



## MISSION AND VALUES OF COUNCIL

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

# CONFIRMED MINUTES

OF THE

AUDIT AND RISK COMMITTEE MEETING

**6 DECEMBER 2017**

## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

***"To deliver affordable and quality Local Government services."***

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

**SHIRE OF BROOME**  
**AUDIT AND RISK COMMITTEE MEETING**  
**WEDNESDAY 6 DECEMBER 2017**  
**INDEX – MINUTES**

1.	OFFICIAL OPENING AND ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON .....	4
2.	ATTENDANCE AND APOLOGIES .....	4
3.	DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY .....	4
4.	CONFIRMATION OF MINUTES.....	5
5.	REPORTS OF OFFICERS.....	6
	5.1 1ST QUARTER FINANCE AND COSTING REVIEW 2017-18.....	6
6.	MATTERS BEHIND CLOSED DOORS.....	17
7.	MEETING CLOSURE.....	17

**MINUTES OF THE AUDIT COMMITTEE MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON WEDNESDAY 6 DECEMBER 2017, COMMENCING AT 3.00PM.**

**1. OFFICIAL OPENING AND ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

The Chief Executive Officer (CEO) declared the meeting open at 3.02pm and welcomed Committee Members. He advised that he would be presiding over the meeting up until the Office of Chairperson was elected.

At the Ordinary Meeting of Council (OMC) held on 23 November 2017, Council resolved to change the committee to the Audit and Risk Committee.

Councillor representation on Committees was also determined at the OMC. Council resolved to appoint Cr D Male, Cr H Tracey and Cr C Mitchell to the Audit and Risk Committee. Cr B Rudeforth and Cr C Marriott were appointed as Deputies.

The CEO called for nominations for the position of Chairperson. Cr H Tracey nominated Cr D Male to the position of Chairperson. Cr D Male was elected Chairperson and assumed the position.

Cr D Male called for nominations for the position of Deputy Chairperson. Cr H Tracey nominated Cr C Mitchell to the position of Deputy Chairperson. Cr C Mitchell accepted the nomination over the phone prior to the meeting. Cr C Mitchell was elected Deputy Chairperson.

**2. ATTENDANCE AND APOLOGIES**

Attendance:           Cr H Tracey                   Shire President  
                              Cr D Male                    Deputy Shire President  
                              Cr B Rudeforth

Leave of Absence:   Nil

Apologies:           Cr C Mitchell

Officers:             Mr S Mastrolembo        Chief Executive Officer  
                              Mr J Watt                   Director Corporate Services  
                              Ms A Nugent               Director Development and Community  
                              Mr S Harding               Director Infrastructure  
                              Mr A Santiago             Manager Financial Services  
                              Mr L Dodds                 Senior Finance Officer  
                              Ms R Pigginn              Manager Governance  
                              Ms V Glanville             Senior Administration and Governance Officer

**3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY**

Committee Member	Item No	Item	Nature of Interest
Nil.			

**4. CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION:**

**Moved: President D Male**

**Seconded: Cr B Rudeforth**

***That the Minutes of the Audit Committee held on 16 October 2017, as published and circulated, be confirmed as a true and accurate record of that meeting.***

**CARRIED UNANIMOUSLY 3/0**

## 5. REPORTS OF OFFICERS

### 5.1 1ST QUARTER FINANCE AND COSTING REVIEW 2017-18

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Senior Finance Officer
<b>CONTRIBUTOR/S:</b>	Manager Financial Services
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	16 November 2017

**SUMMARY:** The Audit Committee is requested to consider results of the 1st Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 30 September 2017, including forecast estimates and budget recommendations to 30 June 2018.

## BACKGROUND

### Previous Considerations

OMC 29 June 2017	Item 9.4.4
OMC 19 Oct 2017	Item 9.4.3

### Quarter 1 Finance and Costing Review

The Shire of Broome has carried out its 1st Quarter Finance and Costing Review (FACR) for the 2017/18 Financial Year. This Review of the 2017-2018 Annual Budget is based on actuals and commitments for the first three months of the year from 1 July 2017 to 30 September 2017, and forecasts for the remainder of the financial year.

