

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

W: www.gawler.sa.gov.au/grfma

Dear Member,

NOTICE OF MEETING

Notice is hereby given pursuant to Clause 6 of the Charter that a meeting for the GRFMA Board has been called for:

Date: Thursday, 20 April 2023
Time: 9:45am
Place: Light Regional Council
Venue: 93 Main Street, Kapunda SA 5373



David E Hitchcock

EXECUTIVE OFFICER

AGENDA

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

ORDINARY

20 APRIL 2023

Light Regional Council

93 Main St Kapunda, SA 5373

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.....Page 4
- 2.2 Actions on Previous Resolutions.....Page 17
- 2.3 Matters Arising from the Minutes

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

11:00am – Recognition of Service: Previous GRFMA Board Members

Ms Katharine Ward Project Manager, Gawler River Flood Management, Department for Environment and Water will be attending the meeting to assist in discussion with agenda items 8.1 and 8.2.

6. Audit Committee

- 6.1 Audit Committee Minutes of the Meeting Held 06-03-2023.....Page 19

7. Technical Assessment Panel

Nil

8. Reports

8.1	Stormwater Management Plan.....	Page 25
8.2	Gawler River Flood Mitigation, Department for Environment and Water.....	Page 29
8.3	Charter Review 2 Funding Model.....	Page 33
8.4	Financial Report and Budget Review 2 (BR2)	Page 36
8.5	GRFMA Policies.....	Page 56
8.6	Executive Services Consultancy Agreement for the 2024-2026 Service Period.....	Page 109

9. Correspondence

	Department for Environment and Water – GRFMA Project 4 – GRFMA contribution...	Page 110
--	--	----------

10. Confidential

Nil

11. Urgent Matters Without Notice

12. Next Meeting

Date and Time: Thursday 15 June 2023, 9:45am
Venue: The Barossa Council

13. Closure

Agenda Item: 2.1
Committee: Board
Meeting Date: 20 April 2023
Title: GRFMA Ordinary Meeting Minutes

Recommendation:

That the Minutes of the Gawler River Floodplain Management Authority Board meetings held 16/2/2023 and 16/3/2023 be confirmed as true and accurate records of those meetings.

Refer attached minutes.

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

9:45am Thursday 16 February 2023

Adelaide Hills Council – Committee Meeting Room, 36 Nairne Road, Woodside

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 137th meeting of the Board.

1.2 Present

- Mr Ian Baldwin, Independent Board Member, Chair
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Cr Bruce Preece, The Barossa Council, Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Ms Whendee Young, Town of Gawler, Board Member
- Cr Clint Marsh, City of Playford, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Michael Phillips-Ryder, Light Regional Council, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Mr Martin McCarthy, The Barossa Council, Board Member
- Mr Richard Dodson, Light Regional Council, Board Member

1.4 Appointment of Observers

GRB 23/01 Observers
Moved: Cr T Keen
Seconded: Cr C Marsh

That Cr John Lush, Adelaide Plains Council, Deputy Board Member be appointed as Observer.

CARRIED UNANIMOUSLY

1.5 Declarations of Interest

- Cr P Koch advised of a general conflict of interest in item 10.2.
- Mr D Hitchcock advised of a pecuniary interest in item 10.1.
- Mr I Baldwin advised of a pecuniary interest in item 10.2.

Cr Herrmann attended the meeting at 9:55am.

2. Confirmation of Minutes

2.1 GRFMA Ordinary Meeting Minutes

GB02/23 **GRFMA Ordinary Meeting Minutes**
Moved: **Mr G Pattinson**
Seconded: **Mr J Miller**

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held 8/12/2022 as amended (below), be confirmed as record of that meeting.

- Amendment being: Mr D Welsh was in attendance and to be recorded.

CARRIED UNANIMOUSLY

2.2 Actions on Previous Resolutions

Nil

Ms W Young attended the meeting at 10:00am.

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Nil

6. Audit Committee

Nil

7. Technical Assessment Panel

Nil

8. Reports

8.1 Gawler River Flood Mitigation, Department for Environment and Water

GB03/23 **Gawler River Flood Mitigation, Department for Environment and Water**
Moved: **Mr G Pattinson**
Seconded: **Cr P Koch**

That the GRFMA:

- 1. Notes some constituent councils are yet to consider the proposal of financial contribution toward completion of the Gawler River Flood Mitigation Business Case.*
- 2. That the Chair and EO actively engage with constituent council CEO's on achievement of the Business Case*
- 3. Receives a further report at the proposed 16 March 2023 GRFMA special meeting.*

CARRIED UNANIMOUSLY

The current contribution amounts from each Council being:

- Adelaide Hills: \$10,380 (capital contribution percentage 1.73%)
- Light Regional Council: \$52,0202 (capital contribution percentage 8.67%)
- City of Playford: \$100,000

Noting some contributions based on contributions from other Councils also being committed.

8.2 Stormwater Management Plan Progress Report

GB04/23 Stormwater Management Plan Progress Report

Moved: Cr B Preece

Seconded: Cr M Phillips-Ryder

That the GRFMA:

1. *Notes advice from Water Technology that the State of the Catchment Report will be delivered by 17/2/2023 and the Stormwater Management Plan by 24/2/2023.*
2. *Directs the Executive Officer to correspond with Water Technology requesting completion and delivery of suitable documents by dates as advised; and a further letter be forwarded formally advising, without prejudice that should said documents not be provided by the required date, the GRFMA will initiate dispute resolution action as per the 'Contract of Services GRFMA 1/2021'.*

CARRIED

Members requested the Executive Officer to provide email advice of receipt, or otherwise, of the documents by the identified date.

The meeting adjourned at 11:05am for a short break.

The meeting resumed at 11:20am.

8.3 Charter Review 2 Funding Model

GB05/23 Charter Review 2 Funding Model

Moved: Cr C Marsh

Seconded: Cr B Preece

That the GRFMA defers consideration of the principles of the GRFMA Cost Share Model until the 20/4/2023 GRFMA meeting

CARRIED UNANIMOUSLY

8.4 Financial Report

GB06/23 Financial Report

Moved: Cr M Herrmann

Seconded: Cr Paul Koch

That the GRFMA:

1. *Receives the financial report as of 31 January 2023 showing a cash at bank balance of \$97,287.41.*
2. *Notes internal cash lending for CAD offset is \$231,940.*

CARRIED UNANIMOUSLY

8.5 Draft GRFMA Annual Business Plan and Draft GRFMA 2023/2024 Budget

GB07/23 Draft GRFMA Annual Business Plan and Draft GRFMA 2023/2024 Budget
Moved: Cr M Phillips-Ryder
Seconded: Cr C Marsh

That a special meeting of the GRFMA be held 10am on 16 March 2023 at the City of Playford to facilitate determination of the 2023/2024 GRFMA Annual Business Plan and Budget.

CARRIED UNANIMOUSLY

9. Correspondence

Nil

10. Confidential

Mr D Hitchcock declared a pecuniary interest in item 10.1 as the matter relates to Executive Officer contract service provision. Mr D Hitchcock left the meeting at 11:53am.

10.1 Executive Officer Review - Interim

GB08/23 Executive Officer Review - Interim
Moved: Cr M Phillips-Ryder
Seconded: Cr B Preece

That:

- 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, except for:*
 - Observers*

in order to consider in confidence agenda item 10.1 pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis of : containing 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 the position of GRFMA 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 UNANIMOUSLY

GB09/23 Executive Officer Review - Interim
Moved: Mr G Pattinson
Seconded: Cr M Herrmann

That the GRFMA:

- Acknowledges the continuing effective and efficient services provided by the Executive Officer in compliance with the current Consultancy Agreement (Contract No: 1/22).*
- Requests the Chairman to convey the above acknowledgment to the Executive Officer by letter on the Board's behalf for the purpose of this Interim Review.*

3. *Requests the GRFMA Chairperson to include an item for the April 2023 Board Agenda to initiate a review of the Executive Services Consultancy Agreement for the 2024 - 2026 service period.*

CARRIED UNANIMOUSLY

GB10/23 Executive Officer Review - Interim

Moved: Mr J Miller

Seconded: Mr C Marsh

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.1 Chairperson Review be kept confidential in accordance with the 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 10.1.*
 - *Report Attachment for Item 10.1.*
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 UNANIMOUSLY

Mr D Hitchcock returned to the meeting at 12:03pm.

10.2 GRFMA Chairperson Review

Mr I Baldwin declared a pecuniary interest in item 10.2 as the matter relates to the provision of Chairperson services and remuneration and left the meeting at 12:04pm.

Cr P Koch declared a general conflict of interest in item 10.2 on the basis of having been a work college to Mr Baldwin 17 years previously. Cr Koch noted the declaration for completeness and intended to remain in the meeting and discussion of the item.

Mr J Miller was elected as interim Chairperson for the duration of item 10.2.

GB11/23 GRFMA Chairperson Review

Moved: Cr M Herrmann

Seconded: Cr B Preece

That:

1. *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:*
 - *Observers*

in order to consider in confidence agenda item 10.2 pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis of : containing 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 the position of GRFMA Chairperson.

2. *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 UNANIMOUSLY

GB12/23 GRFMA Chairperson Review
Moved: Cr C Marsh
Seconded: Cr T Keen

That the GRFMA:

1. *Requests the GRFMA Chairperson Review Panel, forthwith, undertakes a review of the experience, expertise, and qualification requirements of the GRFMA Independent Chair and provide a further report to the 16/3/2023 GRFMA Special Meeting.*
2. *Acknowledges the contribution of incumbent GRFMA Chairperson Mr Ian Baldwin and that his tenure be extended by 6 months from cessation of the current appointment term (1/3/2023 - 1/9/2023) with a concerted focus in this period being on completion of the Business Case, Stormwater Management Plan and Cost Contribution Model.*
3. *Approves provision of an honorarium/sitting fee of \$650 per GRFMA meeting and \$350 per Technical Assessment Panel and key stakeholder meetings requiring GRFMA Chairperson attendance, with a maximum annual honorarium threshold of \$10,500.*
4. *Requests the Independent Chairperson role be 'market tested' by the review panel prior to the conclusion of the extension of the current Chair's tenure expiring (1/9/2023) with the current Chairperson encouraged to apply with the report and associated recommendations to be provided to the GRFMA Board as soon as practicable*
5. *Approves that membership of the review panel will comprise:*
 - a. *James Miller*
 - b. *Bruce Preece*
 - c. *Whendee Young*
 - d. *Michael Phillips-Ryder*
 - e. *Greg Pattinson*

CARRIED UNANIMOUSLY

GB13/23 GRFMA Chairperson Review
Moved: Cr C Marsh
Seconded: Cr M Phillips-Ryder

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.2 Chairperson Review be kept confidential in accordance with the 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 10.2.*
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 UNANIMOUSLY

Mr J Miller vacated the position as interim Chairperson.
 Mr I Baldwin returned to the meeting at 12:50pm.

11. Urgent Matters Without Notice

Chairperson Mr I Baldwin provided comment on the recent Big Map exercise undertaken in conjunction with Disaster Relief Australia.

The meeting supported conduct of further events with a focus on community and Constituent Councils.

12. Next Meeting

Date and Time: Thursday, 20 April 2023, 9:45am

Host: Light Regional Council

13. Closure

The Chairperson thanked the members for their attendance and contributions and the Adelaide Hills Council as host for the venue and closed the meeting at 12.55 pm

Chair _____ Date _____

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY SPECIAL BOARD

10am Thursday 16 March 2023
City of Playford

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 138th meeting of the Board.

1.2 Present

- Mr Ian Baldwin, Independent Board Member, Chair
- Cr John Lush, Adelaide Plains Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Mr Ashley Curtis, Adelaide Hills Council, Board Member
- Mr Martin McCarthy, The Barossa Council, Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Michael Phillips-Ryder, Light Regional Council, Board Member
- Mr Richard Dodson, Light Regional Council, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Ms Whendee Young, Town of Gawler, Board Member
- Cr Bruce Preece, The Barossa Council, Board Member
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member

1.4 Appointment of Observers

Nil

1.5 Declarations of Interest

Mr D Hitchcock declared a pecuniary interest in item 2.3 as it related to contract services of the GRFMA Executive Officer and advised he would leave the meeting and not participate in any discussion.

Mr I Baldwin declared a general interest in item 2.1 as it related to provision of GRFMA Independent Chair services and advised he would leave the meeting and not participate in any discussion.

2. Reports

2.1 Review of the Experience, Expertise, and Qualification Requirements of the GRFMA Independent Chair

10:05am Mr I Baldwin left the meeting.

GB14/23 **Interim meeting chairperson**
Moved: **Mr M McCarthy**
Seconded: **Cr J Lush**

That Cr M Herrmann be elected as interim chairperson for consideration of item 2.1.

CARRIED UNANIMOUSLY

GB15/23 **Review of the Experience, Expertise, and Qualification Requirements of the GRFMA Independent Chair**
Moved: **Mr M McCarthy**
Seconded: **Mr G Pattinson**

That the GRFMA:

1. *Endorses the identified experience, expertise, and qualification requirements of the GRFMA Chairperson, Independent Member as identified in report 2.1 of the 16/3/2023 GRFMA Special Meeting.*
2. *Directs the Review Panel to facilitate appointment of a suitably qualified consultant to facilitate the process, as outlined at Table 1 of Report 2.1 with a budget allocation of up to \$7,000.*
3. *Receives a further report at the 15/6/2023 GRFMA meeting to consider identified candidate(s).*

CARRIED UNANIMOUSLY

Interested members were asked to advise the Executive Officer, by 24/3/2023, of any suitable consultancies that might be approached to provide a quote to undertake the process.

10:12am Mr I Baldwin returned to the meeting and resumed as Chairperson.

2.2 Gawler River Flood Mitigation Business Case Contributions

GB16/23 **Gawler River Flood Mitigation Business Case Contributions**
Moved: **Mr G Pattinson**
Seconded: **Mr A Curtis**

That the GRFMA:

1. *Notes Constituent Council responses to Gawler River Flood Mitigation Business Case contributions:*

Adelaide Plains	<i>Resolved to allocate an amount not exceeding \$52,000 with conditions. All constituent councils contributing an equal amount</i>
Adelaide Hills	<i>Offers a contribution of \$10,380 to the Gawler River Floodplain Management Authority in support of a Business Case (capital contribution percentage)</i>

The Barossa	<i>Resolved that it will not fund the project as it provides no tangible benefit to The Barossa Council and its ratepayers, residents, or visitors.</i>
Town of Gawler	<i>Resolved that Council as part of its 2023/24 Budget deliberations will consider the allocation of \$52,000</i>
Light Regional	<i>Resolved to offer \$52,020 a Capital Contribution percentage of 8.67%</i>
City of Playford	<i>Confirmed that the City of Playford will contribute \$52,000</i>

2. *Requests the GRFMA Chairperson to correspond with each Constituent Council advising of all funding contribution responses, and:*
 - a. *Seek to facilitate resolution with Adelaide Plains Council and Adelaide Hills Council regarding conditions for funding contributions.*
 - b. *Seek further dialogue with The Barossa Council regarding the importance of recognition of mutual obligations in achieving flood mitigation outcomes for the Gawler River.*

CARRIED UNANIMOUSLY

The Board discussed alteration of the agenda schedule.

GB17/23 Consultancy Agreement, Executive Officer Employment Obligations
Moved: Cr M Herrmann
Seconded: Cr M Phillips-Ryder

That item 3.1 Consultancy Agreement, Executive Officer employment obligations be brought forward for consideration.

CARRIED UNANIMOUSLY

10:49am Mr D Hitchcock left the meeting.

10:49am Cr M Phillips-Ryder left the meeting.

3.1 Consultancy Agreement, Executive Officer Employment Obligations

GB18/23 Consultancy Agreement, Executive Officer Employment Obligations
Moved: Mr M McCarthy
Seconded: Cr J Lush

That:

1. *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.*

in order to consider in confidence agenda item 3.1 pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis of: containing information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

2. *This matter is confidential because the information herein provides commercial terms and conditions for the position of GRFMA Executive Officer.*

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

CARRIED

10:49am confidential session commenced.

10:51am Cr M Phillips-Ryder returned to the meeting.

GB19/23 Consultancy Agreement, Executive Officer Employment Obligations
Moved: Mr M McCarthy
Seconded: Cr M Phillips-Ryder

That the GRFMA:

1. *Requests the GRFMA Chairperson to facilitate independent review of calculation of superannuation guarantee payment requirement for the GRFMA Executive Officer as identified in Table 1 in the confidential report 16/3/2023 GRFMA Special Meeting.*
2. *Subject to any super guarantee payments, in relation to Executive Officer services being made, to be based on up to \$42,0000 from provision within the GRFMA Budget.*
3. *When engaging a new Executive Officer or extending the existing Executive Officer's contract, that the implications of the super guarantee payment requirements are considered at that time.*

CARRIED UNANIMOUSLY

GB20/23 Consultancy Agreement, Executive Officer Employment Obligations
Moved: Cr J Lush
Seconded: Cr M Phillips-Ryder

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA Audit Committee orders that the following aspects of item 3.1 Consultancy Agreement, Executive Officer employment obligations, be kept confidential in accordance with the Committees reasons to deal with this item in confidence pursuant to section 90(3) (d) (e) of the Local Government Act 1999:*

- *Report for item 3.1.*

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 UNANIMOUSLY

11:09 confidential session concluded.

11:09 Mr D Hitchcock returned to the meeting.

Members requested that the Executive Officer provide a report to the 20/4/2023 GRFMA meeting advising if there is any impact on cash reserves from action on GB19/23.

2.3 Draft GRFMA 2021/2022 Business Plan and Draft GRFMA 2021/2022 Budget.

GB21/23 **Draft GRFMA 2021/2022 Business Plan and Draft GRFMA 2021/2022 Budget**

Moved: **Mr R Dodson**

Seconded: **Cr J Lush**

That the GRFMA:

1. *Adopts the Draft 2023/2024 GRFMA Annual Business Plan and Draft 2023/2024 Budget as amended.*
2. *Following receipt of Constituent Council feedback considers adoption of the GRFMA draft Annual Business Plan and Annual Budget at the June 2023 meeting.*

CARRIED UNANIMOUSLY

Amendment to draft budget: provision of an additional \$6,500 for super guarantee payments.

4. Closure

Chair _____ Date _____

Agenda Item: 2.2
Committee: Board
Meeting Date: 20 April 2023
Title: Actions on Previous Resolutions

Number	Resolution	Action
05/23	<i>That the GRFMA defers consideration of the principles of the GRFMA Cost Share Model until the 20/4/2023 GRFMA meeting.</i>	Refer agenda item 8.3
09/23	<p><i>That the GRFMA:</i></p> <ol style="list-style-type: none"> <i>1. Acknowledges the continuing effective and efficient services provided by the Executive Officer in compliance with the current Consultancy Agreement (Contract No: 1/22).</i> <i>2. Requests the Chairman to convey the above acknowledgment to the Executive Officer by letter on the Board's behalf for the purpose of this Interim Review.</i> <i>3. Requests the GRFMA Chairperson to include an item for the April 2023 Board Agenda to initiate a review of the Executive Services Consultancy Agreement for the 2024 - 2026 service period.</i> 	Refer Agenda item 8.6
15/23	<p><i>That the GRFMA:</i></p> <ol style="list-style-type: none"> <i>1. Endorses the identified experience, expertise, and qualification requirements of the GRFMA Chairperson, Independent Member as identified in report 2.1 of the 16/3/2023 GRFMA Special Meeting.</i> <i>2. Directs the Review Panel to facilitate appointment of a suitably qualified consultant to facilitate the process, as outlined at Table 1 of Report 2.1 with a budget allocation of up to \$7,000.</i> <i>3. Receives a further report at the 15/6/2023 GRFMA meeting to consider identified candidate(s).</i> 	<p>EOI for consultancy provisions of service closed 14/4/2023. Next steps 24/4/2023 Appointment of preferred consultancy.</p> <p>15/5/2023 to 27/5/2023 Seek expressions of interest for the position.</p> <p>Undertake candidate interviews. Specific date to be determined as appropriate.</p>

Number	Resolution	Action
16/23	<p><i>That the GRFMA</i></p> <ol style="list-style-type: none"> <i>1. Notes constituent council response to Gawler River Flood Mitigation Business Case contributions.</i> <i>2. Request the GRFMA Chairperson to correspond with each constituent council advising of all funding contribution responses and</i> <ol style="list-style-type: none"> <i>a. Seek to facilitate resolution with Adelaide Plains Council and Adelaide Hills Council regarding conditions for funding contributions.</i> <i>b. Seek further dialogue with The Barossa Council regarding the importance of recognition of mutual obligations in achieving flood mitigation outcomes for the Gawler River.</i> 	Refer Agenda item 8.2.
	<p><i>That the GRFMA:</i></p> <ol style="list-style-type: none"> <i>1. Requests the GRFMA Chairperson to facilitate independent review of calculation of super guarantee payment requirement for the GRFMA Executive Officer as identified in Table 1 in the confidential report 16/3/2023 GRFMA Special Meeting.</i> <i>2. Subject to any super guarantee payments, in relation to Executive Officer services being made, to be based on up to \$42,0000 from provision within the GRFMA Budget (\$35,500 from 2022/2023 and provision of \$6,500, 2023/2024 budget).</i> <i>3. When engaging a new or extending the existing Executive Officer that the implications of the super guarantee payment requirements are considered at that time.</i> 	
21/23	<p><i>That the GRFMA:</i></p> <ol style="list-style-type: none"> <i>1. Adopts the Draft 2023/2024 GRFMA Annual Business Plan and Draft 2023/2024 Budget as amended.</i> <i>2. Following receipt of Constituent Council feedback considers adoption of the GRFMA draft Annual Business Plan and Annual Budget at the June 2023 meeting.</i> 	Correspondence advising of draft Business Plan and draft Budget provided to constituent councils on 19/3/2023

Agenda Item: 6.1
Committee: Board
Meeting Date: 20 April 2023
Title: Audit Committee Minutes of the Meeting Held 06-03-2023

Recommendation:

That the minutes of the Gawler River Floodplain Management Authority Audit Committee meeting held 06/03/2023 be received.

Refer attached for a copy of the 06/03/2023 minutes.

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY AUDIT COMMITTEE MEETING

1:00pm Monday 6 March 2023

214 Melbourne Street, North Adelaide

1. Present

- Mr Peter Brass, Independent Member, Chair
- Cr Malcolm Herrmann, Adelaide Hills Council
- Mr Greg Pattinson, City of Playford
- Mr David Hitchcock, Executive Officer
- Ms Whitney Sandow, Dean Newberry Partners(External Auditors)

2. Apologies

Nil

3. Previous Minutes – 28 November 2022

GAC 23/01 **Previous Minutes – GRFMA Audit Committee 28 November 2022**
Moved: **Cr M Herrmann**
Seconded: **Mr G Pattinson**

That the minutes of the previous GRFMA Audit Committee meeting held on Monday 28 November 2022 as per copies supplied to members be adopted as a true and correct record of that meeting.

CARRIED UNANIMOUSLY

4. Business Arising from the Minutes

GAC 23/02 **Revaluation of GRFMA Land**
Moved: **Mr G Pattinson**
Seconded: **Cr M Herrmann**

That the GRFMA Audit Committee:

1. *Notes revaluation of GRFMA land is to be completed prior to the end of the 2022/2023 financial year.*
2. *Determines use of current capital valuations as per the Valuer General determination as a suitable process or otherwise an independent valuation could be undertaken.*
3. *Requests the Executive Officer to advise committee members of the relevant action undertaken in respect to item 2.*

CARRIED UNANIMOUSLY

Members noted revaluation of the Bruce Eastick North Para Flood Mitigation Dam is scheduled for the 2023/2024 financial year.

5. General Business

5.1 External Audit Plan for the Year Ended 30 June 2023

Ms Whitney Sandow, Dean Newberry Partners (External Auditors) was in attendance to speak to the external audit plan.

GAC 23/03 **External Audit Plan for the Year Ended 30 June 2023**
Moved: **Mr G Pattinson**
Seconded: **Cr M Herrmann**

That the GRFMA Audit Committee receives the external audit plan for the year ended 30 June 2023.

CARRIED UNANIMOUSLY

5.2 GRFMA 2022/2023 Budget Review 2

GAC 23/04 **GRFMA 2022/2023 Budget Review 2**
Moved: **Cr M Herrmann**
Seconded: **Mr G Pattinson**

That the Audit Committee:

1. *Notes GRFMA 2022/2023 Budget Review 2.*
2. *Requests the Executive Officer provide the documents to the 20 April 2023 GRFMA meeting for adoption as its amended and current budget for the period ended 30 June 2023.*

CARRIED UNANIMOUSLY

5.3 Draft 2023/2024 GRFMA Annual Business Plan and Draft 2023/2024 Budget

GAC 23/05 **Draft 2023/2024 GRFMA Annual Business Plan & Draft 2023/2024 Budget**
Moved: **Cr M Herrmann**
Seconded: **Mr G Pattinson**

That the GRFMA Audit Committee:

1. *Notes the report.*
2. *Requests the Executive Officer to:*
 - a) *Facilitate adjustment to the draft 2023/2024 GRFMA Annual Business Plan and Draft 2023/2024 Budget documents to indicate requirement for revaluation of the Bruce Eastick North Para Flood Mitigation Dam in the 2023/2024 financial year.*
 - b) *Provide the amended Draft 2023/2024 GRFMA Annual Business Plan and Draft 2023/2024 Budget documents to the 16 March 2023 GRFMA special meeting for adoption.*
 - c) *Note that recent increase of the GRFMA Chairperson honorarium to value of \$10,500 and considerations for superannuation guarantee payments and recommends the GRFMA Board consider any adjustments required be incorporated in the final 2023/2024 GRFMA Budget as determined by the Board.*

CARRIED UNANIMOUSLY

5.4 Policy Review

GAC 23/06 Policy Review
Moved: Mr G Pattinson
Seconded: Cr M Herrmann

That the GRFMA Audit Committee:

1. *Receives the GRFMA Policy review documents as amended by Norman Waterhouse.*
2. *Requests the Executive Officer to:*
 - a) *Facilitate identified document amendments as detailed in report 5.4.*
 - b) *Undertakes amendment of the Procurement and Operations Policy to reflect principles reflective of City of Playford Procurement Policy and provides the amended draft, out of session, to Committee Members for consideration.*
 - c) *Subsequently provides the amended policies to the 20 April 2023 GRFMA meeting for consideration and adoption.*

CARRIED UNANIMOUSLY

6. Confidential Items

6.1 Consultancy Agreement, Executive Officer Employment Obligations

The Executive Officer, Mr David Hitchcock, declared a pecuniary interest in item 6.1 as it related to remuneration of the Executive Officer and left the meeting at 1:43pm.

GAC 23/07 Consultancy Agreement, Executive Officer Employment Obligations
Moved: Cr M Herrmann
Seconded: Mr G Pattinson

That:

1. *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 in order to consider in confidence agenda item 6.1 pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis of : containing 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 the position of GRFMA Executive Officer.

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

CARRIED UNANIMOUSLY

1:43pm confidential session commenced.

GAC 23/08 Consultancy Agreement, Executive Officer Employment Obligations
Moved: Cr M Herrmann
Seconded: Mr G Pattinson

That the GRFMA Audit Committee:

1. *Receives the report.*
2. *Recommends that the GRFMA should pay the Super Guarantee contribution to the Executive Officer, and make a back payment of the Super Guarantee contribution from the point of the Executive Officers engagement.*
3. *That the Board should consider when engaging a new Executive Officer or extending the existing Executive Officer's contract, that it requires the Executive Officer to invoice the GRFMA from a company structure or trust.*

CARRIED UNANIMOUSLY

GAC 23/09 Consultancy Agreement, Executive Officer employment obligations
Moved: Mr G Pattinson
Seconded: Cr M Herrmann

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA Audit Committee orders that the following aspects of item 6.1 Consultancy Agreement, Executive Officer employment obligations, be kept confidential in accordance with the Committees reasons to deal with this item in confidence pursuant to section 90(3) (d) (e) of the Local Government Act 1999:*
 - *Report for item 6.1.*
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 UNANIMOUSLY

1:58pm confidential session concluded

1:58pm Executive Officer, Mr David Hitchcock, rejoined the meeting.

7. Other Business

It was noted Mr. G Pattinson would be absent for the August 2023 meeting.

8. Next Meeting

June 2023

Date	Audit Committee meeting schedule	Action
March 2023	Annual Budget and Business Plan Review; External Audit Plan and Schedule 2023	Completed
June 2023	Annual cost estimates and budget variations consideration.	
August 2023	Annual Financial Statements – Audit report; 2021/2022 – Auditor to attend.	

Date	Audit Committee meeting schedule	Action
November 2023	Operation of the Regional Subsidiary – Business Plan progress. Annual cost estimates and budget variations consideration.	
February 2024	Annual Budget and Business Plan Review; External Audit Plan and Schedule 2024	

9. Closure

The Chair thanked the members for their attendance and closed the meeting at 1.59 pm.

Chair _____ Date _____

Agenda Item:	8.1
Committee:	Board
Meeting Date:	20 April 2023
Title:	Stormwater Management Plan

Recommendation:

That the GRFMA notes progress of the Gawler River Stormwater Management Plan and information from the Gap analysis with the Gawler River Business Case.

The Gawler River Floodplain Management Authority (GRFMA) has been undertaking to develop a Stormwater Management Plan (SMP) for the Gawler River.

This is being undertaken in partnership with the Stormwater Management Authority of South Australia, the Green Adelaide Board, the Northern and Yorke Landscape Board, and the Department for Environment and Water.

The purpose of the work is to prepare a SMP to be approved by the Stormwater Management Authority (SMA) and the GRFMA, that will provide background and strategic direction for managing stormwater in the Gawler River for the main channel below the confluence of the North Para and South Para Rivers.

The SMP assesses and prioritises stormwater management options in accordance with the format recognised in the Stormwater Management Authorities' Stormwater Management Guidelines with verification against Council-wide assessment criteria.

The draft SMP has now been received.

A qualitative assessment of the proposed mitigation options was undertaken, and a number of the proposed options were not considered further.

A smaller number of options were assessed using the MCA analysis, and these were based on damages obtained using updated modelling and flood mapping. The MCA tool was used to rank the following recommended options:

- Enlarged Bruce Eastick North Para Flood Control Dam Northern Floodway and Levee Improvements.
- Southern Floodway and Levee Improvements.
- Strategic Levees – Gawler, Virginia and Two Wells combined

Following the first assessment, the enlarged Bruce Eastick Dam was ranked as the preferred option and is the only option which manages the problem upstream in the catchment.

A meeting of the SMP Steering Committee is scheduled for 17/4/2023, to consider and progress the document for consultation and approval.

The SMP Steering Committee membership consists of: GRFMA Executive Officer, representatives from each of the six GRFMA Constituent Councils, Green Adelaide representative, Northern and York Landscape Board representative, Department of Environment and Water representative, and City of Playford Project SMP project support.

Following Steering Committee requirements, a copy of the (amended) draft SMP is to be provided to Constituent Councils for feedback.

Public consultation will also be undertaken in June 2023, in collaboration with the Department for Environment and Water Gawler River Flood Mitigation Business Case consultation, to not confuse people with two not dissimilar processes.

The final draft SMP is to be then considered by the GRFMA with subsequent submission to the Stormwater Management Authority approval process.

GRFMA Board Members have been separately provided with a copy of the Draft SMP to facilitate awareness of content of the document prior to public consultation.

Members would also be aware that the GRFMA has been working collaboratively with the Department for Environment and Water in regards to the Gawler River Business Case - Refer 20/4/2023 GRFMA meeting agenda item 8.2.

There have been ongoing questions about the differences/similarities between the Business Case and the Stormwater Management Plan (SMP).

Following release of the draft SMP, a final comparison of the Business Case requirements and the SMP has been completed; this completes the gap analysis and has confirmed the scope of work already underway for the Business Case.

Gap Analysis - Business Case (per the Infrastructure SA Assurance Framework) and the requirements for a SMP

The requirements for a Business Case (per the Infrastructure SA Assurance Framework) and the requirements for a SMP (per the Stormwater Management Authority guidelines) are similar:

Business Case	SMP
Refine the 'case for change', strategic alignment, and benefits, objectives and outcomes.	Clearly set stormwater management objectives for the catchment.
Demonstrate the viability and value of the options assessed; recommend an option for implementation via rigorous benefit/cost economic assessment.	Identify actions required to manage stormwater to meet the objectives Provide justification for any proposed catchment studies, works, measures or actions. Estimate costs and assigns priorities and timeframes to each of the actions.
Include: a funding plan; preferred delivery and procurement approach; and how the project/s will be managed.	Define the obligations of the relevant parties in funding, implementing and communicating the plan.
Demonstrate support and agreement from key stakeholders, including the proposed asset owner and operator.	

There were several known scope differences between the Business Case and the SMP:

Business case	SMP
Study areas is whole of catchment and floodplain.	Study area is Gawler River (downstream of the North and South Para Rivers confluence).
Options that address reducing flood risk.	Options that address integrated stormwater management.

Gap analysis

An assessment of the draft SMP found items that can be carried through to the Business Case:

- the SMP State of the Catchment report is a useful document to reference when preparing the Business Case as it has compiled extensive information about past studies, and stakeholder perspectives;
- the SMP identified similar stormwater management objectives as compared to the flood management investment logic mapped in the options analysis phase of the Business Case; and
- shortlisted options in the SMP align with those in the Options Analysis, including the preferred option being to raise the North Para Flood Mitigation Dam height.

The same assessment noted gaps where the information is either not available or not sufficiently comprehensive in the SMP to complete the Business Case; these gaps are covered by the scope for the Business Case work:

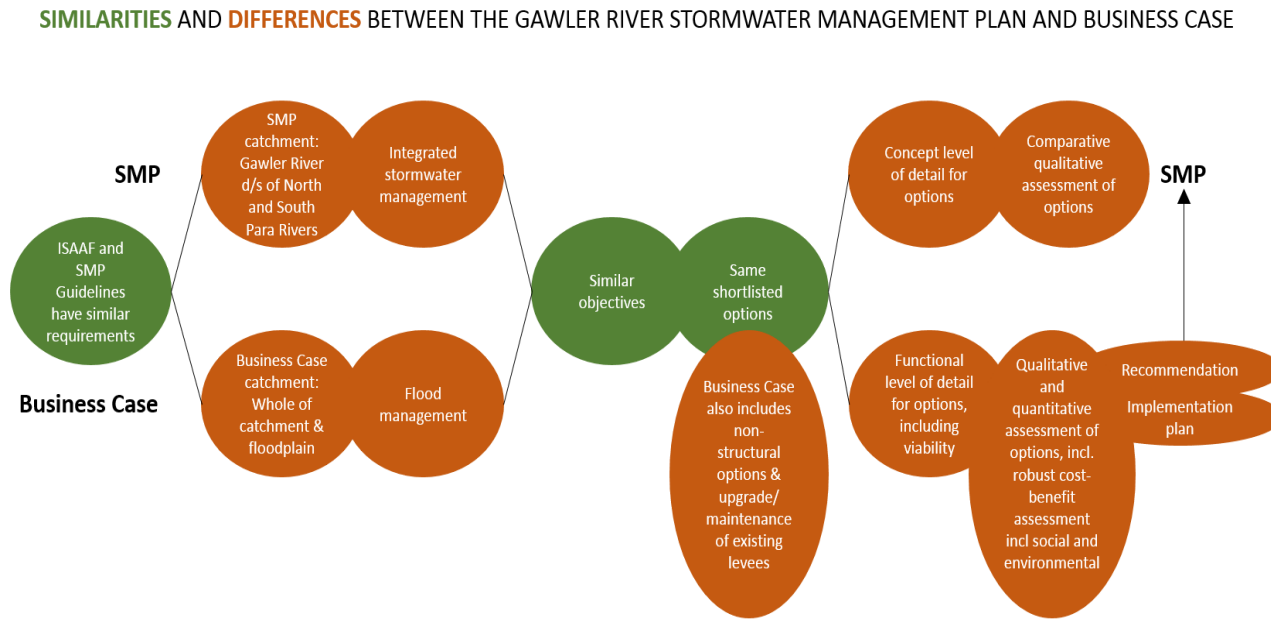
- the SMP flood model is a good basis, but more modelling is required to account for climate change in all scenarios, sufficient AEPs to inform the economic assessment, option combinations, modelling of non-structural options, modelling of levee failures (which is an identified risk), and comparison with other modelling for flood hazard overlays and major urban developments;
- the options considered in the SMP assumed conceptual designs as in previous studies and further work is required to confirm option viability and further the confidence in design cost estimates;
- non-structural options need to be considered and compared to the structural options;
- associated impacts from options need to be explored and costed, e.g. impacts upstream of the North Para flood mitigation dam, Aboriginal cultural heritage, and environmental impact on the river channel;
- potential benefits associated with options need to be explored and costed, e.g. water harvesting potential, community preparedness, land value uplift;
- costs and benefits need to be assessed quantitatively and qualitatively; and
- an implementation plan that proposes a funding model and project delivery model needs to be developed.

Where possible work from the SMP is being used by the Business Case.

Both the SMP and the Business Case require demonstrating support of key stakeholders. Future stakeholder engagement could be undertaken together in the latter part of 2023.

It is anticipated that the Business Case will be able to be read as a standalone document with a clear argument and recommendation for implementation. Presently the SMP suggests it will need to be revised (or accompanied) by the Business Case to be completed.

See below similarities and differences diagram.



Agenda Item: 8.2**Committee: Board****Meeting Date: 20 April 2023****Title: Gawler River Flood Mitigation, Department for Environment, and Water****Recommendation:****That the GRFMA**

1. **Notes progress of the technical lead resource to support development of the Gawler River Business Case**
2. **Subject to final adoption of the 2023/24 GRFMA Budget, receives a report at the 15 June 2023 GRFMA meeting, providing options for consideration of further funding contributions to the Gawler River Business Case (Technical lead resource).**

This report provides information regarding:

1. Progress on the technical investigations and expenditure of GRFMA grant funds, provided to DEW, to progress the Gawler River Business Case.
2. Constituent council response to Gawler River Business Case contributions.

Gawler River Business Case Technical Investigations and Expenditure

The GRFMA previously entered into a grant agreement of \$42,000 with the Department for Environment and Water (DEW) for the purpose of procuring a technical lead resource to support development of the Gawler River Business Case. This agreement outlined the core functions of a technical lead, and the responsibilities of DEW to report back to the GRFMA on progress of the technical investigations and expenditure of the grant funds.

The core functions and progress to date is as follows:

Liaison between SMP and Business Case in regard to technical content.	In-progress
Guidance to ensure state and local government have access to and are using suitable flood modelling (for both the SMP and Business Case).	In-progress Working with Water Technology on floodplain modelling Working with HARC on modelling dam impacts (upstream and downstream) Developing requirements for future update of hydrology.
Identify gaps between the requirements of the Business Case and the SMP.	In-progress
Detailed project planning [with the GRFM Project Manager] for the Business Case.	Completed a project plan (Dec 2022).
Participate in risk management planning.	Risk management plan Completed (Dec 2022). Monthly review of risk register in-progress .

Assist in developing technical content [with the GRFM Engagement Manager] in easy-to-understand language for community engagement.	Pending
Develop specifications for 'technical studies' to further underpin the viability, costs and benefits, funding sources and timescales of the flood mitigation options proposed (in this case 'technical studies' may be engineering, economic, social studies or the like).	In-progress 10 packages of work have had specifications developed, 9 of which have been procured to date.
Build on the cost assessment in the SMP to assist in generating a full economic assessment required for the Business Case.	Rescoped due to timing and content of SMP.
Participate in community engagement activities.	In-progress Have met with landholders in the footprint of a potential Northern Floodway Have met with Walker Corp.
Participate in procurement processes to engage specialist suppliers for technical studies.	In-progress The technical lead has participated in 9 procurement processes.
Peer review and assess any deliverables from technical studies as fit for purpose, and provide 'sign-off' of receipt of deliverables.	In-progress The technical lead participates in regular fortnightly meetings with all suppliers, handles technical queries and reviews all draft deliverables.
Assist GRFMA in securing local government budget in 2023/24 for requirements to progress beyond the full business case.	Complete Technical lead provided scope for FY23/24 budget requirements for GRFMA to pursue funding for.

To date \$35,600 has been expended by DEW on the technical lead (Dryside Engineering). Total grant funds of not less than \$42,000 are expected to be fully expended by 30 June 2023. Additional expenses in relation to the technical lead are expected in FY22/23 and FY23/24. Funding for FY23/24 is not yet agreed.

The technical studies being overseen by the technical lead, and their progress, is as follows. Completed technical studies include:

- Cost and benefit assessment (related to options analysis)
- Modelling flood control dam upstream inundation
- Modelling flow velocity downstream of an expanded flood control dam
- Land access arrangements information and regulatory process for levee banks
- Levee bank failure risk assessment
- Geomorphology investigation downstream of an expanded flood control dam

Technical studies in-progress include:

- Cultural and environmental investigation of an increased dam inundation area and dam location
- Functional design and costing for an expanded flood control dam
- Water supply options from a flood control dam to the Barossa
- Concept design for a floodway levee bank
- Modelling flood risk reduction
- Assessment of planning controls
- Further assessment of township levees
- Damages costs assessment
- Further development of community preparedness option
- Upgrades/ maintenance for existing levee banks along the Gawler River

Constituent Council Response to Gawler River Business Case Contributions

Resolution 16/23 from the 16/3/2023 GRFMA Special Meeting provides:

That the GRFMA:

1. *Notes Constituent Council response to Gawler River Flood Mitigation Business Case contributions as*

Adelaide Plains	<i>Resolved to allocate an amount not exceeding \$52,000 with conditions. All constituent councils contributing an equal amount</i>
Adelaide Hills	<i>Offers a contribution of \$10,380 to the Gawler River Floodplain Management Authority in support of a Business Case (capital contribution percentage)</i>
The Barossa	<i>Resolved that it will not fund the project as it provides no tangible benefit to The Barossa Council and its ratepayers, residents, or visitors.</i>
Town of Gawler	<i>Resolved that Council as part of its 2023/24 Budget deliberations will consider the allocation of \$52,000</i>
Light Regional	<i>Resolved to offer \$52,020 a Capital Contribution percentage of 8.67%</i>
City of Playford	<i>Confirmed that the City of Playford will contribute \$52,000</i>

2. *Requests the GRFMA Chairperson to correspond with each Constituent Council advising of all funding contribution responses and:*
 - a. *Seeks to facilitate resolution with Adelaide Plains Council and Adelaide Hills Council regarding conditions for funding contributions.*
 - b. *Seeks further dialogue with The Barossa Council regarding the importance of recognition of mutual obligations in achieving flood mitigation outcomes for the Gawler River.*

GRFMA Chairperson, Mr Ian Baldwin, has corresponded with Councils as requested by the resolution.

A verbal update on relevant responses received will be provided to the 20/4/2023 GRFMA meeting.

See attached, DEW Gawler River Flood Mitigation communique February 2023.

Gawler River Flood Management Projects

Communique, February 2023

The Gawler River Flood Management Projects are being delivered in partnership by the Government of South Australia and local councils in the Gawler River region. The projects are overseen by an inter-governmental Steering Committee with representation from numerous agencies from both state and local government.

This Communique provides a quarterly update of project progress and recent decisions of the Steering Committee.

Projects' progress

The Steering Committee noted the progress of the short-term projects and Business Case as at the end of Quarter 2 (Oct-Dec 2022). Many of the project issues are being managed; and some were worked through with the Steering Committee to resolve a pathway forward. All projects have progressed forward since the previous period.

Table 1: Traffic-light assessment of projects

Project	Overall performance
Project 1: Hillier fire rehabilitation works	●
Project 2: Carmelo and Park Roads drain (first stage)	●
Project 3: Improving flood forecasting and warning	●
Project 4: river survey, levee repair and vegetation management	●
Business Case	●

Project 1: Hillier fire rehabilitation works

Weeds and fallen trees were removed from the Hillier fire ground in 2022 to reduce the likelihood of them blocking the flow of water down the river. Project is complete. Council is undertaking revegetation and site maintenance.

Project 2: Carmelo and Park Roads drain (first stage)

A new drainage system will be built by council, with the first stage to include drainage along Park Road. Project has had delays due to complexity. The scope has been revised to a first stage only and the timeline extended to Dec 2024.

Project 3: Improving flood forecasting and warning

To improve the ability to forecast when and where there will be a flood, monitoring systems across the region are being upgraded and more are being installed. Issues with asset owner and land access arrangements are being worked through and this is causing some delays in on-ground works.

Project 4: river survey, levee repair and vegetation management

Project aims to improve the river's capacity to carry water by removing woody weeds and repairing existing levee banks. The focus for 2023 will be on weed control and levee design. Levee information will be an input to the Business Case.

Business Case

A business case is a critical tool for developing options and attracting investment longer-term. This is being developed following the Infrastructure SA Assurance Framework. The Gate 1 Assurance Review was completed; we are now pre-Gate 2. There has been some schedule delays, and issues related to funding contributions.

Of the Gate 1 Assurance Review recommendations, two (2) are outstanding, with all others now complete. The outstanding actions relate primarily to the business of the Gawler River Floodplain Management Authority, who are taking steps to seek resolution, including on the matter of an agreed funding model.

Technical investigations to support the Business Case are underway, however a shortfall in funding to complete these has been identified, and the Steering Committee are awaiting resolution of local councils regarding co-contributions to enable completing the Business Case. The timeframe for the Business Case has been extended to Dec 2023.

Some stakeholder engagement has commenced following the approved stakeholder engagement strategy.

More information

DEWFloodProjects@sa.gov.au

<https://www.environment.sa.gov.au/topics/flood/projects>

Agenda Item:	8.3
Committee:	Board
Meeting Date:	20 April 2023
Title:	Charter Review 2 Funding Model

Recommendation:

That the GRFMA endorses the principles of the GRFMA Cost Share Model to facilitate negotiation of distribution of Constituent Council contributions towards any agreed future Gawler River flood mitigation capital works and/or maintenance works exceeding \$1 million in any given year.

The GRFMA Charter provides a mandate to coordinate implementation of flood mitigation initiatives in the Gawler River area ('the Floodplain'); raise finance toward such initiatives and to enter into agreements for the purpose of managing and developing the Floodplain.

To date key flood mitigation initiatives (e.g., Construction of Bruce Eastick Dam and South Para Reservoir Dam and Spillway modifications) have been achievable with substantial funding assistance from the Federal and State governments.

The GRFMA and its Constituent Councils agree that future flood management initiatives within the Gawler River catchment and floodplain are beyond the capacity of Constituent Councils to fund; and Federal and State government engagement and funding support will be required before any such initiatives are to be realised.

Where new capital project costs exceed \$1 Million in any given year the GRFMA will enter separate funding arrangements with Constituent Councils and with Federal or State governments or their agencies. (Clause 11.7 shall apply)

This is on the premise that where, or if, GRFMA considered any financial contribution it would be net of Federal and State contributions to any such project.

The current Charter percentage formula contribution for general maintenance to Dam infrastructure remains unchanged.

Recommendation 6 of the *Charter Review 2, Charter and Governance - Two Stage Review*. identified that the GRFMA and Constituent Councils should consider funding model options to be applied in relation to Clause 11 of the Charter, viz.: *Where maintenance cost exceeds \$1 Million in any given year, Clause 11.7 shall apply.*

11.7. The Authority may enter separate funding arrangements with constituent councils and with any State or Federal Government or their agencies in respect of any project undertaken or to be undertaken by or on behalf of the Authority.

The GRFMA has previously agreed that any proposed funding model should be formulae based (Constituent Council funding percentages) and should be established on the following four funding principles:

Future Cost Avoided • Water Inflow • Waterway Length • Ability to Pay.

Principle	Future Cost Avoided	Water Inflow	Waterway Length	Ability to Pay
Weighting	50%	30%	15%	5%

In June 2021 the GRFMA engaged Water Technology to apply the Gawler River Flood Mitigation Cost Sharing Model to a case study.

The model based on the four funding principles and, the Northern Floodway mitigation option (AWE (2017), Tonkin (2018)) was utilised to demonstrate the cost sharing split for future mitigation works amongst the six (6) Local Government Areas. (Adelaide Plains Council, Adelaide Hills Council, Barossa Council, City of Playford, Light Regional Council, Town of Gawler).

The GRFMA subsequently provided a copy of the report to Constituent Councils and sought feedback on the proposed model.

The GRFMA has since been endeavoring to obtain a formal response from each Constituent Council.

The following resolution GRB 22/42 was carried unanimously at the 18/8/2022 GRFMA meeting:

That the GRFMA:

- 1. Notes receipt of responses from Adelaide Plains Council, The Barossa Council and City of Playford regarding the cost contribution funding model and will further consider the matter, following responses being received from Adelaide Hills Council, Light Regional Council, and the Town of Gawler.*
- 2. Pursues discussion with the State Government to develop a funding model policy whereby the relevant portion of capital cost funding for flood mitigation projects is agreed between each tier of Government – noting this is a matter also being considered by the recently established SA Stormwater Expert Panel.*

That the GRFMA defers consideration of the principles of the GRFMA Cost Share Model until the 20/4/2023 GRFMA meeting

The following resolution GRB 5/23 was carried unanimously at the 16/2/2023 GRFMA meeting:

That the GRFMA defers consideration of the principles of the GRFMA Cost Share Model until the 20/4/2023 GRFMA meeting

Refer table below for summary of all Council responses as at 10 April 2023.

Council	Response
Adelaide Hills	While the proposed model has not been formally considered by Council in the Chamber, it is considered by administration to provide a sound basis for negotiations on specific capital projects as and when the opportunity arises.
Adelaide Plains	While generally supportive of the principles and weightings applied, Council reserves its position until further outcomes are known in respect of: <ul style="list-style-type: none"> • Stormwater Management Plan findings and recommendations; • Gawler River Flood Management Business Case findings and recommendations; and • State and Federal Government funding support for new infrastructure.”
The Barossa	The Council rejects the model outright at this time. The Council will meet its reasonable obligations to the Authority and its original purpose of maintaining the BENPFM Dam.
Town of Gawler	Town of Gawler Council has endorsed the Flood Mitigation Cost Sharing Model proposed method of determining Council's contribution towards future Gawler River flood mitigation capital works and maintenance works.
Light Regional	Notes the general direction of the Gawler River Flood Mitigation Cost Contribution Sharing Model - Northern Floodway Application, and, while generally supportive of the principles and weightings applied, reserves its position until further outcomes are known in respect of: • Stormwater Management Plan findings and recommendations; • Gawler River Flood Management Business Case findings and recommendations; and • State and Federal Government funding support for new infrastructure.
City of Playford	Council endorses the principles of the GRFMA Cost Share Model as the method of determining the distribution of constituent Council contributions towards future Gawler River flood mitigation capital works and/or maintenance works exceeding \$1 million in any given year. Council further endorses in principle the proposed weightings of the GRFMA Cost Share Model in determining the distribution of constituent Council contributions towards future Gawler River flood mitigation capital works and/or maintenance works exceeding \$1 million in any given year, or as otherwise negotiated by Council's Chief Executive Officer.

Agenda Item:	8.4
Committee:	Board
Meeting Date:	20 April 2023
Title:	Financial Report and Budget Review 2 (BR2)

That the GRFMA:

1. Receives the financial report as of 31 March 2023 showing a cash at bank balance of \$ 60,800.40.
2. Notes internal cash lending for CAD offset is \$271,940.
3. Adopts the GRFMA 2022/2023 Budget Review 2 documents March 2023, and the variances contained as its amended and current budget for the period ended 30 June 2023.

Financial Report 31 March 2023

See attachments for the monthly reconciliations:

- ✧ Reconciliation to 31/03/2023.
- ✧ Balance Sheet 31/03/2023.
- ✧ Budget result to 31/31/2023.

Tabled below Executive Officer Activities report.

Activity	Sept	Oct	Nov	Dec	Jan	Feb	March
To keep maintained the business office of the Authority.	11.75	8.25	13	7	20	10	12
To prepare the Business Plan, Budgets and reports in a timely manner.						5.5	7.75
To liaise with Councils, and Stakeholders to foster the outcomes of the Business Plan.	7.5	9	15	6.75	24.25	17.75	3
To attend all meetings of the GRFMA, to prepare agendas, minutes and correspondence as required.	6.5	16	13	16.25	2	21	9.5
TOTAL	25.75	33.25	41	30	46.25	54.25	32.25

Budget Review 2 (BR2)

Regulation 9 of Local Government (Financial Management) Regulations 2011 states:

'A report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances'

The Budget Review 2 (BR2) documents were considered at the 6/3/2023 GRFMA Audit Committee meeting.

The meeting resolved.

GAC 23/04 That *the Audit Committee:*

1. *Notes GRFMA 2022/2023 Budget Review 2.*
2. *Requests the Executive Officer provide the documents to the 20 April 2023 GRFMA meeting for adoption as its amended and current budget for the period ended 30 June 2023*

After the 6/3/2023 Audit Committee meeting a special meeting of the GRFMA was held 16/3/2023 to consider the 2023/2024 GRFMA Draft Business Plan and the 2023/2024 GRFMA Draft Budget.

Of specific note the 16/3/2023 meeting resolved:

- *GRB 15/23 Directs the Review Panel to facilitate appointment of a suitably qualified consultant to facilitate the process (appointment GRFMA Chairperson Independent Member), as outlined at Table 1 of Report 2.1 with a budget allocation of up to \$7,000.*
- *GRB 19/23 That subject to any super guarantee payments, in relation to Executive Officer services being made, to be based on up to \$42,000 from provision within the GRFMA Budget (\$35,500 from 2022/2023 and provision of \$6,500, 2023/2024 budget).*

The above two resolutions now affect requirement for provision of \$42,500 in the 2022/2023 budget.

Income

- Interest LGFA, increased to \$1,310 (from \$700) to reflect the bonus payment received.

Expenditure

- Legal Fees, cost increased to \$4,600 (from \$2,000) to reflect additional legal services required by GRFMA.
- Honorarium Chairperson, cost increased to \$9,400 (from \$8,700) to reflect increase in honorarium payments as determined by GRFMA.
- Other, cost increased to \$14,700 (from \$6,100) included:
 - bringing to account 2021/2022 administration payments of \$1,600 previously unclaimed.
 - Inclusion of provision of \$7,000 for GRFMA Chairperson appointment process (GRB 15/23).
- Inclusion of cost of \$35,500 for superannuation guarantee payments (GRB 19/23).

The above provides: Income increase \$610, and expenditure increase \$47,400 = net expense increase of \$46,790.

Options to “balance the books”

1. Internal adjustments to line accounts (provision) within previously adopted budget to mitigate the material component of increases with any balance to be funded from cash reserves or recouped via the GRFMA 2023/2024 budget estimates.
2. Seek an extraordinary subscription contribution from Constituent Councils for additional costs – GRFMA Charter provides 12.1.6 *The Authority must submit to each Constituent Council for approval, any proposed amendment to the Budget.*

It is the view of the Executive Officer that option 1 is a preferable process which might be effected as follows:

- Operational contributions are calculated to include the costs reflective of Administration of the GRFMA, plus general costs for the provision of consultancies to pursue outcomes envisaged in flood mitigation strategies (Gawler River Mark 2) and does not include capital works or maintenance of Assets.
- Within the 2022/2023 budget is an allocation of \$152,000 for Gawler River Mk 2 Consultancies. This is for \$80,000 Project 4 DEW commitment (cash reserve funding) , \$42,000 Business Case DEW commitment and \$30,000 as uncommitted provision for any requirements relating to the SMP or any other consultancies.
- Notwithstanding time delays the SMP is within budgeted estimates already accounted for. It is likely priority projects currently identified in the draft SMP will be included in the Department for Environment and Water Gawler River Flood Mitigation Business Case.

Proposal:

- a) The budget provision of \$152,000 for Gawler River Mk2 Consultancies be reduced to \$128,000. Reduction of \$24,000.
- b) Adjustments to be made to budgeted Income and Expenditure items, as indicated above at net increase of \$ 46,790.
- c) The forecast 30/06/2023 net borrowing of \$53,790 as result of BR2 to be reviewed at BR3, noting options for funding from GRFMA cash reserves or recouped via the GRFMA 2023/2024 budget estimates. See Uniform Presentation of Finances table below.

BR2 provides Cash at end of Year (June 2023) as a balance of \$61,002 in the bank (cash reserves). Assuming that all debtors and creditors are paid and nothing is outstanding.

Refer Cash Flow Statement below.

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED BUDGET 2022/2023 REVIEW 2**
CASH FLOW STATEMENT

2021/2022 FULL YEAR ACTUALS \$		2022/2023 ADOPTED BUDGET \$	2022/2023 BUDGET REVIEW 1 \$	2022/2023 BUDGET REVIEW 2 \$
Inflows (Outflows)		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
	CASHFLOWS FROM OPERATING ACTIVITIES			
	RECEIPTS			
282,547	Operating Receipts	260,320	260,320	358,984
1,073	Investment Receipts	600	600	1,310
	PAYMENTS			
(237,090)	Operating payments to suppliers & employees	(190,920)	(271,020)	(355,422)
-	Finance Payments	(21,000)	(21,000)	(21,000)
46,529	Net Cash provided by (or used in) Operating Activities	49,000	(31,100)	(16,128)
	CASH FLOWS FROM INVESTING ACTIVITIES			
	RECEIPTS			
-	Grants specifically for new or upgraded assets	-	-	-
0	Sale of Assets	0	0	0
	PAYMENTS			
(591,879)	Capital Expenditure on renewal/replacement of assets	-	-	-
-	Capital Expenditure on new/upgraded assets	-	-	-
(591,879)	Net Cash provided by (or used in) Investing Activities	-	-	-
	CASH FLOWS FROM FINANCING ACTIVITIES			
	RECEIPTS			
502,136	Proceeds from Borrowings	-	-	-
	PAYMENTS			
-	Repayment of Borrowings	(49,000)	(49,000)	(49,000)
502,136	NET CASH USED IN FINANCING ACTIVITIES	(49,000)	(49,000)	(49,000)
(43,214)	NET INCREASE (DECREASE) IN CASH HELD	-	(80,100)	(65,128)
169,344	CASH AT BEGINNING OF YEAR	163,278	126,130	126,130
126,130	CASH AT END OF YEAR	163,278	46,030	61,002

See attached for:

- Budget Review 2 information, as amended, as per Local Government Uniform Presentation of Finances as of 4 April 2023.
- MYOB, Profit and Loss Budget Analysis which shows income and expenditure to 4 April 2023.

The MYOB format for the Profit and Loss Budget Analysis as of 4 April 2023 provides presentation of finances on a cash basis. This format is presented (additionally) in this agenda report to facilitate perusal of individual income and expenditure items not readily available in the uniform presentation format.

Cash Management

GRFMA Treasury Management Policy - Cash Reserves

The GRFMA shall maintain a minimum balance of cash reserves at any one time.

Such balance to be equivalent to 50% of the annual GRFMA Budget expenditure as determined in accordance with the approved GRFMA Business Plan as amended annually.

Any Board authorisation of payments from cash reserves that are extraordinary to the Business Plan be required to be repaid by Constituent Council contributions within 12 months following.

The cash reserve balance shall separately identify the proportional value of Consultancy budget values and operational/maintenance Budget values.

For clarity and example using the 2022/2023 GRFMA Budget.

Total Admin consultancy and operation expenditure \$82,782 @ 50% = \$41,391

Executive Officer \$56,000 @ 50% = \$28,000

Honorarium Chair \$ 9,400 @ 50% = \$ 4,700

Total Consultancy \$33,400

Operational/Mtce \$25,000 @ 50% = \$12,500 \$12,500

Total cash reserve requirement \$ 45,900

Cash Management

The table below provides a summary of internal borrowing currently being utilised to offset Cash Advance Debenture interest costs.

GRFMA CAD and internal lending reconciliation									
Date	Internal Lending	Withdraw internal lending	Capital Repayment	Interest payment	Balance	Comment			
30/04/2022					554,562	Total payment to SGP Civil(ext GST)			
30/03/2022	52,426				502,136	CAD outstanding 30/6/22			
25/10/2022	79,514				422,622	24Hr Cash deposit paid into CAD(offset)			
1/11/2022	100,000				322,622	Cash at Bank paid into CAD(offset)			
31/01/2023				4524	318,098	Interest charged against CAD= new draw			
2/03/2023	40,000				278,098	Cash at Bank paid into CAD(offset)			
	271,940								

Previous Budget Review 1 (BR1), for information

BR1 contained movement in expenditure due to a small increase in insurance premiums and inclusion of commitment for up to \$80,000 cash contribution toward Project 4 Department for Environment and Water.

The financing of the \$80,000 included in BR1 is provided by cash reserves.

GB21/99 Gawler River Flood Mitigation, Department for Environment and Water (DEW)

That the GRFMA advises the State Government that the:

- 1. GRFMA supports in principle cash contribution to Project 3 'Flood Warning' on a proportional basis with other State Government agency beneficiaries (including design costs).*
- 2. Final cash contribution amount is to be based on an actual scope of works being provided (with cost estimate) to enable a fair and equitable funding split between all government agencies and GRFMA Councils.*
- 3. GRFMA supports in principle a cash contribution to Project 4 'Lower Gawler River No regrets' the extent of which will be informed by the actual scope and estimated cost of works.*
- 4. GRFMA allocates up to \$100,000 from current GRFMA reserve funds as its contribution to the design development of Projects 3 and 4.*

5. *Actual cost share in relation to Project 4 between GRFMA Councils be on the basis of a contemporary funding model currently in development and under consideration.*
6. *GRFMA will consult with Constituent Councils by the end of January 2022, on their position of an in principle support for a cash contribution for Projects 3 and 4.*

CARRIED UNANIMOUSLY

The balance of up to \$20,000, as per item 4, GB21/99, has not yet been included in BR1 (or BR2) estimates. Discussion with Department for Environment and Water indicates it is likely Project 3 will not be at a deliverable position until nominally commencement of the 2023/2024 financial year.

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED BUDGET 2022/2023 REVIEW 2**

STATEMENT OF COMPREHENSIVE INCOME

2021/2022 FULL YEAR ACTUALS		2022/2023 ADOPTED BUDGET	2022/2023 BUDGET REVIEW 1	2022/2023 BUDGET REVIEW 2
\$	INCOME	\$	\$	\$
261,256	Subscriptions	260,320	260,320	260,320
70,518	Grants Subsidies and Contributions	-	-	-
1,132	Investment Income	600	600	1,310
100	Other	-	-	-
333,006	TOTAL REVENUES	260,920	260,920	261,630
	EXPENSES			
258,251	Materials, Contracts and Other Expenses	190,920	271,020	294,420
3,275	Finance Costs	21,000	21,000	21,000
322,298	Depreciation, amortisation & impairment	321,163	321,163	321,163
583,824	Total Expenses	533,083	613,183	636,583
(250,818)	OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	(272,163)	(352,263)	(374,953)
-	Net gain (loss) on disposal or revaluation of assets	-	-	-
-	Amounts specifically for new or upgraded assets	-	-	-
-	Physical resources received free of charge	-	-	-
(250,818)	TOTAL COMPREHENSIVE INCOME	(272,163)	(352,263)	(374,953)

5/04/2023

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED BUDGET 2022/2023 REVIEW 2**

CASH FLOW STATEMENT

2021/2022 FULL YEAR ACTUALS		2022/2023 ADOPTED BUDGET	2022/2023 BUDGET REVIEW 1	2022/2023 BUDGET REVIEW 2
\$		\$	\$	\$
Inflows		Inflows	Inflows	Inflows
(Outflows)		(Outflows)	(Outflows)	(Outflows)
	CASHFLOWS FROM OPERATING ACTIVITIES			
	RECEIPTS			
282,547	Operating Receipts	260,320	260,320	358,984
1,073	Investment Receipts	600	600	1,310
	PAYMENTS			
(237,090)	Operating payments to suppliers & employees	(190,920)	(271,020)	(355,422)
-	Finance Payments	(21,000)	(21,000)	(21,000)
46,529	Net Cash provided by (or used in) Operating Activities	49,000	(31,100)	(16,128)
	CASH FLOWS FROM INVESTING ACTIVITIES			
	RECEIPTS			
-	Grants specifically for new or upgraded assets	-	-	-
0	Sale of Assets	0	0	0
	PAYMENTS			
(591,879)	Capital Expenditure on renewal/replacement of assets	-	-	-
-	Capital Expenditure on new/upgraded assets	-	-	-
(591,879)	Net Cash provided by (or used in) Investing Activities	-	-	-
	CASH FLOWS FROM FINANCING ACTIVITIES			
	RECEIPTS			
502,136	Proceeds from Borrowings	-	-	-
	PAYMENTS			
-	Repayment of Borrowings	(49,000)	(49,000)	(49,000)
502,136	NET CASH USED IN FINANCING ACTIVITIES	(49,000)	(49,000)	(49,000)
(43,214)	NET INCREASE (DECREASE) IN CASH HELD	-	(80,100)	(65,128)
169,344	CASH AT BEGINNING OF YEAR	163,278	126,130	126,130
126,130	CASH AT END OF YEAR	163,278	46,030	61,002

5/04/2023

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED BUDGET 2022/2023 REVIEW 2**

BALANCE SHEET

2021/2022 FULL YEAR ACTUALS		2022/2023 ADOPTED BUDGET	2022/2023 BUDGET REVIEW 1	2022/2023 BUDGET REVIEW 2
	ASSETS			
	CURRENT ASSETS			
\$		\$	\$	\$
126,130	Cash and cash equivalents	163,278	46,030	61,002
98,664	Trade & other receivables	-	98,664	-
-	Inventories	-	-	-
224,795	TOTAL CURRENT ASSETS	163,278	144,695	61,002
	NON-CURRENT ASSETS			
-	Financial Assets	-	-	-
21,959,256	Infrastructure, Property, Plant & Equipment	21,647,349	21,638,093	21,638,093
21,959,256	TOTAL NON-CURRENT ASSETS	21,647,349	21,638,093	21,638,093
22,184,051	TOTAL ASSETS	21,810,627	21,782,788	21,699,095
	LIABILITIES			
	CURRENT LIABILITIES			
61,003	Trade & Other Payables	-	61,003	-
502,136	Borrowings	-	453,136	453,136
-	Short-term Provisions	-	-	-
563,139	TOTAL CURRENT LIABILITIES	-	514,139	453,136
	NON-CURRENT LIABILITIES			
-	Long-term Borrowings	491,500	-	-
-	Long-term Provisions	-	-	-
-	TOTAL NON-CURRENT LIABILITIES	491,500	-	-
563,139	TOTAL LIABILITIES	491,500	514,139	453,136
21,620,912	NET ASSETS	21,319,127	21,268,649	21,245,959
	EQUITY			
12,938,939	Accumulated Surplus	12,637,154	12,586,676	12,563,986
8,681,973	Asset Revaluation	8,681,973	8,681,973	8,681,973
-	Other Reserves	-	-	-
21,620,912	TOTAL EQUITY	21,319,127	21,268,649	21,245,959

5/04/2023

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED BUDGET 2022/2023 REVIEW 2**

STATEMENT OF CHANGES IN EQUITY

2021/2022 FULL YEAR ACTUALS \$		2022/2023 ADOPTED BUDGET \$	2022/2023 BUDGET BUDGET \$	2022/2023 BUDGET BUDGET \$
	ACCUMULATED SURPLUS			
13,189,757	Balance at end of previous reporting period	12,909,317	12,938,939	12,938,939
-250,818	Net Result for Year	-272,163	-352,263	-374,953
0	Transfer From Reserves	0	0	0
0	Transfer To Reserves	0	0	0
<u>12,938,939</u>	BALANCE AT END OF PERIOD	<u>12,637,154</u>	<u>12,586,676</u>	<u>12,563,986</u>
	ASSET REVALUATION RESERVE			
8,681,973	Balance at end of previous reporting period	8,681,973	8,681,973	8,681,973
0.00	Gain on revaluation of infrastructure, property, plant & equipment	0.00	0.00	0.00
0.00	Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment	0.00	0.00	0.00
<u>8,681,973</u>	BALANCE AT END OF PERIOD	<u>8,681,973</u>	<u>8,681,973</u>	<u>8,681,973</u>
<u>21,620,912</u>	TOTAL EQUITY AT END OF REPORTING PERIOD	<u>21,319,127</u>	<u>21,268,649</u>	<u>21,245,959</u>

5/04/2023

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED BUDGET 2022/2023 REVIEW 2**

UNIFORM PRESENTATION OF FINANCES

2021/2022 FULL YEAR ACTUALS		2022/2023 ADOPTED BUDGET	2022/2023 ADOPTED BUDGET	2022/2023 ADOPTED BUDGET
\$		\$	\$	\$
333,006	Operating Revenues	260,920	260,920	261,630
(583,824)	less Operating Expenses	(533,083)	(613,183)	(636,583)
<u>(250,818)</u>	Operating Surplus / (Deficit) before Capital Amounts	<u>(272,163)</u>	<u>(352,263)</u>	<u>(374,953)</u>
	Less Net Outlays in Existing Assets			
	Capital Expenditure on renewal and replacement of Existing Assets	-	-	-
591,879	less Depreciation, Amortisation and Impairment	(321,163)	(321,163)	(321,163)
(322,298)	less Proceeds from Sale of Replaced Assets	-	-	-
<u>269,581</u>		<u>(321,163)</u>	<u>(321,163)</u>	<u>(321,163)</u>
	Less Net Outlays on New and Upgraded Assets			
-	Capital Expenditure on New and Upgraded Assets	-	-	-
-	less Amounts received specifically for New and Upgraded Assets	-	-	-
<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
(520,399)	Net Lending / (Borrowing) for Financial Year	49,000	(31,100)	(53,790)

5/04/2023

Profit & Loss [Budget Analysis]

July 2022 To June 2023

ABN: 12 925 534 861

	Selected Period	Budgeted	\$ Difference
Income			
Admin of GRFMA			
Member Subscriptions	\$165,120	\$165,120	\$0
Interest LGFA	\$1,315	\$1,310	\$5
Other	\$100	\$0	\$100
Total Admin of GRFMA	\$166,535	\$166,430	\$105
Maint Flood Mit Scheme			
Council Subscriptions	\$95,201	\$95,200	\$1
Total Maint Flood Mit Scheme	\$95,201	\$95,200	\$1
Total Income	\$261,736	\$261,630	\$106
Gross Profit	\$261,736	\$261,630	\$106
Expenses			
Admin of GRFMA			
Executive Officer Contract	\$45,606	\$56,400	-\$10,794
Adv, printing, stationery post	\$0	\$1,250	-\$1,250
Travelling Expenses	\$3,841	\$4,000	-\$159
Insurance PL & PI	\$7,886	\$7,000	\$886
Audit Committee	\$1,950	\$2,650	-\$700
Audit Fees	\$5,346	\$5,600	-\$254
Bank Fees	\$41	\$120	-\$79
Legal Fees	\$4,569	\$4,600	-\$31
Honorarium - Chairperson	\$7,700	\$9,400	-\$1,700
Super Guarantee	\$0	\$35,500	-\$35,500
Other	\$6,810	\$14,700	-\$7,890
Total Admin of GRFMA	\$83,749	\$141,220	-\$57,471
Gawler River Scheme Mark 2			
Consultancies	\$6,090	\$128,000	-\$121,910
Total Gawler River Scheme Mark 2	\$6,090	\$128,000	-\$121,910
Maint Flood Mitigation Scheme			
BENPFM Dam repairs	\$1,600	\$0	\$1,600
Maintenance Contractors	\$0	\$25,000	-\$25,000
Property Maintenance	\$1,080	\$0	\$1,080
Rates & Levies	\$124	\$200	-\$76
Total Maint Flood Mitigation Scheme	\$2,804	\$25,200	-\$22,396
Depreciation			
Depreciation	\$0	\$321,163	-\$321,163
Total Expenses	\$92,643	\$615,583	-\$522,940
Operating Profit	\$169,093	-\$353,953	\$523,046
Total Other Income	\$0	\$0	\$0
Other Expenses			
Interest Expense	\$9,237	\$70,000	-\$60,763
Total Other Expenses	\$9,237	\$70,000	-\$60,763
Net Profit/(Loss)	\$159,856	-\$423,953	\$583,809

Reconciliation Report

ID No.	Date Memo/Payee	Deposit	Withdrawal
Account: 1-1110 Bank SA Account			
Date Of Bank Statement: 31/03/2023			
Last Reconciled: 28/02/2023			
Last Reconciled Balance: \$113,253.66			

Cleared Cheques

EFT	1/03/2023	Weedtech		\$1,188.00
EFT	1/03/2023	LGFA		\$40,000.00
EFT	1/03/2023	JLT Risk Solutions		\$890.23
EFT	1/03/2023	Kingsford Contracting		\$1,760.00
EFT	1/03/2023	VRM Accounting		\$119.63
EFT	1/03/2023	David Hitchcock		\$7,628.26
EFT	2/03/2023	Ian Baldwin		\$1,600.00
SC310323	31/03/2023	Safe deposit fee		\$5.00
GJ000125	31/03/2023	MYOB subscription		\$60.00
			Total:	\$0.00 \$53,251.12
Reconciliation:				
			AccountRight Balance On 31/03/2023:	\$60,002.54
			Add: Outstanding Cheques:	\$0.00
			SubTotal:	\$60,002.54
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance On Statement:	\$60,002.54

Transaction History Report

Please advise any error or unauthorised transaction promptly to the bank

Account name GAWLER RIVER FLOODPLAIN MANAGEMENT
Account number 010 0101 248 140
BSB 105-010
Currency AUD
Opening balance 113,253.66CR
Transaction period from 01/03/2023 to 31/03/2023

Date	Description	Serial number	Debit	Credit	Balance
02/03/2023	INTERNET WITHDRAWAL 02MAR17:20 accounting inv1214		119.63 ✓		113,134.03CR
02/03/2023	INTERNET WITHDRAWAL 02MAR17:20 051881171 Prsn Accident		890.23 ✓		112,243.80CR
02/03/2023	INTERNET WITHDRAWAL 02MAR17:20 inv0874 Weed control		1,188.00 ✓		111,055.80CR
02/03/2023	INTERNET WITHDRAWAL 02MAR17:20 Clear dam wall debris		1,760.00 ✓		109,295.80CR
02/03/2023	INTERNET WITHDRAWAL 02MAR17:20 CAD repayment		40,000.00 ✓		69,295.80CR
03/03/2023	INTERNET WITHDRAWAL 03MAR18:28 Chair Hon Feb 23		1,600.00 ✓		67,695.80CR
03/03/2023	INTERNET WITHDRAWAL 03MAR18:28 EO Services Feb23		7,628.26 ✓		60,067.54CR
20/03/2023	SAFE DEPOSIT FEE (INC GST)		5.00		60,062.54CR
23/03/2023	MYOB Australia MYOB 1-86783067818		60.00 ✓		60,002.54CR
	TOTAL		53,251.12	0.00	60,002.54CR

Reconciliation Report

ID No.	Date Memo/Payee	Deposit	Withdrawal
--------	-----------------	---------	------------

Account: 1-1130 LGFA Investment Account
Date Of Bank Statement: 31/03/2023
Last Reconciled: 31/01/2023
Last Reconciled Balance: \$793.50

Cleared Deposits

IE280223	28/02/2023	Interest LGFA	\$2.21	
IE310323	31/03/2023	LGFA int	\$2.15	
Total:			\$4.36	\$0.00
Reconciliation:				
AccountRight Balance On 31/03/2023:			\$797.86	
Add: Outstanding Cheques:			\$0.00	
SubTotal:			\$797.86	
Deduct: Outstanding Deposits:			\$0.00	
Expected Balance On Statement:			\$797.86	

Transaction Statement from 01/03/2023 to 31/03/2023 inclusive

Council Deposits

Deal	Action Date	Transaction	Interest Rate	Amount	Balance
Gawler River General					
Council Dep - 24HR Mthly - 61057					
	01/03/2023	Opening Balance	3.55%		\$795.71
61057	01/03/2023	CAPITALISE INTEREST	3.55%	\$2.15	\$797.86
	31/03/2023	Closing Balance	3.80%		\$797.86
Accrued Interest for Selected Period				\$2.50	
Unpaid Accrued Interest for Interest Period				\$2.50	
Gawler River General Total for Selected Period				\$2.50	
Gawler River General Total Unpaid for Interest Period				\$2.50	

Summary

Council	Accrued Interest	Unpaid Accrued Interest
Gawler River General Total	\$2.50	\$2.50
Grand Total	\$2.50	\$2.50

Local Government Finance Authority of SA

Consolidated Loans and Investments as at close of business 31/03/2023

Debtenture Loans

Counterparty	Deal	Deb. No.	Orig. Principal	Rate	Instalment Date	Instalment	Principal	Interest	Current Principal
--------------	------	----------	-----------------	------	-----------------	------------	-----------	----------	-------------------

Cash Advance Debentures

Counterparty	Deal	Instrument	Maturity Date	Facility End Date	Rate	Current Principal	Limit	Available Balance
--------------	------	------------	---------------	-------------------	------	-------------------	-------	-------------------

Gawler River General CA 1 Cash Advance	60459	Council Loan-CAD Variable	03/04/2023	15/12/2031	5.55%	-\$287,145.53	\$700,000.00	\$412,854.47
--	-------	---------------------------	------------	------------	-------	---------------	--------------	--------------

Totals						-\$287,145.53	\$700,000.00	\$412,854.47
---------------	--	--	--	--	--	---------------	--------------	--------------

Council Deposits

Counterparty	Deal	Instrument	Maturity Date	Rate	Balance
Gawler River General	61057	Council Dep - 24HR Mthly	03/04/2023	3.80%	\$797.86

Totals					\$797.86
---------------	--	--	--	--	----------

Summary as at close of business 31/03/2023



Local Government
Finance Authority

Entity	Amount
Cash Advance Debentures	-\$287,145.53
CAD Limit Available	\$412,854.47
Council Deposits	\$797.86
Net Position	-\$286,347.67
Weighted Average Interest Rate % (Deposits)	3.80%
Weighted Average Interest Rate % (Loans)	5.55%

Balance Sheet

As of March 2023

ABN: 12 925 534 861

Assets			
Current Assets			
Bank Accounts			
Bank SA Account	\$60,002.54		
LGFA Investment Account	\$797.86		
Total Bank Accounts		\$60,800.40	
Other Current Assets			
Trade Debtors	\$82,575.25		
Debtor	\$98.77		
ATO Payments & Refunds	\$8,275.74		
Accrued Grant Income	\$28,200.00		
Total Other Current Assets		\$119,149.76	
Total Current Assets			\$179,950.16
Non-Current Assets			
Infrastructure	\$25,836,878.99		
Accum. Depr. Infrastructure	-\$4,418,822.61		
Land	\$477,000.00		
Access Roads	\$84,000.00		
Accumulated Dep Access Rd	-\$19,800.00		
Total Non-Current Assets		\$21,959,256.38	
Total Assets			\$22,139,206.54
Liabilities			
Current Liabilities			
GST Liabilities			
GST Collected	\$26,042.10		
GST Paid	-\$8,810.53		
Cash Advance Debenture	\$287,145.53		
Total GST Liabilities		\$304,377.10	
Other Current Liabilities			
Accrued Expense	\$42,641.00		
Total Other Current Liabilities		\$42,641.00	
Total Current Liabilities			\$347,018.10
Total Liabilities			\$347,018.10
Net Assets			\$21,792,188.44
Equity			
Accumulated Surplus		\$15,957,461.00	
Asset Revaluation Reserves		\$8,681,973.10	
Retained Earnings		-\$3,018,522.05	
Current Year Surplus/Deficit		\$171,276.39	
Total Equity			\$21,792,188.44

This report includes Year-End Adjustments.

Profit & Loss [Budget Analysis]

July 2022 To June 2023

ABN: 12 925 534 861

	Selected Period	Budgeted	\$ Difference
Income			
Admin of GRFMA			
Member Subscriptions	\$165,120	\$165,120	\$0
Interest LGFA	\$1,315	\$1,310	\$5
Other	\$100	\$0	\$100
Total Admin of GRFMA	\$166,535	\$166,430	\$105
Maint Flood Mit Scheme			
Council Subscriptions	\$95,201	\$95,200	\$1
Total Maint Flood Mit Scheme	\$95,201	\$95,200	\$1
Total Income	\$261,736	\$261,630	\$106
Gross Profit	\$261,736	\$261,630	\$106
Expenses			
Admin of GRFMA			
Executive Officer Contract	\$41,483	\$56,400	-\$14,917
Adv, printing, stationery post	\$0	\$1,250	-\$1,250
Travelling Expenses	\$47	\$4,000	-\$3,953
Insurance PL & PI	\$6,119	\$7,000	-\$881
Audit Committee	\$1,300	\$2,650	-\$1,350
Audit Fees	\$5,346	\$5,600	-\$254
Bank Fees	\$41	\$120	-\$79
Legal Fees	\$4,569	\$4,600	-\$31
Honorarium - Chairperson	\$6,700	\$7,900	-\$1,200
Other	\$6,723	\$8,000	-\$1,277
Total Admin of GRFMA	\$72,328	\$97,520	-\$25,192
Gawler River Scheme Mark 2			
Consultancies	\$6,090	\$152,000	-\$145,910
Total Gawler River Scheme Mark 2	\$6,090	\$152,000	-\$145,910
Maint Flood Mitigation Scheme			
BENPFM Dam repairs	\$1,600	\$0	\$1,600
Maintenance Contractors	\$0	\$25,000	-\$25,000
Property Maintenance	\$1,080	\$0	\$1,080
Rates & Levies	\$124	\$200	-\$76
Total Maint Flood Mitigation Scheme	\$2,804	\$25,200	-\$22,396
Depreciation			
Depreciation	\$0	\$321,163	-\$321,163
Total Expenses	\$81,222	\$595,883	-\$514,661
Operating Profit	\$180,514	-\$334,253	\$514,767
Total Other Income	\$0	\$0	\$0
Other Expenses			
Interest Expense	\$9,237	\$70,000	-\$60,763
Total Other Expenses	\$9,237	\$70,000	-\$60,763
Net Profit/(Loss)	\$171,276	-\$404,253	\$575,529

Agenda Item:	8.5
Committee:	Board
Meeting Date:	20 April 2023
Title:	GRFMA Policies

Recommendation:

That the GRFMA adopts the following Policy documents:

- **Anti-Discrimination/Fair Treatment Policy**
 - **Code of Practice for Meeting Procedures**
 - **Consultation with Community and Constituent Councils Policy**
 - **Fraud, Corruption, Misconduct and Maladministration Policy**
 - **Freedom of Information Statement**
 - **Internal Review of Decisions Policy**
 - **Procurement Policy as drafted**
 - **Internal Review of Decisions Policy**
 - **Work Health and Safety Policy**
-

GRFMA resolution 22/23 provides:

That the GRFMA requests the Executive Officer to initiate legal review of the Public Consultation Policy, Code of Practice, Access to Meetings and Documents and the Internal Review of Decisions Policy, as feasible within budget allocations of \$4,000.

Norman Waterhouse Lawyers were engaged to amend the following existing GRFMA policies:

- Fraud and Corruption Policy (now titled the Fraud, Corruption, Misconduct and Maladministration Policy).
- Public Consultation Policy (now titled the Consultation with Constituent Councils Policy); and
- Procurement and Operations Policy.

The following new policies were also drafted:

- Code of Practice for Meeting Procedures.
- Internal Review of Decisions Policy.
- Work Health and Safety Policy * and
- Anti-Discrimination/Fair Treatment Policy.

*Norman Waterhouse Lawyers also inquired whether GRFMA requires a work health and safety policy and/or discrimination and bullying policy.

Response - While GRFMA does not have any employees, under work health and safety legislation GRFMA still has an obligation to ensure the health and safety of its workers (which is not limited to employees and would also include contractors, consultants or volunteers) and other persons. GRFMA's officers must also exercise due diligence to ensure that GRFMA meets these obligations. It is therefore prudent to have such policies, especially as several Board members are Council members who may be accustomed to being exempt from WHS 'officer' status in their capacity as Council members.

In our view these members are not similarly exempt in their capacity as GRFMA Board members. Adopting these Work Health and Safety Policy and Anti-Discrimination/Fair Treatment Policies will in our view assist GRFMA's officers in discharging their duty of due diligence (but of course does not fully discharge the duty, which is an ongoing and proactive duty). These policies have been tailored to make them appropriate for an organisation of GRFMA's relatively small size.

We also note you have indicated that GRFMA does not have a freedom of information statement pursuant to section 9(1a) of the Freedom of Information Act 1991 (SA). We have not drafted one as realistically this is something which GRFMA is best placed to prepare. It should not be particularly onerous. However, we can provide further advice about this if requested.

A suitable information statement was subsequently drafted.

Existing policies not legally reviewed at this time, due to budget constraint are:

- Dam Valuation Policy
- Grant Policy
- Treasury Management Policy

The three policies will be reviewed at a future date.

The 6/3/2023 GRFMA Audit Committee Meeting considered the following documents:

- Anti-Discrimination/Fair Treatment Policy
- Code of Practice for Meeting Procedures
- Consultation with Community and Constituent Councils Policy
- Fraud, Corruption, Misconduct and Maladministration Policy
- Freedom of Information Statement
- Internal Review of Decisions Policy
- Procurement and Operations Policy
- Internal Review of Decisions Policy
- Work Health and Safety Policy

Following consideration, the Audit Committee resolved:

GAC 23/06 That the GRFMA Audit Committee:

- 1. Receives the GRFMA Policy review documents as amended by Norman Waterhouse*
- 2. Requests the Executive Officer to:*
 - a) Facilitate identified document amendments as detailed in report 5.4.*
 - b) Undertakes amendment of the Procurement and Operations Policy to reflect principles reflective of City of Playford Procurement Policy and provides the amended draft, out of session, to committee members for consideration; and*
 - c) Subsequently provide the amended policies to the 20 April 2023 GRFMA meeting for consideration and adoption.*

Having completed the required actions of GAC23/06 the draft policy documents identified above and attached are provided for consideration and adoption.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Anti-Discrimination / Fair Treatment Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999 Work Health and Safety Act 2012
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2027

Table of Contents

1. Introduction	2
2. Purpose	2
3. Scope and Application	3
4. Definitions	3
5. General Behaviour	5
6. Bullying and Harassment	5
7. Unacceptable Behaviour	8
8. Responsibilities	8
9. Review	9

1. Introduction

- 1.1 This Policy has been developed recognising the need to reflect GRFMA's commitment to fairness and equal opportunity in the workplace.
- 1.2 This Policy applies to all GRFMA Board members, employees (including employees of other entities seconded to or otherwise placed in GRFMA), contractors, consultants and volunteers. In this Policy, these people are referred to as "Workers."
- 1.3 This Policy aims to provide information and set boundaries for Workers in terms of appropriate and acceptable behaviour in the workplace, and what constitutes inappropriate and unacceptable behaviour in the workplace.
- 1.4 This Policy intends to create a positive, respectful and productive working environment. It is important that all areas within GRFMA are working harmoniously and effectively.

2. Purpose

- 2.1 The objective of this Policy is to provide information and set boundaries for Workers in terms of appropriate and acceptable behaviour in the workplace, and negative behaviour that will not be accepted.
- 2.2 The objectives of the Policy are as follows:
 - 2.2.1 Provide access to all Workers about information and advice so they are able to carry out their duties in accordance with GRFMA's expectations;
 - 2.2.2 Educate and inform all Workers with respect to how to positively interact with each other, and what behaviour will be considered to be negative, harmful and unacceptable.
 - 2.2.3 Create a supportive environment among Workers that encourages a positive atmosphere;
 - 2.2.4 Encourage all Workers to have a healthy work/life balance, to not be subject to undue pressure;
 - 2.2.5 Ensure all Workers show respect to each other and to other GRFMA stakeholders;
 - 2.2.6 Inform all Workers of how to deal with conflicts in an appropriate manner, and if required follow due process; and
 - 2.2.7 Emphasise that negative and unacceptable behaviour that may include, but is not limited to: Bullying; Harassment; Sexual Harassment; racial discrimination; stereotyping cultures or behaviour; and intimidation, will not be tolerated in any form. These behaviours will be faced up to firmly and will be positively addressed.
- 2.3 GRFMA is committed to providing a safe and Harassment free workplace for Workers.

- 2.4 Workers must not bully or harass, discriminate against, or support others who harass, bully and discriminate against colleagues or members of the public. This includes, but is not limited to Harassment and discrimination on the grounds of sex, pregnancy, age, race (including colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, sexuality, transgender or intersex status or carer's responsibility. It is the responsibility of everyone who is a part of, or associated with, GRFMA to eliminate such behaviours to create a positive and constructive culture for all to enjoy at work.
- 2.5 GRFMA has a duty of care and needs to balance Confidentiality of these issues with our legislative obligations. GRFMA will endeavour to maintain Confidentiality where applicable.

3. Scope and Application

- 3.1 This Policy applies to all Workers engaged by GRFMA.
- 3.2 This Policy applies to behaviours that occur:
- 3.2.1 in connection with work, even if it occurs outside normal working hours;
 - 3.2.2 during work activities, for example at meetings of GRFMA or when dealing with employees of Constituent Councils;
 - 3.2.3 at work-related events, for example at conferences and work-related social functions; and
 - 3.2.4 on social media where Workers interact with colleagues or other stakeholders and their actions may affect them either directly or indirectly.

4. Definitions

Alleged Offender	Person against whom a Complaint has been lodged.
Bullying	Workplace Bullying is repeated and unreasonable behaviour directed towards a Worker or a group of Workers that creates a risk to health and safety.
Complaint	A type of problem, concern or complaint related to work or the work environment. A Complaint may be about any act, omission, situation or decision that a person thinks is unfair, discriminatory or unjustified.
Complainant	Person who feels they have been subjected to some form of unfair, discriminatory or unjustified treatment.
Confidentiality	Only those persons directly involved in lodging or investigating a Complaint (which may include the Alleged Offender) will have access to information about the Complaint.
Executive Officer	The Executive Officer of GRFMA

GRFMA	Gawler River Floodplain Management Authority
Harassment	Any unwanted, unsolicited and unreciprocated behaviour, act or statement that offends, humiliates or distresses the recipient.
Sexual Harassment	<p>A person sexually harasses another person (the person harassed) if:</p> <ul style="list-style-type: none">• the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or• engages in other unwelcome conduct of a sexual nature in relation to the person harassed, <p>in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.</p>
Victimisation	<p>Any unfavourable treatment of, or disadvantage to, a person lodging a Complaint and/or person acting as a witness or assisting the Complainant, as a consequence of their involvement in a Complaint.</p> <p>The law protects the abovenamed persons from further disadvantage or mistreatment and management will take all necessary steps to ensure Victimisation does not occur.</p>
Vilification	<p>Any act that happens publicly, as opposed to privately, and that could incite (encourage, urge or stir up) others to hate or have serious contempt for, or severely ridicule a person, or a group of people, because of a personal attribute such as their race, sexuality, HIV or AIDS status or transgender status.</p> <p>Exceptions under the law include a fair report by media, acts of vilification that are done “reasonably and in good faith” for academic, artistic, scientific, research or other purposes in the “public interest” and material in parliamentary, court or tribunal proceedings or other Government inquiries.</p>

5. General Behaviour

5.1 GRFMA's constructive culture requires:

- 5.1.1 Treating everyone with respect, courtesy and dignity;
- 5.1.2 Open and balanced communication;
- 5.1.3 Respecting the roles of the other person;
- 5.1.4 Remembering basic courtesies;
- 5.1.5 Including people, rather than excluding people because of prejudice; and
- 5.1.6 Moving from blame to problem solving to deal with differences of opinion.

5.2 Workers must, at all times:

- 5.2.1 Act honestly in the performance of official duties at all times;
- 5.2.2 Act with reasonable care and diligence in the performance of official duties;
- 5.2.3 Discharge duties in a professional manner;
- 5.2.4 Act in a way that generates community trust and confidence in GRFMA;
- 5.2.5 Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people;
- 5.2.6 Behave in a responsible and professional manner;
- 5.2.7 Treat others in the workplace with courtesy and respect;
- 5.2.8 Be fair and honest in their dealings with others.

6. Bullying and Harassment

6.1 GRFMA has a zero-tolerance stance in relation to Bullying and Harassment in the workplace.

6.2 Bullying can adversely affect the psychological and physical health of a person.

6.3 Bullying can be harmful to the person experiencing it and to those who witness it. The effects will vary depending on individual characteristics as well as the specific situation and may include one or more of the following:

- 6.3.1 distress, anxiety, panic attacks or sleep disturbance;
- 6.3.2 physical illness, for example muscular tension, headaches, fatigue and digestive problems;
- 6.3.3 loss of self-esteem and self-confidence;

- 6.3.4 feelings of isolation;
 - 6.3.5 deteriorating relationships with colleagues, family and friends;
 - 6.3.6 negative impact on work performance, concentration and decision-making ability;
 - 6.3.7 depression; and
 - 6.3.8 thoughts of suicide.
- 6.4 Bullying can be harmful to organisations as well as individuals, resulting in:
- 6.4.1 high levels of absenteeism and staff turnover;
 - 6.4.2 breakdown of teams and work relationships;
 - 6.4.3 poor public image in terms of becoming known as a difficult place to work;
 - 6.4.4 reduced efficiency, productivity and profitability;
 - 6.4.5 unsafe work environment;
 - 6.4.6 poor morale, erosion of loyalty and commitment;
 - 6.4.7 increased costs associated with counselling, mediation and compensation claims, recruitment and retraining of new staff, management time; and
 - 6.4.8 potential litigation and associated costs.
- 6.5 Bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.
- 6.6 Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
- 6.7 Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.
- 6.8 Examples of behaviour, whether intentional or unintentional, that may be workplace Bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:
- 6.8.1 abusive, insulting or offensive language or comments;
 - 6.8.2 aggressive and intimidating conduct;
 - 6.8.3 belittling or humiliating comments;
 - 6.8.4 victimisation;
 - 6.8.5 practical jokes or initiation;

- 6.8.6 unjustified criticism or Complaints;
- 6.8.7 deliberately excluding someone from work-related activities;
- 6.8.8 withholding information that is vital for effective work performance;
- 6.8.9 setting unreasonable timelines or constantly changing deadlines;
- 6.8.10 setting tasks that are unreasonably below or beyond a person's skill level;
- 6.8.11 denying access to information, supervision, consultation or resources to the detriment of the worker;
- 6.8.12 spreading misinformation or malicious rumours;
- 6.8.13 changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers;
- 6.9 If the behaviour involves violence, for example physical assault or the threat of physical assault, it should be reported to the police.
- 6.10 A single incident of unreasonable behaviour is not workplace Bullying, however it may be repeated or escalate and so should not be ignored.
- 6.11 Reasonable management action taken in a reasonable manner does not constitute workplace Bullying. Reasonable management action may include:
 - 6.11.1 setting realistic and achievable performance goals, standards and deadlines;
 - 6.11.2 fair and appropriate rostering and allocation of working hours;
 - 6.11.3 transferring a worker to another area or role for operational reasons;
 - 6.11.4 deciding not to select a worker for a promotion where a fair and transparent process is followed;
 - 6.11.5 informing a worker about unsatisfactory work performance in an honest, fair and constructive way;
 - 6.11.6 informing a worker about unreasonable behaviour in an objective and confidential way;
 - 6.11.7 implementing organisational changes or restructuring; and/or
 - 6.11.8 taking disciplinary action, including suspension or terminating employment where appropriate or justified in the circumstances.
- 6.12 Workers must not engage in Bullying or Harassment inside or outside of the workplace and are expected to comply with the standards of conduct set out in this Policy at all times.

7. Unacceptable Behaviour

- 7.1 Further to section 6 of this Policy, the following types of conduct constitute unacceptable behaviour (these are non-exhaustive):
- 7.1.1 Workers demanding, without appropriate notice, access to information in a way that is not respectful of the position or time constraints of the other;
 - 7.1.2 Displaying confronting behaviour, such as abusive language, rudeness and aggression (i.e swearing, making a fist with hand);
 - 7.1.3 Undermining other Worker(s);
 - 7.1.4 Workers making personal attacks in a public forum;
 - 7.1.5 Behaviour, such as threats or intimidation (i.e invading personal space);
 - 7.1.6 Excluding others;
 - 7.1.7 Gossiping;
 - 7.1.8 Racist or sexual slurs;
 - 7.1.9 Victimisation or Harassment (including Sexual Harassment);
 - 7.1.10 Vilification;
 - 7.1.11 Workers, outside of their contractual responsibility, becoming directly involved in our business;
 - 7.1.12 Intimidation or use of perceived position of power to coerce others by fear, reprimand, humiliation or other threats;
 - 7.1.13 Psychological or physical Harassment, including Bullying or psychological threats;
 - 7.1.14 Violence and assault of another.

8. Responsibilities

- 8.1 **All Workers** have a role in demonstrating acceptable workplace behaviour.
- 8.2 **The Executive Officer and the Board** have a strong leadership role in demonstrating acceptable workplace behaviour. They are responsible for ensuring the endorsement, support and implementation of the policy and procedure. They are also responsible for:
- 8.2.1 Making sure that GRFMA meets its legal obligations with respect to Bullying and Harassment prevention;
 - 8.2.2 Fostering the development of a culture within the organisation that is respectful of individual Workers, and discourages Bullying, Harassment and discrimination of any sort;

- 8.2.3 Assisting reconciliation between the parties and investigating Complaints whether written or verbal;
 - 8.2.4 Ensuring that this Policy and information is made available to all Workers;
 - 8.2.5 Being available to other persons to answer enquiries about Harassment and Bullying and to assist in the resolution of Harassment and Bullying Complaints if requested;
 - 8.2.6 Ensuring Confidentiality and privacy is maintained in all matters as far as practicable;
 - 8.2.7 Considering and, where appropriate, investigating all Complaints, whether written, verbal, formal or informal;
 - 8.2.8 Acting as a mediator, when requested, ensuring that mediation meetings are fair, that all parties are heard without bias, and that all known facts of the Complaint are given the opportunity to be brought forward;
 - 8.2.9 Ensuring Complaints are resolved promptly, sensitively and with impartiality; and
 - 8.2.10 Continually monitoring Complaints that have been resolved to ensure that the negotiated outcomes have been implemented and that an assessment of the effectiveness of the negotiated strategies is conducted.
- 8.3 **Workers** are responsible for respecting the rights of other persons and to never encourage or condone Harassment or Bullying. Workers must comply with this Policy at all times. If a Worker believes that a fellow colleague is being harassed, he or she can help prevent further incidents of Harassment occurring by offering support to the person being harassed. Examples include:
- 8.3.1 Informing them that he or she is willing to act as a witness if the person being harassed decides to lodge a Complaint;
 - 8.3.2 Refusing to join in with any harassing activity; and
 - 8.3.3 Supporting the person being harassed.
- 8.4 It is not the responsibility of the person witnessing the Harassment to say anything to the offender.

9. Review

- 9.1 This Policy shall be reviewed by GRFMA every four years.
- 9.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Code of Practice for Meeting Procedures

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2027

Table of Contents

1. Introduction	2
2. Scope	2
3. Principles	2
4. Notice of Meetings	2
5. The Role of the Chair	3
6. Meeting Procedures	3
7. Voting Procedures	4
8. Review	8

1. Introduction

- 1.1 Pursuant to clause 6.3.10 of the Charter of the Gawler River Floodplain Management Authority (GRFMA), the Board of GRFMA must adopt a Code of Practice for Meeting Procedures to apply to the proceedings at and conduct of meetings of the Board.
- 1.2 This Code of Practice for Meeting Procedures sets out the procedures to be followed at all meetings of the Board.
- 1.3 This Code should be read in conjunction with the GRFMA Charter.
- 1.4 In the event of any inconsistency between the Charter and this Code, the Charter shall prevail.

2. Scope

This Code applies to all meetings of the Board of GRFMA.

3. Principles

The following principles should be applied with respect to the procedures to be observed at Board meetings:

- 3.1 Procedures should facilitate open, transparent and informed decision-making;
- 3.2 Procedures should encourage appropriate community participation in the affairs of GRFMA;
- 3.3 Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at a meeting; and
- 3.4 Procedures should be sufficiently certain to provide decision-makers with confidence in the deliberations undertaken at the meeting.

4. Notice of Meetings

- 4.1 Meetings will be held every two months on the third Thursday of the month (excluding Januarys), or as otherwise agreed between the members of the Board.
- 4.2 At least three clear days before a Board meeting, the Executive Officer must give written notice to all Board Members and Constituent Councils:
 - 4.2.1 setting out the date, time and place of the meeting;
 - 4.2.2 the agenda for the meeting; and
 - 4.2.3 providing any relevant documents or reports to be discussed at the meeting, to allow Board members sufficient time to review.

5. The Role of the Chair

5.1 The Chair is required to control the meeting procedures and has the task of:

- 5.1.1 ensuring proper notice was given and an agenda provided;
- 5.1.2 checking (and usually signing) the minutes of previous meetings;
- 5.1.3 ensuring the meeting gets through its business in a timely fashion;
- 5.1.4 dealing with the order of business;
- 5.1.5 keeping order and facilitating discussion;
- 5.1.6 receiving motions, putting them to the vote and declaring the result;
- 5.1.7 making sure decisions are reached on issues discussed and that everyone understands what the decisions are; and
- 5.1.8 declaring the meeting closed.
- 5.1.9 The Chair has a deliberative vote but in the event of an equality of votes does not have a casting vote.

6. Meeting Procedures

6.1 Convening meetings

- 6.1.1 All Board meetings must be properly convened in accordance with the Charter.
- 6.1.2 Ordinary meetings may be convened at such times and places as determined by the Board, except that there must be at least one ordinary meeting of the Board every two months.
- 6.1.3 Special meetings may be convened in accordance with clause 6.3.7 of the Charter.

6.2 Quorum

Before the Board meeting, a quorum must be established in accordance with the Charter. A quorum must then be maintained during the meeting. A valid resolution cannot be made unless a quorum is established.

6.3 Electronic meetings

- 6.3.1 At the discretion of the Board, a meeting may be held by telephone or audiovisual means (e.g. Zoom or Microsoft Teams) rather than in person.
- 6.3.2 Any electronic meeting is deemed to constitute a meeting of the Board provided that a quorum is present.

- 6.3.3 Each Board member taking part in the electronic meeting must at all times be able to hear and be heard by each of the other Board members present.
- 6.3.4 At the commencement of or upon entering an electronic meeting, each Board member must announce their presence to all other Board Members taking part in the meeting.
- 6.3.5 A Board member must not disconnect from an electronic meeting without first notifying the Chair of the meeting.
- 6.3.6 Public access should be provided to any electronic meeting in accordance with clause 6.4 of this Code.

6.4 Public access to meetings

- 6.4.1 The Charter provides that Chapter 6, Part 3 of the Local Government Act 1999 (SA) (LG Act) extends to GRFMA as if it were a Council.
- 6.4.2 Accordingly, all Board meetings are open to the public, except to the extent that it is appropriate for the meeting to be closed to the public as set out in section 90 of the LG Act.

7. Voting Procedures

7.1 Putting forward and voting on a motion

- 7.1.1 All motions provided with notice must be included in the agenda and circulated to Board members for consideration before a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the minutes of the meeting.
- 7.1.2 A motion may be proposed and passed in accordance with the following procedure:
 - 7.1.2.1 a Board member puts forward a motion, being a clear and concise proposal for a decision or action, to the meeting via the Chair.
 - 7.1.2.2 a second Board member agrees to 'second' the motion so it can be put before the meeting for consideration. A motion that is not seconded will lapse.
 - 7.1.2.3 there is an opportunity for Board members to discuss and speak for or against the motion.
 - 7.1.2.4 the motion is read aloud and voted on.
 - 7.1.2.5 if the motion is passed, it becomes a resolution. A resolution passed by a simple majority of votes (more than half of the Board members who cast a vote) is known as an ordinary resolution.
 - 7.1.2.6 the resolution is formally documented in the minutes along with the name of mover and seconder.

- 7.1.3 The Chair may refuse to accept a motion if the subject matter is, in their opinion, beyond the power of the Board.

7.2 Formal motions

- 7.2.1 A Board member who has not spoken in the debate on a question may move a formal motion.
- 7.2.2 A formal motion must be in the form of a motion set out in Clause 8.5 (inclusive) and no other formal motion to a different effect will be recognised.
- 7.2.3 If the formal motion is:
 - 7.2.3.1 that the meeting proceed to the next business, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business;
 - 7.2.3.2 that the question be put, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the Chair without further debate;
 - 7.2.3.3 that the question lie on the table, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption);
 - 7.2.3.4 that the question be adjourned, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption);
 - 7.2.3.5 that the meeting be adjourned, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- 7.2.4 If seconded, a formal motion takes precedence and will be put by the Chair without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- 7.2.5 A formal motion does not constitute an amendment to a substantive motion.
- 7.2.6 If a formal motion is lost:
 - 7.2.6.1 the meeting will be resumed at the point at which it was interrupted; and

7.2.6.2 if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 Board member has spoken on the question.

7.2.7 A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

7.3 Motions without notice

7.3.1 A Board member may bring forward any business by way of a motion without notice.

7.3.2 The Chair may refuse to accept a motion without notice if, after taking into account the principles (at Clause 3), they consider that the motion should be dealt with by way of a written notice of motion.

7.4 Varying a motion or resolution

7.4.1 The mover with the agreement of the meeting may vary a motion. Alternatively, a Board member may move an amendment to the original motion, which if successful will form part of the motion.

7.4.2 Any Board member may move an amendment to the original motion. Every proposed amendment must have a seconder.

7.4.3 A maximum of two (2) amendments can be made to any motion. However, there is no limit on the number of times the mover may vary the motion with the agreement of the meeting.

7.4.4 Resolutions can be withdrawn or cancelled at the same meeting by using the same procedure that applies for moving and adopting a resolution.

7.5 Questions

7.5.1 A Board member may ask a question on notice by giving the Chair written notice of the question at least five clear days before the date of the meeting at which the question is to be asked.

7.5.2 If notice of a question is given under Clause 10.1:

7.5.2.1 the Chair must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and

7.5.2.2 the question and the reply must be entered in the minutes of the relevant meeting.

7.5.3 A Board member may ask a question without notice at a meeting.

7.5.4 The Chair may allow the reply to a question without notice to be given at the next meeting.

7.5.5 A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the Board members present at the meeting resolve that an entry should be made.

7.5.6 The Chair may rule that a question with or without notice not be answered if the Chair considers that the question is vague, irrelevant, insulting or improper.

7.6 Voting methods

7.6.1 The following methods of voting may be adopted at a meeting where the majority of Board members agree:

7.6.1.1 show of hands: Board members vote by raising their hand when asked if they are in favour or against the motion and a count is taken.

7.6.1.2 voice vote: a simple method by which Board members indicate their vote by saying 'yes' or 'no'. The decision is based on the volume of sound and there is no clear count of those in favour and against the motion;

7.6.1.3 rising method: similar to show of hands but Board members exercise their vote by standing up;

7.6.1.4 ballot: Board members cast their vote in writing;

7.6.1.5 proxy and/or postal votes;

7.6.2 In the absence of specific agreement otherwise, any vote will be conducted by show of hands.

7.7 Points of order

7.7.1 When a Board member is speaking in a meeting, another Board member should not interrupt that Board member unless:

7.7.1.1 the Chair interrupts in the interest of orderly conduct; or

7.7.1.2 there is a point of order.

7.7.2 A Board member may challenge a speaker's right to continue by raising a point of order. It may be that:

7.7.2.1 the speaker is addressing issues outside the subject matter of the motion;

7.7.2.2 fair rules of debate are not being followed;

7.7.2.3 the speaker is taking an unreasonable amount of time;

7.7.2.4 a quorum is not present; or

7.7.2.5 the language is offensive or abusive.

7.7.3 The original debate is suspended while the Chair listens to the reasons why the point of order has been raised and may invite discussion about the issue. It is the task of the Chair to rule on the point of order and their decision is final.

8. Review

8.1 This Policy shall be reviewed by GRFMA every four years.

8.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Consultation with Community and Constituent Councils Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2027

Table of Contents

1. Introduction	2
2. Policy Objective	2
3. Scope	2
4. Consultation Required Pursuant to the Charter	2
5. Other Consultation Requirements	3
6. Methods of Consultation	3
7. Review	3

1. Introduction

- 1.1 The Gawler River Floodplain Management Authority (GRFMA) is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation with its Constituent Councils and the community.

2. Policy Objective

- 2.1 The purpose of this policy is to ensure that the GRFMA engages in an appropriate level of consultation with its constituent councils and the community before making decisions by:
 - 2.1.1 Using appropriate and cost-effective methods which are relevant to the specific circumstances of each consultation topic;
 - 2.1.2 Identifying the level of impact on the community and key stakeholders;
 - 2.1.3 Informing and involving the local community, key stakeholders and interested parties (underpinned by a communication strategy); and
 - 2.1.4 Using feedback to enhance decision making.

3. Scope

- 3.1 This policy applies to the Board of GRFMA, and contractors, agents and consultants acting for or on behalf of the GRFMA.
- 3.2 The Executive Officer is responsible for the implementation of the Consultation with constituent councils Policy, establishing the consultation level, reporting outcomes of the consultations to the GRFMA, reviewing the value of the policy, and determining elements within that process where GRFMA has delegated responsibility.
- 3.3 GRFMA may, from time to time, alter this policy or substitute it with a new policy.

4. Consultation Required Pursuant to the Charter

- 4.1 The GRFMA Charter sets out the following circumstances in which GRFMA is required to engage in consultation with the constituent councils:
 - 4.1.1 The Authority must, in consultation with the constituent councils, conduct a review of its Asset Management Plan and Long Term Financial Plan as soon as practicable after the annual review of its Business Plan, concurrently with any review of the Strategic Plan, or in any event every four years.
 - 4.1.2 The Authority must review its Strategic Plan in consultation with the constituent councils every four years.
 - 4.1.3 The Authority must submit to each constituent council for approval, any proposed amendment to the budget.

5. Other Consultation Requirements

- 5.1 GRFMA may also engage in consultation with the constituent councils and the community in other circumstances at its discretion.
- 5.2 The types of factors that might be considered in determining whether consultation is warranted include:
 - 5.2.1 The number of stakeholders likely to be impacted;
 - 5.2.2 The scale of likely impacts; and
 - 5.2.3 Likely community interests.

6. Methods of Consultation

- 6.1 Generally, the Executive Officer is responsible for carrying out consultation and maintaining relationships with relevant contacts at constituent councils.
- 6.2 The Executive Officer will report the fact and outcome of consultation to the GRFMA Board as often and in the manner deemed appropriate by the Executive Officer, or as directed by the Board of GRFMA.
- 6.3 GRFMA generally does not perform public consultation. Public consultation is typically carried out by constituent councils. However, if circumstances arise which in the view of the GRFMA Board may warrant GRFMA undertaking public consultation, the Executive Officer will communicate this to the constituent councils. GRFMA will only conduct public consultation if directed by the constituent councils pursuant to clause 26 of Schedule 2 of the Local Government Act 1999 (SA).

7. Review

- 7.1 This Policy shall be reviewed by GRFMA every four years.
- 7.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.
- 7.3 This policy is available for inspection and download, free of charge, from the GRFMA website: www.gawler.sa.gov.au/grfma.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Fraud, Corruption, Misconduct and Maladministration Prevention Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Independent Commission Against Corruption Act 2012 (SA) Ombudsman Act 1972 (SA) Public Interest Disclosure Act 2018 (SA)
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2026

Table of Contents

1.	Introduction and Scope	2
2.	Definitions	2
3.	Prevention	5
4.	Education and Awareness	6
5.	Reporting Corruption, Misconduct or Maladministration	6
6.	Reporting Other Fraud	7
7.	Confidentiality and Publication Prohibitions	7
8.	Action by the Executive Officer	8
9.	False Disclosure	8
10.	Review	8

1. Introduction and Scope

- 1.1 The Gawler River Floodplain Management Authority (GRFMA) is committed to acting in the best interests of its constituent councils and the community and to upholding the principles of honesty, integrity and transparency.
- 1.2 The purpose of this Policy is to:
 - 1.2.1 provide a clear statement to all Board members and employees that fraudulent conduct, Corruption, Misconduct and/or Maladministration is not acceptable and will not be tolerated;
 - 1.2.2 protects GRFMA assets, interests and reputation from the risks associated with Fraud, Corruption, Misconduct and/or Maladministration;
 - 1.2.3 outline GRFMA's approach to the prevention, detection and response to Fraud, Corruption, Misconduct and Maladministration;
 - 1.2.4 foster an ethical environment and culture which is conscious of, actively discourages, does not tolerate and appropriately deals with Fraud, Corruption, Misconduct and Maladministration;
 - 1.2.5 educates GRFMA Board members, employees, contractors, consultants, volunteers and members of the public about requirements and processes for reporting conduct reasonably suspected of being Fraud, Corruption, Misconduct and/or Maladministration;
 - 1.2.6 ensure that GRFMA develops a consistent approach to the establishment and maintenance of effective systems and internal controls to guard against fraud, corruption, misconduct and maladministration.
- 1.3 This Policy is intended to complement and be implemented in conjunction with the GRFMA Charter and GRFMA policies.
- 1.4 GRFMA will review and update this Policy following each general local government election (which results in new appointments to the Board).
- 1.5 This Policy applies to all GRFMA Board members, employees, contractors, consultants and volunteers of GRFMA.
- 1.6 This Policy is separate from any obligations which may arise under the Public Interest Disclosure Act 2018 (SA).

2. Definitions

For the purposes of this Policy the following definitions apply:

- 2.1 Commissioner means the person holding or acting in the office of the principal officer of the Independent Commission Against Corruption per section 8 of the ICAC Act.

- 2.2 Corruption means corruption in public administration, as provided for in section 5(1) of the ICAC Act, and in particular means conduct that constitutes:
 - 2.2.1 an offence against Part 7 Division 4 (offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:
 - 2.2.1.1 bribery or corruption of public officers;
 - 2.2.1.2 threats or reprisals against public officers;
 - 2.2.1.3 abuse of public office;
 - 2.2.1.4 demanding or requiring benefit on basis of public office;
 - 2.2.1.5 offences relating to appointment to public office; or
 - 2.2.2 an offence against the Public Sector (Honesty and Accountability) Act 1995 or the Public Corporations Act 1993, or an attempt to commit such an offence; or
 - 2.2.3 an offence against the Lobbyist Act 2015, or an attempt to commit such an offence; or
 - 2.2.4 any of the following in relation to an offence referred to in a preceding paragraph:
 - 2.2.4.1 aiding, abetting, counselling or procuring the commission of the offence;
 - 2.2.4.2 inducing, whether by threats or promises or otherwise, the commission of the offence;
 - 2.2.4.3 being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
 - 2.2.4.4 conspiring with others to affect the commission of the offence.
- 2.3 GRFMA means Gawler River Floodplain Management Authority.
- 2.4 Employee refers to all GRFMA employees whether they are working in a full-time, part-time or casual capacity and includes persons employed by other entities (such as Constituent Councils) who are seconded to or otherwise placed in GRFMA.
- 2.5 Fraud includes an intentional dishonest act or omission done with the purpose of deceiving for example:
 - 2.5.1 theft such as stealing property, cash, Authority funds or assets;
 - 2.5.2 falsification of records, accounts, or documents to deceive;
 - 2.5.3 dishonestly destroying or concealing accounts or records;
 - 2.5.4 embezzlement or misappropriation of funds or other assets;

- 2.5.5 misuse of assets or property for personal benefit; and
- 2.5.6 forgery or issuing false or misleading statements with intent to obtain financial advantage or deceive.

Note: There is no statutory or agreed common law definition of Fraud. Offences addressed under Part 5 and Part 6 of the Criminal Law Consolidation Act 1935 are considered to constitute Fraud offences. An ordinary or lay meaning of Fraud is 'to obtain dishonestly that which the person is not entitled to'. Fraud is a broad label applicable to conduct / practices that involve knowingly dishonest or deceitful behaviour meant to obtain an unjust benefit. Dishonesty is the key element in fraudulent behaviour, as provided for under section 131 of the Criminal Law Consolidation Act 1935.

- 2.6 ICAC Act is the Independent Commission Against Corruption Act 2012.
- 2.7 Maladministration means maladministration in public administration as defined in section 4(2) of the Ombudsman Act and in particular
 - 2.7.1 means:
 - 2.7.1.1 conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or
 - 2.7.1.2 conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and
 - 2.7.2 includes conduct resulting from impropriety, incompetence or negligence; and
 - 2.7.3 is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.
- 2.8 Misconduct means misconduct in public administration as defined in section 4(1) of the Ombudsman Act and in particular means 'an intentional and serious contravention of a code of conduct by a public officer while acting in their capacity as a public officer that constitutes a ground of disciplinary action against the officer.'
- 2.9 Office for Public Integrity (OPI) is the office established under the ICAC Act that has the function to:
 - 2.9.1 receive and assess complaints about public administration from members of the public;
 - 2.9.2 receive and assess reports about corruption, misconduct and maladministration in public administration from inquiry agencies (including the Ombudsman), public authorities (including GRFMA) and public officers; and

- 2.9.3 refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated.

2.10 Ombudsman Act means the Ombudsman Act 1972 (SA)

2.11 PID Act means the Public Interest Disclosure Act 2018.

2.12 Public Officer has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:

- 2.12.1 a GRFMA Board member; and

- 2.12.2 an employee or officer of GRFMA;

2.13 Publish is defined in section 4 of the ICAC Act, and means publish by:

- 2.15.1 newspaper, radio or television;

- 2.15.2 internet or other electronic means of creating and sharing content with the public or participating social networking with the public; or

- 2.15.3 any similar means of communication with the public.

3. Prevention

3.1 GRFMA recognises that the occurrence of Fraud, Corruption, Misconduct and Maladministration will be more likely to prevail in an administrative environment where opportunities exist for waste and abuse.

3.2 GRFMA also recognises that the most effective way to prevent the occurrence of Fraud, Corruption, Misconduct and Maladministration is to instil and continually reinforce a culture across GRFMA of acting lawfully, ethically and in a socially responsible manner, and to support this culture with the implementation of appropriate internal control mechanisms.

3.3 GRFMA expects Board members, employees, contractors, consultants and volunteers will assist in facilitating a sound ethical culture and preventing Fraud, Corruption, Misconduct and Maladministration by:

- 3.3.1 understanding the responsibilities of their positions;

- 3.3.2 familiarising themselves with GRFMA policies and procedures and adhering to them;

- 3.3.3 understanding what behaviour constitutes Fraud, Corruption, Misconduct and/or Maladministration;

- 3.3.4 maintaining an awareness of the strategies that have been implemented by GRFMA to minimise Fraud, Corruption, Misconduct and Maladministration;

- 3.3.5 being continuously vigilant to the potential for Fraud, Corruption, Misconduct and Maladministration to occur in the GRFMA environment; and
- 3.3.6 reporting suspected or actual occurrences of Fraud, Corruption, Misconduct and Maladministration in accordance with Part 5 and 6 of this Policy.

4. Education and Awareness

- 4.1 GRFMA recognises that the success and credibility of this Policy will largely depend upon how effectively it is communicated throughout the organisation and beyond.
- 4.2 GRFMA will, therefore, from time to time take proactive steps towards ensuring that the wider community is aware of GRFMA's zero-tolerance stance towards Fraud, Corruption, Misconduct and Maladministration, including by:
 - 4.2.1 promoting GRFMA's initiatives and policies regarding the control and prevention of Fraud, Corruption, Misconduct and Maladministration on the GRFMA website and at GRFMA offices; and
 - 4.2.2 referring to GRFMA's Fraud, Corruption, Misconduct and Maladministration initiatives in GRFMA's Annual Report.

5. Reporting Corruption, Misconduct or Maladministration

- 5.1 Any Public Officer who has or acquires knowledge of actual or reasonably suspected Corruption in GRFMA or in other public administration must report this information to the OPI as soon as practicable in accordance with the Directions and Guidelines for Public Officers published by the OPI pursuant to section 18B(1) of the ICAC Act.

- 5.1.1 A report to the OPI should be made using the online report form available at: <http://publicintegrity.sa.gov.au>

Note: Particulars of what a report should include are available in the Directions and Guidelines for Public Officers.

- 5.2 Any Public Officer who has or acquires knowledge of actual or reasonably suspected Misconduct or Maladministration should report this information to the Ombudsman as soon as practicable in accordance with the Ombudsman's Directions and Guidelines.

- 5.2.1 A report to the Ombudsman should be made using the online report form available at: <https://www.ombudsman.sa.gov.au/make-a-report>

Note: Particulars of what a report should include are available in the Ombudsman's Directions and Guidelines.

- 5.3 Any member of the public who has or acquires knowledge of reasonably suspected Corruption, Misconduct or Maladministration may make a complaint to the OPI or Ombudsman, as the case may be.

- 5.4 Nothing in this section is intended to prevent a Public Officer or member of the public from reporting reasonably suspected Corruption or Maladministration in GRFMA or in other public administration to another relevant authority for the purposes of the PID Act. Relevant authorities for the purposes of the PID Act include (depending on the circumstances) the Environment Protection Agency, the Auditor-General or a member of the police force. Such a disclosure may be protected under the PID Act.
- 5.5 Further information about reporting requirements is available at the OPI's website: <https://publicintegrity.sa.gov.au> and the Ombudsman's website: <http://ombudsman.sa.gov.au>
- 5.6 Where a GRFMA Board member, employee, contractor, consultant, volunteer or member of the public acquires knowledge of reasonably suspected Corruption, Misconduct or Maladministration in GRFMA, they are encouraged to also bring this matter to the attention of the Executive Officer (separate to any report or complaint made to OPI or the Ombudsman), but only if they feel comfortable to do so. The Executive Officer will endeavour to keep the matter confidential as far as practicable and to the extent permissible by law.

6. Reporting Fraud

- 6.1 Where a GRFMA Board member, employee, contractor, consultant or volunteer has or acquires knowledge of actual or reasonably suspected Fraud or other similar conduct that does not constitute Corruption or Misconduct or Maladministration, that knowledge should be reported to GRFMA's Executive Officer. The Executive Officer will endeavour to keep the matter confidential as far as practicable and to the extent permissible by law.

7. Confidentiality and Publication Prohibitions

- 7.1 A person who receives information knowing that the information is connected with a matter that forms or is the subject of a complaint, report, assessment, investigation, referral or evaluation under the ICAC Act must not disclose that information, other than in the limited circumstances set out in section 54(3) of the ICAC Act or section 29A(3) of the Ombudsman Act.
- 7.2 A person must not, other than as authorised by the Commissioner or the Director of OPI in the case of matters under the ICAC Act, or the Ombudsman or a person approved by the Ombudsman in the case of matters under the Ombudsman Act, publish or cause to be published any of the following:
- 7.2.1 information tending to suggest that a particular person is, has been, may be, or may have been, the subject of a complaint, report, assessment, investigation or referral under the ICAC Act or the Ombudsman Act;
 - 7.2.2 information that might enable a person who has made a complaint or report under the ICAC Act or the Ombudsman Act to be identified or located;
 - 7.2.3 the fact that a person has made or may be about to make a complaint or report under the ICAC Act or the Ombudsman Act;

- 7.2.4 information that might enable a person who has given or may be about to give information or other evidence under the ICAC Act or the Ombudsman Act to be identified or located;
 - 7.2.5 the fact that a person has given or may be about to give information or other evidence under the ICAC Act or the Ombudsman Act; or
 - 7.2.6 any other information or evidence which the Commission or the Ombudsman has prohibited from publication.
- 7.3 A failure to comply with confidentiality requirements pursuant to the ICAC Act or the Ombudsman Act can constitute an offence. A GRFMA employee who fails to comply with these requirements may also face disciplinary action which may include dismissal from employment.

8. Action by the Executive Officer

- 8.1 Unless otherwise directed by the OPI, ICAC, Ombudsman or SAPOL, the Executive Officer will investigate how the alleged Corruption, Fraud, Misconduct or Maladministration occurred to determine the cause for the breakdown in controls and identify if any recommendations as to changes in policies, procedures or internal controls should be made to GRFMA. The investigation should:
- 8.1.1 occur as soon as practicable after the alleged incident; and
 - 8.1.2 not impose on or detract from any investigation being undertaken by ICAC, the Ombudsman or SAPOL;
 - 8.1.3 have regard to any recommendations in any report received from the ICAC, the Ombudsman or SAPOL on the incident.
- 8.2 The Executive Officer will, in conducting the investigation and deciding whether and how to report on the investigation to GRFMA, have regard to any confidentiality requirements under the ICAC Act, Ombudsman Act or PID Act.
- 8.3 Action taken by the Executive Officer following an investigation into alleged Fraud, Corruption, Misconduct or Maladministration may include disciplinary action against any employee involved in the incident.

9. False Disclosure

- 9.1 A person who knowingly makes a false disclosure or a false or misleading statement in a complaint or report may be guilty of an offence under the ICAC Act or the Ombudsman Act.
- 9.2 A GRFMA employee who makes a false disclosure may also face disciplinary action which may include dismissal from employment.

10. Review

- 10.1 This Policy shall be reviewed by GRFMA every four years.
- 10.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Freedom of Information Statement Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2027

Table of Contents

1.	Introduction.....	2
2.	Structure of GRFMA	2
3.	Functions of GRFMA	2
4.	Full GRFMA and Provisions for Meeting Procedures.....	2
5.	GRFMA Committees	3
6.	GRFMA and GRFMA Committee Agendas and Minutes.....	3
7.	Information and Briefing Sessions	4
8.	Consultation	4
9.	Access to GRFMA Documents	4
10.	Other Information Reports	5
11.	Review	6

1. Introduction

- 1.1 This Freedom of Information Statement is published by the Gawler River Floodplain Management Authority (GRFMA) in accordance with Section 9 of the Freedom of Information Act 1991 (SA) (FOI Act). The GRFMA is pleased to comply with the legislation and publishes an updated Information Statement every twelve months to provide an overview of the types of information held by the Authority.
- 1.2 The purpose of this statement is to assist members of the public to identify the functions and decision making processes of GRFMA, detail the type of information held by GRFMA and advise how it can be accessed by the public.

2. Structure of GRFMA

- 2.1 The GRFMA was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 on 22 August 2002. The Constituent Councils are the Adelaide Hills Council, The Adelaide Plains Council, The Barossa Council, The Town of Gawler, Light Regional Council, and the City of Playford.

3. Functions of GRFMA

- 3.1 The Charter sets down the powers, functions, safeguards, accountabilities, and an operational framework.
- 3.2 The Authority has been established for the purpose of coordinating the planning, construction, operation, and maintenance of flood mitigation infrastructure for the Gawler River, and for the following functions:
 - 3.2.1 to raise finance for the purpose of developing, managing, and operating and maintaining works approved by the Board;
 - 3.2.2 to provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flooding of the Gawler River;
 - 3.2.3 to advocate on behalf of the Constituent Councils and their communities where required to State and Federal Governments for legislative policy changes on matters related to flood mitigation and management and associated land use planning with Gawler River flood mitigation;
 - 3.2.4 to facilitate sustainable outcomes to ensure a proper balance between economic, social, environmental, and cultural consideration; and
 - 3.2.5 to provide advice as appropriate to the Constituent Councils in relation to development applications relevant to the Authority's roles and functions.

4. Full GRFMA and Provisions for Meeting Procedures

- 4.1 The Authority is governed by the Board of management. The Board comprises of
 - 4.1.1 One independent person, who is not an officer, employee, or elected member of a constituent council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of three years.

- 4.1.2 Two persons appointed from each of the six constituent councils (12 members in total). Council appointees comprise of the Council CEO, or delegate and one Elected Member.
- 4.1.3 Deputy Board members as appointed by each constituent council
- 4.2 Meetings of the Board are held at such time and such place as the Board decides subject only to the requirement that there will be at least one meeting in every two calendar months. A special meeting of the Board may be held at any time and may be called at the request of the Chairperson or at the written request of six members of the Board representing all the Constituent Councils.
- 4.3 Ordinary meetings of the Board are generally held bi-monthly on the third Thursday of the even months commencing at 9.45am: excepting December which is held on the second Thursday. Meetings are hosted by the Constituent Councils on a rotational roster.
- 4.4 All meetings are open to the public, except for any matters subject to an order of confidentiality. (S90, LG Act).
- 4.5 Notices of all meetings of GRFMA and its Committees are available on the GRFMA website www.gawler.sa.gov.au/grfma.

5. GRFMA Committees

- 5.1 The Authority may establish committees pursuant to clause 9 of the GRFMA charter.
- 5.2 A list of GRFMA Committees is listed below:
 - 5.2.1 GRFMA Audit Committee
- 5.3 The Audit Committee monitors and makes recommendations to GRFMA about a range of matters related to financial reporting, internal controls, risk management systems and other relevant functions, as set out in the Audit Committee's Terms of Reference.

6. GRFMA and GRFMA Committee Agendas and Minutes

- 6.1 All agendas and minutes of a meeting of the GRFMA, or a key GRFMA Committee are available on GRFMA's website.
- 6.2 Agendas can be accessed no less than three (3) working days prior to the meeting and minutes are available within five (5) working days after the meeting.
- 6.3 Items on the Agenda considered under Section 90 of the LG Act are unavailable for viewing and that part of the meeting will be closed to the public.

7. Information and Briefing Sessions

- 7.1 Informal gatherings are for information purposes only and not for decision making.
- 7.2 The GRFMA or the Executive Officer may arrange for the holding of an information or briefing session. To constitute an information or briefing session under the Local Government Act more than one (1) member of the GRFMA or GRFMA committee must be invited to attend or be involved in the session. The session must be convened for the purposes of providing information or a briefing to attendees (S90A(1) of the LG Act).

8. Consultation

- 8.1 The GRFMA Charter sets out the following circumstances in which GRFMA is required to engage in consultation with the constituent councils:
 - 8.1.1 The Authority must, in consultation with the constituent councils, conduct a review of its Asset Management Plan and Long Term Financial Plan as soon as practicable after the annual review of its Business Plan, concurrently with any review of the Strategic Plan, or in any event every four years.
 - 8.1.2 The Authority must review its Strategic Plan in consultation with the constituent councils every four years.
 - 8.1.3 The Authority must submit to each constituent council for approval, any proposed amendment to the budget.
- 8.2 GRFMA may also engage in consultation with the constituent councils in other circumstances at its discretion.
- 8.3 The types of factors that might be considered in determining whether consultation is warranted include:
 - 8.3.1 The number of stakeholders likely to be impacted.
 - 8.3.2 The scale of likely impacts; and
 - 8.3.3 Likely community interests
 - 8.3.4 Likely community interests.

9. Access to GRFMA Documents

- 9.1 GRFMA holds a number of different types of documents. There is no charge to inspect certain documents without recourse to the Freedom of Information Act 1991 (SA) and many are available on GRFMA's website. In most cases, copies of the documents (or extracts) may be purchased.
- 9.2 Where copyright laws apply to a document GRFMA must have written permission of the copyright owner to reproduce it.
- 9.3 This Statement will be published annually on GRFMA's website.

10. Other Information Reports

- 10.1 Requests for other information not publicly available will be considered in accordance with the FOI Act. Under this legislation, applicants seeking access to documents held by GRFMA must provide sufficient information to enable the correct documents to be identified and must complete the required application form and lodge it at the GRFMA office.
- 10.2 Before making an application you may wish to speak to the Executive Officer who will be able to tell you if making an FOI application is the best approach.
- 10.3 Applications must be in writing and must specify that they are made under Section 13 of the FOI Act. Application forms are available from the GRFMA and State Records Website.
- 10.4 Under freedom of information you can apply to have documents concerning your personal affairs amended, by completing an Amendment Application Form, if they are incomplete, incorrect, misleading or out-of-date.
- 10.5 If the documents relate to the applicant's personal affairs, proof of identity may be requested. If documents are being sought on behalf of another person relating to their personal affairs, GRFMA may ask for a consent form signed by that person.
- 10.6 On receiving an FOI application, an officer may assist the applicant to direct the application to another agency or transfer the application to another agency if appropriate.
- 10.7 Requests will be dealt with as soon as practicable (and in any case, within thirty (30) days) after receipt.
- 10.8 In some cases, retrieving the requested information involves considerable officer time. It is important to specify what is required as clearly as possible so staff can assist quickly and efficiently. If extraordinary officer time is required to comply with an information request, charges may apply.
- 10.9 If GRFMA refuses access to a document, the GRFMA must issue a certificate stating why the document is a restricted document.
- 10.10 All general enquiries on FOI Act issues should be directed to Executive Officer.
- 10.11 Freedom of Information Application Fees and Processing Charges
- 10.12 Approved application fees are set in the FOI (Fees and Charges) Regulations 2003
- 10.13 If, in the GRFMA's opinion, the cost of dealing with an application is likely to exceed the application fee, an advance deposit may be requested. The request will be accompanied by a notice that sets out the basis on which the amount of the deposit has been calculated. The Executive Officer will endeavour to work with the applicant to define the scope of the request and the costs involved.

11. Review

- 11.1 This Statement will be reviewed and updated each financial year and the updated Statement published on GRFMA's website.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Internal Review of Decisions Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2027

Table of Contents

1. Introduction	2
2. Scope	2
3. Definitions	2
4. Decisions Subject to Review	3
5. Applying for Review	3
6. Review Process	3
7. Review	4

1. Introduction

- 1.1 The Gawler River Floodplain Management Authority (GRFMA) acknowledges that, as a regional subsidiary, its decisions made on behalf of its Constituent Councils should be subject to appropriate review, to ensure decisions made are fair, reasonable and objective.
- 1.2 Pursuant to section 270(a1) of the Local Government Act 1999 (SA), there must be policies, practices and procedures for dealing with complaints about actions of persons acting on behalf of local government councils.
- 1.3 GRFMA has implemented this Policy to facilitate the review of decisions made by GRFMA on behalf of its Constituent Councils.

2. Scope

- 2.1 This Policy applies to any decisions made by GRFMA on behalf of one or more Constituent Councils.
- 2.2 The following decisions will not fall under the scope of this policy:
 - 2.2.1 decisions made by GRFMA which are not on behalf of one or more Constituent Councils;
 - 2.2.2 decisions made by a Constituent Council (even if related to a matter in which GRFMA has an interest);
 - 2.2.3 any other decisions which are not subject to review for any of the reasons set out in clause 3 of this Policy.

3. Definitions

Application	An application for review of a Reviewable Decision made in accordance with this Policy.
Applicant	A person who has made an application.
Constituent Councils	The Constituent Councils of GRFMA.
Executive Officer	The Executive Officer of GRFMA.
Reviewable Decision	A decision made by GRFMA on behalf of the Constituent Councils which is reviewable under this Policy.
Reviewed Decision	A Reviewable Decision which is the subject of an application.

4. Decisions Subject to Review

- 4.1 This Policy will not apply to all actions or decisions by GRFMA made on behalf of the Constituent Councils.
- 4.2 Actions or steps taken during the process of decision-making (including but not limited to requests for further information, internally considering a matter or referring a matter to an external advisor) are not Reviewable Decisions and this Policy will not apply to such actions.
- 4.3 Decisions which are reviewable under this Policy are those made when a matter, issue or query is finally determined.
- 4.4 This Policy will not apply where applicable legislation specifically provides for a different internal review process.
- 4.5 This Policy will not apply where its operation would override or operate inconsistently with statutory review or appeal processes which may apply to decisions GRFMA has made on behalf of its Constituent Councils.
- 4.6 GRFMA may refuse to consider an Application for review if:
 - 4.6.1 the Application is made by an employee of GRFMA and relates to an issue concerning their employment;
 - 4.6.2 the Application is trivial, frivolous or vexatious; or
 - 4.6.3 the Applicant does not have a sufficient interest in the matter.

5. Applying for Review

- 5.1 A person who has a sufficient interest in a Reviewable Decision may make a written Application to the Executive Officer.
- 5.2 The Applicant's written Application must include:
 - 5.2.1 the reasons for applying for the review (that is, why the applicant believes that the Reviewable Decision is wrong); and
 - 5.2.2 any additional information, material or evidence to support the application.
- 5.3 An Application must be made within three months of the Reviewable Decision being made (unless a longer period for submitting an Application has been approved by the Executive Officer).
- 5.4 GRFMA will provide assistance where appropriate to Applicants requiring assistance to apply for review, for example, providing access to interpreters or aids.

6. Review Process

- 6.1 Where possible, the Executive Officer will acknowledge receipt of an Application within 5 business days. The Executive Officer will also set out an expected timeframe in which the review will be finalised.

- 6.2 The Executive Officer is responsible for reviewing the Reviewed Decision at the first instance. However, the Board of GRFMA, at its discretion, may appoint an alternate reviewer.
- 6.3 The reviewer may be assisted by an external person or body in undertaking the review.
- 6.4 The reviewer will be required to:
 - 6.4.1 assess the Reviewed Decision and the Application;
 - 6.4.2 undertake a merits review of the Reviewed Decision, taking into consideration all materials and information which were before the original decision maker and any additional relevant material which has been provided or become available since the Reviewed Decision was made;
 - 6.4.3 determine the best or preferable decision; and
 - 6.4.4 prepare a report to the Board of GRFMA recommending whether to affirm, vary or revoke the Reviewed Decision (the Recommended Outcome).
- 6.5 The Board of GRFMA must consider the report prepared by the reviewer under clause 6.4.4. The Board of GRFMA may, but need not, adopt the Recommended Outcome. The Board of GRFMA will only depart from the Recommended Outcome if there are cogent reasons to do so.
- 6.6 The reviewer will provide the Applicant with reasons for the Outcome, unless this is not possible, practicable or lawful.
- 6.7 Throughout this process, the reviewer must observe the principles of procedural fairness. This means that:
 - 6.7.1 the Applicant will be entitled to put forward information and materials in support of their Application;
 - 6.7.2 the Applicant will be informed of the proposed outcome of the review, have the opportunity to make submissions to the reviewer on the proposed outcome, and have these submissions taken into account; and
 - 6.7.3 the reviewer must not have a bias or a perceived bias in respect of undertaking the review.
- 6.8 The reviewer will, as far as practicable, provide the Applicant with regular updates as to the progress of the review.

7. Review

- 7.1 This Policy shall be reviewed by GRFMA every four years.
- 7.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Procurement Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999
Related Policies/Codes:	
Related Procedures:	Included within
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	March 2027

Table of Contents

1. Introduction	2
2. Policy	2
3. Scope	3
4. Policy	3
5. Application	4
6. Procedure Guidelines	4
7. Review	8

1. Introduction

The purpose of this Procurement Policy and Procedure is to provide prudent management guidelines for the day-to-day management of the affairs of the Authority, to ensure transparency in its dealings with public funds.

2. Policy

2.1 Open and Fair Competition

GRFMA recognises the commercial and economic benefits of open and effective competition and must give fair and equitable consideration to all prospective suppliers.

2.2 Probity, Accountability and Transparency

All procurement shall be undertaken in a manner that ensures:

- Clearly established roles and responsibilities.
- Appropriate record keeping and documentation.
- Integrity through transparency of process and documentation of decisions made.
- Adherence to relevant legislation, policy, and procedure.
- Identification and management of actual or potential conflicts of interest
- Confidentiality of all commercial information.

2.3 Ethical Behaviour and Fair Dealing

GRFMA representatives involved in procurement activities are to:

- Behave with impartiality, fairness, openness, integrity, and professionalism.
- Provide all suppliers with equal opportunity to supply to the GRFMA.
- Establish clear and easy to understand documentation requirements, evaluation criteria and methodology.
- Provide consistent processes and constructive feedback on decisions upon request from suppliers.
- Ensure effective communication and provision of information to all suppliers.

2.4 Value for Money

GRFMA seeks to achieve value for money and acquire quality goods and services. The concept of value for money is not restricted to price alone, the assessment must include consideration, where applicable, of:

- Ensuring that the goods and/or services meet the needs of the community.
- Procurement through purchasing groups, cooperatives, and other councils.
- The performance history of each prospective supplier.
- Compliance with the GRFMA's commercial terms, fitness for purpose, quality, service, support, and warranty.
- Financial considerations including all relevant direct and indirect benefits and costs both tangible and intangible.
- Delivery and/or timeliness.
- The flexibility to adapt to possible change over the lifecycle of the property or service.
- Risk exposure.

2.5 Risk Management

2.5.1 GRFMA will ensure that appropriate consideration to risk identification and management is undertaken during the procurement activity.

2.5.2 The assessment of higher risk may necessitate supplier engagement via a contractual document in lieu of a system generated purchase order.

2.6 Environment and Sustainability

2.6.1 GRFMA promotes environmental sustainability through its procurement activities and will consider the purchase of environmentally sustainable goods and services that satisfy the value for money criteria and when all other financial and commercial considerations are equal.

2.6.2 GRFMA will endeavour to ensure legislative compliance and environmentally responsible practices by any contractor engaged to perform services for or on behalf of GRFMA.

3. Scope

3.1 This Policy applies to all procurement activities undertaken in the acquisition of goods and services on behalf of GRFMA, whilst giving due regard to financial thresholds outlined in the associated Procedures.

3.2 This Policy does not apply to real property acquisition, non-procurement expenditure such as the provision of funding by GRFMA for grants.

4. Policy

4.1 Legislation and References

4.1.1 This Policy is to be read in conjunction with the:

- Procurement Procedure
- *Local Government Act 1999*
 - Section 37 - Provision relating to contracts and transaction
 - Section 49 - Contracts and tenders policies,
 - Section 120 - Conflict of interest
 - Section 137 - Expenditure of funds.
- *Independent Commissioner Against Corruption Act 2012*
 - Section 3 – Objects, and
 - Section 5 - Corruption, misconduct, and maladministration.
- *Competition and Consumer Act 2010* (Cth)
 - Section 2BA Application of Part IV to local government bodies
 - Section 45 - Contracts, arrangements or understandings that restrict dealings or affect competition.
- *Environment Protection Act 1993*
- *Freedom of Information Act 1991*
- *Fraud Corruption Misconduct and Maladministration Prevention*

- 4.1.2 This Policy should not be considered as the only document that may relate to procurement, other tiers of government, agencies or organisations may have legislation or policies that also apply.

5. Application

GRFMA Chairperson and Executive Officer	Execution of a Contract document requiring the affixation of the Common Seal of the Authority following the resolution of the Authority.
Executive Officer (EO)	Approval of expenditure of GRFMA funds and the process undertaken preceding the approval request, exceeding expenditure limits delegated. Execution of a Contract document, exceeding expenditure limits delegated.

6. Procedure Guidelines

6.1 Method of Procurement

- 6.1.1 GRFMA will select an approach to market best suited to the particular requirement and based on applying the procurement principles referenced in the above Procurement Policy. These may include:

- Request for Quote,
- Request for Tender (Select or Open Market),
- Request for Expression of Interest (EOI), and
- Request for Proposal.

- 6.1.2 Here on referenced in this Procedure as Tender for simplicity, however consideration for all process listed above are further defined in the Procurement Guidelines.

- 6.1.3 Should the GRFMA procure using a different method than those listed, then the alternate method to be resolved by GRFMA Board.

6.2 Expenditure Thresholds (Individual Engagement)

- 6.2.1 All values stated are exclusive of GST and are in aggregate (Total contract/engagement value for the term of the contract/engagement).

- 6.2.2 Subject to risk assessment, GRFMA will have regard to the following expenditure thresholds:

- Purchases less than \$1,000 do not require written quotations.
- Purchases between \$1,000 and \$20,000 require a minimum of one written quotation.
- Purchases between \$20,000 and \$100,000 require a minimum of three written quotations and require consultation with the GRFMA Chairperson.
- Purchases exceeding \$100,000 will be facilitated by a method of procurement deemed appropriate for the acquisition, generally an open market tender is preferred. Procurement activities in this value range will require consultation with and review by the GRFMA Board.

6.3 Evaluation

- 6.3.1 If GRFMA undertakes a tender process, it will issue a request for tender document. This may be done on either an open or select basis. In either case the process will be fair and transparent.
- 6.3.2 Tenders will be evaluated by a panel of key stakeholders and subject matter experts against the criteria stated in the tender request.
- 6.3.3 GRFMA may engage consultants or contractors to sit on the tender evaluation panel to provide specialist expertise where Council does not have that expertise available internally.
- 6.3.4 GRFMA is not obliged to accept the lowest offer. GRFMA may reject all offers and may invite further offers.

6.4 Conflict of Interest

- 6.4.1 GRFMA representatives must declare any actual or perceived conflict of interest linked to the selection of a supplier and or approval of a procurement transaction.
- 6.4.2 GRFMA representatives must declare in writing the nature of their interest and take no further part in the selection of that supplier unless approved by the GRFMA Chairperson or the Board.

6.5 Negotiation

- 6.5.1 Nothing in this procedure prevents GRFMA representatives from negotiating with suppliers to obtain a more favourable position for the GRFMA than that received in an initial quotation.
- 6.5.2 When negotiating with suppliers:
 - Note that GRFMA maintains Standard Payment Terms of 30 days EOM (payment at the end of the month following the month that the invoice is dated). Shorter payment terms in certain circumstances may be used as a negotiation mechanism. Non-standard payment terms require approval from the Executive Officer.
 - Avoid requirements for payment of deposits, and the issuance of other types of pro-forma (preliminary) invoices, either by negotiating terms or using an alternative supplier.
 - Any negotiations must be ethical and fair to all quoting parties. Quote detail from one party should never be disclosed to another subject to 6.6 below.

6.6 Confidentiality

Subject to the relevant provisions of the Freedom of Information Act 1991 (SA), Local Government Act 1999 (SA) and GRFMA's Confidentiality and Records Management Policy, GRFMA representatives must take all reasonable steps to preserve the confidentiality of any information it obtains via a procurement activity.

6.7 Documentation

6.7.1 All procurement activities with an expenditure value greater than \$20,000 must have the following minimum documentation recorded in the GRFMA records management system.

- All quotations/submissions received from participating companies.
- All declinations to quote received.
- The final evaluation documentation outlining the comparisons (monetary and nonmonetary) made to the quotations received.
- Documentation outlining the decision to engage a supplier, including any approvals sought.
- A declaration that no conflict of interest existed with any of the evaluating Workers involved in the process undertaken.
- Countersigned contract document where this engagement mechanism is utilised.

6.7.2 All procurement activities with an expenditure value greater than \$1,000 and less than \$20,000 must have the following minimum documentation the GRFMA's records management system.

- All quotations/submissions received from participating companies.
- All declinations to quote received.
- Any conflict of interest declared.

6.8 Exemption from the Procurement Procedure

6.8.1 This procedure outlines the requirements of GRFMA representatives in respect of conducting procurement activities. There may be circumstances in which an open market process will not necessarily deliver the best outcome for the GRFMA, or where other market approaches may be more appropriate.

6.8.2 In these circumstances, the GRFMA Board by resolution, , may waive application of this Procedure or the methods of procurement listed and pursue a method which will bring the best outcome for the GRFMA

6.8.3 Situations where it may be appropriate for the application of this procedure to be waived include:

- the supply market is known to be limited
- the pressures of time are such that a tender process is not feasible
- the GRFMA is able to obtain value for money from an existing supplier of goods, works or services whose appointment was subject to a competitive process
- GRFMA purchases goods at an auction
- The contract is made with:
 - the commonwealth, state, or local Government entity.
 - Local Government Association Procurement (LGAP), Procurement Australia or other recognised procurement group.

6.8.3 In circumstances of potential for significant public risk, such as emergency situations threatening life and property, the Executive Officer may waive application of this Procedure to the value of \$20,000.

6.8.4 Documentation – Unless specifically excluded in this Procedure, all departures from this Procedure must be appropriately documented. Approval via this process must precede the Procurement activity being undertaken.

6.8.5 Standing Exemptions from the Procurement Process

- Supply of goods or services where GRFMA has an active term contract executed with a sole provider.
- Supply of insurance coverage via the Local Government Association.
- Statutory taxes and levies and non-contestable costs, to other Government authorities.
- Software licensing and support fees for established GRFMA software systems.
- Mixed non-contestable and contestable supply of utility infrastructure (Electricity / Gas / Water & Sewer).

6.9 Supplier Engagement Mechanism

6.9.1 Minimum requirements.

- All engagements of a supplier, unless specifically excluded in this Procedure, must be preceded with a minimum of a documented record.
- Contract/Deed Execution requiring GRFMA Seal – Only the GRFMA Chairperson and Executive Officer may execute a contractual document requiring the Common Seal of the Authority to be affixed, following a Resolution by GRFMA.
- Variation – Any financial variation to an existing engagement of a supplier necessitates approval on the basis of the whole engagement value in the aggregate not the variation value in isolation.

6.10 Supplier Database

6.10.1 Payment Terms

- GRFMA maintains industry standard payment terms of 30 days from the end of the month in which a supplier invoice is dated.
- GRFMA may, upon request, accept shorter payment terms of 14 days from invoice date.

6.10.2 Supplier Banking Details

- GRFMA's standard method of payment is via Electronic Funds Transfer (EFT) into a supplier's nominated bank account. All supplier banking details must be provided by the supplier on company letterhead (where applicable) and signed by an authorised officer of the supplier. Where the supplier is a sole trader and not a company, a written and signed declaration listing the supplier name and bank details is required. This is applicable to both new supplier and existing supplier bank detail amendment processes.

6.10.3 Sole Trader Suppliers

- If a new supplier is a sole trader, evaluation of the terms of engagement is required to ensure that the engagement of the supplier could not be deemed an employee/employer relationship.

6.10.4 Supplier Insurance Coverage

- GRFMA mandates the requirement of particular insurance coverage in certain circumstances.
- *Public Liability Insurance* – Where a supplier performs works on behalf of GRFMA, Public Liability Insurance coverage to a minimum industry standard value of \$20,000,000 is required.
- *Professional Indemnity Insurance* – Where a supplier provides professional advice or design documentation to GRFMA and that advice or design is to be relied upon by GRFMA in its decision making or service delivery, Professional Indemnity Insurance coverage to a minimum industry standard value of \$2,000,000 is required. Consideration may be given to increasing this coverage amount based on the assessed risk or value of a project or engagement.
- *Certificate of Currency* – A certificate of currency is required to be provided by the supplier for any of the above insurances, where applicable.
- *ReturnToWorkSA / Workers Compensation Insurance* – Pursuant to the Return to Work Act 2014, all employers must register with WorkCover in respect of workers in employment to which the Act applies, however, large businesses operating in South Australia may apply to be self insured for work injuries as an alternative to insuring with ReturnToWorkSA.
- Where applicable, A ReturnToWorkSA certificate of registration is required to be provided by the supplier or if the supplier is self-insured, they must provide a certificate of currency.

7. Review

7.1 This Policy shall be reviewed by GRFMA every four years.

7.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Work Health and Safety Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999 Work Health and Safety Act 2012
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
Revision Number:	1
Frequency of Review:	Every Four Years
Next Review Due:	February 2027

Table of Contents

1. Introduction	2
2. Scope	2
3. Purpose	2
4. Strategy	3
5. Roles and Responsibilities	3
6. Breaches of this Policy	5
7. Reporting Incidents	5
8. Review	5

1. Introduction

- 1.1 Gawler River Floodplain Management Authority (GRFMA) is committed to:
 - 1.1.1 the proper management of work health and safety, which ranks equally with all other operational considerations; and
 - 1.1.2 compliance with its obligations under the Work Health and Safety Act 2012 (SA) (WHS Act), which includes all relevant Work Health and Safety Regulations and Codes of Practice.
- 1.2 GRFMA is committed to ensuring that all workers are safe from injury and risks to health while at work.
- 1.3 GRFMA recognises that work health and safety of workers is of primary importance in maintaining efficiency, staff morale, and ensuring that all legislative requirements are met. To ensure compliance with relevant legislation, so far as is reasonably practicable, GRFMA will, in particular:
 - 1.3.1 Provide a safe work environment;
 - 1.3.2 Arrange instruction, information and supervision for safe work procedures and provide information on workplace hazards and risks;
 - 1.3.3 Provide adequate facilities for the welfare of employees;
 - 1.3.4 Provide and maintain plant and equipment in a safe condition;
 - 1.3.5 Conduct regular audits to ensure the effectiveness of WHS systems; and
 - 1.3.6 Investigate all work-related incidents to minimise the chance of recurrence.

2. Scope

- 2.1 This Policy applies to all workers, which in this Policy means employees (including employees of other entities seconded to or otherwise placed in GRFMA), contractors, Board Members, Committee Members and volunteers.

3. Purpose

- 3.1 The purpose of this Policy is to ensure:
 - 3.1.1 All hazards and risks to health and safety are identified, assessed and eliminated where reasonably practicable. Where they cannot be eliminated they are to be effectively controlled;
 - 3.1.2 Measures to control hazards and risks to health and safety are regularly monitored and evaluated;
 - 3.1.3 Workers are consulted and encouraged to contribute to the decision-making process on work health and safety matters affecting their health and safety at work;

- 3.1.4 All workers receive appropriate information, instruction, training and supervision they need to safely carry out their responsibilities;
- 3.1.5 Workers are supplied with the most appropriate safety equipment to successfully and safely complete each task.

4. Strategy

- 4.1 GRFMA will achieve its work health and safety objectives by:
 - 4.1.1 Identifying hazards and risk to health and safety associated with tasks and activities carried out by GRFMA;
 - 4.1.2 Assessing the degree and level of risk arising from hazardous tasks or activities;
 - 4.1.3 Selecting, implementing and maintaining appropriate measures to control risk to health and safety;
 - 4.1.4 Consulting with workers and their representatives on matters which may affect their health and safety;
 - 4.1.5 Developing, implementing and monitoring plans to put our work health and safety policies and procedures into effect;
 - 4.1.6 Reducing the incidence of work-related accidents and hazards.

5. Roles and Responsibilities

5.1 Executive Officer and the Board

The Executive Officer and the Board of GRFMA have a duty to ensure that GRFMA complies with its obligation to provide a healthy and safe workplace for all workers and will ensure that adequate resources are provided to meet the health and safety objectives and implement strategies, among other things. The Executive Officer and the Board will proactively ensure GRFMA meets its work health and safety obligations and keep up-to-date with work health and safety issues.

In particular the Executive Officer and the Board will ensure that:

- 5.1.1 Appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to work health and safety;
- 5.1.2 Mechanisms are provided to enable the identification, development, implementation and review of appropriate health and safety related policies and procedures;
- 5.1.3 Workers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities and comply with their duties and obligations;

- 5.1.4 Mechanisms are provided to regularly monitor and report on health and safety performance;
- 5.1.5 Work health and safety is an integral component of our business;
- 5.1.6 SafeWork SA is notified of any notifiable incidents arising out of the conduct of business or undertaking that has occurred;
- 5.1.7 They carry out their roles and responsibilities as detailed in the relevant work health and safety policies and procedures;
- 5.1.8 All relevant daily job risk assessments or job safety analysis are completed, documented and forwarded to the appropriate administration officer;
- 5.1.9 They take reasonable care for their own health and safety;
- 5.1.10 They take reasonable care that their actions do not adversely affect health and safety of other people;
- 5.1.11 They report any incident or hazards at work;
- 5.1.12 They comply with any reasonable instructions aimed at protecting their and others health and safety while at work;
- 5.1.13 Any equipment provided to protect their health and safety while at work is used;
- 5.1.14 They assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- 5.1.15 Feedback is considered and provided on any matters which may affect their or others health and safety; and
- 5.1.16 They ensure that they are not affected by alcohol or another drug, to endanger their own or any other persons' health and safety.

5.2 Workers

All Workers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of other people.

Workers have a responsibility to:

- 5.2.1 Report any incident or hazards at work to their manager or supervisor;
- 5.2.2 Carry out their roles and responsibilities as detailed in the relevant work health and safety policies and procedures;
- 5.2.3 Obey any reasonable instruction aimed at protecting their health and safety while at work;
- 5.2.4 Use any equipment provided to protect their health and safety while at work;
- 5.2.5 Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- 5.2.6 Consider and provide feedback on any matters which may affect their health and safety;

- 5.2.7 Ensure they are not affected by alcohol or another drug which may endanger their own or any other person's health and safety; and
- 5.2.8 Work safely to protect themselves and others in the workplace from injury.

6. Breaches of this Policy

- 6.1 Any substantiated breach of this Policy or the WHS Act will be treated seriously by GRFMA and may lead to disciplinary action, possibly including the termination of a worker's employment or engagement.

7. Reporting Incidents

- 7.1 It is GRFMA's aim that officers be informed of the management and reporting of work health and safety incidents, administering first aid and returning an injured worker as quickly as possible to productive work within established medical grounds in a supportive and encouraging environment.
- 7.2 Therefore, all workers are to report any work health and safety concerns, incidents or injuries to their Manager as soon as possible after the concern has arisen, incident taken place, or injury suffered.
- 7.3 SafeWork SA reporting requirements are to be considered. SafeWork SA must be notified of any notifiable incidents arising out of the conduct of business or undertaking that has occurred.

8. Review

- 8.1 This Policy shall be reviewed by GRFMA every four years.
- 8.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.

Agenda Item: 8.6
Committee: Board
Meeting Date: 20 April 2023
Title: Executive Services Consultancy Agreement for the 2024-2026 Service Period

Recommendation:

No recommendation for this report – refer late report, additional information 8.6.

GRFMA Resolution 09/23 provides:

That the GRFMA:

- 1. Acknowledges the continuing effective and efficient services provided by the Executive Officer in compliance with the current Consultancy Agreement (Contract No: 1/22).*
- 2. Requests the Chairman to convey the above acknowledgment to the Executive Officer by letter on the Board's behalf for the purpose of this Interim Review.*
- 3. Requests the GRFMA Chairperson to include an item for the April 2023 Board Agenda to initiate a review of the Executive Services Consultancy Agreement for the 2024 - 2026 service period.*

GRFMA Chairperson, Mr. Ian Baldwin is currently facilitating compilation of a report as requested by resolution 09/23.

This report will be provided as a late report, additional information 8.6 to members prior to the 20/4/2023 GRFMA meeting.

Agenda Item: **9**
Committee: **Board**
Meeting Date: **20 April 2023**
Title: **Correspondence**

Recommendation:

That the GRFMA Board notes the letter from the Department for Environment and Water regarding GRFMA Project 4 – GRFMA contribution.

Refer attached letter.



Document Reference Number: DEW-D0021503

81-95 Waymouth Street
Adelaide

GPO Box 1047
Adelaide SA 5001
Australia

Ph: +61 8 8204 9000

www.environment.sa.gov.au

Mr Ian Baldwin
Presiding Member
Gawler River Floodplain Management Authority
c/o 266 Seacombe Road
Seacliff Park SA 5049

Email to: ijbaldwin.14@bigpond.com
Cc to: davidehitchcock@bigpond.com

Dear Mr Baldwin

In response to the December 2021 resolution BG21/99 of the Gawler River Floodplain Management Authority to support a cash contribution to Gawler River Flood Management Project to repair existing levee banks (Project 4), I write to you with the following information.

The Gawler River Flood Management Project has recently completed a planning process to identify priority levee banks for short-term works.

I am aware that resolution GB21/99 allocated up to \$100,000 across two short-term Gawler River Flood Management Projects (Projects 3 and 4) for design development.

From the planning process, which involved local landholders and GRFMA constituent councils, two locations for design and potential short-term works are proposed:

- repair of 250m of levee located immediately adjacent and upstream of Old Port Wakefield Road on the northern side of the Gawler River
- reconstruction of 160m of levee located upstream of the ARTC railway line on the southern side of the Gawler River.

The Department for Environment and Water contracted SMEC to assist with the assessment and prioritisation of levee repair works. The department has also retained SMEC to prepare engineering designs for these two levee banks. The department has to date expended \$42,000 on concept designs and is estimating additional expenditure of up to \$38,000 for detailed design.

I would like to now request the GRFMA contribute \$80,000 for Project 4 for the design development in line with your resolution GB21/99. This leaves \$20,000 available for Project 3.

The department anticipate undertaking on-ground works for one of these levee banks as part of Project 4. Delivery of on-ground works is still pending landholder agreements, and the department is working with specialist engagement contractor URPS to facilitate this.

For further information regarding this matter, please contact Katharine Ward, Project Manager Gawler River Flood Management within the Department for Environment and Water on Katharine.ward@sa.gov.au or 0400 972 341.

Yours sincerely



Neil McFarlane

Director Climate Change and Hazard Risks, Department for Environment and Water

13/4/2023