

MINUTES

South Australian Local Government Financial Management Group Executive Committee

29 January 2021

At 9:30am – Mid Murray Council and Via Zoom Virtual Conferencing

1. Present

Executive Committee:

Office Bearers:

- Elizabeth Williams (President), Alexandrina Council
- Alexander Oulianoff (Vice President), Mount Barker District Council
- Clive Hempel (Secretary), Mid Murray Council
- David Harman (Treasurer), City of Marion

Members:

- Annette Martin, City of Charles Sturt
- Grant Jennings, Whyalla City Council
- Karishma Reynolds, City of Burnside
- Kellie-Knight Stacey, City of Victor Harbor
- Kevin Carter, City of Onkaparinga
- Luke Harris, City of Mitcham
- Mike Carey, Adelaide Hills Council
- Rebecca Baines, City of Tea Tree Gully
- Samantha Grieve, City of Playford
- Simon Zbierski, City of Campbelltown

Proxies:

Nil

Observers/Guests:

- Rebecca Muller, LGA
- John Howe, Mid Murray Council

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 item.

2. Apologies

- Chris Birch, City of Prospect
- Kate George, City of Salisbury
- Mark Lague, The Barossa Council
- Rajith Udugampola, Adelaide Plains Council

3. Presentations

Nil

4. Confirmation of Minutes

Moved: Mike Carey

Seconded: David Harman

Recommendation: *That the minutes of the meeting held on 20 November 2020 be confirmed as a true and correct record.*

CARRIED

5. Projects/Work Groups – Update/Status

5.1 Asset Management – Annette Martin (Chairperson), David Harman (Deputy Chairperson)

Opportunities to support and enhance asset management and long-term financial planning are commonly raised with the LGA as a priority focus for member Councils. In response, the LGA is undertaking an Asset Management Integration project, and they are looking at compiling a suite of high-level resources that will help increase asset management capability and capacity across the sector.

The LGA is keen to hear from Councils about the project priorities and developed a short survey. The survey was open until Friday 22 January and thirteen (13) responses were received. There were 13 focus areas and 13 responses split between metro and country Councils. Now the LGA will work on the guidance and information papers in conjunction with IPWEA. Rebecca will send the analysis information to the Executive Committee and the LGA is hoping the project will be completed in the next 12 months.

The LGA are also looking for Council representatives for a working group (which will include direct involvement in assisting to develop/review resources) and a reference group (a broader group which may be asked to review final draft versions). FMG already has an Asset Workgroup and that group will continue to assist in pursuing the objectives of this project.

5.2 Costing Principles – Alex Oulianoff (Chairperson), Mark Lague (Deputy Chairperson)

Alex advised that there is no specific update, however Councils would have filled in their ESCOSA returns by now and the workgroup should be able to discuss issues and concerns at their next meeting.

5.3 Events & Membership – Elizabeth Williams (Chairperson), Alex Oulianoff (Deputy Chairperson)

5.3.1 Workshop & Conference – 4 & 5 February 2021

Patricia advised that registrations are still coming in for the February event and we are looking forward to holding the event given the deferment from November.

The group is now turning their attention to the rest of the 2021 events.

Events and Membership			
Action Items	Meeting	Responsible	Status
Prepare an email for review of the President to be emailed to all on the Buddy List outlining the Buddy Program and any upcoming events.	28/02/20	Secretariat	

5.4 Fees and Charges – Elizabeth Williams (Chairperson), Clive Hempel (Deputy Chairperson)

An update report was provided by Elizabeth. The ATO continue to progress the second draft ruling. The Technical Adviser undertook their assessment in October 2020 and forwarded to their Supervisor for internal review. Recent contact with the ATO indicates this internal review continues and they have extended the due date to February 2021.

Moved: Simon Zbierski

Seconded: Clive Hempel

Recommendation: That the SALGFMG Executive Committee notes the report.

