

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

NOTICE OF MEETING

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

DATE: Thursday, 12 December 2019

TIME: 9.45 AM

PLACE: City of Playford, Civic Centre, 10 Playford Boulevard, Elizabeth

A handwritten signature in black ink, appearing to read 'David Hitchcock', with a long horizontal stroke extending to the right.

David Hitchcock

EXECUTIVE OFFICER

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

ORDINARY MEETING

AGENDA

9.45 am Thursday 12 December 2019

City of Playford, Civic Centre,

10 Playford Boulevard, Elizabeth

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 17/10/19..... Page 4
- 2.2. GRFMA Confidential Meeting minutes 17/10/19..... Page 10
- 2.3. Actions on previous resolutionsPage 11
- 2.4. Matters arising from Minutes.

3. QUESTIONS ON NOTICE

Nil

4. MOTIONS ON NOTICE

Nil

5. PRESENTATIONS

Ms Robyn Daly Scheme Manager, Local Government Association Mutual Liability Scheme.
GRFMA Strategic Risk Planning

6. AUDIT COMMITTEE

GRFMA Audit Committee Meeting minutes 27/11/19.....Page 13

7. TECHNICAL ASSESSMENT PANEL

Nil

8. REPORTS

- 8.1 GRFMA Charter Review.....Page 18
- 8.2 GRFMA Emergency Management Plan.....Page 25
- 8.3 Northern Floodway Project Advocacy.....Page 31
- 8.4 GRFMA Schedule of Meeting.....Page 33
- 8.5 Progress report of the GRFMA Business Plan 2019- 2022....Page 35

8.6 Financial ReportPage 36
8.7 Re-vegetation GRFMA land.....Page 38
8.8 EO Review- Administration support.....Page 39

9. CORRESPONDENCE

Copy of Correspondence Birmingham (attachment)

10. CONFIDENTIAL

10.1 **Bruce Eastick North Para Flood Mitigation Dam**Page 41

11. URGENT MATTERS WITHOUT NOTICE

12. NEXT MEETING

Date

Host Council

Thursday 27 February 2019, Light Regional Council
Meeting to commence at 9.45am.

13 CLOSURE



2.1 GRFMA Ordinary Meeting minutes 17/10/19

RECOMMENDATION

That the Minutes of the Gawler River Floodplain Management Authority Board Meeting held 17/10/19 be confirmed as a true and accurate record of that meeting.

Refer to attachment.

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

Committee **Gawler River Floodplain Management Authority**
Held On **Thursday 17 October 2019 at 9.45 am**
Location **Adelaide Plains Council, Mallala**

WELCOME

Mr Ian Baldwin formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 114th meeting of the Board.

PRESENT

*Mr Ian Baldwin, Independent Board Member, Chair
Mr James Miller, Adelaide Plains Council, Board Member
Mr Marc Salver, Adelaide Hills Council, Board Member
Mr. Malcolm Herrmann, Adelaide Hills Council, Board Member
Mr Gary Mavrinc, The Barossa Council, Board Member
Cr, Russell Johnstone, The Barossa Council, Deputy Board Member
Mr Sam Dilena, Town of Gawler, Board Member
Cr Paul Koch, Town of Gawler, Board Member
Cr William Close, Light Regional Council, Board Member
Mr Andrew Philpott, , Light Regional Council, Deputy Board Member
Mr Greg Pattinson, City of Playford, Deputy Board Member
Mr David Hitchcock, Executive Officer*

GRB 19/65 Observers

Moved: Mr. S Dilena Seconded: Cr. P Koch

That Cr. Kelvin Goldstone, Town of Gawler be appointed as Observer.

CARRIED UNANIMOUSLY

APOLOGIES

*Mayor Bim Lange, Barossa Council, Board member
Cr Stephen Coppins, City of Playford, Board Member
Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
Mr Brian Carr, Light regional Council, Board Member
Cr. John Lush, Adelaide Plains Council, Deputy Board Member*

GRB 19/66 Minutes of the 15/08/19 GRFMA meeting**Moved: Mr. G Mavrincac****Seconded: Mr. M Salver**

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held 15/08/19, as amended, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY**GRB 19/67 Northern Floodway Advocacy****Moved: Mr. S Dilena****Seconded: Mr. G Pattinson****That the GRFMA:**

