



**LGMA (SA) Emerging Leaders Alumni Network Committee
Agenda
9:30 am, Thursday 6 June 2013
at LGMA (SA)
3-5 Hauteville Tce, EASTWOOD SA (in Dewings offices)**

1. Present /Apologies
2. Any other business?
3. Review Committee Terms of Reference (attached)
4. Committee members and positions (attached)
5. 2013/14 Calendar of events
 - Drinks sessions
 - a. dates, locations, topics
 - Training and development
 - a. Commercial Acumen Training proposal (attached)
 - b. Other ideas
 - Christmas function to tie in with last day of ELP 13 December 13
6. Professional Leaders Program Alumni- join ELP Alumni?
7. Sponsorship/Scholarships
8. Newsletter Column
 - Who to write?
 - Deadlines (attached)
9. Upcoming LGMA (SA) events
10. Other business
11. Next meeting date



LOCAL
GOVERNMENT
MANAGERS
AUSTRALIA

SOUTH AUSTRALIAN
DIVISION INC.

LGMA (SA) Network

TERMS OF REFERENCE

NAME OF NETWORK:

GROUP REPRESENTED BY THIS NETWORK:

AUSPICE:

An LGMA (SA) Network operates under the auspices of the Local Government Managers Australia (SA)

PURPOSE OF NETWORK:

ITS FUNCTIONS

The functions of the Network include:

- To promote networking and professional development opportunities
- To be a professional group – i.e. a group from whom the LGA, State or Commonwealth may seek comment on policy issues
- To promote the sector and the important role our members undertake in Local Government and related organisations.
- To establish strategic alliances with other key associations.
- To Represent South Australia in the relevant national bodies in order to provide further networking on issues / best practice in Australia and overseas where this involvement is not contradictory to the LGMA National Roles and Responsibilities document.

MEMBERSHIP

Membership of this LGMA Network is open to:

- Those eligible for membership of LGMA (SA) under the LGMA (SA) constitution who hold relevant positions or have a relevant interest in the Group as defined above.
- Related organisations joining as Corporate Members

Membership is contingent upon payment of the prescribed membership fee and agreement to support the purpose and functions of this Network.

NETWORK COORDINATING COMMITTEE

This LGMA (SA) Network will operate under the direction of a Coordinating Committee consisting of up to sixteen (16) members. Committee Members will be elected from financial network members.

Committee Members will be elected for a two (2) year period with one half (1/2) of the committee positions being declared vacant each year. Nominations for these positions will be called for giving 30 days notice of the nomination deadline and outlining the voting process. In the event of more nominations than available positions being received voting via secret ballot will be held.

The following positions will be determined by vote by elected Committee Members.

| POSITION |
|---|
| Chairperson |
| Vice Chairperson |
| Representative on National Issues (where appropriate) |

All Committee Members' positions will be ratified by the Divisional Board.

The Committee may call upon experts from time to time to assist it to carry out the functions of the Network. It may also form sub-committees to assist it carrying out the purpose and functions of the Network.

The Committee will meet a minimum of four (4) times per year. A meeting quorum comprises 50% of Committee members.

Should a Committee member resign or not attend three (3) consecutive meetings of the Committee without, in the opinion of the Committee, adequate reason, the Committee may declare the position vacant and fill the position.

Decisions of the Committee will be determined by majority vote. Each Committee member will have one (1) vote. In the event of a tied vote the motion or decision under consideration, the Chair will have a casting vote in addition to a deliberative vote.

Committee Members may nominate, subject to approval of the Coordinating Committee, a proxy delegate to attend Coordinating Committee meetings when the Member is unavailable. Voting of a Committee Member's proxy representative will be limited to standing agenda items only, and as directed by the elected Committee Member they are representing.

REPORTING STRUCTURE AND PROCESS

Minutes of each of the Committee meetings will be kept. The Minutes of a meeting shall be submitted to the Committee for ratification at the subsequent meeting. Copies of the minutes will be provided to the Divisional Board.

Members will have access to the activities of the Network including Agendas, issues, forthcoming events, professional development opportunities via the LGMA website.

Where, in the opinion of the Committee, wider input of the Network membership is desirable Network members will be contacted via Email or other appropriate form of communication.

Network Members are encouraged to contact Committee Members and, if desired, make deputations to the Committee on sector issues.

The Committee will report to the Network Membership at relevant LGMA (SA) events.

OBLIGATIONS OF COMMITTEE MEMBERS AND PERSONS ASSISTING THE COMMITTEE

All members of the Committee and any persons assisting the Committee will comply with these terms of reference and meet all LGMA (SA) constitutional requirements.

Any conflicts of interest must be declared.

FINANCIAL ARRANGEMENTS FOR NETWORKS

Membership Fees

Network Members Membership Fees go to LGMA (SA)'s Membership Income Account.

Reserve Account

A Reserve Account will be established in the name of the Network, to be managed through decisions of the Network Coordinating Committee.

Any existing funds which an existing group choosing to become an LGMA Network has, will be held in their Network Reserve Account.

Interest from Network Reserve Account will be paid to LGMA (SA) Interest income line.

Should the Network cease to exist, the funds in the reserve account will be set aside for a period of 12 months should the network re-form. After this time, the funds from the reserve account will go into the general LGMA (SA) account.

Income and Expenses resulting from Network Initiatives

A budget in line with relevant LGMA (SA) budget and pricing policies must be presented to the LGMA (SA) CEO for all Network initiatives such as Conferences, Seminars, Trainings, Research projects and other events for approval.

This budget is to include an Administrative Levy in line with the current formula used by LGMA (SA). This levy will be deposited in LGMA (SA)'s Admin Levy Income line.