This process aims to highlight over and under expenditure of funds for the benefit of Executive and Responsible Officers to ensure good fiscal management of their projects and programs.

Once this process is completed, a report is compiled identifying budgets requiring amendments to be adopted by Council. Additionally, a summary provides the financial impact of all proposed budget amendments to the Shire of Broome's adopted end-of-year forecast, in order to assist Council to make an informed decision.

It should be noted that the 2017/2018 annual budget was adopted at the Ordinary Meeting of Council on 29 June 2017 as a balanced budget. There have been further amendments adopted by Council as part of the Annual Financial Statements for the use of additional carried forward surplus. The result of all amendments prior to the first quarter FACR is a nil impact upon the Shire of Broome's forecast end of year position.

**COMMENT**

The 1st Quarter FACR commenced on 25 October 2017. The FACR process has identified a surplus of \$1,866 and organisational savings of \$45,467, attributed predominantly to increased rates interest income on instalments.

The results from this process indicate a deficit forecast financial position to 30 June 2018 of \$43,601 should Council approve the proposed budget amendments. This deficit is predominantly associated with Council resolutions to increase expenditure on the BRAC 1 Youth Precinct (\$45,130).

It is recommended that the surplus funds identified throughout the FACR process be quarantined to reserve however this will carry a deficit of \$43,601 forward to the next FACR meetings to be held in January 2018.

It should also be noted that this figure represents a budget forecast should all expenditure and income occur as expected. It does not represent the actual end-of-year position which can only be determined as part of the normal Annual Financial processes at the end of the financial year.

A comprehensive list of accounts (refer to Attachment 1) has been included for perusal by the committee and summarised by Directorate.

A summary of the results follows:

	<b>BUDGET IMPACT</b>				
	<b>2017/18 Adopted Budget (Income) / Expense</b>	<b>FACR Q1 Overall (Income) / Expense (Org Savings not subtracted)</b>	<b>FACR Q1 Org. Savings (by Department)</b>	<b>FACR Q1 Impact (Income) / Expense (Org Savings subtracted)</b>	<b>YTD Impact (Organisational Savings Subtracted)</b>
<b>Executive – Total</b>	0	10,000	10,000	0	0
<b>Corporate Services – Total</b>	0	(40,000)	(40,000)	0	0
<b>Economic &amp; Development - Total</b>	0	63,601	20,000	43,601	43,601
<b>Infrastructure Services – Total</b>	0	(35,467)	(35,467)	0	0
<b>Impact of Council approved budget amendments</b>	0	0	0	0	0
<b>Net impact of Organisation Savings/Expenditure</b>	0	0	0	0	0
	<b>0,000*</b>	<b>(1,866)</b>	<b>(45,467)</b>	<b>43,601</b>	<b>43,601</b>

**CONSULTATION**

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

## STATUTORY ENVIRONMENT

### **Local Government (Financial Management) Regulation 1996**

#### **r33A. Review of Budget**

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government's financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

*Local Government Act 1995*

#### **6.8. Expenditure from municipal fund not included in annual budget**

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - (a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
  - (b) *is authorised in advance by resolution\*;* or
  - (c) *is authorised in advance by the mayor or president in an emergency.*
  - (1a) *In subsection (1) —*

*"additional purpose" means a purpose for which no expenditure estimate is included in the local government's annual budget.*

## POLICY IMPLICATIONS

### 2.1.1 Materiality in Financial Reporting

It should be noted that according to the materiality threshold set in Policy 2.1.1 Materiality in Financial Reporting, should a deficit achieve 1% of Shire's operating revenue (\$376,296) the Shire must formulate an action plan to remedy the over expenditure.

## FINANCIAL IMPLICATIONS

The **net result** of the 1<sup>st</sup> Quarter FACR estimates is a **budget deficit position of \$43,601** to 30 June 2018 should the **organisation savings of \$45,467** be transferred to the Drainage Reserve.



