



# AGENDA

## South Australian Local Government Financial Management Group Executive Committee

23 June 2017 at 9:30am

Room CC2-3, City of Charles Sturt (72 Woodville Road, Woodville)

### 1. Present

#### Executive Committee:

- Clive Hempel (President), Wakefield Regional Council
- Kate George (Vice President), City of Salisbury
- Marcus Smith (Treasurer), Mount Barker District Council
- Anna-Lucia Draper, City of Tea Tree Gully
- Annette Martin, City of Charles Sturt
- Anthony Amato, Town of Gawler
- Chris Birch, City of Prospect
- Diane Eckermann, City of Onkaparinga
- Eion Williamson, District Council of Grant
- Elizabeth Williams, Alexandrina Council
- Gary Lewis, Town of Walkerville
- Gary Long, City of Prospect
- Julie Campbell, Mid Murray Council
- Leta Northcott, City of Unley
- Mark Lague, The Barossa Council
- Mick Wetherall, City of Port Adelaide Enfield
- Norm Biggs, City of West Torrens
- Pep Piscioneri, Adelaide City Council
- Rajith Udugampola, Adelaide Plains Council
- Ray Barnwell, City of Marion
- Simon Zbierski, City of Campbelltown

#### Proxies:

Nil

#### Observers/Guests:

- Shane Sody, Local Government Association of SA
- Jason Page, Quisk Designs
- Steph Jeuken, OzTrain

*It is important to note that on occasion it may be necessary for the Executive Committee to discuss an item in confidence and in those circumstances, observers and guests will be asked to leave the room for that item.*

### 2. Apologies

- Karishma Reynolds (Secretary), City of Burnside
- Alexander Oulianoff, Mount Barker District Council
- Anita Futterer, City of Playford
- Craig Mudge, District Council of Mount Remarkable
- Stephanie Juhas, City of Victor Harbor

### 3. Presentations

#### 3.1 Steph Jeuken, OzTrain - Dog and Cat Management Online (DACO)

### 4. Confirmation of Minutes

*Recommendation: That the minutes of the meeting held on Friday, 26 May 2017 be confirmed as a true and correct record.*

### 5. Business Arising from the Minutes

Nil

### 6. Treasurer's Report

*Recommendation: That the financial statement for the month of May 2017 be noted.*

Treasurer's Report			
Action Items	Meeting	Responsible	Status
Organise the appropriate licences for Cloud based QuickBooks Plus and discuss setup with the Finance Officer.	26/06/15	Treasurer	<b>In Progress. Possibly going to use Xero.</b>
Follow up the 60-90 day outstanding payments – specifically the outstanding sponsor payment and conference payment.	31/03/17	Treasurer	

### 7. Projects/Work Groups – Update/Status

#### 7.1 Seminars – Clive Hempel (Chairperson)

- New FMG Logo – Jason Page
  - Concepts received from Quisk Designs
- AGM – 25 August 2017 – Adelaide Zoo Sanctuary
  - Confirmed Speaker: Dr Keith Suter
- Conference & Workshop – 7 & 8 December 2017 – National Wine Centre
  - Program planning has commenced

Seminars			
Action Items	Meeting	Responsible	Status
Setup a Facebook group for the workgroup to see how it works.	31/03/17	Seminar Workgroup	<b>Facebook group created – yet to complete active testing.</b>

## 7.2 Membership & Communication – Diane Eckermann (Chairperson)

Membership & Communication			
Action Items	Meeting	Responsible	Status
Review the Executive Committee visiting Regional LGA meetings to discuss topical issues.	29/05/15	Membership Workgroup	To investigate further.
LinkedIn, Facebook or a website forum to be investigated with the help of Irene Scales before an information sharing platform is selected.	31/03/17	Membership Workgroup	Seminars working group to trial Facebook Group.
Executive Committee Members to contact all Councils to see if there is anything the FMG can assist them with. Councils that were qualified may need assistance and those that weren't may still benefit from assistance. Diane to prepare email template/dot points.	24/02/17 & 28/02/17	Diane Eckermann & Executive Committee	In progress.