- 1. Receive the progress report;**
- 2. Authorise the Chairman and Executive Officer to progress discussions with Walker Corporation (identified key advocacy stakeholder) regarding mutual commercial and environmental benefits in relation to the Northern Floodway Project and the Buckland Park development.**

CARRIED UNANIMOUSLY**GRB 19/68 GRFMA Charter Review****Moved: Mr. M Salver****Seconded Cr. P Koch****That the GRFMA:**

- 1. Receive the report;**
- 2. Accept the final Charter Review document with minor grammatical changes only;**
- 3. Request the Executive Officer to;**
 - a. seek constituent council support to accept and adopt the final draft charter document, with minor grammatical changes only, as per clause 18.2 of the GRFMA Charter; and**
 - b. in doing so advise constituent councils of the other changes suggested but not included and advise that they will be picked up in the Stage 2 process of the GRFMA Charter Review.**

CARRIED UNANIMOUSLY

The meeting noted that the Executive Officer would facilitate a report to the 12 December 2019 GRFMA Meeting, outlining suitable methodology to initiate and progress Stage 2 of the GRFMA Charter Review.

The meeting adjourned at 11.09 am for a short break.

The meeting reconvened at 11.24 am.

GRB 19/69 Bruce Eastick North Para Flood Mitigation Dam - Dambreak and Consequence Assessment

Moved: Cr. M Herrmann Seconded Mr. G Mavrinnac

That the GRFMA:

1. Receive the report;
2. Note discussions with the SA SES in relation to the Bruce Eastick North Para Flood Mitigation Dam;
3. Request the Executive Officer to facilitate preparation of an emergency management plan for the Bruce Eastick North Para Flood Mitigation Dam.

CARRIED UNANIMOUSLY

Cr. W Close departed the meeting at 11.55 am.

GRB 19/70 GRFMA Strategic Plans

Moved: Mr. G Mavrinnac Seconded Mr. S Dilena

That the GRFMA:

1. Receive the report;
2. Request the Executive Officer to investigate suitable processes and timing scenarios to undertake development of relevant GRFMA strategic management plans and to provide a report in this regard to a future GRFMA meeting.

CARRIED UNANIMOUSLY

Mr. Hitchcock vacated the meeting at 12 noon.

GRB 19/71 In Confidence 12 noon

Moved Cr. R Johnston Seconded: Mr. J Miller

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public, excepting the following persons:

- Executive Officer; and
- Deputy Board Members.

be excluded from attendance at the meeting, in order to consider in confidence agenda item 10.2, under Section 90(3)(a) of the Local Government Act 1999 on the basis that: 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 it includes advice in relation to the Executive Officer Review.

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

GRB 19/72 Executive Officer Review

Refer Confidential Minutes.

GRB 19/73 Out of Confidence 12.10 pm

Moved Mr. M Salver Seconded: Mr. J Miller

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 Executive Officer Review be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (d) of the Local Government Act 1999:

- Report for Item 10.2.
- Attachments for item 10.2.

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 12.10 pm.

Mr. J Miller departed the meeting at 12.10 pm.

GRB 19/74 GRUMP

Moved Mr. G Mavrinac Seconded: Mr. G Pattinson

That the Gawler River UNHaRMED Mitigation Project (GRUMP) Progress Report 2 be received.

CARRIED UNANIMOUSLY

GRB 19/75 Financial report as at 30 September 2019 and BR1

Moved Cr. M Herrmann Seconded: Cr. R Johnstone

That the GRFMA:

1. Receive the financial report as at 30 September 2019 showing a balance of total funds available \$204,439.89;
2. Adopt the Budget Review 1 (BR1) documents 30 September 2019 and for the 2019/20 financial year.

CARRIED UNANIMOUSLY

GRB 19/76 In Confidence 12.14 pm

Moved Cr. P Koch Seconded: Mr. A Phillipott

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public, excepting the following persons:

- Executive Officer; and

- **Deputy Board Members.**

be excluded from attendance at the meeting, in order to consider in confidence agenda item 10.1, under Section 90(3)(e) of the Local Government Act 1999 on the basis that: matters affecting the security of the council (*Authority*) members or employees of the council, or council property, or the safety of any person.

This matter is confidential because it includes advice in relation to liability risk management in relation to the Bruce Eastick North Para Flood Mitigation Dam.