**RISK**

The Finance and Costing Review (FACR) seeks to provide a best estimate of the end-of-year position for the Shire of Broome at 30 June 2018. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

The review does not, however, seek to make amendments below the materiality threshold unless strictly necessary. The materiality thresholds are set at \$10,000 for operating budgets and \$20,000 for capital budgets. Should a number of accounts exceed their budget within these thresholds, it poses a risk that the predicted final end-of-year position may be understated.

In order to mitigate this risk, the CEO enacted the FACRs to run quarterly and executive examine each job and account to ensure compliance. In addition, the monthly report provides variance reporting highlighting any discrepancies against budget.

It should also be noted that should Council decide not to adopt the recommendations, it could lead to some initiatives being delayed or cancelled in order to offset the additional expenditure associated with running the Shire's operations.

**STRATEGIC IMPLICATIONS****Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

Affordable services and initiatives to satisfy community need

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Affordable and equitable services and infrastructure

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Improved systems, processes and compliance

**VOTING REQUIREMENTS**

*Absolute Majority*

**COMMITTEE RESOLUTION:**

**Moved: Cr H Tracey**

**Seconded: Cr B Rudeforth**

**That the Audit Committee recommends that Council:**

- 1. Receive the 1st Quarter Finance and Costing Review Report for the period ended 30 September 2017;**
- 2. Adopts the operating and capital budget amendment recommendations for the period ended 30 June 2018 as attached;**
- 3. Transfers \$45,467 of identified Organisational Savings to the Drainage Reserve; and**
- 4. Notes a forecast end-of-year position to 30 June 2018 of a \$43,601 deficit position.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 3/0**

**Attachments**

1. QUARTER 1 FINANCE AND COSTINGS REVIEW REPORT 2017-18

<b>SHIRE OF BROOME SUMMARY REPORT</b>						
<b>BUDGET IMPACT</b>						
	<b>2017/18 Adopted Budget</b> <small>(Income) / Expense</small>	<b>FACR Q1 Overall (Income) / Expense</b> <small>(Org Savings not subtracted)</small>	<b>FACR Q1 Org. Savings</b> <small>(by Department)</small>	<b>FACR Q1 Impact</b> <small>(Income) / Expense (Org Savings subtracted)</small>	<b>YTD Adopted Budget Amendments</b> <small>(Income) / Expense</small>	<b>YTD Impact</b> <small>(Organisational Savings Subtracted)</small>
Executive - Total	0	10,000	10,000	0	0	0
Corporate Services - Total	0	(40,000)	(40,000)	0	0	0
Economic & Development - Total	0	63,601	20,000	43,601	0	43,601
Infrastructure Services - Total	0	(35,467)	(35,467)	0	0	0
Impact of Council approved budget amendments	0	0	0	0	0	0
Net impact of Organisation Savings/Expenditure	0	0	0	0	0	0
	<b>0,000*</b>	<b>(1,866)</b>	<b>(45,467)</b>	<b>43,601</b>	<b>0,000†</b>	<b>43,601</b>

\*Council adopted the annual budget with a predicted end-of-year balanced budget, which included previous year carried forward surplus

\*\*Please note that should the Forecast budget predict a deficit greater than 1% of budgeted operating revenue excluding grants and contributions for assets, and profit on sale of assets (\$348,358), an action plan to remedy the situation will be prepared in accordance with Finance Policy 2.1.1

† Includes all additional Council adopted budget amendments year-to-date, including any previous FACRs

<b>IMPACT ON RESERVES</b>		
	<b>Accumulated Reserve Balance</b> <small>(excluding Restricted Cash Reserve, Refuse Reserve &amp; RRRP Reserve)</small>	<b>Accumulated Reserve Balance</b> <small>(Refuse &amp; RRRP Reserve only)</small>
Opening Balance	16,175,891	13,169,011
Amended Budget Movements	(2,595,489)	1,041,349
FACR Amendments	(200,630)	-
Closing Balance	13,379,772	14,210,360

## SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1

Account	Job	Description	2017/18 Current Budget	2017/18 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
<b>EXECUTIVE</b>									
<b>ADMIN1 - Chief Executive Officer - S Mastrolemo</b>									
22124		Contribution to Kimberley Zone Secretariat	65,000	55,000	(10,000)	55,000		\$10K seed fund no longer required	(10,000)
					<b>(10,000)</b>				<b>(10,000)</b>
<b>CS3 - Manager Human Resources - D Dwyer</b>									
142006		Salary - Op Exp - Human Resources	295,367	66,866	(13,133)	282,234		Labour hire due to vacancy. Relief staff account 142008	
142008		Relieving Staff Exp - HR	-	1,177	13,133	13,133		Labour hire due to vacancy. New account established by Finance	
142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	-	6,950	11,120	11,120		Fully funded for staff on paid parental leave through Centrelink. No financial impact on Shire.	
142048		HRM Consultancy - Op Exp	10,000	3,852	20,000	30,000		Additional funds required for employee relation matters	20,000
142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	-	(9,730)	(11,120)	(11,120)		Fully funded for staff on paid parental leave through Centrelink. No financial impact on Shire.	
					<b>20,000</b>				<b>20,000</b>
<b>OVERALL EXECUTIVE - DEPT. SAVINGS/EXPENSE</b>					<b>10,000</b>	<b>EXECUTIVE - ORG. SAVINGS/EXPENSE</b>			<b>10,000</b>
					<b>RESERVE MOVEMENT - EXECUTIVE</b>		<b>0</b>		
					<b>EXECUTIVE - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)</b>		<b>0</b>		
<b>CORPORATE SERVICES</b>									
<b>CS2 - Manager Financial Services - A Santiago</b>									
30146		Interest - Rates Instalments - Op Inc - Rates	(100,000)	(135,460)	(40,000)	(140,000)		The increased take up of payment arrangements not only reduced bad debts but also increased the interest earned and realised. This is expected to increase every quarter.	(40,000)
					<b>(40,000)</b>				<b>(40,000)</b>
<b>OVERALL CORPORATE SERVICES - DEPT. SAVINGS/EXPENSE</b>					<b>(40,000)</b>	<b>CORPORATE SERVICES - ORG. SAVINGS/EXPENSE</b>			<b>(40,000)</b>
					<b>RESERVE MOVEMENT - CORPORATE SERVICES</b>		<b>0</b>		
					<b>CORPORATE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)</b>		<b>0</b>		
<b>ECONOMIC &amp; DEVELOPMENT</b>									
<b>DS1 - Director Development &amp; Community - A Nugent</b>									
53174		VBFB Buildings Renewal - Cap Ex - VBFB	-	5,580	5,580	5,580		Replacement of Roller door to Bushfire Brigade Shed in Blackman St	

Account	Job	Description	2017/18 Current Budget	2017/18 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
106038		Legal Expenses - Development Services	50,000	19,813	20,000	70,000		Need to finalise Dampier Peninsula NT Claim (\$10,000), Geappen matter (approx. \$15,000-\$20,000) and also \$3000 for Aviair MOU review. Recommended that this account be increased by \$20,000.	20,000

**Accumulated Reserve Balance** (excluding Restricted Cash Reserve, Refuse Reserve & RRRP Reserve) **25,580** **0** **20,000**

**BS1 - Acting Manager Planning & Building Services - A Mackenzie**

106420		Rezoning Fees (Incl GST) - Op Inc - Town Planning/Regional Devel	(5,000)	-	5,000	-		Fees under the Planning and Development Regulations are exempt from GST. Shift income to 106421 to properly account for GST	
106421		Rezoning Fees (Excl GST) - Op Inc - Town Planning	-	(2,500)	(5,000)	(5,000)		Fees under the Planning and Development Regulations are exempt from GST. Shift income 106420 to properly account for GST	
133480		Other Minor Charges Inc GST - Op Inc - Building Control	(12,000)	(11,053)	(11,000)	(23,000)		Shire of Broome provided building services to the Housing Authority and additional income that wasn't originally budgeted has been received.	
					<b>(11,000)</b>		<b>0</b>	<b>0</b>	

