



**MINUTES OF A MEETING OF THE
BROWN HILL AND KESWICK CREEKS
STORMWATER BOARD**

HELD THURSDAY AUGUST 16, 2018, AT 6.00 PM

At the City of Unley
181 Unley, Road, Unley

MINUTES

August 16, 2018

1. Meeting Administration

1.1. Present:

J Choate (Chairperson)
R Barratt
P Bowler
P Gelston
G Vogt

In attendance:

Michael Salkeld, Project Director
Dallis Von Wald, City of Unley
J Kerr, Minute taker

1.2. Apologies:

Nil

1.3. Minutes – August 9, 2018

Moved: P Gelston

Seconded: G Vogt

BHKCSB6/18-19

CARRIED

That, with the correction at Item 4.1.1 of 'Envision' to 'Advision', the minutes of the Brown Hill and Keswick Creeks Stormwater Board held on August 9, 2018, be accepted as a true and correct record of the proceedings.

1.4. Correspondence

The letter from J Choate dated August 9 was noted.

1.5. Declaration of Interests

Nil

2. Matters arising from the minutes:

2.1. Premises

The Chair has followed up about this matter and is waiting for the CEOs' response.

2.2. Funding

2.2.1. Status

The Chair has followed up and is waiting for the CEOs' response.

2.2.2. Financial modelling

(a) It was noted that the modelling undertaken by Advision showed an economic benefit from a shorter timeframe for project delivery, but no significant cost savings because of the cost of borrowing to fund the works. M Salkeld is to provide a summary of the advice provided, including the assumptions

Action: M Salkeld

(b) It was agreed that the approach to John Comrie be deferred until later in the year.

2.2.3 AMLRNRM Grant

R Barratt reported on her contact with the AMLRNRM which indicated its willingness to work together with the project when implementing initiatives that affect the creek line.

Moved: G Vogt

Seconded: P Bowler

BHKCSB7/18-19

CARRIED

That no application be made for a grant from the AMLRNRM in 2018.

2.3. Staffing:

2.3.1. Executive Officer:

(a) Position description

The latest draft of the Executive Officer's position description was tabled, having been amended to reflect feedback to date. It was agreed that although an understanding of technical issues is essential, it is not necessary for the appointee have engineering qualifications. Governance and strong interpersonal skills are important while project and stakeholder management experience are critical. Further suggestions about the position description are to be made out of session via email, with the final version to be complete by September 20. The salary package, which may include a car, can be negotiated later.

(c) Alternatives for engagement

This is in train.

(d) Procurement of recruiter

The procurement matrix for the City of Unley was tabled. Three written quotes will be required, with the position to be advertised in the Local Government Jobs Directory and via the selected recruiter.

An RFP is to be drafted by D Von Wald, and is to be issued to Hender, Matt Hobby and CTC.

Action: D Von Wald

2.4 Engagement of an auditor

The Chair declared a conflict of interest so will not be part of the procurement process for an auditor, which is to be undertaken in the New Year.

2.5 Establishment of bank account and signatories

Moved: P Gelston

Seconded: G Vogt

BHKCSB8/18-19

CARRIED

That a call for expressions of interest for provision of banking services to the subsidiary be made to the NAB, Bendigo Bank and People's Choice Credit Union.

The Chair declared a conflict of interest so the selection process for the bank is to be led by G Vogt.

To assist in this process, D Von Wald is to determine the number of project transactions per month, the turnover per month and the cash at bank at present. Criteria to be used in assessing the banks' responses include transaction fees, size of transactions and banking systems.

Action: D Von Wald

The CV of a potential provider of financial services to the subsidiary was tabled.

Moved: G Vogt
Seconded: P Gelston

BHKCSB 9/18-19

CARRIED

That J Scrymgour be invited to submit a proposal for provision of financial services to the subsidiary.

Action: J Kerr

2.6 Establishment of Audit and Risk Committee

Moved: G Vogt
Seconded: P Gelston

BHKCSB10/18-19

CARRIED

That R Barratt, G Vogt and P Gelston are to be appointed to the Audit and Risk Committee.

3 Business Plan

The Project Director spoke to the draft business plan previously circulated. It was noted that the work in the South Parklands will be delayed due to the approval process and requirement for community consultation. It was agreed that a list of required approvals be provided, showing which can be concurrent and which must be consecutive.

Action: M Salkeld

There was discussion about a potential development at Everard Park that has implications for the project and its work in the creek line. The City of Unley may wish to undertake associated works at its expense. This is to be discussed at an Elected Member briefing on August 20. Following the Council's decision, M Salkeld is to provide details of the next steps and risks if these works were to proceed.

Moved: P Gelston
Seconded: P Bowler

BHKCSB11/18-19

CARRIED

That the Board endorse the inclusion of works at Everard Park in the 2018/19 program of works, subject to satisfactory agreements being reached with the other parties, with an updated project budget to be provided for the September 20 Board meeting.

The updated project plan is to be circulated electronically to the Board, with feedback to be provided to M Salkeld. He is to then provide a final version with a covering memo.

Action: M Salkeld

4 General Business

4.1 Project update communication

At a date to be agreed at the September 20 meeting, M Salkeld is to provide an update on the preparation of materials to be used in lobbying. The materials are to address both the arguments for expediting project delivery and the risks of not doing so. It was noted that a brochure is currently being produced by the City of Adelaide’s marketing department.

4.2 Registration for GST and ABN

These are being arranged by Mark Booth of BRM Holdich.

4.3 Next meetings

On September 20, there is to be a meeting of the CEOs and the Board, followed by a meet and greet session with the Mayors and CEOs of the constituent councils, with the Board meeting to follow.

On October 18, the Board will have a project site visit followed by a Board meeting. The Community Bus is to be booked for the site visit

Action: D Von Wald

Future meeting agendas are to include standard items such as finance reports, WHS, project updates.

Action: J Choate/R Barratt/J Kerr/D Von Wald.

5 Meeting close:

The meeting closed at 8.55pm

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Chairperson

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Date: