

STORMWATER MANAGEMENT AUTHORITY

MEETING NO. 1

9:30 AM THURSDAY 26 JULY 2007

LEVEL 9 ROMA MITCHELL HOUSE, 136 NORTH TERRACE, ADELAIDE

MINUTES

Present: Nick Bolkus (Presiding Member)
Bronwyn Halliday
Kym Good
Rod Hook
Grant Hudson

In Attendance: Terry Stewart (General Manager)
Michael Barry (LGA)

1 APOLOGIES

Colin Pitman and David Altmann

2 CONFIRMATION OF MINUTES

The Minutes of the third and final meeting of the Stormwater Management Committee held on 7 December 2006 were confirmed as an accurate record.

Resolution: The Authority resolved that minutes of Authority meetings shall be publicly available via the Authority's page on the LGA website.

3 MEETING PROCEDURES

Resolution: The Authority resolved to note and adopt the following Meeting Procedures as referred to in the Stormwater Management Agreement and the *Local Government (Stormwater Management) Amendment Act 2007* (the Act) (1 to 8) together with additional procedures (9 to 13).

- (1) A quorum of the board consists of 5 members.
- (2) If the presiding member is absent, a member chosen by those present will preside.
- (3) A decision carried by a majority of the votes cast by the members present at a meeting is a decision of the board, provided that at least four of the members present vote in favour of the decision.
- (4) Each member present at a meeting has one vote (*the presiding member has a deliberative vote but no casting vote*).

- (5) The board may conduct conference meetings by telephone or other electronic means providing that:
- notice of the conference is given to all members in the manner determined by the board; and,
 - each participating member is capable of communicating with every other participating member during the conference.
- (6) A proposed resolution becomes a valid decision despite the fact that it is not voted on at a meeting of the board if:
- notice of the proposed resolution is given to all members in accordance with procedures determined by the board; and,
 - a majority of the members express concurrence in the proposed resolution by letter, facsimile, email or other written communication.
- (7) The board must have accurate minutes kept of its meetings.
- (8) Subject to this schedule, the board may determine its own procedures.
- (9) Formal meeting procedures, such as the moving and seconding of resolutions, will be kept to a minimum to encourage discussion, debate and the reaching of consensus, to the fullest extent possible.
- (10) Notwithstanding (9) above, at the discretion of the presiding member, or at the request of another member, formal meeting procedures may be applied to specific resolutions.
- (11) The presiding member and members may nominate agenda items for Authority meetings. Proposed agenda items should be forwarded to the General Manager at least ten days prior to a scheduled meeting and be accompanied by an explanatory note.
- (12) As outlined in clause (8) above, the Authority may adopt any other formal meeting procedures deemed necessary, by resolution of the Authority at any time.
- (13) Honesty and Accountability Paper No. 1: Duties of Corporate Agency Members. An information paper setting out the legal responsibilities of corporate agency members under the *Public Sector Management Act 1995* is attached.

Resolution: The Authority resolved to adopt the following procedures with respect to conflict of interest.

- (1) A Register of Interests that records any interests declared by members shall be tabled and recorded in the minutes of the next meeting of the Authority. A copy of the Register of Interests shall be forwarded to the Minister for Infrastructure. This process will be repeated whenever there is any change in the interests of one or more members.
- (2) A member, who is an applicant's employee or councillor or who has a direct or indirect personal or pecuniary interest in a matter, shall leave the meeting while the matter is discussed or voted on.
- (3) Agenda items that include information that is not publicly available or requires a decision of the Authority will not be circulated to a member that has a direct or indirect personal or pecuniary interest in a matter.

Post meeting note: Department of the Premier and Cabinet has been consulted on this process.

4 GENERAL MANAGER – DELEGATION OF AUTHORITY

Resolution: The Authority noted that the General Manager is responsible for all financial and administrative functions associated with operation of the Authority and implementation of the Stormwater Management Agreement and resolved to approve:

- (i) A delegation of authority for the General Manager to approve goods and services procurement up to a sum of \$55,000 on behalf of the Authority.
- (ii) A delegation of authority for the General Manager to approve a varied or revised application for funding where the application is consistent with the prior approval of the Authority (or Stormwater Management Committee or Catchment Management Subsidy Scheme) and where a revised contribution sum sought is not more than 10% greater than previously approved by the Authority (or Stormwater Management Committee or Catchment Management Subsidy Scheme) in respect of projects having a previously approved contribution sum not exceeding \$750,000

5 FINANCIAL TRANSACTIONS

Resolution: The Authority resolved to approve and adopt the following process for authorising financial transactions on behalf of the Authority.

- (1) All withdrawals or payments from the Stormwater Management Fund account for the purpose of making payment to Councils or other parties in respect of financial contributions to projects approved by the Authority (or Stormwater Management Committee or Catchment

Management Subsidy Scheme) must be authorised by any two of the General Manager and/or members.

- (2) All withdrawals or payments from the Stormwater Management Fund account for the purpose of reimbursing Office of Major Projects and Infrastructure in respect of any payments made or costs incurred on behalf of the Authority in respect of projects approved by the Authority or in accordance with the operating budget or as specifically approved by the Authority must be authorised by any two of the General Manager and/or members.
- (3) Deposits into the Stormwater Management Fund account for the purpose of receiving funds from the Australian or State Governments or other funding source must be authorised by any one of the General Manager and/or members

6 DTEI STORMWATER GROUP

Resolution: The Authority noted that the Chief Executive of Department for Transport, Energy and Infrastructure had agreed to provide ongoing technical services including technical review of stormwater projects and advice at no cost to the Authority.

7 NATURAL RESOURCES MANAGEMENT BOARD

Resolution: The Authority noted that the relevant NRMB will assess all future projects in terms of stormwater use (including aquifer storage) opportunities, water quality and environmental enhancement components.

8 STORMWATER MANAGEMENT PLANNING GUIDELINES

Resolution: The Authority endorsed the Stormwater Management Planning Guidelines to be published in the Gazette in accordance with section 13 (2) of the Act, if approved by the NRM Council.

Post meeting note: The NRM Council approved the Guidelines without further amendment on 26 July 2007.

9 FINANCIAL REPORT

Resolution: The Authority noted the Stormwater Management Fund summary and cash flow budget summary as at 30 June 2007.

The members noted that under the Act the Authority may utilise borrowings with approval of the Treasurer in order to bring forward spending on priority projects wherever possible.

10 FORMER CMSS COMMITMENTS AS AT 30 JUNE 2006

Resolution: The Authority noted the detailed list of existing funding commitments approved under the former Catchment Management Subsidy Scheme.

11 APPLICATIONS SUMMARY

Resolution: The Authority noted the list of all applications received since January 2006.

12 CURRENT APPLICATIONS

12.1 Rural City of Murray Bridge – Schwerdt Road Dams Project (30)

The board members noted that one third of the revised project cost of \$252,300 is being funded by Australian Government RFMP funding.

Resolution: The Authority resolved to **approve** an increase of \$27,400 to a revised total contribution of up to **\$84,100**.

12.2 City of Port Lincoln – Smith/Shoen Streets Flood Protection Works (6)

The board members noted that one third of the revised project cost of \$1,043,377 is being funded by Australian Government RFMP funding.

Resolution: The Authority resolved to **defer** this application pending review of its cost benefit and further explanation of how this project had increased from a total cost of \$523,200 to \$1,043,377.

12.3 City of Norwood Payneham and St Peters – First Creek Flood Mitigation Stage 1 (46)

The board members noted that following the tender process, the cost of the Stage 1 works had increased from \$1,200,000 to \$1,668,327 and that this application would now deal with Stage 1 only.

Resolution: The Authority resolved to **approve** an increase of \$100,000 to a revised total contribution of up to **\$825,000**.

12.4.1 City of Norwood Payneham and St Peters – First Creek Flood Mitigation Stage 2 (53)

Resolution: The Authority resolved to **approve** a contribution of up to **\$280,000**.

12.4.2 (i) Murray Bridge (29) – Adelaide Road Drainage Stage 2A

The board members noted that one third of the project cost is being funded by Australian Government RFMP funding.

Resolution: The Authority resolved to **approve** a contribution of up to **\$129,602**.

(ii) Port Adelaide Enfield (10) – Wellington Street Stage 4

Resolution: The Authority resolved to **approve** a contribution of up to **\$200,000**.

(iii) Port Adelaide Enfield (11) – HEP Outfall Drain Stage 12

Resolution: The Authority resolved to **approve** a contribution of up to **\$100,000**.

(iv) Holdfast Bay (45) – Pier Street Drain Stage 2

Resolution: The Authority resolved to **approve** a contribution of up to **\$173,000**.

Cr Grant Hudson left the meeting for this item.

(v) Mitcham (26) – Belair Road Drainage Stage 1

Resolution: The Authority resolved to **approve** a contribution of up to **\$395,000**.

Cr Grant Hudson returned to the meeting.

(vi) Copper Coast (37) – Wallaroo East Drainage Stage 2

Resolution: The Authority resolved to **defer** this application pending further information including whether RFMP funding might be available.

(vii) Loxton Waikerie (34) – Loxton South Flood Mitigation and Reuse

Resolution: The Authority resolved to **defer** this application pending further information including whether RFMP funding might be available.

Hon Nick Bolkus left the meeting for this item.

(viii) Playford (50) – Chivell Road Angle Vale Stage 2A

Resolution: The Authority resolved to **defer** this application pending further information including whether this project has been taken into account in the Gawler River Flood Mitigation Scheme and whether RFMP funding might be available.

Hon Nick Bolkus returned to the meeting.

12.4.3 Resolution: The Authority resolved to **defer** the following applications pending further review and assessment of priority.

- (i) Salisbury (24) – Bridgestone Drainage Stage 2
- (ii) Tea Tree Gully (12) – Hope Valley Creek Stage 1 (Part A)
- (iii) Tea Tree Gully (13) – Hope Valley Creek Stage 1 (Part B)

**12.4.4 (i) Port Pirie Regional (25)
Port Pirie Urban Stormwater Management Plan**

The board members noted that one third of the project cost is being funded by Australian Government NDMP funding.

Resolution: The Authority resolved to **approve** a contribution of up to **\$50,000**.

**(ii) Bureau of Meteorology (51)
ALERT (Flood Warning) & Rainfall / Stormwater Data 2007/08**

Resolution: The Authority resolved to **defer** this application pending further information and investigation of other possible funding sources.

**(iii) University of SA (21)
Development of Cost Effective Minor Flood Mitigation Options**

Resolution: The Authority resolved to **defer** this application pending further information including reports and other material.

12.4.5 Northern Areas (35) – N1 & N2 Drain – Land Acquisition

Resolution: The Authority resolved to **approve** a contribution of up to **\$6,150**.

13 GAWLER RIVER FLOOD MITIGATION SCHEME

The members noted the key outcomes from the recent meeting of the Gawler River Floodplain Management Authority.

14 BROWNHILL / KESWICK CREEKS FLOOD MITIGATION SCHEME

The members were pleased to note that the Brownhill/Keswick Creeks Project (Council) CEO's Group had been formed to progress flood mitigation and preparedness procedures in the catchment.

A sub-group known as the Brownhill/Keswick Creeks Project Technical Working Group had been formed to provide advice on such things as priority

of works, cost apportionment and environmental impacts. Bill Lipp from the DTEI Stormwater Group will represent the Authority on the Technical Working Group.

15 APPLICATION PROCESS

(i) Application Form

The members noted the application form that intending applicants must use in future when seeking funding assistance.

(ii) Quarterly Report

The members noted the quarterly report form that successful applicants must submit in order for the Authority to track progress and be alerted to any delay or deferment of an approved program.

(iii) Guide for Applicants

The members noted the Guide for Applicants.

16 OTHER BUSINESS

There was no other business.

17 NEXT MEETING

11:00am on Monday 3 September 2007

The Presiding Member closed the meeting at 11:30am.