



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

HELD THURSDAY September 20, 2018, AT 7.00 PM

At the City of Unley
181 Unley, Road, Unley

MEMBERSHIP

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

ATTENDEES

M Salkeld, Project Director
Dallis Von Wald, City of Unley

MINUTES
BROWN HILL AND KESWICK CREEKS
STORMWATER BOARD MEETING

THURSDAY September 20, 2018

Commencing at 7.00pm

Meeting was postponed to 7.00pm due to function with the CEOs and Mayors of the Constituent Councils.

1. Meeting Administration

The meeting opened at 7:02pm.

1.1. Present:

J Choate (Chairperson)
R Barratt
P Bowler
G Vogt

In attendance:

Michael Salkeld, Executive Officer
Dallis Von Wald, City of Unley, Minute Taker

1.2. Apologies:

Paul Gelston, Julie Kerr

1.3. Minutes-16 August 2018

Moved: G Vogt
Seconded: R Barratt

BHKCSB12/18-19
CARRIED

That the minutes of the Brown Hill and Keswick Creeks Stormwater Board held on August 16, 2018, be accepted as a true and correct record of the proceedings.

1.4. Correspondence

To be addressed as noted below in items 2.3.2, 2.3.3, 4.1 and 4.2.

1.5. Declaration of Interests

Nil

2. Matters arising from the minutes

2.1. Business Plan

The Business Plan submitted to the constituent councils on 4 September 2018 was noted.

2.2. Audit and Risk Committee

Minutes of the meeting of the Audit and Risk Committee held on 27 August 2018 were noted.

2.3. Premises

In accordance with the arrangements proposed at the CEOs meeting held on 20 September 2018, the Board accepted Unley's offer to host the Board's meetings, and for West Torrens to host the Executive Officer, until 30 June 2019.

Moved: G Vogt

Seconded: Rachel Barrett

**BHKCSB13/18-19
CARRIED**

2.4. Staffing

2.4.1. Executive Officer

As discussed with Peter Tsokas, City of Unley, the Executive Officer's contract is to continue on the basis of three days per week until 31 December 2018, at the Board's cost.

Moved: J Choate

Seconded: R Barrett

**BHKCSB14/18-19
CARRIED**

(a) The final position description for the role of the Executive Officer is attached for noting.

R Barratt is working with Matt Hobby of Perks to review Executive Project Director position description. Matt is to review and advise but is satisfied with general concept.

The remuneration was discussed with \$160-180K for someone who will work at ground level rather than a managerial level, and contract in the skills that they do not possess. Suggested 0.8 for this role.

Or the Board to consider two mid-level people rather than one higher level.

(b) Recruitment

The panel will consist of J Choate, R Barratt, G Vogt, and Paul Deb, CEO City of Burnside.

(c) Alternatives for engagement

Executive Officer will be engaged as Board employee to provide independence from the Constituent Councils.

2.4.2. Finance Officer

Letter to be sent to the bookkeeper confirming acceptance of the hourly rate. The bookkeeper to provide support in payroll, accounts and invoices, and mechanical accounting processes.

2.5. Preparation and audit of 2017/18 Financial Statements

2.5.1. Draft Financial Statements

Executive Officer advised that the draft 2017/18 financial statements were provided by Ian McDonald, Creative Auditing, to City of Unley and Board. These are to be forwarded to the Board appointed auditor.

2.5.2. Quotations from accounting firms

Review of the quotations received from:

- BRM Holdich
- Galpins
- Moore Stephens
- William Buck

William Buck be appointed as the Subsidiary's accountant, subject to referee checks.

Moved: G Vogt

Seconded: R Barratt

**BHKCSB15/18-19
CARRIED**

Action: D Von Wald

2.5.3. Quotations from audit firms

Review of the quotations received from:

- Galpins
- Moore Stephens
- William Buck

Galpins be appointed as the Subsidiary's auditor.

Moved: R Barratt

Seconded: P Bowler

**BHKCSB16/18-19
CARRIED**

2.6. Establishment of ABN, bank account and GST registration

2.6.1. ABN

The Chair advised that the ABN paper-based application has been lodged, and the Executive Officer indicated that it is due to be completed within the next 2-4 weeks.

2.6.2. Bank Account

Review of the quotations received from:

- ANZ
- Bendigo Bank
- People's Choice

NAB was approached but not provide a quotation.

ANZ be appointed as the Subsidiary's financial institution, with J Choate, R Barratt and M Salkeld as signatories.

Moved: J Choate

Seconded: G Vogt

**BHKCSB17/18-19
CARRIED**

Appointment to be made with ANZ Unley to open accounts.

Action: D Von Wald

The Chair questioned whether the Board was registered for GST, superannuation contribution, and a PAYG remitter, as this should have been registered by date of Gazette. Chair to seek clarification on these matters from BRM Holdich, no later than COB Wednesday.

Action: J Choate

J Vogt advised that ERA Water's directors' fees are paid quarterly and financials are conducted by Burnside.

3. Updates on Project Works

3.1. Everard Park

Emails from the Executive Officer dated 31 August 2018 and 11 September 2018 were noted.

An oral report was provided by the Executive Officer.

Executive Officer advised that the development application has gone to SCAP for approval. Notification is due to City of Unley, and neighbouring properties.

