

AGENDA

South Australian Local Government Financial Management Group Executive Committee

15 March 2024

At 9:30am at the Local Government Association – 148 Frome Street, Adelaide

1. Present

Executive Committee

Office Bearers:

- Alexander Oulianoff (**President**), Mount Barker District Council
- Luke Harris (**Vice President**), City of Mitcham
- Grant Jennings (**Treasurer**), Whyalla City Council

Members:

- Alexander Brown, City of Unley
- Alexandra Edmonds, Naracoorte Lucindale Council
- Annette Martin, City of Charles Sturt
- Chris Birch, City of Burnside
- Jade Bird, City of Onkaparinga
- Jodie Summer, District Council of Yankalilla
- Julie Scoggins, City of Mount Gambier
- Rajith Udugampola, Adelaide Plains Council
- Rebecca Baines, City of Tea Tree Gully
- Simon Zbierski, City of Campbelltown
- Trisca Price, City of Playford

Proxies:

Nil

LGA Representative:

- Ashleigh Baker, LGA
- Jenny McFeat, LGA

Observers/Guests:

- Amanda Barber, LGFA
- Morgan Kris, City of Unley

Secretariat:

- Patricia Coonan, TPS

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 itebbbbbvm.

2. Apologies

- Anthony Spartalis, City of Adelaide
- Clive Hempel (**Secretary**), Mid Murray Council
- Kate George, City of Salisbury
- Lisa Gilmartin, City of West Torrens

3. Conflicts of Interest

Executive Committee Members are asked to advise if they have any perceived or actual conflicts of interest in relation to the items on this agenda.

4. Presentations

4.1 BillPay Services Webinar with Australia Post – LGA Procurement

Prior to the formal agenda of this meeting, we will link into the BillPay Services Webinar commencing at 9:30am.

5. Confirmation of Minutes

Recommendation: That the minutes of the meeting held on 16 February 2024 be confirmed as a true and correct record of that meeting.

6. Standing Items / Work Groups – Update/Status

6.1 Asset Management – Grant Jennings (Chairperson), Alex Brown (Deputy Chairperson)

Asset Management			
Action Items	Meeting	Responsible	Status
Organise a discussion regarding valuations, depreciation and assumptions. Discuss the revaluation cycle and the learnings from the	19/01/24	Alex Brown / Workgroup	Completed – to be held 11 April 2024 at the City of Unley.

6.2 Costing Principles – Alex Oulianoff (Chairperson), Julie Scoggins (Deputy Chairperson)

6.3 Events & Membership – Alex Oulianoff (Chairperson), Kate George (Deputy Chairperson)

Events and Membership			
Action Items	Meeting	Responsible	Status
Discuss FMG KPI's, an annual Member Survey and presentation of achievements at each AGM.	19/01/24	Workgroup	Data data for past events and memberships to be provided to Events Workgroup after the April Conference. Data for KPI's needs to include information received in feedback surveys.
Send a list of workgroup members to each Chairperson and Vice Chairperson of each respective group.	19/01/24	Secretary	Completed
Discuss innovation awards to be incorporated in the FMG major conference – discuss with the LGFA process and potential categories Collaboration, Innovation, Regional, Most Improved etc.	16/02/24	Workgroup / LGFA	

6.4 Financial Management Framework – Clive Hempel (Chairperson), Vacant (Deputy Chairperson)

Financial Management Framework			
Action Items	Meeting	Responsible	Status
AASB: ED SR1 Disclosure of Climate-related Financial Information. The SALGFMG is trying to get some influence in relation to the Model Financial Statements and disclosures that we may be committed to in the future.	17/11/23	Workgroup	
Email potential Deputy Chairperson for the workgroup to offer them the position.	19/01/24	Secretary	
LGA Financial information papers – a schedule will be organised by Clive and Patricia for the review of what is outstanding.	19/01/24	Secretary / Secretariat	

6.5 Internal Financial Controls (Better Practice Framework) – Annette Martin (Chairperson) and Lisa Gilmartin (Deputy Chairperson)

6.6 Local Government Association Update / Local Government Reform – Tami Norman (LGA Representative)

6.7 Local Government Price Index – Chris Birch (Chairperson), Rajith Udugampola (Deputy Chairperson)

A report has been included in the agenda.

Recommendation:

That the SALGFMG Executive Committee notes the report.

Local Government Price Index			
Action Items	Meeting	Responsible	Status
Work with the Local Government Grants Commission to modernise/update the purpose codes naming and descriptions within Appendix B of the Model Financial Statements.	28/04/23	Workgroup	In progress – the LG Grants Commission is happy to discuss updates to Appendix B of the MFS.