**HS1 - Manager Health & Ranger Services - T Matson**

51400		Fines - Op Inc - Fire Prevention	(1,000)	-	(5,000)	(6,000)		22 infringements written @\$250 each	
51410		User Charges - Fire - Slashing Etc - Op Inc - Fire Prevention	(5,000)	-	(40,000)	(55,000)		Engaging contractors for an estimated 30 properties.	
508216		Bush Fire Mitigation - Op Exp - Fire Prevention	26,135	-	40,000	76,135		Estimated \$40,000 required for contractors to conduct work on private properties. Matched with income a/c 51410	
53017		Fines Enforcement Registry Exp - Op Exp - Ranger Operations	5,000	2,471	4,000	9,000		The FER process has been fully implemented. During the process a number of fines from previous periods were processed thus increasing the costs this financial year. It is estimated that \$800 per month will be required. A recent run has seen the Shire reach this budget amount.	
74490		Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	(22,940)	(27,739)	(5,000)	(27,940)		Invoice process complete	
103480		Septic Tank Fees - Op Inc - Sewerage	(1,000)	(3,304)	(2,000)	(3,000)		Septic inspections on the Peninsula	
					<b>(8,000)</b>		<b>0</b>	<b>0</b>	

**BRAC1 - Acting Manager Sport & Recreation - M Doyle**

1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	159,870	-	40,130	200,000		As per Council resolution - Item 9.1.1 - OMC 7 Sept 2017. Increasing MUNI component of project and reducing in-kind contributions from local business. MUNI Component increased from \$25K to \$65,130, Restricted cash component to remain at \$9,870. Expenditure will commence after announcement of CSRFF funding.	
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	(3,625,000)	-	5,000	(3,620,000)		<b>RC: E57 - Special Project Coordinator:</b> As per Council resolution - Item 9.1.1 - OMC 7 Sept 2017. Reducing in-kind contribution from local business for this project by \$5K. Shortfall to be paid by MUNI. MUNI component of project and reducing in-kind contributions from local business. MUNI Component increased from \$25K to \$65,130, Restricted cash component to remain at \$9,870. Expenditure will commence after announcement of CSRFF funding.	
117003		Relieving Staff Exp - Op Ex - BRAC Aquatic	-	-	6,200	6,200		BRAC Facility assistant labour hire. Extra staff required until 25 October	
					<b>51,330</b>		<b>0</b>	<b>0</b>	

**CMS2 - Manager Community & Economic Development - M Davis**

22172		Community Sponsorship Program - Op Exp - Other Governance	65,945	10,545	5,000	70,945		St Mary's College MOU 2016-17 payment	
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Account	Job	Description	2017/18 Current Budget	2017/18 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	-	-	(5,000)	(5,000)		St Mary's College MOU 2016-17 payment	
82600		Salary - Op Exp - Community Services	368,033	60,461	(2,866)	365,167		Pindan labour hire to fill Executive Officer - Community Services	
82610		Relief Staff - Op Exp - Community Services)	-	2,866	2,866	2,866		Pindan labour hire to fill Executive Officer - Community Services	
1367210		Economic Development Program Expense - Op Exp - Other Economic Services	-	-	9,091	9,091		PO81931 - Cold Storage Logistics Hub Feasibility Study (DD&C) as per Council resolution	
					<b>9,091</b>		<b>0</b>		<b>0</b>

**CMS3 - Events and Economic Development Coordinator - R Chappell**

113411		Venue Hire Inc - Amphitheatre & Oth Rec Areas (not Ovals) - Op Inc - Other Rec & Sport	(15,000)	(6,069)	6,500	(8,500)		Event applications has been split from venue hire to address GST application. Reallocating budget to 113417 & 113418	
113417		Event Application Fee (No GST) Male Oval & Concourse - Op Inc - Other Rec & Sport	-	(3,448)	(5,000)	(5,000)		Event applications has been split from venue hire to address GST application. Reallocating budget to 113417 & 113418	
113418		Event application Fee (No GST) Town Beach Hire - Op Inc - Other Rec & Sport	-	(1,042)	(1,500)	(1,500)		Event applications has been split from venue hire to address GST application. Reallocating budget to 113417 & 113418	
116184	116196	Staircase to the Moon Event Management Op Exp - Other Cult	35,533	10,530	(3,400)	32,133		Contractor service requirements have been reduced, move the budget to cover cost of vehicle for waste services Costs for vehicle for waste service not accounted for in Budget This will occur in February 2018 Timing of works being undertaken	
					<b>(3,400)</b>		<b>0</b>		<b>0</b>