## 7.3 Rating and Valuation – Norm Biggs (Chairperson)

Rating and Valuation			
Action Items	Meeting	Responsible	Status
Rate rebate policy – a possible LGR&D Scheme application to be prepared for funding to update the 2008 policy. Workgroup to seek a quote from Michael Kelledy (original author of the policy) to see how much it would cost to have the policy updated.	24/02/17	Rating & Valuation Workgroup	

## 7.4 Local Government Price Index – Chris Birch & Rajith Udugampola

Local Government Price Index			
Action Items	Meeting	Responsible	Status
Speak with the SA Centre for Economics regarding forecasting and commentary for the LGPI and provide feedback to the Executive Committee.	18/03/16 & 29/04/16	Chris Birch / LGPI Workgroup	Forecasting model in place by Feb/March 2017 for the 2017/18 financial year. Request for quote has been submitted.

## 7.5 Newsletter / Website – Elizabeth Williams (Chairperson)

## 7.6 Financial Management Framework – Mark Lague (Chairperson)

## 7.7 Internal Controls & Risk Management – Annette Martin (Chairperson)

## 7.8 Fees and Charges – Elizabeth Williams (Chairperson)

## 7.9 Costing Principles – Alex Oulianoff (Chairperson)

## 7.10 Asset Management – Pep Piscioneri (Chairperson)

- New Concise Asset Management Plan template:
  - The LGA has procured a new Asset Management Plan template suitable for any size Council, including small regional Councils.
  - Refer to [LGA Circular 22.6](#).

Asset Management			
Action Items	Meeting	Responsible	Status
Develop a list of topics for the Executive Committee to consider for future conferences and workshops and for future agendas of the Executive Committee.	26/06/15	Pep Piscioneri	<b>In progress.</b>

## 7.11 Long Term Financial Plan – Anna-Lucia Draper (Chairperson)

Long Term Financial Plan			
Action Items	Meeting	Responsible	Status
Executive Committee to review the Long Term Financial Model Agreement in the new year with David Maxwell.	25/11/16	LTFP Workgroup	

## 8. Correspondence

Nil

## 9. Confidential Discussion Items

Nil

## 10. Other Business

### 10.1 Review of the Membership Guidelines

**Recommendation:** That it be a recommendation to the SALGFMG AGM that no changes be made to the Membership Guidelines for 2017/18.

### 10.2 Review of the Constitution

**Recommendation:** That it be a recommendation to the SALGFMG AGM that no changes be made to the Constitution.

### 10.3 Membership Fees

- The 2017/18 Fees were adopted at the 2016 AGM and given the new membership cycle now starts on 1 September each year, the 2017 AGM does not need to pass a resolution this year for membership fees.

#### **10.4 Appointment of Auditor**

**Recommendation:** *That it be a recommendation to the SALGFMG AGM that Ian McDonald be provided with a letter of engagement as Auditor of the SA Local Government Financial Management Group for the 2017/18 financial year.*

#### **10.5 Nominations – Honorary Member, Life Member & Executive Committee Member**

- Honorary Member – A person who has served the Group in such a way that the Executive Committee have granted the Member this distinction.
- Life Member – A Member who has rendered such services to the Group in an exemplary or long standing manner or who has provided special knowledge and experience to the Group. The granting of Life Membership requires resolution of the Executive Committee and endorsement by the membership at a General Meeting. Eligibility for life membership is based on the following criteria: A total of 15 years served on the Executive Committee (does not need to be consecutive); or a total of 3 years served as President (does not need to be consecutive) – not awarded during the term of Presidency.
- Executive Committee Member – The Office Bearers of the Group shall be the President, Vice President, Secretary and Treasurer who shall be elected by the Members at the Annual General Meeting prior to the election of the remainder of the Executive Committee Members. The Office Bearers shall have at least twelve (12) months standing as a Member of the Executive Committee and Executive Committee Members must have been a Member of the Group for at least twelve (12) months.

