



LOCAL GOVERNMENT MANAGERS AUSTRALIA SOUTH AUSTRALIAN DIVISION INCORPORATED

Annual Report

2010 -2011



Contents

	<i>Page</i>
<i>Agenda for the 62nd Annual General Meeting</i>	<i>3</i>
<i>Minutes of the 61st Annual General Meeting.....</i>	<i>4</i>
<i>President's Report.....</i>	<i>5</i>
<i>Membership Report.....</i>	<i>6</i>
<i>Financial Report</i>	<i>8</i>

LGMA (SA)
PO Box 754
Kent Town SA 5071
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Agenda for the 62nd Annual General Meeting

To be held at the Stamford Plaza Hotel, North Terrace at
7:45am on Friday 28 October 2011
(Following breakfast and Guest Speaker at 7:00am)

1. Opening Remarks

Cate Atkinson MLGMA
LGMA (SA) President

2. Attendance Record

2.1 Present
2.2 Apologies

**3. Confirmation of Minutes of the 2010
Annual General Meeting**

RECOMMENDATION:

That the minutes of the 2010 Annual General Meeting held on 29th October 2010 be received and confirmed as a true and correct record of the proceedings.

4. President's Report and Address

The President's Report is contained in the Annual Report.

RECOMMENDATION:

That the Report be received.

5. 2010-2011 Annual Report

The 2010-2011 Annual Report was circulated electronically prior to the meeting.

RECOMMENDATION:

That the Report be received.

**6. Audited Financial Statements for the Year
ending 30 June 2011**

The statements are contained in the Annual Report.

RECOMMENDATION:

That the Financial Statements for the year ending 30 June 2011 be received.

7. Appointment of Auditor

RECOMMENDATION:

That Ian McDonald be appointed for the year 2011-12.

8. Amendments to Constitution

RECOMMENDATIONS:

That Section 7.3.2.3 be removed.

That Section 8.5 be changed to: "If a member omits or neglects to pay the subscription within 3 calendar months after the date of the notice then the member's name may, with the authority of the Divisional Board, be removed from the Register and from the date of such removal he or she shall cease to be a member."

That Section 9.5.1.6 be changed to: "is three calendar months or more in arrears in payment of any fee for membership or subscription by resolution of the Divisional Board."

That Sections 16.4, 16.4.1 and 16.4.2 be removed

That in light of the above recommendation, the constitution is renumbered accordingly.

9. Membership Report

The Membership Report is contained in the Annual Report.

RECOMMENDATION:

That the Report be received.

10. Overview of Business Plan

An overview of the Association's Business Plan will be presented.

11. Returning Officer's Report

The Returning Officer's Report will be presented.

RECOMMENDATION:

That the Report be received.

12. Announcement of President

Jane Trotter, as President Elect now becomes President in accordance with the Clause 10 of the Constitution.

13. Other Business

14. Close

Minutes for the 61st Annual General Meeting

Held at the Stamford Plaza Hotel, North Terrace at
7:45am on Friday 29 October 2010

1. **Opening Remarks**
The Acting President, Cate Atkinson, extended a special welcome to the Community Managers Network, Corporate Partners, Chair of the Year of Women in Local Government, President of the LGA, Divisional Board Members and All Present.
2. **Attendance Record**
 - 2.1 Present
Cate Atkinson, Mark Withers, Kerry Loughhead, Jane Gascoigne, Mandy Curyer, Taryn Sexton, Pauline Koritsa, Leeanne McEwan, Kevin Lowe, Wendy Campana, Felicity-Ann Lewis, James Myhill, Warren Stone, Campbell Opie, Justin Lynch, Heather Barclay, David Hitchcock, Henry Inat, Victoria Minenko, Dean Gollan, Nic Szuster, Brian Sambel, Denise Robinson, Debbie Richardson, Patricia Flood, Vanessa Davidson, Jill Hoare, Geoffrey Sheridan, Andrew Johnson, Russell Peate, Anne Skipper, David Morcom, Declan Moore, Damien Moloney, Bronwyn Webster, John Coombe, Paul Perry, Terry Buss, Pauline Filipovic, Jane Trotter, Colin Davies, Phil Barry, Justin Commons, Ray Pincombe, Rebecca Thomas
 - 2.2 Apologies
Ros Edwards, Graeme Maxwell, Henk Rhee, Tony Lawson, Harry Weirda, Terry Barnes, Pam Andritsakis, Allison Ashby, Robin Bourne, Steve Wilkinson, Paul Slater, Allen Bolaffi, Shane Cathcart, Peter Ackland, Craig Mudge, Terry Bruun, Paul Di Iulio, Steve Kerrigan, Gaye Andrews, Tim Jackson
3. **Confirmation of Minutes of the 2009 Annual General Meeting**
Moved Mark Withers, Seconded Russell Peate:
That the minutes of the 2009 Annual General Meeting held on 30th October 2009 be received and confirmed as a true and correct record of the proceedings.

CARRIED
4. **President's Report and Address**
Moved John Coombe, seconded Damien Maloney:
That the Report be received.

CARRIED
5. **2009-2010 Annual Report**
Moved David Morcom, seconded David Hitchcock:
That the Report be received.

CARRIED
6. **Audited Financial Statements for the Year ending 30 June 2010**
Moved Paul Perry, seconded Justin Commons:
That the Financial Statements for the year ending 30 June 2010 be received.

CARRIED
7. **Appointment of Auditor**
Moved Rebecca Thomas, seconded Mark Withers:
That Ian McDonald be appointed for the year 2010-11.

CARRIED
8. **Membership Report**
Moved Jane Trotter, seconded Jim Myhill:
That the Report be received.

CARRIED
9. **Overview of Business Plan**
An overview of the Association's Business Plan was presented.
10. **Returning Officer's Report**
The Returning Officer's Report was presented. As a result of the election, the following were declared as Divisional Board Members for two years ending at the 2012 AGM:
Mark Withers
Rebecca Thomas
Victoria Minenko
Vanessa Davidson
Justin Lynch
It was also declared that Jane Trotter was elected unopposed to the position of President Elect.

Moved Ray Pincombe, seconded Heather Barclay:
That the Report be received.

CARRIED

Jim Myhill, Paul Di Iulio and John Coombe were thanked for their service to the Divisional Board.

John Coombe's long and outstanding career in local government was acknowledged.
11. **Investiture of President**
Cate Atkinson was inducted as President of LGMA SA.
12. **Other Business**
There was none.
13. **Close**
There being no other business the meeting closed at 8:10 am

President's Report

This year has seen a consolidation of the activities of LGMA, focussing on the delivery of highly effective programs that have continued the positioning of developing leaders in the local government sector. The Board has undertaken a strategic planning forum to position a business plan for the coming 3 years that will respond to a competitive market in order to maintain our sustainability and return to our members.

Importantly, the Division supported the Northern Territory's proposal to be recognised as an independent Division of LGMA national, and this was adopted at the National AGM in May 2011. This has required an amendment to our Constitution to remove reference to our role in the Northern Territory.

Highlights of 2010 /11 include:

Professional Development / Leadership Activities:

Our activities this year has focussed on delivering the following highly successful programs:

State Conference

Our State Conference, "The Wild World of Local Government: Survive. Adapt. Engage." was held at the Adelaide Zoo on 4 March 2011. It was extremely well attended, with over 175 registrants who participated in a day of excellent presentations including best practice in planning for communities, and community engagement based on the digital economy.

Leadership Excellence Awards

This fabulous program attracted over 100 nominations for 11 Awards.

The successful Awards Dinner, attended by 380 guests at the Hilton Hotel, Adelaide on 15 April provided a wonderful event to support and recognise the outstanding achievements from within local government. Again, we were pleased to have the support of the Minister for State Local Government Relations, as well as the Minister for the Status of Women.

Management Challenge

The success of the LGMA Management Challenge was renowned with 20 teams competing for an opportunity to represent the State in the Australasian Challenge. This teams participated in an event held over 2 days at AAMI Stadium, and we were thrilled to welcome a team from the Northern Territory, along with a composite team representing the Eastern Region Alliance and two regional teams.

Emerging Leaders Program

22 participants concluded their Emerging Leaders Program year at the State Conference. A further 19 participants commenced their program in May.

Supporting Women in Local Government

LGMA (SA) continued to celebrate the Year of Women in Local Government and the enormous contribution women give to the sector and their communities with a conference held in September which was attended by 200 participants, followed by a fabulous dinner in June at the Next Generation Club, also attended by 200.

This is a ongoing focus for LGMA (SA) and one that continues to be highly supported and recognised for its leadership training opportunities.

Other Programs

Over the 2010-2011 period LGMA (SA) also administered two conferences and significant support for SALGFMG. We continued to support IPWEA SA in accordance with our shared services agreement up until the establishment of IPWEA's own secretariat in May.

Overall, the LGMA can be proud of its achievements. In particular, I would like to thank the LGMA SA Divisional Board Members for their contribution in assisting the CEO and staff of the organisation; our Corporate Partners who have provided fabulous support; the various agencies and businesses that we have partnered with to deliver our services; and especially our CEO, Taryn Sexton, who has contributed enormously to maintaining the success of the organisation.

Cate Atkinson
President

Membership Report

The Association's Membership as at 30 June 2011 was 341. This includes the following:

Fellows

Robert Adam	David Hope
John Banks	Tim Jackson
Terry Barnes	Graeme Maxwell
Philip Brand	Anthony McCabe
Brian Carr	Gregory O'Connor
Daryl Cearns	Fred Pedler
John Comrie (Merit)	Gregory Perkin
John Coombe	Paul Perry
Colin Davies	Ray Pincombe
Paul Di Iulio	Edward Roberts
Bruce Francis	Roydon Roberston
Dean Gollan	Michael Shelley
Stephen Hains	Geoffrey Sheridan
Nigel Hand	Trevor Starr (Merit)
David Hitchcock	Harry Weirda

DIVISIONAL BOARD October 2010 – October 2011

Name	Appointment	To Retire	Years on Divisional Board
Cate Atkinson	President	2011 as President, 2012 as Divisional Board Member	3.5
Mark Withers	Immediate Past President	2011 as President-Elect; 2012 as Divisional Board Member	6
Jane Trotter	President Elect	2011 as President Elect, 2013 as Divisional Board Member	6
David Hitchcock	Treasurer	2011	6
Heather Barclay	Divisional Board Member	2011	3
Russell Peate	Divisional Board Member	2011	11
Rebecca Thomas	Divisional Board Member	Resigned effective 10/2011	3.5
Bernie McSwain	Divisional Board Member	2011	1
Vanessa Davidson	Divisional Board Member	2012	1
Victoria Minenko	Divisional Board Member	2012	1
Justin Lynch	Divisional Board Member	2012	1

EXECUTIVE COMMITTEE October 2010 – October 2011

Cate Atkinson	President
Mark Withers	Immediate Past President
Jane Trotter	President – Elect
David Hitchcock	Treasurer
Taryn Sexton	Chief Executive Officer