**OVERALL ECONOMIC & DEVELOPMENT - DEPT. SAVINGS/EXPENSE 63,601**

**ECONOMIC & DEVELOPMENT - ORG. SAVINGS/EXPENSE 20,000**

**RESERVE MOVEMENT - ECONOMIC & DEVELOPMENT 0**

**ECONOMIC & DEVELOPMENT - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE) 43,601**

**INFRASTRUCTURE SERVICES**

**ES1 - Director Infrastructure - S Harding**

143010		Salary - Op Exp - Engineering Office	614,747	68,693	(15,610)	599,137		Pindan labour hire to fill Executive Officer - Infrastructure	(15,610)
143027		Relieving Staff - Op Exp - Engineering	-	14,267	15,610	15,610		Pindan labour hire to fill Executive Officer - Infrastructure	15,610
143508		Wages & Related Sick & Holiday - P & G Ops	449,280	123,436	(32,400)	416,880		<b>RO: PK3 - Parks Coordinator:</b> Reduction to cover LO-GO labour hire to fill vacancies in P&G. Positions now filled	(32,400)
143500		Salary - Op Exp - P & G (Management)	398,132	164,301	(35,000)	363,132		<b>RO: ES3 - Manager Infrastructure Operations:</b> Salary Savings to cover vacant position filled by LO-GO labour hire to fill Manager Infrastructure Operations	(35,000)
143523		Superannuation Employee Expense - P & G Management	49,972	6,275	(5,000)	44,972		<b>RO: PK3 - Parks Coordinator:</b> Super Savings to cover vacant position filled by LO-GO labour hire to fill Manager Infrastructure Operations	(5,000)
148010		Salary - Op Exp - Works (Management)	395,463	192,272	(55,000)	340,463		<b>RO: ES3 - Manager Infrastructure Operations:</b> Salary Savings to cover vacant position filled by LO-GO labour hire to fill Manager Infrastructure Operations	(55,000)
148015		Superannuation Employee Expense - Works Management	69,706	14,713	(12,000)	57,706		<b>RO: ES3 - Manager Infrastructure Operations:</b> Superannuation Savings to cover vacant position filled by LO-GO labour hire to fill Manager Infrastructure Operations	(12,000)
143049		Relieving Staff Exp - P&G - Gen Admin	-	60,904	100,000	100,000		<b>RO: ES3 - Manager Infrastructure Operations:</b> LO-GO labour hire to fill Manager Infrastructure Operations and other P&G vacancies.	100,000
143055		Relieving Staff Exp - Works - Gen Admin	-	19,088	60,000	60,000		LO-GO labour hire to fill Manager Infrastructure Operations	60,000
					<b>20,600</b>		<b>0</b>		<b>20,600</b>

