
Consultation with constituent councils

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Responsibility	Executive Officer
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1. Introduction

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.

2. Policy Objective

The purpose of this policy is to ensure that the GRFMA engages in an appropriate level of consultation with its constituent councils before making decisions by:

- Using appropriate and cost-effective methods which are relevant to the specific circumstances of each consultation topic;
- Identifying the level of impact on the community and key stakeholders;
- Informing and involving the local community, key stakeholders and interested parties (underpinned by a communication strategy); and
- Using feedback to enhance decision making.

3. Scope

This policy applies to the Board of GRFMA, and contractors, agents and consultants acting for or on behalf of the GRFMA.

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.

GRFMA may, from time to time, alter this policy or substitute it with a new policy.

4. Consultation required pursuant to the Charter

The GRFMA Charter sets out the following circumstances in which GRFMA is required to engage in consultation with the constituent councils:

- 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.
- The Authority must review its Strategic Plan in consultation with the constituent councils every four years.
- The Authority must submit to each constituent council for approval, any proposed amendment to the budget.

5. Other consultation requirements

GRFMA may also engage in consultation with the constituent councils in other circumstances at its discretion.

The types of factors that might be considered in determining whether consultation is warranted include:

- The number of stakeholders likely to be impacted;
- The scale of likely impacts; and
- Likely community interests.

6. Methods of consultation

- Generally, the Executive Officer is responsible for carrying out consultation and maintaining relationships with relevant contacts at constituent councils.
- 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.
- 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

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

This policy is available for inspection and download, free of charge, from the GRFMA website:

www.gawler.sa.gov.au/grfma