

**Minutes of a
BOARD MEETING OF THE DIRECTORS
Held March 26, 2020**

Via teleconference

1. Attendance

1.1 Present

Rod Ellis (Chair)
Madeleine Bekavac
Phillip Burton
Ben Clark (via teleconference)
Rita Excell
Stephen Fines-Phillips
Chris Haskas
John Hutton
Kathryn Johnson
Andrian Wiguna
Megan Woodward

1.2 Apologies

Joshua Bowen
Kathryn Johnson

1.3 Absent

Nil

1.4 In attendance:

Minutes: Julie Kerr
Observer: James Mitchell

2. Declaration of Interests

Nil.

3. Confirmation of Minutes

3.1 Minutes for adoption of the IPWEA SA Division Board Meeting held on February 13, 2020

Moved: John Hutton

Seconded: Ben Clark

It was resolved that:

The minutes of the IPWEA SA Board meeting held on February 13, 2020 be accepted as a true and correct record.

CARRIED

4. Items for decision

4.1 Draft Strategic Plan

It was noted that Joshua Bowen is now a member of the group addressing Strategy 2. Once that addition has been made, the current draft was approved for adoption as a working document.

Moved: Ben Clark

Seconded: Stephen Fines-Phillips

It was resolved that:

The Strategic Plan be adopted, noting that it is a working document and that, as a result of the current environment, implementation of the plan may need to be adjusted.

CARRIED

4.2 AAPA MOU

The draft MOU with APAA was discussed, with agreement reached that written confirmation be sought from APAA that the courses referred to in item 4.5 in the document will only be those originating in South Australia, not Australasia, and that the MOU applies only to the SA Division.

Moved: Chris Haskas

Seconded: Megan Woodward

It was resolved that the Board:

Receive and adopt the MOU with APAA, with the agreed amendment to item 4.5 and with confirmation that the agreement applies only to South Australia.

CARRIED

4.3 Sponsorship and events

This was discussed briefly, noting that there is a teleconference scheduled for March 31 between Presidents and EMs that may assist with event offerings. The outcome of the discussion is to be brought back to the board.

Moved: Stephen Fines-Phillips

Seconded: Ben Clark

It was resolved that:

The Board endorse the formation of an events group, comprised of Rod Ellis, Andrian Wiguna, Stephen Fines-Phillips, Megan Woodward, Madeleine Bekavac, John Devine and Richard Powell.

CARRIED

5. Items for discussion:

5.1 IPWEA SA response to COVID 19

There was discussion regarding the position re COVID 19 of each organisation represented on the board:

- LGA SA: Lobbying and working hard for the Local Government sector to be seen as an essential service through the crisis. They are working with police and State Government to keep Local Government operational and delivering services. Some Councils are panicking but LGA is communicating with councils to try to achieve a consistent stance
- City of Adelaide: largely shutdown except for essential services for the next two to four weeks. There will be a significant negative impact on revenues due to rent and rates relief and reduction in parking fees
- DC of Mt Barker: some non-essential services have been closed in their F2F form

and offered online instead. They are reviewing their works program and reprioritizing the list of possible projects to present to the government for stimulus funding. They are closing non-essential services like Libraries/Cafes and are restricting face to face meetings. Delivery of infrastructure is still going ahead via changes to re-locate staff to comply with social distancing and facilitating remote work where possible.

- Campbelltown: business as usual, though there are financial pressures due to rates relief and loss of revenue from the ARC sports centre.
- City of Mitcham: similar to Mt Barker and also City of Burnside. They are ensuring that projects are continuing and developing a list of projects to seek Federal funding. They are trying to ensure that jobs are protected in the local economy.
- City of Onkaparinga: similar to other councils, with staff working from home where possible
- Consulting firms: staff are working from home with virtual meetings every two to three days. Skills are accessible through remote work, staying connected with technology platforms with fellow staff members and clients. Jobs at risk if Public Works Authorities shut down the infrastructure services. Many scenarios being assessed to determine how to respond to how Public Works Authorities' shut down and ensure work continuity. It will be critical to retain skills to get stimulus projects planned and designed ready for the recovery. If clients stop their committed works, it will affect how business can continue to operate
- SEM: it is imperative to keep civil construction going as it employs similar numbers as the hospitality sector. Staff are operating remotely. Private sector development is likely to halt and loans will be harder to obtain, so government work is essential. Materials are still freely available despite the borders being closed, though some companies have stopped supplying eg Resource Co
- ARRB: they are moving training online, holding virtual meetings, and due to much of their research work being long term contracts, the situation is not as threatening for them.
- Regional Councils are trying to adapt and isolate staff, and to facilitate working from home. F2F meetings have stopped. There is a reliance on staying connected to service providers through technology.