Account	Job	Description	2017/18 Current Budget	2017/18 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
<b>ES3 - Manager Infrastructure Operations - B Edwards</b>									
113420		Sundry Contributions - Op Inc - Parks & Ovals	-	(21,567)	(21,567)	(21,567)		NRM grant provided from the Roebuck Bay working group. This is a scope that was worked through the nursery with Parks and Gardens Staff received	(21,567)
120306		Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd	(977,752)	-	(22,799)	(1,000,551)		Final approved funding Arrangement signed off 9.7.17	
123000	122197	WANDRRA Event - Works Maint	977,752	-	22,799	1,000,551		Final approved funding Arrangement signed off 9.7.17	
125960		Transfer From Footpath Reserve - Footpath Construction	(385,000)	-	(21,630)	(406,630)	(21,630)	<b>RO: BA - Coordinator Financial Services:</b> Allocate an extra \$6,500 from the unallocated footpath reserve to complete the Frangiapani Subdivision paths, account number 121597. (see attached email from Kylie for further info)  "Allocate an extra \$15,130 from the Palmer Road footpath reserve (should be about \$56,000 in there) to the Palmer Road footpath account number 125192."	
125140	125192	Palmer Road - Footpath Construction	20,000	-	15,130	35,130		Allocate an extra \$15,130 from the Palmer Road footpath reserve (should be about \$56,000 in there) to the Palmer Road footpath account number 125192.	
125140	121597	Frangiapani Subdivision Footpath Construction Expense - Cap Exp	14,800	-	6,500	21,300		Allocate an extra \$6,500 from the unallocated footpath reserve to complete the Frangiapani Subdivision paths, account number 121597. (see attached email from Kylie for further info)	
121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	(180,000)	(120,486)	59,500	(120,500)		<b>RO: ES1 - Director Infrastructure:</b> State Govt. budget repair in response to disallowance of the discontinuation of vehicle licence concessions for Local Governments. Reduction in Direct Grants pool of the State Road Funds to Local Govt. Program. \$88,723 required to be paid back by SoB	59,500
145104		Plant Insurance & Licences - Op Exp - Plant Operation	107,234	51,702	(54,000)	53,234		Disallowance of decision to discontinue vehicle licence concessions for Local Governments.	(54,000)
					<b>(16,067)</b>		<b>(21,630)</b>		<b>(16,067)</b>

<b>ES5 - Works Coordinator - D Greaves</b>									
121501	121540	Cape Leveque Rd Upgrade Const - Cap Exp (See 121507 for Reforms & Drainage)	142,000	9,201	93,667	235,667		RTR Cape Leveque Access Road project - \$93,667 unspent funding from 2015. Allocation as per agreement with Allan Chisholm.	
121770		Rds to Recovery Grant for Rural Rds - Non Op Inc - Rd Const	(365,007)	(7,217)	122,123	(242,884)		<b>RO: ES9 - Manager Engineering:</b> RTR Cape Leveque Access Road project - \$93,667 unspent funding from 2015. Allocation as per agreement with Allan Chisholm. ***PROJECT Indigenous Access Roads Programme - Improve formation and drainage \$142k RTR Grant (Exp Acct 121540) moved from 121778 to 121770. PROJECT DIS180205***Hunter St Reconstruction \$357,790 RTR (Exp Acct 121552) moved to 121776 - budgeted against incorrect account	
121776		Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	-	-	(390,470)	(390,470)		<b>RO: ES9 - Manager Engineering:</b> PROJECT DIS180205***Hunter St Reconstruction \$357,790 RTR (Exp Acct 121552) moved from 121770 + Additional RTR allocation of \$32,680 as per request from Allan Chisholm, brought forward from 18-19 allocation to Hunter St Stage 2	
121778		Regional Rd Group (RRG) Rural Rd Const Funding -Non Op Inc-Rd Const	(823,011)	(272,404)	295,000	(528,011)		<b>RO: ES9 - Manager Engineering:</b> ***PROJECT Indigenous Access Roads Programme - Improve formation and drainage \$142k RTR Grant (Exp Acct 121540) moved to 121770. PROJECT DIS180205***Hunter St Reconstruction \$153,000 (Exp Acct 121552) moved to 121779 - budgeted against incorrect account	
121779		Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const	-	-	(153,000)	(153,000)		<b>RO: ES9 - Manager Engineering:</b> PROJECT DIS180205***Hunter St Reconstruction \$153,000 (Exp Acct 121552) moved from 121778	
121101	121552	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	786,000	480	32,680	818,680		<b>RO: ES6 - Senior Project Engineer:</b> Additional RTR allocation as per request from Allan Chisholm, brought forward from 18-19 allocation to Hunter St Stage 2  Timing. Site works due to commence May 2018. Phasing amended	