The Board has no right to notification (Unley Council will be notified), and it will not have the ability to challenge or be considered. Lodged material has been provided to Executive Officer, and he has passed it on to the planning consultant for review. The Executive Officer will request City of Unley to make the appropriate submission to represent views to SCAP. A letter to be sent to John Devine, General Manager City Development.

Action: M Salkeld

The letter has been sent to the neighbouring properties and has had four responses. One negative and one positive response to the correspondence. Executive Officer to meeting with John Devine next week to discuss the project.

Action: M Salkeld

Natalie Fuller is willing to assist with the stakeholder management in this instance. It is proposed that Natalie be engaged to assist. Natalie has been involved previously and has an understanding of the practical implications and the legislative issues, and has worked with Creek owners.

If Natalie is not able to continue on an ongoing basis, R Barratt suggested alternative stakeholder consultants to provide continuity.

R Barratt requested that if Natalie is engaged, the scope of works, with records and documents of what has occurred, as well as key findings be provided to the Board.

The planning consultant has advised that we need to seek planning approval for the underground culvert with public land above. This will involve a land acquisition from the adjoining landholders.

Executive Officer to determine the impacts, in consideration of the time sensitive nature, and the program. Creek construction may be around March 2019, around the same time as the Arcadian development. Townhouses back onto the creek, and this becomes an obstacle, not impossible but encumbered. Property owner issue is to be dealt with sensitively as a priority. Timeframe may be blown out due to Development Application etc.

WGA, an engineering firm, can provide a 50% design on a culvert solution to show the creek owners. Design is backed up by calculations to show the creek owners and negotiate with land acquisitions.

Land valuations are to be estimated. The Executive Officer has contacted Jones Lang Laselle, which provided a quote of \$5000 for the valuation for the cost to acquire land or easements.

The works are budgeted within the \$7 million for capital, however did not allow for the land acquisition this early in the project. G Vogt asked if there is an issue with moving this forward in the budget adopted by interim board,.

3.2. South Parklands

Email from the Executive Officer dated 11 September 2018, together with attachments, was noted.

An oral report was provided by the Executive Officer.

The Executive officer stated that the timeframe has been pushed out because of the council caretaker period during the election, therefore community engagement may be conducted. City of Adelaide will not be in a position to participate until early next year.

Executive Officer to take it up with the Steering Group to commence sooner rather than later. There are two avenues under the Development Act 1993: s49 Crown Development, or s33 Development Application.

The latter allows for objections, with review options to the Supreme Court. Crown Development option is far safer, however requires a sponsoring government agency. Because this a project across five LGAs, it may be possible to gain agency support.

Stakeholders in South Parklands include the Preservation Society and a number of sporting clubs who use the facilities (15 clubs that use the area). In terms of an engineering project, Victoria Park construction could raise the same amount of attention as the bus tunnel, therefore it is important to proceed with due diligence.

Designer has been successful in avoiding as many designated trees as possible.

Executive Officer to get the Planning Consultant to advise the process, and options, and email P Gelston to progress. Once the process is determined, the Board can pass a circulating minute if it is time sensitive.

Action: M Salkeld

4.3 Hawthorn Creek Reserve Upgrade

An oral report was provided by the Executive Officer.

Mitcham is very concerned about the timing and what decision needs to be made. Strategy was to have the works completed before winter by Mitcham, with the blessing of the interim board. The works went out to tender and Executive Officer has not had time to digest the report as yet. There are a number of competitive tenders.

Timing wise, the works will come into the right time when there is reduced flow, and should be completed before the end of the first quarter of next year. It was budgeted for \$1.5 million, however Mitcham obtained an estimate of \$2.5 million from a quantity surveyor, and the tenders have all come in less than the pre- tender estimate.

There needs to be some agreement between Mitcham and the Board to do the works. Mitcham would like to commence the works asap, therefore the agreement needs to be signed. Executive Officer has an agreement drafted by Kelledy Jones. Board to endorse the tender following council approval.

Executive Officer to send the recommendation together with the evidence that it has been approved by the CEO of Mitcham, for the Board to endorse the chosen tender. The Board to tele-conference the endorsement to prevent further delay.

Action: M Salkeld

5 Financial report

5.1 Status

An oral report was provided by the Executive Officer.

In this financial year, \$46K has been spent out of the project account, predominantly in salaries and super, and 9K on consultants. Nothing on capital

line, although the Executive Officer recently signed off a progress payment for 20K.

Executive Officer to provide comprehensive report, with the budget management/capital explained per line item, and the variance: actuals against anticipated.

Action: M Salkeld

5.2 Funding

An oral report was provided by the Executive Officer, as the Advision modelling is a series of emails rather than an actual report.

Executive Officer to combine key emails demonstrating the modelling into a report for review by the Board.

Action: M Salkeld

6 Other Business

Website

The website is being updated. Commenced a week ago, making it current status rather than the history of the project. Old material to be archived.

It has cost a few thousand to update, and will be completed by the end of the month. Executive Officer to spend two/three hours of time for fine tuning. A link will be provided by the next meeting.

Action: M Salkeld

6.1 Project Management System

R Barratt proposed that the Board develop and adopt governance frameworks, policies and procedures on how the Board is to conduct its business. A Stakeholder and Engagement Policy, Risk, and Project Criteria need to be developed, focusing on value engineering and the Board's non-negotiables.

7 Meeting close:

The meeting closed at 9:07pm

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Chairperson

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Date: