

# **GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**

## **NOTICE OF MEETING**

Notice is hereby given pursuant to Clause 6.9 of the Charter that the Ordinary Meeting of the Gawler River Floodplain Management Authority Board has been called for:

**DATE: Thursday, 19 April 2018**

**TIME: 9.45 AM**

**PLACE: RSL meeting room at the Gumeracha Library and Customer Service Centre  
(Adelaide Hills Council)**



David Hitchcock  
EXECUTIVE OFFICER

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**  
**ORDINARY MEETING**  
**AGENDA**

9.45 am Thursday 19 April 2018

RSL meeting room at the Gumeracha Library and Customer Service Centre (Adelaide Hills Council)

**1. MEETING OF THE BOARD**

- 1.1 Welcome by the GRFMA Chairperson.
- 1.2 Present. (Please sign the Attendance Register)
- 1.3 Apologies.
- 1.4 Appointment of Observers.
- 1.5 Declarations of Interest.

**2. CONFIRMATION OF MINUTES**

- 2.1. GRFMA Ordinary Meeting minutes 15/2/18..... Pages 4-11
- 2.2. GRFMA Confidential Meeting minutes 15/2/18..... Pages 12
- 2.3. Actions on previous resolutions ..... Pages 13-14
- 2.4. Matters arising from Minutes.

**3. QUESTIONS ON NOTICE**

Nil

**4. MOTIONS ON NOTICE**

Nil

**5. PRESENTATIONS**

Nil

**6. AUDIT COMMITTEE**

Minutes of the Meeting 26/3/18 .....Pages 15-19

**7. TECHNICAL ASSESMENT PANEL**

Nil

**8. REPORTS**

**8.1 Northern Floodways Project Prospectus.....Pages 20**

**8.2 Financial Report.....Pages 21-22**

**9. CORRESPONDENCE**

**9.1 Hon Geoff Brock, Then Minister for Local Government - Copy of correspondence advising his determination to not approve application from Adelaide Plains Council to withdraw from the GRFMA. (Attachment).**

**Adjournment of the Ordinary Meeting to undertake a workshop regarding the proposed GRFMA Charter and Governance Framework Review.**

**Recommencement of the Ordinary Meeting**

**10. CONFIDENTIAL**

Nil

**11. URGENT MATTERS WITHOUT NOTICE**

**12. NEXT MEETING**

Please note that the next Ordinary Board Meeting will be held on:

Date

Thursday 14 June 2018.

Host Council

The Barossa Council

Meeting to commence at 9.45am.

**13 CLOSURE**

**2.1 GRFMA Ordinary Meeting minutes 15/2/18**

**RECOMMENDATION**

**That the Minutes of the Gawler River Floodplain Management Authority Board meeting held 15/2/18 be confirmed as a true and accurate record of that meeting.**

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Refer to attachment.

Note: Minute number references have been changed to reflected 2018 year of resolution e.g. 18/01,18/02.

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## M E E T I N G M I N U T E S

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Committee      **Gawler River Floodplain Management Authority**  
 Held On        **Thursday 15 February 2018 at 9.45 am**  
 Location       **Freeling – Light Regional Council**

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### **WELCOME**

*Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 101<sup>st</sup> meeting of the Board.*

### **PRESENT**

*Mr Ian Baldwin, Independent Board Member, Chair  
 Cr Malcolm Herrmann, Adelaide Hills Council, Board Member  
 Mr Marc Salver, Adelaide Hills Council, Deputy Board Member  
 Mr Gary Mavrinnac, The Barossa Council, Board Member  
 Cr Adrian Shackley, Gawler Council, Board Member  
 Mr Sam Dilena, Gawler Council, Board Member  
 Mr Mal Hemmerling, City of Playford, Board Member  
 Cr Denis Davey, City of Playford, Board Member  
 Mr James Miller, Adelaide Plains Council, Board Member  
 Cr Mel Lawrence, Adelaide Plains Council, Board Member  
 Cr William Close, Light Regional Council, Board Member  
 Mr Andrew Philpott, Light Regional Council, Deputy Board Member  
 Mr David Hitchcock, Executive Officer*