Account	Job	Description	2017/18 Current Budget	2017/18 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
122000	121011	Sector 1 Chinatown - Works Maint	209,126	52,341	(9,000)	200,126		Savings adjusted to assist in covering emergency expenditure to clear Cape Leveque road vegetation at 200KM in Rural Road Maintenance account 123000	
122000	121025	Sector 2 Cable Beach - Works Maint	249,080	63,269	(10,000)	239,080		Savings adjusted to assist in covering emergency expenditure to clear Cape Leveque road vegetation at 200KM in Rural Road Maintenance account 123000	
122000	121026	Sector 3 Old Broome - Works Maint	354,641	104,348	(10,000)	344,641		Savings adjusted to assist in covering emergency expenditure to clear Cape Leveque road vegetation at 200KM in Rural Road Maintenance account 123000	
122000	121029	Sector 6 Broome North / Blue Haze - Works Maint	171,508	51,358	(9,000)	162,508		Savings adjusted to assist in covering emergency expenditure to clear Cape Leveque road vegetation at 200KM in Rural Road Maintenance account 123000	
122000	121027	Sector 4 Sunset Park - Works Maint	172,745	56,919	(6,000)	166,745		Savings adjusted to assist in covering emergency expenditure to clear Cape Leveque road vegetation at 200KM in Rural Road Maintenance account 123000	
123000	123000	Mtce Strees, Rds - Rural Summary Budget Only -No Post-Op Exp	962,448	-	44,000	1,006,448		Additional slashing required on Cape Leveque road top end sealed section approx 200KM due to higher rain fall. vegetation is encroaching on the road. Highlighted by acting MIO	
							<b>0</b>	<b>0</b>	<b>0</b>

**ES9 - Manager Engineering - W Liu**

143038		Consultants Engineering Office	195,800	18,380	(39,166)	156,634		<b>RO: ES1 - Director Infrastructure:</b> Reduce budget to be used on design and GEO technical works for new Town Beach Jetty plus \$18K savings no longer required	(39,166)
1181201		Jetty to Jetty Town Beach - Design/Plans/Feasibility - Op Exp - Other Recreation & Sport	233,571	-	21,166	254,737		Design and GEO technical works for new Town Beach Jetty. Quotes received were greater than budgeted, as approved by Council at the October OMC	21,166
102210		Drainage Consultant/Strategy - op Exp - Urban Stormwater Drainage	50,000	-	(22,000)	28,000		Agreed budget reduction with W. Liu on 4 Dec 2017. Detailed investigations have been advanced after cameras have been put into and total cost could be less.	(22,000)
							<b>(40,000)</b>	<b>0</b>	<b>(40,000)</b>

**PM2 - Asset and Building Coordinator - S Clark**

95810		Building Staff Housing - Cap Exp - New	550,000	729,026	179,000	729,000		Purchase of 69 Robinson St as per SMC 7 June 2017 resolution	
95910		Transfer From Building Reserve - Staff Housing - Cap Inc	(550,000)	-	(179,000)	(729,000)	(179,000)	<b>RO: BA - Coordinator Financial Services:</b> Purchase of 69 Robinson St as per SMC 7 June 2017 resolution. Reserve funds to be reallocated from KRO3	
117000	117052	BRAC - Operating Expense, Security & Insurance - Op Exp	215,095	62,288	(4,844)	210,251		Expenses allocated to 117048 Half of insurance paid	
117000	117048	BRAC Cleaning Materials & Contractor expenses	-	4,844	4,844	4,844		Outstanding orders. Should have been allocated to 117052	
117010	117012	BRAC Wet - Planned Maint & Minor Works - Op Exp	7,000	104	(5,670)	1,330		Minorworks to be delayed due to urgent requirement at Mediland Pavillion. Transferring painting budget to Mediland	
117218	117221	Mediland Pavillion - Planned Maint & Minor Works - Op Exp	3,000	2,324	5,670	8,670		Painting Required at pavillion, Funds transferred from savings in BRAC wet - Planned works	
							<b>0</b>	<b>(179,000)</b>	<b>0</b>

**OVERALL INFRASTRUCTURE SERVICES - DEPT. SAVINGS/EXPENSE (35,467)**

**INFRASTRUCTURE SERVICES - ORG. SAVINGS/EXPENSE (35,467)**

**RESERVE MOVEMENT - INFRASTRUCTURE SERVICES (200,630)**

**INFRASTRUCTURE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE) 0**



**6. MATTERS BEHIND CLOSED DOORS**

Nil

**7. MEETING CLOSURE**

There being no further business the Chairperson declared the meeting closed at 3.29pm.