CARRIED

5.5 Financial Management Framework – Mark Lague (Chairperson), Clive Hempel (Deputy Chairperson)

Clive advised that a version of the financial statements should be on track to be released by the end of January. Upon receipt it will be distributed to the workgroup for feedback. Any issues that the committee can foresee should be sent through to Mark or Clive.

5.6 Fines Enforcement Recovery Unit – Annette Martin (Primary Contact)

Annette advised that FERU are still working through the feedback we provided on their processes and document, but we haven't heard back from them as yet.

5.7 Local Government Price Index – Chris Birch (Chairperson), Michael Carey (Deputy Chairperson)

Mike advised that the CPI was released on Wednesday and is sitting at 0.7 for the December quarter and the rolling percent is at 1 for Adelaide.

Local Government Price Index			
Action Items	Meeting	Responsible	Status
Work on a set of definitions for data that feeds into the LGPI and supply it to the Grants Commission for their consideration.	21/09/18	LGPI Workgroup	Chris has met with Peter Ilee, the workgroup will now discuss the six issues put forward.
Contact the Grants Commission to see if there is a guide for the return for how the administration allocations are being entered (operating expenses section). It would be valuable to have a consistent approach to provide to the Grants Commission.	25/10/19	LGPI Workgroup	Chris will discuss this with Peter Ilee.

5.8 Local Government Reform – Elizabeth Williams (Chairperson), Kate George (Deputy Chairperson)

An update report was provided by Elizabeth. Following the November 2020 Committee Meeting, feedback was provided to the LGA regarding the proposed timing, deliverables and key implementation issues associated with the LG Review Bill to inform their advocacy approach.

Rebecca advised that the LGA is trying hard to negotiate and advocate for longer commencement times wherever possible. The worst case scenario is that commencement may be in July or October. The committee discussed the timing and agreed that anything to do with the budget processes will be difficult to work with that timing. The committee agreed that the FMG should provide input into the LGA’s development of guidance and reference papers.

Moved: Sam Grieve

Seconded: Grant Jennings

Recommendation: *That the SALGFMG Executive Committee notes the report.*

CARRIED

5.9 Long Term Financial Plan – Kate George (Chairperson), Samantha Grieve (Deputy Chairperson)

Samantha advised that the workgroup hasn’t met since the last meeting.

5.9.1 Change to the Treatment of CAD’s within the LG Solutions LTFP model

The committee discussed whether the statement of financial position should be included in the LTFP. Key indicators and key numbers should be provided so that it is clear. There is no ability to move items in the balance sheet currently.

Long Term Financial Plan			
Action Items	Meeting	Responsible	Status
Speak with LG Solutions regarding updates to the instructions for the model per the latest updates made.	29/05/20	Kate George	

5.10 Marketing & Communications – David Harman (Chairperson), Kevin Carter (Deputy Chairperson)

David advised that there is no specific update at the moment.

5.11 Planning Portal – Clive Hempel and Samantha Grieve (Primary Contacts)

Clive advised that there are Financial Management Webinars that have been made available however some have already been held and the last session is the day before our two day conference. They are looking to add a March date and Clive has asked Planning SA if there will be a link to a recording of the sessions that can be distributed to the Members. Clive will look for a Council representative who may be happy to attend an Executive Committee meeting and provide feedback on how the implementation went for them.

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

Simon advised that there is no update for this meeting as there has not been a meeting of the group since the last Executive Committee meeting. The next meeting is scheduled for 9 November. Councils have received notification from the Valuer-General that an information session has been scheduled for 23 February for Councils affected by the revaluation initiative.

Rating and Valuation			
Action Items	Meeting	Responsible	Status
Flat fee rate per rateable property – the cost of this service should be reviewed in terms of cost recovery.	24/04/20	R&V Workgroup	Discussed with Andrew Lamb
Adopting rate growth throughout the year rather than waiting until the end of the year.	24/04/20	Simon Zbierski	Discussed with RPSA
Explore options to prepare a submission on reforms of rating valuations of the rating system.	29/05/20	R&V Workgroup	

6. Treasurer's Report

A profit and loss statement to 31 December 2020 was provided.

