Member to the Innovation and Business Development Sub Committee, and in the absence of the appointed member will act as a full member of the Innovation and Business Development Sub Committee.



Innovation and Business Development Sub Committee - Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Committee.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Budget and Finance Committee for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.



Innovation and Business Development Sub Committee - Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 8 members, the quorum is 5 (that is, 8 divided by 2 = 4 (ignoring any fractions) = 4 + 1).

9. Reporting Requirements

- 9.1 This Sub Committee reports to the Budget and Finance Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next Budget and Finance Committee meeting, through presentation of minutes, for final resolution.