The approach to member messaging during the COVID 19 crisis was then discussed. It was agreed that it is important to be seen to be providing support to the sector. The message is to include: what Local Government is doing to keep the economy going and its critical role in providing ongoing support for business; recognition of new ways of working; the importance of supporting one another and our communities, for both physical and mental wellbeing.

A letter is to be sent to the Minister, supporting the LGA SA's position that Local Government is to be classified as an essential service that underpins industry and business, as well as being critical to public safety and wellbeing. It should emphasise the expertise within Local Government that is critical to the maintenance and creation of infrastructure, and the need to retain skills and jobs for the future when the crisis is over. The draft letter is to be circulated to the Board for comment and input. A letter is also to be sent to the LGA SA.

It was noted that the association needs to explore ways for members to share experiences, innovations, new ways of working. LinkedIn may be one way of enabling this to occur.

The EM then left the meeting while the proposal to reduce her hours of employment was discussed.

Moved: Megan Woodward

Seconded: John Hutton

It was resolved that the Board delegate to the President and Treasurer to work with National Office and Julie Kerr to adjust hours if and when is needed to suit the COVID19 environment as it impacts on IPWEA SA operations, together with consideration given to Julie's activities allocated in FAME budget to support members during COVID19.

The EM then rejoined the meeting.

5.2 State Conference and Awards Update

The proposal to move these events to November 13 was discussed. It was suggested that the AGM may be combined with the conference, with options for inclusion to be explored.

Moved: Megan Woodward

Seconded: Madeleine Bekavac

It was resolved that:

The Board receive and note the report

CARRIED

5.3 Finance report

5.3.1 Financial report

The new format of the reports is more informative than the old. William Wang is to be formally commended for implementing the new reporting format, given his significant workload. The projected loss was discussed, noting that there may be minor income gained from online courses and the Federal Government's economic stimulus payment to Australasia.

Moved: Chris Haskas

Seconded: Rita Excell

It was resolved that:

The Board note the financial reports for February 2020 and immediately action the concerns raised in this report to improve the current financial situation

CARRIED

5.3.2 Budget report

The draft budget for FY 20/21 will be prepared in April, though it is difficult to predict how long the COVID 19 restrictions will remain in place, affecting ability to deliver training and events. The Board is to provide any comments or feedback to the Treasurer to assist in the formulation of the draft budget. This may require an out of session meeting prior to the next meeting of the Board, to discuss:

- Best case/worst case budget scenario
- Members support to encourage membership growth

Moved: Stephen Fines-Phillips

Seconded: Megan Woodward

It was resolved that:

The Board provide the Treasurer with input for the preparation of formal budget documentation for the next meeting of the Board

CARRIED

Madeleine Bekavac left the meeting at 6.40pm

5.4 Strategy Sub-Committees update

The following sub-committee updates were provided:

- The meeting of the services strategy group was postponed to April
- The membership group has not met since the last Board meeting
- The Governance Committee meeting was rescheduled to April
- The Innovations Committee meeting was postponed

All groups were encouraged to meet electronically

5.4.1 Advocacy Sub-Committee report

Moved: John Hutton

Seconded: Rita Excell

It was resolved that:

The Board

1. Note the minutes of the Advocacy Sub-committee meeting and
2. Endorse the Terms of Reference for the Advocacy Sub-committee

CARRIED

6. Items for noting

6.1 Reports (discussion by exception)

6.1.1 President's report

6.1.2 Executive Manager's report

6.1.4 YIPWEA report

The YIPWEA strategy has been developed and subsequently endorsed by the Australasian Board for implementation by the states. Most of the planned activities have to be deferred due to the coronavirus but some, eg the Coffee Cup Challenge, can still continue via electronic means

6.2 Action items

The action items were discussed and updated. Action lists are to be added to Items for Discussion in future agendas.

6.3 Board calendar and Work Plan

There was no discussion

Moved: Ben Clark

Seconded: Phil Burton

It was resolved that:

The recommendations in all agenda items for noting, ie 6.1 – 6.3, be moved and resolved en bloc

CARRIED

7. Other Business

There was none

8. Next Scheduled Meeting

The next meeting of the Board is scheduled to be held at 4.30pm on Thursday May 7 via Zoom videoconferencing facility, with an e-meeting beforehand at 3.00pm in which David Jenkins will provide an update on the strategy approved by the Australasian Board.

9. Meeting Close

The meeting closed at 6.55pm