6.8 Marketing & Communications – Rebecca Baines (Chairperson) Jade Bird (Deputy Chairperson)

Marketing and Communications			
Action Items	Meeting	Responsible	Status
Seek a quote from the contractor to investigate the Member Engagement Tool i.e. Viva Engage as an example.	19/01/24	Workgroup	In progress
Create an email template to introduce Members to their FMG buddies.	19/01/24	Workgroup	
Discuss further the setup of the Long Term Financial Plan User Group and Strategic Group.	19/01/24	Workgroup	Potentially hold a LTFP Online Session / Forum. See if this can be a channel through Yammer.

6.9 Rating and Valuation – Simon Zbierski (Chairperson), Luke Harris (Deputy Chairperson)

The minutes from the previous meeting have been included in the agenda.

6.10 Student Placement Program – Luke Harris (Chairperson), Kate George (Deputy Chairperson)

Student Placement Program			
Action Items	Meeting	Responsible	Status
Negotiate and discuss the future of the Student Placement Program and the leftover funds with the LGFA.	19/01/24	President & Vice President	In progress.
Prepare a newsletter article about grad timings with Uni SA for this year with contact details.	19/01/24	Vice President	
Organise a presentation at the November/December Workshop on Luke's experience with a graduate to encourage uptake.	19/01/24	Vice President	

7. Treasurer's Report

Recommendation:

That the SALGFMG Executive Committee notes the monthly verbal Finance report for the period ending 29 February 2024.

Finance			
Action Items	Meeting	Responsible	Status
Outstanding membership renewals. Send reminders and provide a list to the Treasurer.	19/01/24	Secretariat	Completed
Prepare a budget for the end of year Workshop and Conference.	19/01/24	Treasurer & Secretariat	

8. Other Business

8.1 Audit and Risk Committee Payment (Luke Harris)

8.2 External Consultant – Internal Audit Program (Jodie Summer)

Other Business			
Action Items	Meeting	Responsible	Status
Finalisation of the Fees and Charges ATO Class Rulings.	28/04/23	President & Treasurer	Grant has finalised the funding acquittal. The first final ruling has been completed but the second has not been completed.
Future Directions Strategy - FMG to look at its longer term objectives in the next 6-8 months.	29/09/23	Executive Committee	
Organise gift, letter and invitation to end of year lunch for Rebecca Muller.	29/09/23	Patricia Coonan	Invite to the next lunch.

9. Monthly Member Update Email: Key Dates and Key Information

10. Confidential Discussion Items

Nil

11. Next Meeting

19 April 2024 – City of Charles Sturt

12. Close

Standing and Future Items	Meeting	Frequency
<ul style="list-style-type: none">• Presentation from the Local Government Grants Commission	April	Annually
<ul style="list-style-type: none">• Sponsorship Proposal for the next financial year• Review Auditor ahead of recommendation at July meeting	April/May	Annually
AGM Matters and Recommendations: <ul style="list-style-type: none">• Constitution Draft• Membership Guidelines Draft for adoption• Membership Fees Recommendation to AGM• Honorary & Life Member Nominations• Auditor Approach Recommendation• Executive Committee Nominations	June	Annually
<ul style="list-style-type: none">• Davin Lambert – LGFA update• Constitution Recommendation to AGM• Auditor Appointment Recommendation to AGM• Honorary & Life Member Recommendation• Event Registration Fees for the Financial Year• Consider Victorian Conference Representation – interstate reciprocal arrangement	July	Annually
<ul style="list-style-type: none">• Buddy List• New Committee Members• Workgroup allocations including Chair and Deputy Chair• Meeting dates for next 12 months• Consider Conference Representation – interstate reciprocal arrangements	September	Annually

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

FMG President, Alex Oulianoff: aoulianoff@dcmtbarker.sa.gov.au

- Asset Management Workgroup Chairperson, Grant Jennings: grant.jennings@whyalla.sa.gov.au
- Costing Principles Workgroup Chairperson, Alex Oulianoff: aoulianoff@dcmtbarker.sa.gov.au
- Events & Membership Workgroup Chairperson, Alex Oulianoff: aoulianoff@dcmtbarker.sa.gov.au
- Financial Management Framework Workgroup Chairperson, Clive Hempel: chempel@mid-murray.sa.gov.au
- Internal Financial Controls (Better Practice Framework) Workgroup Chairperson, Annette Martin: amartin@charlessturt.sa.gov.au
- Local Government Price Index Workgroup Chairperson, Chris Birch: chris.birch@prospect.sa.gov.au
- Marketing & Communications Workgroup Chairperson, Rebecca Baines: rebecca.baines@cttg.sa.gov.au
- Rating and Valuation Workgroup Chairperson, Simon Zbierski: szbierski@campbelltown.sa.gov.au
- Student Placement Program Workgroup Chairperson: Luke Harris: lharris@mitchamcouncil.sa.gov.au