PAST DIVISIONAL AND NATIONAL PRESIDENTS

NAME	DIVISIONAL PRESIDENT	NATIONAL PRESIDENT
V S Shepherd OBE	1949 – 1951	1953 – 1954
W C D Veale	1951 – 1953	
F V Elliott	1953 – 1955	
S Keane	1955 – 1957	
F A Lewis OBE	1957 – 1959	1959 – 1960
H G Perry	1959 – 1961	
R A Kerr	1961 – 1963	
W W Brokate	1963 – 1965	1965 – 1966
R C Tucker	1965 – 1967	
M M Paech	1967 – 1969	
R L Pash, OAM	1969 – 1971	1971 – 1972
R E Oswald	1971 – 1973	
J Borman	1973 – 1975	
L K McKay	1975 – 1977	1977 – 1978
J R Langman	1977 – 1979	
K H Davis	1979 – 1981	
D J Williams	1981 – 1983	1983 – 1984
D K Wormald	1983 – 1985	
D O Roberts	1985 – 1987	
B R Carr	1987 – 1988	
J R Kleem	1988 – 1989	1989 – 1990
R C S Hunter	1989 – 1990	
G L Dimond	1990 – 1991	
P J Spencer	1991 – 1992	
M B Thompson	1992 – 1993	
M J Llewellyn-Smith	1993 – 1995	1995 – 1997
M A Boyd	1995 (March to August)	
J A C Comrie	Oct 1995 – 1997	
F Pedler	1997 – 1998	
V Little	1998 – 1999	
T Starr	1999 – 2000	2002 – 2003
P Vlatko	2000-2002	
T Jackson	2002-2004	
R J Green	2004-2006	
R J Peate	2006-2007	
J Coombe	2007-2008	
R Pincombe		2008 – 2009
M Withers	2008-2009	
H Lawler	2009	
C Atkinson	2009-2011	

Financial Report

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF LOCAL GOVERNMENT MANAGERS AUSTRALIA (SA DIVISION)
INC.

Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Local Government Managers Australia (SA Division) Incorporated which comprises the balance sheet as at 30 June 2011, and the income statement, for the year then ended, a summary of significant accounting policies, other explanatory notes and the Statement and Report by the Committee.

The Responsibility of Board of Management for the Financial Report

The board of management of the entity are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the financial reporting requirements of the Associations Incorporation Act and are appropriate to meet the needs of the members. The board of management responsibility also includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I have conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the board of management as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the financial reporting requirements under the Association Incorporation Act. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

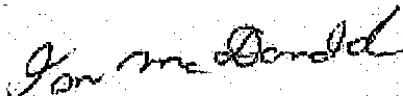
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting my audit, I have complied with the independence requirements of the Institute of Chartered Accountants.

Auditor's Opinion

In my opinion, the financial report presents a true and fair view of the financial position of Local Government Managers Australia (SA Division) Incorporated as of 30 June 2011 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.



IAN G McDONALD FCA
REGISTERED COMPANY AUDITOR

DATED at EASTWOOD this 22 day of October 2011

STATEMENT AND REPORT BY THE COMMITTEE

TO THE MEMBERS OF LOCAL GOVERNMENT MANAGERS AUSTRALIA (SA DIVISION) INC.

The attached financial statements of Local Government Managers Australia (SA Division) Inc. for the year ended 30 June 2011 are, in our opinion properly drawn up:

- (a) so as to present fairly the financial position of the Association as at 30 June 2011 and the results of its operations for the year then ended, and;
- (b) in accordance with the provisions of the Association rules, and;
- (c) in accordance with applicable Australian Accounting Standards.

As at the date of this statement, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

During the financial year no;

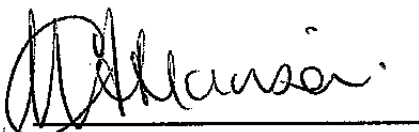
- (a) officers of the Association,
- (b) firms of which an officer is a member,
- (c) corporation in which an officer has a substantial financial interest,

have received or become entitled to receive a benefit as a result of a contract between the officer, firm or corporation and the Association.

During the financial year the following officers received payments or benefits of pecuniary value as follows;

Nil

Signed according to a resolution of the Committee.


Chairperson


Committee Member

DATED at *1:00pm* this *Nineteenth* day of *October* 2011

**LOCAL GOVERNMENT MANAGERS
AUSTRALIA (SA DIVISION)**

**INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2011**

	2011	2010
INCOME		
Emerging Leaders Program	46,263	55,724
Corporate Partnership	170,495	119,500
Events	231,709	553,199
Facilitation Management Fee	14,643	11,616
Interest and Bonus Payments - LGFA	10,704	12,469
Secretariat	67,619	55,396
Sponsorship	-	3,000
Subscriptions	43,693	35,590
Other	\$3,353	261
TOTAL INCOME	588,480	846,755
EXPENDITURE		
Employment Costs		
Salaries	207,356	201,948
Superannuation	18,471	17,598
Mileage Allowance	242	1,273
Provision for Annual Leave	9,489	-
Recruitment Costs	-	4,690
Worker's Compensation Scheme	395	471
Accountancy	9,396	13,601
Audit	3,500	3,000
Bank Charges	1,781	1,728
Capitation	14,719	10,175
Catering	36,082	1,818
Computer Systems	10,433	15,680
Depreciation	5,481	2,107
Events	220,502	393,761
Insurance - General	3,146	2,689
Office Rental	21,555	20,064
Postage	3,526	4,086
Printing and Stationery	19,675	6,260
Promotion	6,979	1,746
Rental of Equipment	47	6,875
Sundry Expenses	9,569	369
Telephone and Facsimile	4,544	6,402
Training and Development	-	2,011
Travel and Accommodation	3,662	2,266
TOTAL EXPENDITURE	610,549	720,618
NET SURPLUS/(DEFICIT)	(22,069)	\$126,137

**LOCAL GOVERNMENT MANAGERS
AUSTRALIA (SA DIVISION)**

**BALANCE SHEET
AS AT 30 JUNE 2011**

		2011	2010
CURRENT ASSETS			
Cash	2	64,521	31,371
Receivables	3	52,210	75,610
Investments	5	212,669	231,501
Other	4	52,044	31,334
TOTAL CURRENT ASSETS		<u>381,444</u>	<u>369,816</u>
 NON-CURRENT ASSETS			
Property, Plant and Equipment	6	4,826	8,084
TOTAL NON-CURRENT ASSETS		<u>4,826</u>	<u>8,084</u>
TOTAL ASSETS		<u>386,270</u>	<u>377,900</u>
 CURRENT LIABILITIES			
Creditors and Borrowings	7	180,833	150,393
TOTAL CURRENT LIABILITIES		<u>180,833</u>	<u>150,393</u>
TOTAL LIABILITIES		<u>180,833</u>	<u>150,393</u>
NET ASSETS		<u>205,438</u>	<u>227,507</u>
 MEMBERS' FUNDS			
Accumulated Funds	8	205,438	227,507
TOTAL MEMBERS' FUNDS		<u>205,438</u>	<u>227,507</u>

**LOCAL GOVERNMENT MANAGERS
AUSTRALIA (SA DIVISION)**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

These financial statements are a special purpose financial report prepared for the use by the Association members. The members have determined that the Association is not a reporting entity.

The statements have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

The financial statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

	2011	2010
NOTE 2 - CASH		
Bank Cheque Account	64,521	31,371
	<u>64,521</u>	<u>31,371</u>
NOTE 3 - RECEIVABLES		
Course Fees	53,188	76,590
Less Provision for Doubtfull Debts	(978)	(980)
	<u>52,210</u>	<u>75,610</u>
NOTE 4 - OTHER CURRENT ASSETS		
Accrued Income	17,471	-
Interest Accrued	2,568	2,981
Prepaid Expenses	32,005	28,353
	<u>52,044</u>	<u>31,334</u>
NOTE 5 - INVESTMENTS		
Local Government Finance Authority	212,669	231,501
	<u>212,669</u>	<u>231,501</u>
NOTE 6 - PROPERTY, PLANT AND EQUIPMENT		
Office Furniture and Equipment	21,768	43,324
Provision for Depreciation	(16,942)	(35,240)
	<u>4,826</u>	<u>8,084</u>
NOTE 7 - CREDITORS AND BORROWINGS		
Creditors and Accruals	15,531	20,726
Revenue Received in Advance	111,362	88,126
GST	5,090	2,180
Accrued Employee Entitlements	9,489	-
G. Dimond/Guerin-Hockridge Reserve Funds	39,361	39,361
	<u>180,833</u>	<u>150,393</u>
NOTE 8 - ACCUMULATED FUNDS		
Unappropriated Profits Brought Forward	<u>205,438</u>	<u>227,507</u>