#### **10.6 Brought Forward Payment of the 2017-18 Financial Assistance Grants (FAGs) – Clive Hempel**

- Shane Sody has made enquiries regarding the brought forward payment of the FAGs June 2017 payment, this payment did not include any Supplementary Local Road Funding. The split of the Supplementary Local Road Funding is not yet known but is expected to be provided with 85% direct to Councils and 15% via the SLRP (yet to be confirmed).
- If you require details of the split of the FAG's payment that was received in June 2017 (eg split between General Purpose Grants & Identified Local Road Grants) prior to the Ministers notification letter being received you should contact Peter Ilee (DPTI) [Peter.ilee@sa.gov.au](mailto:Peter.ilee@sa.gov.au).

#### **10.7 Notification of Grants Commission Payments – Simon Zbierski**

## 10.8 Renewal Terms for Professional Indemnity, Associations Liability and Public Liability Policies

Other Business			
Action Items	Meeting	Responsible	Status
Possibility of having an Eyre Peninsula Financial Managers Group (sub group of LGFMG) to assist with keeping in touch with industry changes and Eyre Peninsula city counter parts - President to contact Michelle Tucker and advise her of the Executive Committee's discussion and then contact Regional LGA's to seek their feedback.	31/10/14	President	Continue to investigate options.
Email other states to ask what their issues are with residual values.	18/03/16	President	WA Finance Professionals have indicated a willingness to work together. Clive to follow up.

### 11. Next Meeting

28 July 2017 – City of Prospect

### 12. Close

For further information regarding topics raised at the FMG Executive Committee meetings, please see the contact details below:

FMG President, Clive Hempel: [chempel@wakefieldrc.sa.gov.au](mailto:chempel@wakefieldrc.sa.gov.au)

- Asset Management Workgroup Chairperson, Pep Piscioneri: [p.piscioneri@adelaidecitycouncil.com](mailto:p.piscioneri@adelaidecitycouncil.com)
- Costing Principles Workgroup Chairperson, Alex Oulianoff: [aoulianoff@dcmtbarker.sa.gov.au](mailto:aoulianoff@dcmtbarker.sa.gov.au)
- Dog and Cat Management Chairperson, Simon Zbierski: [szbierski@campbelltown.sa.gov.au](mailto:szbierski@campbelltown.sa.gov.au)
- Fees and Charges Workgroup Chairperson, Elizabeth Williams: [elizabeth.williams@alexandrina.sa.gov.au](mailto:elizabeth.williams@alexandrina.sa.gov.au)
- Financial Management Framework Workgroup Chairperson, Mark Lague: [mlague@barossa.sa.gov.au](mailto:mlague@barossa.sa.gov.au)
- Internal Controls & Risk Management Workgroup Chairperson, Annette Martin: [amartin@charlessturt.sa.gov.au](mailto:amartin@charlessturt.sa.gov.au)
- Local Government Price Index Workgroup Chairperson, Chris Birch: [chris.birch@prospect.sa.gov.au](mailto:chris.birch@prospect.sa.gov.au)
- Long Term Financial Plan Workgroup Chairperson, Anna-Lucia Draper: [anna.draper@cttg.sa.gov.au](mailto:anna.draper@cttg.sa.gov.au)
- Membership & Communication Workgroup Chairperson, Diane Eckermann: [diaeck@onkapinga.sa.gov.au](mailto:diaeck@onkapinga.sa.gov.au)
- Newsletter & Website Workgroup Chairperson, Elizabeth Williams: [elizabeth.williams@alexandrina.sa.gov.au](mailto:elizabeth.williams@alexandrina.sa.gov.au)
- Rating and Valuation Workgroup Chairperson, Norm Biggs: [nbiggs@wtcc.sa.gov.au](mailto:nbiggs@wtcc.sa.gov.au)
- Seminars Workgroup Chairperson, Clive Hempel: [chempel@wakefieldrc.sa.gov.au](mailto:chempel@wakefieldrc.sa.gov.au)