

AGENDA

South Australian Local Government Financial Management Group Executive Committee

25 June 2021

At 9:30am – Via Zoom Virtual Conferencing

1. Present

Executive Committee: Office Bearers:

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

Members:

- Annette Martin, City of Charles Sturt
- Chris Birch, City of Prospect
- Grant Jennings, Whyalla City Council
- Karishma Reynolds, City of Burnside
- Kate George, City of Salisbury
- Kevin Carter, City of Onkaparinga
- Luke Harris, City of Mitcham
- Mark Lague, The Barossa Council
- Mike Carey, Adelaide Hills Council
- Rajith Udugampola, Adelaide Plains 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
- Nathan Petrus, LGA
- Craig Mudge, District Council of Mount Remarkable
- Peter Ilee, Grants Commission

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

- Kellie-Knight Stacey, City of Victor Harbor

Alex Oulianoff to Chair this meeting on Elizabeth's behalf.

3. Presentations

3.1 9:30am: Peter Ilee, Local Government Grants Commission – Annual Update to FMG

3.2 10:15am: Nathan Petrus, Local Government Association of SA – Councils in Focus Webstie

4. Confirmation of Minutes

***Recommendation:** That the minutes of the meeting held on 28 May 2021 be confirmed as a true and correct record.*

5. Projects/Work Groups – Update/Status

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

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

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

An update report is provided for discussion.

***Recommendation:** That the SALGFMG Executive Committee:*

1. Notes the report.
2. Adopts the Sponsorship Proposal.
3. Approves the following Councils for the LGFA Subsidy (4 available - \$1,250 each) and SALGFMG Subsidy (1 available – full ticket price + regional subsidy):
 - a. LGFA – Loxton Waikerie, Yorke Peninsula + 2 more
 - b. SALGFMG - ...

5.3.1 Membership Guidelines Review

***Recommendation:** That the Membership Guidelines be adopted.*

5.3.2 Honorary Membership

***Recommendation:** That the SA Local Government Financial Management Group recommends to the Annual General Meeting that Kate George be awarded Honorary Membership.*

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)

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

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

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

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	The workgroup is discussing the six issues put forward. The Commission is doing a lot of work on data validation.
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 is provided for discussion.

Recommendation: That the SALGFMG Executive Committee notes the report.

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

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	Catch up will be held hopefully in May.

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

Marketing and Communications			
Action Items	Meeting	Responsible	Status
Investigate the need for a formal quarterly newsletter and discuss alternatives i.e. regular 'Focus on Finance Member Update', information with links that can be sent in a regular email including sponsor articles.	28/05/21	Workgroup	

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

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

An update report is provided for discussion.

Recommendation: That the SALGFMG Executive Committee notes the report.

Rating and Valuation			
Action Items	Meeting	Responsible	Status
Adopting rate growth throughout the year rather than waiting until the end of the year.	24/04/20	Simon Zbierski	Discussed with RPSA

6. Treasurer's Report

A profit and loss statement to 31 May 2021 is provided for discussion.

Recommendation: That the SALGFMG Executive Committee notes the report.

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 have been signed and to be submitted to NAB.

7. Other Business

7.1 Constitution Review

Recommendation: That the Draft Constitution as amended be released to the membership for feedback prior to the July Executive Committee meeting.

7.2 Insurance Renewal

Recommendation: That the Secretary be authorised to communicate the SALGFMG's insurance renewal decision and finalise the appropriate paperwork with Local Government Risk Services.

8. Confidential Discussion Items

Nil

Other Business			
Action Items	Meeting	Responsible	Status
LGA Circular regarding the benefits of membership.	25/10/19	Secretariat	Add to newsletter also.
Email proxy details to the Secretariat	25/09/20	All Committee Members	
Finalise sponsorship proposal for adoption	28/05/21	Secretariat	Completed
Put together feedback from the FMG on the Local Government Information Framework.	28/05/21	President	
Provide Workgroup Members for the Student Placement Program to Andrew Leader at the LGA and add Workgroup to listing.	28/05/21	Secretariat	Completed

9. Next Meeting

30 July 2021 – Mount Barker Council.

10. Close

Standing and Future Items	Meeting	Frequency
Presentation from the Local Government Grants Commission	April	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