



# MINUTES

## 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
- Marcus Smith (Treasurer), Mount Barker District Council
- Annette Martin, City of Charles Sturt
- Anthony Amato, Town of Gawler
- Diane Eckermann, City of Onkaparinga
- Eion Williamson, District Council of Grant
- Gary Lewis, Town of Walkerville
- Gary Long, City of Prospect
- Julie Campbell, Mid Murray Council
- Mark Lague, The Barossa Council
- Mick Wetherall, City of Port Adelaide Enfield
- Pep Piscioneri, Adelaide City Council
- Rajith Udugampola, Adelaide Plains Council
- Ray Barnwell, City of Marion
- Simon Zbierski, City of Campbelltown

#### Proxies:

- Muhammad Rashid, Alexandrina Council (Proxy for Elizabeth Williams)

#### Observers/Guests:

- Shane Sody, Local Government Association of SA
- Jason Page, Quisk Designs
- Andrew Lamb, Dog and Cat Management Board

*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
- Anna-Lucia Draper, City of Tea Tree Gully
- Chris Birch, City of Prospect
- Craig Mudge, District Council of Mount Remarkable
- Elizabeth Williams, Alexandrina Council
- Kate George (Vice President), City of Salisbury
- Leta Northcott, City of Unley
- Norm Biggs, City of West Torrens
- Stephanie Juhas, City of Victor Harbor

### 3. Presentations

#### 3.1 Andrew Lamb, Dog and Cat Management Board – Dog and Cat Management Online (DACO)

- Andrew provided a summary of the progress of the project and updated the group on what has occurred since the last time he and Steph Jeuken presented to the group.
- Simon Zbierski and Anna Draper are providing support on behalf of the FMG on the project board.
- A working group is being set up. Many Councils are interested in being a part of the working group. The working group will be concentrating on the payment system, data mapping, desexing and microchipping information from vets. The Dog and Cat Management Board would like more FMG representation on the working group. Simon and Anna will attend the working group meetings when they are available. Clive Hempel, Gary Lewis and Annette Martin confirmed that they are happy to participate. Participants will also be able to Skype into meetings.
- The DACO system will be up and running for the 2018/19 dog registration period. Microchipping obligation will commence as at 1 July 2018 and mandatory desexing will apply for new dogs added to the system.
- DACO will be legislatively compliant and Councils will be able to control all of their own data.
- DACO may include spatial information for Councils that is helpful for dog and cat owners
- In the lead up to DACO the transitional period will mean there will be crossovers with renewal notices.
- Other states do lifetime registration fees, however this is not a preferred method as when dogs are registered each year, pet owners are also keeping their details up to date.
- For questions and feedback about DACO, Councils can contact:
  - Andrew Lamb, Board Secretary, Dog and Cat Management Board – P: 8124 4720 or E: [Andrew.Lamb@sa.gov.au](mailto:Andrew.Lamb@sa.gov.au)

### 4. Confirmation of Minutes

**Moved:** Tony Amato

**Seconded:** Mark Lague

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

**CARRIED**

### 5. Business Arising from the Minutes

Nil

### 6. Treasurer's Report

**Moved:** Tony Amato

**Seconded:** Mark Lague

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

**CARRIED**

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	<b>Completed.</b>

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

### 7.1 Seminars – Clive Hempel (Chairperson)

- New FMG Logo – Jason Page
  - Concepts received from Quisk Designs.
  - Jason explained each design concept to the group.
  - The group selected concept 1 with some changes to colours required.
- AGM – 25 August 2017 – Adelaide Zoo Sanctuary
  - Confirmed Speaker: Dr Keith Suter.
  - Registrations have been released.
  - The draft flyer will be provided to the workgroup for review.
- Conference & Workshop – 7 & 8 December 2017 – National Wine Centre
  - Program planning has commenced.
  - The group discussed including a rate capping session.

**Moved:** Annette Martin

**Seconded:** Ray Barnwell

**Recommendation:** *That the FMG Executive Committee have selected concept 1 with further variances of colour to be provided by Quisk design. The colour selection will be finalised by email by the Executive Committee so that the final two new logos can be sent with the existing logo to the membership for feedback.*

**CARRIED**

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)

- Emails to Councils and phone calls for the buddy system have been made.
- Any feedback provided to Executive Committee members from Councils to be provided to Diane.
- The committee would like a regular newsletter articles – examples of use of the buddy system.
- Diane will email the Councils that aren't members.

Membership & Communication			
Action Items	Meeting	Responsible	Status
Review the Executive Committee visiting Regional LGA meetings to discuss topical issues.	29/05/15	Membership Workgroup	<b>To investigate further.</b>
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	<b>Seminars working group to trial Facebook Group.</b>
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	<b>Completed</b>

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

- A meeting was held last week. Norm was an apology for this meeting - no update was provided.

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

- Rajith advised that the March quarter update is the last update and it was 2.1 LGPI - 0.1 difference between CPI and LGPI.

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	<b>Forecasting model in place by Feb/March 2017 for the 2017/18 financial year. Request for quote has been submitted.</b>

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

- There are no updates on the newsletter and website for this meeting.