### **OBSERVERS**

*Mr Martin Waddington, Adelaide Plains Council,  
 Cr Terry-Anne Keen, Adelaide Plains Council, Deputy Board Member  
 Mr Greg Pattinson City of Playford*

<b>GRB 18/01 Observers</b>
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**Moved: Mr. J Miller                      Seconded: Cr D Davey**

**That Mr. Martin Waddington, Adelaide Plains Council, Cr Terry-Anne Keen, Adelaide Plains Council and Mr Greg Pattinson City of Playford be appointed as Observers.**

**CARRIED**

### **APOLOGIES**

*Mr Brian Carr, Light Regional Council, Board Member*

*Mayor Bob Sloane, The Barossa Council, Board Member*

**GRB 18/02 Minutes of the GRFMA Meeting 14/12/17**

**Moved: Mr. G Mavrinac      Seconded: Cr M Herrmann**

**That the Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 14/12/17 as per copies supplied to members, be adopted as a true and correct record of that meeting.**

**CARRIED**

**GRB 18/03 Minutes of the Confidential GRFMA Meeting 14/12/17**

**Moved: Mr. S Dilena      Seconded: Mr. M Salver**

**That the Confidential Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 14/12/17 as per copies supplied to members, be adopted as a true and correct record of that meeting.**

**CARRIED**

**GRB 18/04 Bruce Eastick North Para Flood Mitigation Dam Inspection Report**

**Moved: Mr. J Miller      Seconded: Cr. M Lawrence**

**That the GRFMA:**

- 1. Receive the report;**
- 2. Notes recommendations of the Bruce Eastick North Para Flood Mitigation Dam Inspection Report; and**
- 3. Determines that an amount of \$150,000 be included in the draft GRFMA 2018/2019 Budget document for Dam operations and maintenance item requirements identified at item 8, page 7 of the report.**

**CARRIED**

It was noted that the Executive Officer would further facilitate individual item budget cost estimates and a priority hierarchy for inclusion in the budget estimates to be provided to Constituent Councils by 31 March 2018.

**GRB 18/05 Northern Floodways**

**Moved: Mr. M Hemmerling      Seconded: Cr M Herrmann**

**That the GRFMA:**

- 1. Receive the report;**
- 2. Notes Council responses in relation to the feedback on the final 2016 Gawler River Flood Review Project Report and the separate Hydrology report;**
- 3. Adopts the recommendations of the Northern Floodways Project Prospectus Working Group that Tonkin Consulting be appointed as preferred consultancy; and**
- 4. Delegates authority for the Working Group to finalise appropriate details with Tonkin Consulting on the basis that;**
  - a. agreed services are within a final cost of \$20,000; and**

- b. the Project Prospectus is completed by 31 March 2018.**

**CARRIED**

Adelaide Plains Council GRFMA Board Members voted against the motion(GRB17/105)

**GRB 18/06 GRFMA Charter and Governance Framework Review**

**Moved: Mr. J Miller      Seconded: Mr. S Dilena**

**That the GRFMA:**

- 1. Receive the report;**
- 2. Resolves that advancement of the Charter Review for the GRFMA be further deferred until the 19 April 2018 GRFMA Meeting.**

**CARRIED**

**GRB 18/07 Levee Bank Maintenance**

**Moved: Mr. G Mavrinac      Seconded: Mr. M Hemmerling**

**That the GRFMA:**

- 1. Receive the report;**
- 2. Supports proposed development of a Levee Bank Management (Gawler River Floodplain) information and guideline document by the Adelaide & Mt Lofty Ranges Natural Resources Management Board (AMLRNRMB);**
- 3. Requests the Executive Officer to initiate a meeting with Constituent Council planning and engineering staff and AMLRNRMB staff to facilitate adoption of:**
  - a. a suitable and consistent Development Consent process (where appropriate) for applications for approval to undertake construction and maintenance of levee banks; and**
  - b. approved Best Practice Operating Procedures under the relevant Natural Resources Management Plans.**

**CARRIED**

**GRB 18/08 Draft GRFMA Business Plan 2018-2021 and 2018/19 Draft GRFMA Budget**

**Moved: Mr. G Mavrinac      Seconded: Mr. M Hemmerling**

**That the GRFMA:**

- 1. Note the report;**
- 2. Adopts the 2018-2021 draft GRFMA Business Plan and draft 2018/19 GRFMA Budget documents as amended; and**
- 3. Following receipt of Constituent Council feedback considers adoption of the GRFMA draft Business Plan and Annual Budget at the June 2018 meeting.**

**CARRIED**

Amendments to the Business Plan related to inclusion of historical content relating to achievements of the GRFMA and economic value of the community being protected by flood mitigation works being facilitated.

Amendments to the draft Budget related to inclusion of an additional \$150,000 as per GRFB 17/104. Expenditure for the the Northern Floodways Project Prospectus, as per GRB 17/105 to be met from GRFMA cash reserves.

Advice will be sought from the GRFMA Audit Committee to determine if the proposed works required as per GRB 17/104 are Capital, Maintenance or Operational so that the relevant Constituent Council percentage contributions can be applied.

The Board also requested the Executive Officer to make suitable arrangements to undertake fire prevention and fencing maintenance of GRFMA land surrounding the Dam.

<b>GRB 18/09 Financial Report</b>
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**Moved: Mr. M Hemmerling**

**Seconded: Cr W Close**

**That the financial report as at 31 January 2018 showing a balance of total funds available of \$ 202,542.50 be received.**

**CARRIED**

Mr. M Salver left the meeting at 11.50 am.

The meeting adjourned at 11.50 am for a short break.

The meeting reconvened at 12 pm.

<b>GRB 18/10 In Confidential 12.01 pm</b>
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**Moved: Mr. G Mavrincac**

**Seconded: Mr. A Philpott**

**Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting, with the exception of:**

- **Executive Officer; and**
- **Observers**

**in order to consider in confidence agenda item 9.1 Land Acquisition, under Section 90(3)(d) &(e) of the Local Government Act 1999 on the basis that:**

**d)**

- i) commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and**
- (ii) would, on balance, be contrary to the public interest.**

**(e) matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person.**

**This matter is confidential because the information herein provides commercial terms and conditions for land acquisition and would provide advantage to a third party for negotiations regarding the land.**



On the basis of this information, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed in this instance: the Board consider it necessary to consider this matter in confidence.

**CARRIED**

**GRB 18/11 Land Acquisition – See separate Confidential Meeting Minute**

**GRB 18/12 Out of Confidential 12.11 pm**

**Moved: Mr. M Hemmerling**

**Seconded: Cr W Close**

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 9.1 be kept confidential in accordance with GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (d) (e) of the Local Government Act 1999:

- Report for Item 9.1
- Attachments for item 9.1
- Decision for item 9.1

This order shall operate until completion of required Land Title Office requirements and land conveyancing process are concluded; or will be reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999 whichever comes first.

**CARRIED**

The Ordinary Meeting resumed.

The Executive Officer Mr. David Hitchcock left the meeting room at 12.12pm.

**GRB 18/13 In Confidential 12.12 pm**

**Moved Mr. M Hemmerling**

**Seconded: Mr. A Philpott**

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public and Executive Officer be excluded from attendance at the meeting, in order to consider in confidence agenda item 9.2 Executive Officer Contract, under Section 90(3)(a) of the Local Government Act 1999 on the basis that:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

This matter is confidential because the information herein provides commercial terms and conditions for review of contract for services provided by the Executive Officer.

On the basis of this information, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed in this instance: the Board consider it necessary to consider this matter in confidence.

**CARRIED**

**GRB 18/14 Executive Officer Contract Review – See separate Confidential Meeting Minute**

**GRB 18/15 Out of Confidential 12.15 pm****Moved: Mr. G Mavrinac****Seconded: Cr. M Herrmann**

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 8.1 be kept confidential in accordance with GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(a) of the Local Government Act 1999:

- Report for Item 9.2
- Attachments for item 9.2
- Decision for item 9.2

This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.

**CARRIED**

The Ordinary Meeting resumed.

The Chairperson Mr. Ian Baldwin left the meeting room at 12.16 pm.

**GRB 18/16 Acting Meeting Chairperson****Moved: Mr. A Philpott****Seconded: Cr. M Herrmann**

That Mr. G Mavrinac be appointed Acting Meeting Chairperson to facilitate discussion regarding confidential agenda item 9.2

**CARRIED**

The Executive Officer Mr. David Hitchcock returned to the meeting room at 12.16 pm.

**GRB 18/17 In Confidential 12.16 pm****Moved Mr M Hemmerling****Seconded: Cr M Lawrence**

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public and GRFMA Chairperson be excluded from attendance at the meeting, in order to consider in confidence agenda item 9.3 Tenure of GRFMA Chair and Independent Member, under Section 90(3)(a) of the Local Government Act 1999 on the basis that:

- (b) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

This matter is confidential because the information provides discussion and review of services provided by the GRFMA Chairperson.

On the basis of this information, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed in this instance: the Board consider it necessary to consider this matter in confidence.

**CARRIED**

**GRB 18/18 Tenure of GRFMA Chairperson and Independent Member – See separate Confidential Meeting Minute**

**GRB 18/19 Out of Confidential 12.30 pm**

**Moved: Cr. M Herrmann                      Seconded: Cr. M Lawrence**

**Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 8.1 be kept confidential in accordance with GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(a) of the Local Government Act 1999:**

- **Report for Item 9.3**
- **Attachments for item 9.3**
- **Decision for item 9.3**

**This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999**

**CARRIED**

The Ordinary Meeting resumed.

The Board noted that a review of the Chairperson remuneration should be undertaken within the next 12 months. The current meeting siting fees currently having been aligned with Council DAP sitting fees.

The Mr. Ian Baldwin returned to the meeting room at 12.30pm and resumed his seat as Chairperson.

**Closure of meeting**

The Chairperson thanked the Light Regional Council for hospitality as host and noted the next Ordinary Board Meeting will be held 9.45 am, 19 April 2018 at Adelaide Hills Council.

Meeting closed 12.34 pm

**Confirmed Chairperson .....**

**2.2 Confidential Minutes of the Gawler River Floodplain Management Authority Board meeting held 15/2/18**

**RECOMMENDATION**

**That the Confidential Minutes of the Gawler River Floodplain Management Authority Board meeting held 15/2/18 be confirmed as a true and accurate record of that meeting.**

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Refer to separate Confidential attachment

### 2.3 Actions on Previous Resolutions

Number	Resolution	Action
17/078	<p>That the GRFMA:</p> <ol style="list-style-type: none"> <li>1. Receive the report; and</li> <li>2. That consideration of the matters raised be deferred until such time as: <ul style="list-style-type: none"> <li>• the process of the Charter review by the GRFMA is determined; and</li> <li>• formal application by the Adelaide Plains Council to withdraw from GRFMA has been determined by the Minister for Local Government.</li> </ul> </li> </ol>	Action deferred.
17/090	<p>That the GRFMA:</p> <ol style="list-style-type: none"> <li>1. Receive the report;</li> <li>2. Endorse preparation of a suitable funding application proposal for NDRP and or the LGA R&amp;D Scheme for UNHaRMED;</li> <li>3. Authorise the Executive Officer to consult with constituent councils on the proposal; and</li> <li>4. The Board receive a further report regarding this matter prior to any external funding application being made.</li> </ol>	To be actioned- Awaiting release of 2018 NDRP funding guidelines.
17/100	<p>That the Audit Committee be requested to consider the matter of depreciation of the Bruce Eastick North Para Flood Mitigation Dam in relation to the GRFMA view that the constituent councils (GRFMA) do not necessarily have to fund annual depreciation costs as the GRFMA is very unlikely to have capacity to fund a new or replacement Dam.</p>	Refer 26/3/18 GRFMA Audit Committee Minutes
18/04	<p>That the GRFMA:</p> <ol style="list-style-type: none"> <li>1. Receive the report;</li> <li>2. Notes recommendations of the Bruce Eastick North Para Flood Mitigation Dam Inspection Report; and</li> <li>3. Determines that an amount of \$150,000 be included in the draft GRFMA 2018/2019 Budget document for Dam operations and maintenance item requirements identified at item 8, page 7 of the report.</li> </ol>	Completed
18/05	<p>That the GRFMA</p> <ol style="list-style-type: none"> <li>1. Adopts the recommendations of the Northern Floodways Project Prospectus Working Group that Tonkin Consulting be appointed as preferred consultancy; and</li> <li>2. Delegates authority for the Working Group to finalise appropriate details with Tonkin Consulting on the basis that; <ol style="list-style-type: none"> <li>a. agreed services are within a final cost of \$20,000; and</li> <li>b. the Project Prospectus is completed by 31 March 2018</li> </ol> </li> </ol>	Actioned – Refer 26/3/18 Meeting Agenda
18/07	<p>That the GRFMA:</p> <ol style="list-style-type: none"> <li>1. Receive the report;</li> <li>2. Supports proposed development of a Levee Bank Management (Gawler River Floodplain) information and</li> </ol>	Currently liaising with the AMLRNRMB to facilitate action

	<p>guideline document by the Adelaide &amp; Mt Lofty Ranges Natural Resources Management Board (AMLRNRMB);</p> <ol style="list-style-type: none"> <li>3. Requests the Executive Officer to initiate a meeting with Constituent Council planning and engineering staff and AMLRNRMB staff to facilitate adoption of: <ol style="list-style-type: none"> <li>c. a suitable and consistent Development Consent process (where appropriate) for applications for approval to undertake construction and maintenance of levee banks; and</li> <li>d. approved Best Practice Operating Procedures under the relevant Natural Resources Management Plans.</li> </ol> </li> </ol>	
18/08	<p>That the GRFMA:</p> <ol style="list-style-type: none"> <li>1. Note the report;</li> <li>2. Adopts the 2018-2021 draft GRFMA Business Plan and draft 2018/19 GRFMA Budget documents as amended; and</li> <li><b>3.</b> Following receipt of Constituent Council feedback considers adoption of the GRFMA draft Business Plan and Annual Budget at the June 2018 meeting.</li> </ol>	<p>Amended Draft Business Plan and Draft Budget forwarded to Constituent Councils on 27/3/18.</p>

**6 GRFMA Audit Committee Meeting minutes 26/3/18**

**RECOMMENDATION**

**That the Minutes of the Gawler River Floodplain Management Authority Audit Committee meeting held 26/3/18 be received.**

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Refer to attachment

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**M I N U T E S**

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Committee      **GRFMA Audit Committee**  
Held On        **9.30 am Monday 26 March 2018**  
Location       **Meeting Room, LGA House 148 Frome Street, Adelaide**

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**1. PRESENT**

Mr Peter Brass, Independent Member, Chair  
Cr Des Ellis, Light Regional Council  
Mr Greg Pattinson, City of Playford  
Mr David Hitchcock, Executive Officer

**2. APOLOGIES**

Nil.

**3. MINUTES OF THE PREVIOUS MEETING**

Confirmation of the Minutes of the previous GRFMA Audit Committee Meeting held on Monday 4 December 2017.

<b>GAC18/01      Minutes 4 December 2017</b>
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**Moved: Mr Pattinson      Seconded: Cr Ellis**

**That the minutes of the previous GRFMA Audit Committee meeting held on Monday 4 December 2017 as per copies supplied to members be adopted as a true and correct record of that meeting.**

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

Nil

**5. GENERAL BUSINESS**

<b>GAC 18/02 Audit Strategy 30 June 2018</b>
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**Moved: Cr Ellis      Seconded: Mr Pattinson**

**That the GRFMA Audit Committee receive the Audit Strategy for the year ended 30 June 2018**

**CARRIED**



HLB Mann Judd are the appointed external auditor for the GRFMA.

Outline of the proposed audit timing and financial statements process

Description	Date
Final Trial Balance	28/7/17
Final year end reconciliations completed.	28/7/17
Draft financial statements prepared.	28/7/17
Preferred final audit timing	Around 4 /8/17
Meeting to approve financial statements.	17/8/17
Financial statements signed by the entity.	26/8/17
Expected audit sign off.	Late August

The GRFMA Board sought the advice of the GRFMA Audit Committee in relation to:

1. Depreciation of the Bruce Eastwick North Para Flood Mitigation Dam; and
2. Determination of proposed works from the Newman Report as capital or maintenance or operational.

<b>GAC 18/03      Depreciation</b>
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**Moved: Cr Ellis      Seconded: Mr Pattinson**

**That the GRFMA Audit Committee.**

- 1. Confirms that annual depreciation, as previously determined, of the Bruce Eastick North Para Flood Mitigation Dam should be maintained in accordance with relevant Accounting Standards;**
- 2. Considers it best practice to fund depreciation of assets: however, advises that in considering this view the GRFMA Board may wish to research what level or extent of depreciation funding is practiced by other Local or State Government Authorities when managing similar assets.**

**CARRIED**

<b>GAC 18/04</b>	<b>Capital, Operational, Maintenance</b>
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**Moved: Cr Ellis      Seconded: Mr Pattinson**

**That the GRFMA Audit Committee determine proposed works from the Newman Report as capital or maintenance or operational as per the following table.**

<b>Item</b>	<b>Action</b>	<b>Determination</b>
1	Detailed Consequence Assessment for the Dam to be undertaken	Operational
2	Discovery of existing Dam construction plans, inspections and monitoring reports	Operational
3	Dewater and inspection of low level outlet	Operational
4	Preparation of a Dam Safety Emergency Plan	Operational
5	Access tracks to be reinstated or provided	Capital
6	Survey monuments on the Dam to be surveyed.	Operational
7	Program of Dam Inspections be initiated and recorded	Operational
8	Right abutment scour to be repaired	Capital
9	Preparation of an Operations and Maintenance Manual	Operational
10	Reservoir level recorded to be read and monitored each winter and flood event	Operational
11	Monitor cracks in second spillway	Operational
12	Confirm Hydrology	Operational

**CARRIED**

### **GRFMA Budget Review**

<b>GAC 18/05</b>	<b>Draft GRFMA 2018/2021 Business Plan, Draft 2018/19 Budget and February 2018 Budget Review</b>
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**Moved: Mr Pattinson      Seconded: Cr Ellis**

**That the GRFMA Audit committee:**

- 1. Note the report and draft 2018/2021 GRFMA Business Plan and draft 2018/2019 budget document as amended; and**
- 2. Recommends Budget Review Profit and Loss Budget Analysis Documents for February 2018 for the 2017/2018 financial year and the variances contained within it to the GRFMA Board for adoption as its amended and current budget for the period ending 30 June 2018.**

**CARRIED**

<b>GAC 18/06</b>
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**Moved: Mr Pattinson      Seconded: Cr Ellis**

**That the GRFMA Audit committee endorses the timetable for 2018/19 meetings, subject to changes, as proposed.**

**CARRIED**

## Audit Committee meeting schedule 2018/19

<b>Schedule</b>	<b>Detail</b>
26 March 2018	Annual Budget and Business Plan Review; Audit Schedule
4 June 2018	Annual cost estimates and budget variations consideration.; Policy Review
9 August 2018	Annual Financial Statements – Audit report; 2018/19 Budget Review Auditor to attend
December 2018 Before 10/12/18	Operation of the Regional Subsidiary- Part D Business Plan
March 2019	Annual Budget and Business Plan Review; Audit Schedule
June 2019	Annual cost estimates and budget variations consideration; Policy Review

**The Executive Officer provided a verbal update on the determination by the Minister for Local Government regarding Adelaide Plains Council application to withdraw from the GRFMA.**

**6. GENERAL BUSINESS**

**7. NEXT MEETING**

To be held in June 2018

**8. CLOSURE**

The Chair thanked Members for their contribution, and closed the meeting at 10.30 am.

Chair \_\_\_\_\_

Date \_\_\_\_\_

## 8.1 Northern Floodways Project Prospectus

### RECOMMENDATION

**That the GRFMA:**

- 1. Receive the report;**
- 2. Considers the Northern Floodways Project Prospectus prepared by Tonkin Consulting.**

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At the 15/2/18 Meeting of the GRFMA the following resolution was passed.

*That the GRFMA:*

- 1. Receive the report;*
- 2. Notes Council responses in relation to the feedback on the final 2016 Gawler River Flood Review Project Report and the separate Hydrology report;*
- 3. Adopts the recommendations of the Northern Floodways Project Prospectus Working Group that Tonkin Consulting be appointed as preferred consultancy; and*
- 4. Delegates authority for the Working Group to finalise appropriate details with Tonkin Consulting on the basis that;*
  - c. agreed services are within a final cost of \$20,000; and*
  - d. the Project Prospectus is completed by 31 March 2018.*

Action was undertaken to appoint Tonkin Consulting to prepare the Northern Floodways Project Prospectus document. This included meetings to outline the required scope and intent of the document and to provide subsequent feedback on the required framework for the document.

As at 31 March 2018 the document has been substantially progressed to an interim draft.

This document provides detail relating to:

- The Gawler River history;
- What is the Northern Floodway;
- Scope of and progressing the project;
- Consultation;
- Risk Management;
- Implementation Schedule; and
- Implementation Costs.

The Executive Summary of the document will be the actual "Prospectus" that summarises the key headings of the project and will be the public document used to engage Government and Community.

Further discussions are being undertaken to facilitate the final draft which will be provided to Board Members on the 16 April 2018 for consideration at the 19/4/18 GRFMA meeting.

## 8.2 Financial Report and Budget review

### RECOMMENDATION

**That the GRFMA adopts the Budget Review Documents for February 2018 for the 2017/2018 financial year and the variances contained within as the amended and current budget for the period ending 30 June 2018.**

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The Budget Analysis to 28 February 2018 indicates a surplus YTD of \$40,135.

The budgeted net result for the period to 28 February was a deficit of (\$106,360).

(Note the Budget Analysis Surplus/Deficit total of – \$132,304 represents the Budget to 30 June 2018 and that is why the 28 February YTD of (\$106,360) is different.

This variation (YTD of \$40,135) is due to timing of settlement of new land acquisition (Phillips) \$140,000 which was effected 2 March 2018. Refer Construction North Para Works Acquisition costs Budget Review Documents for February 2018.

Cash reserve fund repayments have been affected from the LGFA in anticipation to manage cash flow requirements of the Authority – Bank SA Account \$144,951.01 (Balance Sheet as at February 2018 - Current Assets - Bank SA account).

Budget variations to date are detailed below.

Revenue	Item	Detail	Income \$	Expenditure \$
	4.6	Contribution from LGA Mutual Liability Scheme in relation to purchase of additional land. New budget item	30,000	
Expenditure	6.5	Additional costs due to attendance of Auditor on Audit Committee -Budget was \$5100 now \$7872		2,772
	7.62	Acquisition costs – Capital, land purchase – New budget item DA fees, survey etc for land acquisition (note LGAMLS contributing \$20,000 capital purchase and \$10,000 transfer costs. <u>GRFMA funding \$110,000 from cash reserves</u> – New budget item		130,000 10,000
	9.7	Consultancies- GRFMA Board request for preparation of next steps and the Prospectus Northern Floodways – <u>funding from cash reserves</u> – new budget item		17,000
	10.3	Property Maintenance – additional cost for Dam inspection - Budget was \$6100 now \$8433		2,333
Total			<b>30,000</b>	<b>162,105</b>

In summary the anticipated deficit of \$132,304 at 30 June 2018 is to be mitigated by redraw of \$127,000 from cash reserves (\$110,000 land acquisition and \$17,000 Northern Floodways Prospectus) which leaves a working deficit of \$5304.

It is anticipated this amount will be further reduced by savings within the current Budget allocations. (Legal advice and Travel as examples)

## Attachments

- Budget Review February 2018 and Draft Budget 2018 -2019 (Excel format).
- Balance Sheet as of February 2018.
- Bank Reconciliation Report with transaction listing to 28 February 2018.

Executive Officer Activities report

<b>Activity</b>	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
To keep maintained the business office of the Authority	7	4	11	12	4	11	5	8
To prepare the Business Plan, Budgets and reports in a timely manner	2.5	2.5	3	4.5	1.5	8	4	3
To liaise with Councils, and Stakeholders to foster the outcomes of the Business Plan	16	14	2.5	13	12.75	4.75	11	5
To attend all meetings of the GRFMA, to prepare agendas, minutes and correspondence as required.	22.5	9.5	21	4.5	18	6	18.5	14
<b>TOTAL</b>	<b>48</b>	<b>30</b>	<b>37.5</b>	<b>34</b>	<b>36.25</b>	<b>29.75</b>	<b>38.5</b>	<b>30</b>