Any profit or loss resulting from the event after the Admin Levy is paid will be deposited / drawn from the Network Reserve account.

| First name | Last name | Job Title | Organization |
|-------------------|------------------|---|-----------------------|
| David | Carroll | Team Leader ICT Infrastructure & Operations | Adelaide City Council |
| Clive | Harrington | Infrastructure and Traffic Officer | City of Campbelltown |
| Julie | Janssan | Team Leader Customer Service | City of Onkaparinga |
| Mandy | Oye | Membership and Communications Manager | LGMA (SA) |
| Taryn | Sexton | CEO | LGMA (SA) |
| Ryan | England | Manager Information & Communication Technology | The Barossa Council |

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Commercial Acumen Training for Owners

In the past your people have developed commercial acumen through on the job experience. In today's business environment the luxury of allowing your people to learn this critical skill by experience is no longer a viable option given the different commercial models and practices that are utilised by project owners.

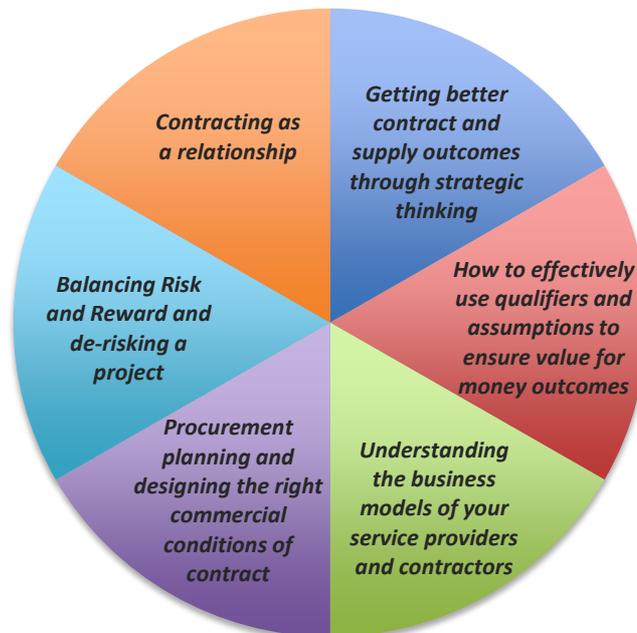
The Opportunity

Organisations throughout Australia spend billions of dollars on contractors and service providers every year. This presents significant commercial opportunities to save money and improve the performance of your contracts by training your staff who design, negotiate, manage, deliver and administer your contracts and projects on good commercial practices.

The BRS Solution

BRS have developed in house custom designed training programs to support, grow and develop the commercial acumen of project owners and staff on your service, infrastructure and operational contracts. Your people will leave the training with an in-depth understanding of how to apply commercial acumen principles to generate better value for money outcomes from your procurement and contracting activities and improve relationships with your service providers and contractors.

Training Includes:



Invest in your success – commercial acumen training, it just makes dollars and sense.



RESULTS THROUGH EXPERIENCE

Suite 501, 147 Pirie Street, Adelaide, SA 5000
+61 (0)8 8215 0332

www.brsresults.com

Workshop: Commercial Training Workshop

Date: TBA

Time: 9.00 am to 5.00 pm

Venue: TBA

Purpose: To gain a good understanding of the commercial practices which drive effective commercial performance of your service providers and your project. To ensure you get better value for money from your service providers on your projects and operational services.

Attendees: TBA

| Time | Item | Agenda Item | Presenter | Time allocated |
|------|------|---|-----------|----------------|
| 0900 | 1. | Welcome | BRS | 5 mins |
| 0905 | 2. | Overview and purpose of the day | BRS | 10 mins |
| 0915 | 3. | Ground rules and expectations of the workshop > Discussion on current challenges | All | 20 mins |
| 935 | 4. | Procurement planning - Understanding the different procurement methods and clarifying under which circumstances we should use each of them. > Understanding the importance and techniques to correctly scope projects from a commercial perspective. Link to risk allocation. > Designing the right commercial conditions from the start into the Tender documents and the Conditions of Contract. | BRS | 45 mins |
| 1020 | 5. | Morning Tea | All | 15 mins |
| 1035 | 6. | Balancing Risk and Reward - matching the risk with the value of the services > Risk Allocation Table and de-risking a project | BRS | 35 mins |

| Time | Item | Agenda Item | Presenter | Time allocated |
|------|------|--|-----------|----------------|
| 1110 | 7. | Understanding pricing mechanisms and techniques used by service providers. <ul style="list-style-type: none"> > Burden Rates > How a consultant prices up a project > How a constructor prices up a project | BRS | 45 mins |
| 1155 | 8. | Getting value for money from your service providers and establishing key result areas and key performance measures | BRS | 35 mins |
| 1230 | 9. | Lunch | All | 40 mins |
| 1310 | 10. | Understanding Qualifiers and Assumptions used by service providers <ul style="list-style-type: none"> > Preventing contract overcharges > Providing clarity to service providers > Contract terms | BRS | 120 mins |
| 1510 | 11. | Afternoon Tea | All | 20 mins |
| 1530 | 12. | Strategic Contracting <ul style="list-style-type: none"> > Contract consolidation > Spend Analysis – Kraljic Matrix | BRS | 60 mins |
| 1630 | 13. | Recap: Key Takeaways and Actions <ul style="list-style-type: none"> > Recommendations to the Organisation > Personnel Takeaways | All | 30 mins |

E-newsletter deadlines for Network News

| Month | Date | Member Name responsible ? |
|-----------|------------------|---------------------------|
| June | 20 th | |
| July | 23 rd | |
| August | 20 th | |
| September | 17 th | |
| October | 22 nd | |
| November | 19 th | |
| December | 9 th | |