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

- Updates dealt with in Other Business.

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

- The final version of the 'Better Practice Model for Internal Financial Controls' has been sent to the LGA and the Minister who has acknowledged its arrival. The workgroup may have another meeting to look at the best mechanics for the framework.

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

- Three draft categories as part of the GST Review of Fees & Charges project being Development Fees, Permits & Licences Fees and Private Works, Waste and Water Fees were emailed to all FMG Members on 8 June for feedback by COB Friday 23 June. This feedback is essential to ensure we have accurately captured the name of the fee/charge and the Description of the fee/charge prior to finalisation by the ATO.
- Queries from the ATO in regards to the remaining two categories being Community, Animals, Information Services, Commercial Services & Miscellaneous and Environment & Safety and Community Safety are being reviewed by the consultant and are hoped to be released soon for review by FMG members.

#### 7.9 Costing Principles – Alex Oulianoff (Chairperson)

- Alex was an apology for this meeting – no update was provided.

#### 7.10 Asset Management – Pep Piscioneri (Chairperson)

- New NAMS.PLUS Concise Asset Management Plan template developed by IPWEA :
  - Pep has undertaken an initial review of the template and suggests that it needs a review by asset management staff.
  - The City of Charles Sturt uses a different version.
  - The FMG committee agrees that a review should have been undertaken with FMG consultation.
  - The FMG should contact IPWEA to encourage them to work with the asset management workgroup.
  - This new Asset Management Plan template is suitable for any size Council, including small regional Councils and is provided free of charge to LGA members. 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	In progress.

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

- Simon advised that the workgroup met two weeks ago.
- Rex Mooney and John Comrie are the contacts from IPWEA for the new Long Term Financial Plan.
- A scope was developed at the meeting and will be provided to the workgroup for further comment.
- The workgroup is approaching one of the other organisations that responded to the FMG tender to see if there is some price guiding that can be provided based on groups of Councils using their software.

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

**Moved:** Diane Eckerman

**Seconded:** Julie Campbell

**Recommendation:** *That the Membership Guidelines for 2017/18 be adopted with minor changes.*

**CARRIED**

#### 10.2 Review of the Constitution

**Moved:** Simon Zbierski

**Seconded:** Annette Martin

**Recommendation:** *That it be a recommendation to the SALGFMG AGM that the changes made to the constitution be adopted.*

**CARRIED**

#### 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

**Moved:** Simon Zbierski  
**Seconded:** Mick Wetherall

***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.*

**CARRIED**

#### 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.

**Moved:** Annette Martin  
**Seconded:** Julie Campbell

*That it be a recommendation to the SALGFMG AGM that Simon Zbierski be nominated as an Honorary Member of the SALGFMG.*

**CARRIED**

#### 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**

- Mark discussed the Grants Commission payments
- Advanced payments for FAGs have been made in June 2017, with some at the incorrect level. An adjustment to correct this issue will be made to the 2017/18 payments. Peter Ilee (DPTI) can be contacted for further information [Peter.ilee@sa.gov.au](mailto:Peter.ilee@sa.gov.au).
- Peter Ilee to be invited to a future meeting to discuss the payment issues and the possibility of being advised earlier of the FAG allocations at the same time that the payment is received.

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

**Moved:** Marcus Smith  
**Seconded:** Mick Wetherall

***Recommendation:** That the SALGFMG confirm that the group wishes to renew its insurance with Local Government Risk Services as per the tabled Renewal Report for the 2017/18 financial year and that the Secretary be authorised to finalise the insurance paperwork.*

**CARRIED**

**10.9 Julie Campbell Resignation**

Julie advised that due to a fantastic career opportunity, this would be her last Executive Committee meeting. Clive thanked Julie for her contributions to the group and Julie thanked the committee for all of the support and information she has received whilst she has been a member.

**10.10 Review KMP’s and AASB 124 – Simon Zbierski**

Simon asked whether Councils will be including their leadership staff members in their reports. Auditors believe that only the Executive Team (General Managers and CEO’s) and Council Members are to be included.

**10.11 Food Act Display of Certificate – Diane Eckermann**

South Australia gets audited but businesses don’t have to display their certificates. If businesses had to display their certificates they would have to pay before they receive their certificate. The Executive Committee discussed whether or not the legislation should be changed to ensure that certificates won’t be issued until businesses have paid.

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	<b>Continue to investigate options.</b>



Other Business			
Action Items	Meeting	Responsible	Status
Email other states to ask what their issues are with residual values.	18/03/16	President	<b>WA Finance Professionals have indicated a willingness to work together. Clive to follow up.</b>
Invite Peter Ilee to a future Executive Committee meeting to discuss Grants Commission payments once meeting locations are known for 2017/18.	23/06/17	President	

## 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@onkaparinga.sa.gov.au](mailto:diaeck@onkaparinga.sa.gov.au)
- Newsletter & Website Workgroup Chairperson, Elizabeth Williams: [elizabeth.williams@alexandrina.sa.gov.au](mailto:elizabeth.williams@alexandrina.sa.gov.au)
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