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## Brownhill Keswick Creek Stormwater Project

### Minutes of a meeting of the Brown Hill Keswick Creek Stormwater Interim Board (Project Steering Group - Chief Executive Officers)

held at 10.00am on Friday June 15, 2018 at West Torrens City Council

1. **Present:**

Terry Buss (Chair)	West Torrens City Council
Peter Tsokas	City of Unley (present from 10.30am)
Matt Pears	City of Mitcham
Paul Deb	City of Burnside

**Apologies:** Nil
2. **In attendance:**

Klinton Devenish	City of Adelaide
Michael Salkeld	Project Director
Rick Hennig	City of Mitcham
3. **Minutes of meeting held April 20, 2018:**

The minutes were accepted as read.
4. **Discussion items:**
  - 4.1 **Recruitment of Subsidiary Board Members**

From a field of 90 applicants, 10 were interviewed, resulting in five preferred candidates. Referee checks will be conducted, with the process to be concluded by June 22. Unley will prepare the report to go all five councils;

It was the consensus of the Interim Board that the report be confidential, to be released once the recommendations have been endorsed. In the report, Option Two is to be that the selection be referred back to the Nominations Committee. The draft report, which is to include details of the panel members with commentary that the inclusion of Mayor Trainer provided a helpful Elected Member perspective.

**Action: P Tsokas/J Kerr**
  - 4.2 **BRM Holdich advice re Treatment of Depreciation**

This report, which was obtained at the suggestion of City of Adelaide, contains information that has now been included in the Project Execution Plan. It advises how depreciation should be treated by the regional subsidiary and by the member councils. A copy of the report is to be provided to the finance staff of the five councils.

**Action: All**
  - 4.3 **Project Execution Plan**

Feedback has been provided by members of the Technical Group and some finance staff, as well as Bill Lipp. This has been incorporated into the draft Project Execution Plan, the latest draft of which is to be circulated by the Project Director. Feedback on the document, particularly on the section dealing with the transition to the subsidiary, is to be provided to M Salkeld as soon as possible.

**Action: M Salked/All**

It was acknowledged that there needs to be a clear link between the Project Execution Plan and the workplan. The next meeting is to address the matter of which actions are to be undertaken by the Interim Board and which by the Subsidiary's Board once it is appointed.
  - 4.4 **Correspondence re Brown Hill and Keswick Creek 'urban catchments' SMP**

The letter from the SMA was discussed. It was the consensus of the Interim Board that a written response be sent seeking clarification of the letter's intent. Once clarification has been provided, a further letter is to be sent outlining what has occurred to date, what will be done and by whom. M Salkeld is to draft the first letter and circulate it for comment prior to sending it to the SMA.

**Action: M Salkeld**

It was noted that additional modelling will be undertaken during the detailed design work for the SMP.

**4.5 Confirmation of resolution re continuation of Unley's host council role circulated June 1**

The Interim Board/CEOs formally noted the motion previously circulated and endorsed via email:

*"It is noted that, since the establishment of the Stormwater Board, the Unley Council has continued to perform the role of 'Host Council', consistent with the provisions of clause 7 of the Memorandum of Agreement as dated December 2008 but which terminated on 28 February 2018. The interim Board resolves to support the Unley Council continuing to perform the same role and functions as set out in the said clause 7 and on the same terms and conditions, until such future time as determined otherwise by the Interim Board or the Board duly established in terms of the Charter."*

It was the consensus of the Interim Board that Unley continue its current role as host council until the end of November, to allow time for the substantive Board to decide on matters like staffing and accommodation, and to arrange for the subsidiary's bank accounts to be established.

Once the subsidiary is properly established, if council systems or resources are used by the subsidiary, formal contracts will have to be in place whereby the relevant council is paid by the project. It was noted that there may be value in co-locating the subsidiary with that of ERA Water.

**4.6 Legal advice re work by constituent council for the BHKC Stormwater Board**

As Mitcham is undertaking work on behalf of the subsidiary, a legal agreement is to be drafted to cover this. It will also need to apply to future work undertaken by councils for the project. The Project Director is to engage Michael Kelledy to draft the agreement as a matter of urgency.

**Action: M Salkeld**

**4.7 Draft funding brochure**

The draft wording has been provided to the City of Adelaide for their marketing department to prepare an updated brochure. M Salkeld and K Devenish are to agree the final wording ready for laying out.

**Action: M Salkeld/K Devenish**

It was noted that a coordinated strategy is required for lobbying regarding funding. David Pisoni has indicated his willingness to facilitate a meeting with Minister Speirs, who has not yet responded to the letter sent to him by T Buss in April. A copy of that letter is to be provided to P Tsokas who will then liaise with D Pisoni to set up the meeting.

**Action: T Buss/P Tsokas**

David Pisoni also recommended that a meeting be set up with Nicolle Flint regarding seeking Federal Government funding.

**4.8 Budget 2018/19**

The latest budget programs for the project as circulated on June 13 2018 reflect the transfer of the Hawthorn Reserve creek upgrade expenditure from this financial year to next and the adjusted South Park Lands construction expenditure.

The charter requires that the subsidiary's budget be approved by the board by 30 June. Based on a 20 year program, the subsidiary will require an estimated \$7.1 million in its account for 2018/19, deposited by the councils in two tranches. This includes the operating component, which is estimated at \$250,000. However this can't occur until a bank account is established for the subsidiary; in the interim the current financial arrangements will remain in place.

It was the consensus of the Interim Board that the 2018/19 Budget as circulated be adopted.

**4.9 Workplan**

This is to be revised to reflect the discussion in 4.3 above, then circulated prior to the next meeting.

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**5. Other business:**

**5.1 Banking function**

This is on hold until the Subsidiary Board begins its work in August.

**5.2 Stormwater Excellence Awards**

An application is to be prepared, based on the successful LGPro submission.

**Action: M Salkeld/J Kerr**

**5.3 Meetings of the Board**

As the Steering Group is now the Interim Board, its meetings should be open to the public. Accordingly, agendas and minutes are to be posted on the project website, with any supporting papers to be provided on request.

**Action: M Salkeld**

**5.4 Tenders for the Hawthorn Creek Upgrade work**

These will close in a few days, with M Salkeld to be on the tender assessment panel.

**6. Next meeting**

To be held at 10.00am on Friday July 13. Discussion items are to include: sign off for the PEP and risk assessment; updated workplan; and a workshop on Board vs Council responsibilities. As K Devenish will be an apology, T McCready is to be invited to attend as proxy.

**7. Meeting close**

The meeting closed at 11.40am