Moved: Clive Hempel

Seconded: Mike Carey

Recommendation: That the SALGFMG Executive Committee:

1. Notes the report.
2. Authorises the Office Bearers to be account signatories on the NAB account: President Elizabeth Williams, Vice President Alex Oulianoff, Treasurer David Harman and Secretary Clive Hempel.

CARRIED

Finance			
Action Items	Meeting	Responsible	Status
Organise for the Executive Committee Office Bearers to be signatories on the NAB account.	25/09/20	Treasurer	Forms to be signed.

7. Correspondence

Nil

8. Other Business

8.1 Storage Locker (Patricia Coonan)

Patricia advised that Revenue Professionals have presented a need to investigate the use of a storage locker and would like the FMG to consider allowing them to share the FMG storage locker.

Moved: Annette Martin
Seconded: Simon Zbierski

Recommendation: That the SALGFMG Executive Committee approves:

1. Revenue Professionals use of the SALGFMG storage locker.
2. The storage locker being charged at the same percentage as that of LGITSA and that payments are requested twelve months in advance.
3. That the fee is to be determined by the Office Bearers.

CARRIED

8.2 Revenue Professionals SA Conference – 25 & 26 February 2021

Patricia advised that Revenue Professionals SA would like to organise a reciprocal arrangement with the FMG for attendance at each other's' main conference each year to assist with information sharing between the two bodies.

Moved: Clive Hempel
Seconded: Alex Oulianoff

Recommendation: That the SALGFMG Executive Committee:

1. Approves a reciprocal arrangement with Revenue Professionals SA to attend each other's two day event each year including accommodation if the participant is located at least 100km from the venue.
2. Authorises the Office Bearers to determine the terms and conditions in communication with RPSA.

CARRIED

9. Confidential Discussion Items

Nil

Other Business			
Action Items	Meeting	Responsible	Status
LGA Circular regarding the benefits of membership.	25/10/19	Secretariat	
Email proxy details to the Secretariat	25/09/20	All Committee Members	

10. Next Meeting

26 February 2021 – City of Marion

11. Close

The meeting closed at 11:56am.

Standing and Future Items	Meeting	Frequency
Presentation from the Local Government Grants Commission	March	Annually
Sponsorship Proposal for the next financial year	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 	July	Annually
<ul style="list-style-type: none"> • New Committee Members • Workgroup allocations • Proxy/Deputy Chairperson for each of the Workgroups and Executive Committee meetings • Meeting dates for next 12 months • Event registration fees for the financial year 	September	Annually
<ul style="list-style-type: none"> • Buddy List 	October	Annually

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

FMG President, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au

- Asset Management Workgroup Chairperson, Annette Martin: amartin@charlessturt.sa.gov.au
- Costing Principles Workgroup Chairperson, Alex Oulianoff: aoulianoff@dcmtbarker.sa.gov.au
- Events & Membership Workgroup Chairperson, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au
- Fees and Charges Workgroup Chairperson, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au
- Financial Management Framework Workgroup Chairperson, Mark Lague: mlague@barossa.sa.gov.au
- Local Government Price Index Workgroup Chairperson, Chris Birch: chris.birch@prospect.sa.gov.au
- Local Government Reform Workgroup Chairperson, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au
- Long Term Financial Plan Workgroup Chairperson, Kate George: kgeorge@salisbury.sa.gov.au
- Marketing & Communications Workgroup Chairperson, David Harman: david.harman@marion.sa.gov.au
- Planning Portal Contacts: Clive Hempel and Samantha Grieve: chempel@mid-murray.sa.gov.au; sgrieve@playford.sa.gov.au
- Rating and Valuation Workgroup Chairperson, Simon Zbierski: szbierski@campbelltown.sa.gov.au