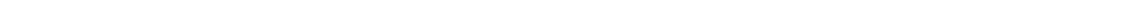




**MINUTES OF A MEETING OF THE
BROWN HILL AND KESWICK CREEKS
STORMWATER
Audit and Risk Committee**

HELD THURSDAY AUGUST 27, 2018, AT 5.00 PM

At SA Water
Victoria Square Adelaide



MINUTES

August 27, 2018

1. Meeting Administration

1.1. Present:

J Choate (Chairperson)
R Barratt
P Gelston
G Vogt

1.2. Apologies:

Nil

1.3. Minutes – No previous meeting

1.4. Correspondence

Nil

1.5. Declaration of Interests

Nil

2. Matters arising from the minutes:

Nil

3. General Business

3.1 Accounting and Auditing arrangements

Discussion covered the need for urgent response from the City of Unley regarding the provision of the Annual Accounts for the Subsidiary (noting that it had been established in early 2018)

Options for provision of accounting and auditing services were discussed.

CEO, City of Unley to be contacted as a matter of urgency.

Moved: P Gelston

Seconded: G Vogt

CARRIED

Michael Salkeld to approach John Comrie regarding provision of accounts and engage Mr Comrie to meet 30/9 deadline.

Moved: P Gelston

Seconded: R Barratt

CARRIED

Committee discussed engaging a suitable firm for on going accounting services

Eol's to be prepared to go to the following firms for the provision of on going accounting services. If John Comrie is unavailable, these firms may be able to provide the service (noting required timeframes)

- Moore Stephens
 - Galpins
-

-
- BRM Holdich
 - William Buck

GV to oversee

Services to include establishment of necessary systems and procedures for the new entity; the provision of ongoing advice to the bookkeeper and the preparation of future annual accounts.

Moved: P Gelston

Seconded: R Barratt

CARRIED

Committee discussed resources for Auditing services (separate to ongoing accounting services)

Separate EoI's to be prepared to go to the firms nominated above. GV to oversee as required.

Moved: R Barratt

Seconded: G Vogt

CARRIED

Actions:

JC to seek confirmation or other from City of Unley regarding provision of accounts as at 30 June 2018.

ACTION J Choate

JC to instruct Michael Salkeld to approach John Comrie to prepare accounts as at 30 June 2018 and obtain cost and timeframe and to proceed forthwith.

ACTION J Choate

DVW be requested to prepare and forward EOI's to selected firms for on-going accounting services. GV to lead

ACTION D Von Wald/ G Vogt

DVW be requested to prepare and forward separate EoI's to selected firms for auditing services. GV to lead

ACTION D Von Wald/ G Vogt

4. Other business

Committee discussed operation Board meetings and the need for some items to be discussed in confidence

Committee noted progress with ABN and GST registration process.

Committee to seek increased understanding of contractual arrangements for Project Director.

5. Meeting close:

The meeting closed at 6.00pm

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Chairperson

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Date:
