



**NOTICE OF MEETING OF THE
BROWN HILL AND KESWICK CREEKS
STORMWATER BOARD'S
AUDIT AND RISK COMMITTEE**

TUESDAY APRIL 16, 2019

Notice is hereby given that a meeting of the Brown Hill and Keswick Creeks Stormwater Board's Audit and Risk Committee will be held at the City of Unley, 181 Unley Road, Unley on Tuesday April 16, 2019 commencing at 5.30pm.

Issue date: Wednesday April 10, 2019

MEMBERSHIP

J Choate (Chairperson)
R Barratt (Board member)
P Gelston (Board member)
G Vogt (Board member)
Justin Humphrey (Independent)

ATTENDEES

Peta Mantzarapis (Executive Project Director)
J Kerr (Minute taker)

AGENDA

MEETING OF THE BROWN HILL AND KESWICK CREEKS STORMWATER BOARD'S AUDIT AND RISK COMMITTEE

Tuesday April 16, 2019

Commencing at 5.30pm

1. Meeting Administration

1.1 Apologies

To be reported by the Executive Assistant.

1.2 Minutes

Minutes of the meeting of the Brown Hill and Keswick Creeks Stormwater Board's Audit and Risk Committee held on February 11, 2019 are attached for approval.

1.3 Declaration of Interests

Committee members are requested to declare here any personal interest in the subject matter of any item on the agenda.

2. Discussion items

2.1 Policies

2.1.1 Draft policies

2.1.1.1 Draft media engagement policy is attached

2.1.1.2 Draft procurement policy is attached

2.1.2 Finalised policies

2.1.2.1 Invoice payment policy is attached

2.1.2.2 Credit card policy attached

2.1.2.3 Expense reimbursement policy is attached

2.2 Asset Capitalisation

A verbal update will be provided by the Project Director'.

2.3 BAS lodgements

A verbal update will be provided by the Project Director

2.4 Scope for review and update of base case inputs of the SMP

A verbal update will be provided by the Project Director. Contractor brief is attached.

3. Financial matters

3.1 Financial Report

- i) Statement of Financial Position – month and year to date
- ii) Balance Sheet
- iii) Statement of Cash Position

3.2 Cashflow Forecast

- i) Project timeline
- ii) Cashflow forecast
- iii) Forecast SMA contributions
- iv) SMA funds position

4 Other business

5 Next meeting

6 Meeting close