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

GRB 19/77 Risk Management and the Bruce Eastick North Para Flood Mitigation Dam

Refer Confidential Minutes

GRB 19/78 Out of Confidence 12.20 pm

Moved Mr. A Phillipott Seconded: Cr. Johnstone

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 Risk Management and the Bruce Eastick North Para Flood Mitigation Dam be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to section 90(3) (d) of the Local Government Act 1999:

- Report for Item 10.1.
- Attachments for item 10.1.

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. M Salver departed the meeting at 12.20 pm.

Closure of meeting

The Chairperson thanked the Adelaide Plains Council for hospitality as host. The next Ordinary Board Meeting will be held 9.45 am, Thursday 12 December 2019 at the City of Playford.

Meeting closed 12.25 pm.

Confirmed Chairperson

2.2 GRFMA Confidential Meeting minutes 17/10/19

RECOMMENDATION

That the Minutes of the Gawler River Floodplain Management Authority Board Confidential Meeting held 17/10/19 be confirmed as a true and accurate record of that meeting.

Refer to confidential attachment.

2.3 Actions on Previous Resolutions

Number	Resolution	Action
18/07	<p>That the GRFMA:</p> <ol style="list-style-type: none"> 1. Receive the report; 2. Supports proposed development of a Levee Bank Management (Gawler River Floodplain) information and guideline document by the Adelaide & Mt Lofty Ranges Natural Resources Management Board (AMLRNRMB); 3. Requests the Executive Officer to initiate a meeting with Constituent Council planning and engineering staff and AMLRNRMB staff to facilitate adoption of: <ol style="list-style-type: none"> a. a suitable and consistent Development Consent process (where appropriate) for applications for approval to undertake construction and maintenance of levee banks; and b. approved Best Practice Operating Procedures under the relevant Natural Resources Management Plans. 	<p>Currently working with DEW on this as part of the dam and levee bank management draft position papers.</p> <p>GRFMA has volunteered to participate in a pilot project for this process.</p>
19/13	<p>That the GRFMA Board:</p> <ol style="list-style-type: none"> 1. Instruct the Executive Officer to investigate the failures identified in the SMEC report and seek a costing to commission the analysis of the design specification and execution of the works at the time of dam construction surrounding the lower level outlet pipe and stilling basin. 2. That a report be brought back to the Authority on the likelihood of seeking recompense under any warranty or insurance claim, or any other claim against the constructor(s) that constructed the dam. 	<p>Completed</p> <p>Refer agenda item 10.1</p>
19/49	<p>That the Executive Officer be requested to investigate the matter of liability and risks in relation to the Authority and Board Members should the Bruce Eastick North Para Flood Mitigation Dam breach or fail.</p>	<p>Refer Agenda item 5 LGA MLS to provide a presentation on this matter</p>
19/63	<p>That the Executive Officer be requested to seek quotations for scanning of GRFMA records currently held at the Barossa Council</p>	<p>In progress</p>
19/67	<p>That the GRFMA:</p> <ol style="list-style-type: none"> 1. Receive the progress report; 2. Authorise the Chairman and Executive Officer to progress discussions with Walker Corporation (identified key advocacy stakeholder) regarding mutual commercial and environmental benefits in relation to the Northern Floodway Project and the Buckland Park development. 	<p>On Going</p>
19/68	<p>That the GRFMA:</p> <p>Receive the report;</p> <ol style="list-style-type: none"> 1. Accept the final Charter Review document with minor grammatical changes only; 2. Request the Executive Officer to; <ul style="list-style-type: none"> ➤ seek constituent council support to accept and adopt the final draft charter document, with minor grammatical changes only, as per clause 18.2 of the GRFMA Charter; and ➤ in doing so advise constituent councils of the other changes suggested but not included and advise that they will be picked up in the Stage 2 process of the GRFMA Charter Review. 	<p>Correspondence has been forwarded to all six constituent councils. Awaiting their responses. Likely January 2020 before all responses received. Then process to advise Minister.</p>

19/69	That the GRFMA: <ol style="list-style-type: none">1. Receive the report;2. Note discussions with the SA SES in relation to the Bruce Eastick North Para Flood Mitigation Dam;3. Request the Executive Officer to facilitate preparation of an emergency management plan for the Bruce Eastick North Para Flood Mitigation Dam.	Refer Agenda item 5 LGA MLS to provide a presentation on this matter
19/70	That the GRFMA: <ol style="list-style-type: none">1. Receive the report;2. Request the Executive Officer to investigate suitable processes and timing scenarios to undertake development of relevant GRFMA strategic management plans and to provide a report in this regard to a future GRFMA meeting.	On hold pending Charter Review finalisation and Northern Floodway Project Advocacy priorities

6 GRFMA Audit Committee Meeting minutes 17/11/19

RECOMMENDATION

That:

1. **The Minutes of the Gawler River Floodplain Management Authority Audit Committee Meeting held 27/11/19 be received.**
2. **The 2019 GRFMA Policy Review be adopted and that GRFMA policy reviews be extended to a period of 2 years or as required within that time frame.**
3. **The Executive Officer develop a Public Interest Disclosure Policy in compliance with the Public Interest Disclosure Act.**

Refer to attachment.

Key Items of note

Noted Section 48, Prudential requirements for certain activities (Local Government Act 1999) and Audit Committee suggested, in relation to the Northern Floodway Project, that consideration for a Prudential Review be given once funding for the project had been secured.

The Meeting noted passage of the Landscape South Australia Act 2019 which will replace the Natural Resources Management Act 2004, leading to the establishment of new landscape boards and some constituent councils of the GRFMA now being located in separate landscape boards.

Policy Review

Generally, GRFMA Policies are required to be reviewed annually (due December 2019).

A review of the following GRFMA policies has been undertaken (November 2019):

- Access to meetings and Documents;
- Internal Review of Decisions;
- Procurement and Operations;
- Dam Valuation; and
- Public Consultation.
- Treasury Management,

The table below identifies each policy, extent of update and relevant comment on action to be considered. Existing Policies remain unchanged with exception of the Dam Valuation Policy which has been amended to reflect the recently completed 2019 Dam Valuation review.

Following finalisation of the GRFMA Charter Review (Stage1) the Board will be commencing procedure for implementation of a raft of other strategic and policy documents relating to:

- Asset management
- Long Term Financial Planing
- Strategic Planning
- Emergency Management Plan

- Bruce Eastick Dam, Operations and Maintenance Manual

Draft iterations of these documents will be provided to the GRFMA Audit Committee in due course.

See attached for a copy of both the current Dam Valuation Policy(2018) and the newly amended and proposed Dam Valuation (2019).

Copies of the current (no change) policies are available at www.gawler.sa.gov.au/grfma

Policy Review recommendations

Policy Name	Extent of review	Comments	Action
Access to meetings and Documents	No Change	Adopt unchanged	Recommend adoption.
Internal Review of Decisions	No Change	Adopt unchanged	Recommend adoption.
Procurement and Operations	No Change	Adopt unchanged	Recommend adoption.
Dam Valuation	Wording changed to reflect the recently completed 2019 Dam Valuation review.	Adopt as amended	Recommend adoption.
Public Consultation	No Change	Adopt unchanged	Recommend adoption.
Treasury Management	No Change	Adopt unchanged	Recommend adoption.
<i>Asset Management Plan: Long-term Financial plan: Strategic Plan</i>		<i>Watching Brief</i>	<i>Pending timing of adoption of the revised GRFMA Charter- Stage 1 early 2020</i>
<i>Emergency Management Plan</i>	<i>In progress</i>	<i>Watching Brief</i>	<i>Anticipated completion June 2020</i>
<i>Bruce Eastick Dam Operations and Maintenance Manual</i>	<i>In progress</i>	<i>Watching Brief</i>	<i>Anticipated completion June 2020</i>

Copies of the current (no change) policies are available at www.gawler.sa.gov.au/grfma

M I N U T E S

Committee **GRFMA Audit Committee**
Held On **10.15 am Wednesday 27 November 2019**
Location **Meeting Room, LGA House 148 Frome Street, Adelaide**

PRESENT

Mr Peter Brass, Independent Member, Chair
Cr Malcolm Herrmann, Adelaide Hills Council
Mr Greg Pattinson, City of Playford
Mr Mr. John Jovicevic and Ms Whitney Sandow - As newly appointed External Auditor representative of Dean Newbery & Partners
Mr David Hitchcock, Executive Officer

APOLOGIES

Nil.

GAC19/15 Minutes 9 August 2019
--

Moved: Cr Herrmann Seconded: Mr. Pattinson

That the minutes of the previous GRFMA Audit Committee meeting held on Friday 9 August 2019 as per copies supplied to members be adopted as a true and correct record of that meeting.

CARRIED

GENERAL BUSINESS

The Meeting noted passage of the Landscape South Australia Act 2019 which will replace the Natural Resources Management Act 2004, leading to the establishment of new landscape boards and constituent councils of the GRFMA now being located in separate landscape boards.

Mr Mr. John Jovicevic and Ms Whitney Sandow, as newly appointed External Auditor representative of Dean Newbery & Partners, were present and the meeting discussed new external audit matters including:

- Audit plan;
- Interim Audit; and
- Time lines for audit processes and GRFMA budget adoption.

GAC 19/16 GRFMA Business Plan 2019-2022 progress report
--

Moved: Mr. Pattinson

Seconded: Cr. M Herrmann

That the GRFMA Audit Committee:

- 1. Receives the progress report of the GRFMA Business Plan 2019- 2022.**
- 2. Requests future progress reports to include a new format which includes all action items approved by the GRFM Board with relevant status position commentary.**

CARRIED

The meeting:

- Discussed Public Liability and Professional Indemnity insurance. It was agreed the Executive Officer would provide copies of the current GRFMA insurance instruments to Audit Committee members.
- Ascertained that GRFMA Budget allocations were in place to facilitate the next stage of the GRFMA Charter Review and the preparation of Strategic Management Plans.
- Noted Section 48, Prudential requirements for certain activities (Local Government Act 1999) and suggested, in relation to the Northern Floodway Project, that consideration for a Prudential Review be given once funding for the project had been secured.

GAC 19/17 GRFMA Budget Review 1 (30 September 2019)
--

Moved: Cr Herrmann

Seconded: Mr Pattinson

That the GRFMA Audit Committee note the report.

CARRIED

GAC 19/18 GRFMA Policy Review

Moved: Mr Pattinson

Seconded: Cr. M Herrmann

That the GRFMA Audit Committee recommends:

- 1. Adoption of the 2019 policy review to the GRFMA Board.**
- 2. GRFMA policy reviews be extended to a period of 2 years or as required within that time frame.**
- 3. The Executive Officer develop a Public Interest Disclosure Policy in compliance with the Public Interest Disclosure Act.**

CARRIED

Date	Audit Committee meeting schedule 2019/20	Action
27 November 2019	Operation of the Regional Subsidiary- Part D Business Plan Policy Review Annual cost estimates and budget variations	Completed
12 February 2020	Annual Budget and Business Plan Review; Audit Schedule	
June 2020	Annual cost estimates and budget variations consideration; Policy	

	Review- External Audit Review	
August 2020	Annual Financial Statements – Audit report; 2019/20 Budget Review - Auditor to attend	
December 2020	Operation of the Regional Subsidiary- Part D Business Plan Annual cost estimates and budget variations consideration	

NEXT MEETING - 12 FEBRUARY 2020**CLOSURE**

The Chair wished members a safe and happy Christmas and closed the meeting at 11.01 am

Chair _____ Date _____

8.1 GRFMA Charter Review

RECOMMENDATION

That the GRFMA:

- 1. Initiate Stage 2 of the GRFMA Charter Review;**
- 2. Establish membership of the GRFMA Charter Review Working Group; and**
- 3. Request the Working Group to provide a report on proposed charter review methodologies and any legal and research support requirements at a future GRFMA Board Meeting.**

In discussing pending conclusion of the current Charter Review process(Stage 1) the 17/10/19 GRFMA meeting noted that the Executive Officer would facilitate a report to the 12 December 2019 GRFMA Meeting, outlining suitable methodology to initiate and progress Stage 2 of the GRFMA Charter Review.

When initiating the Charter Review process(Stage 1) the GRFMA Board set out a process for determining the scope of the Review, Review mechanisms and financial resources required.

The process consisted of three elements:

1. **Why?** Identify the objective to be achieved by the Review.
2. **What?** Identify the scope of the review required to achieve the objective.
3. **How?** Select the methodology for undertaking the Review which is most likely to achieve the objective.

See attachment 1 below for a more detailed online and process flowchart.

It is proposed that this process also be undertaken for Stage 2 of the Charter Review.

Why and What

The GRFMA Board has previously proposed that Stage 2 of the Charter review is to facilitate a process to scope and consider other contemporary governance arrangements that the GRFMA might, with constituent council support, adopt in seeking to deliver its purpose of coordinating the planning, construction, operation and maintenance of flood mitigation infrastructure for the Gawler River.

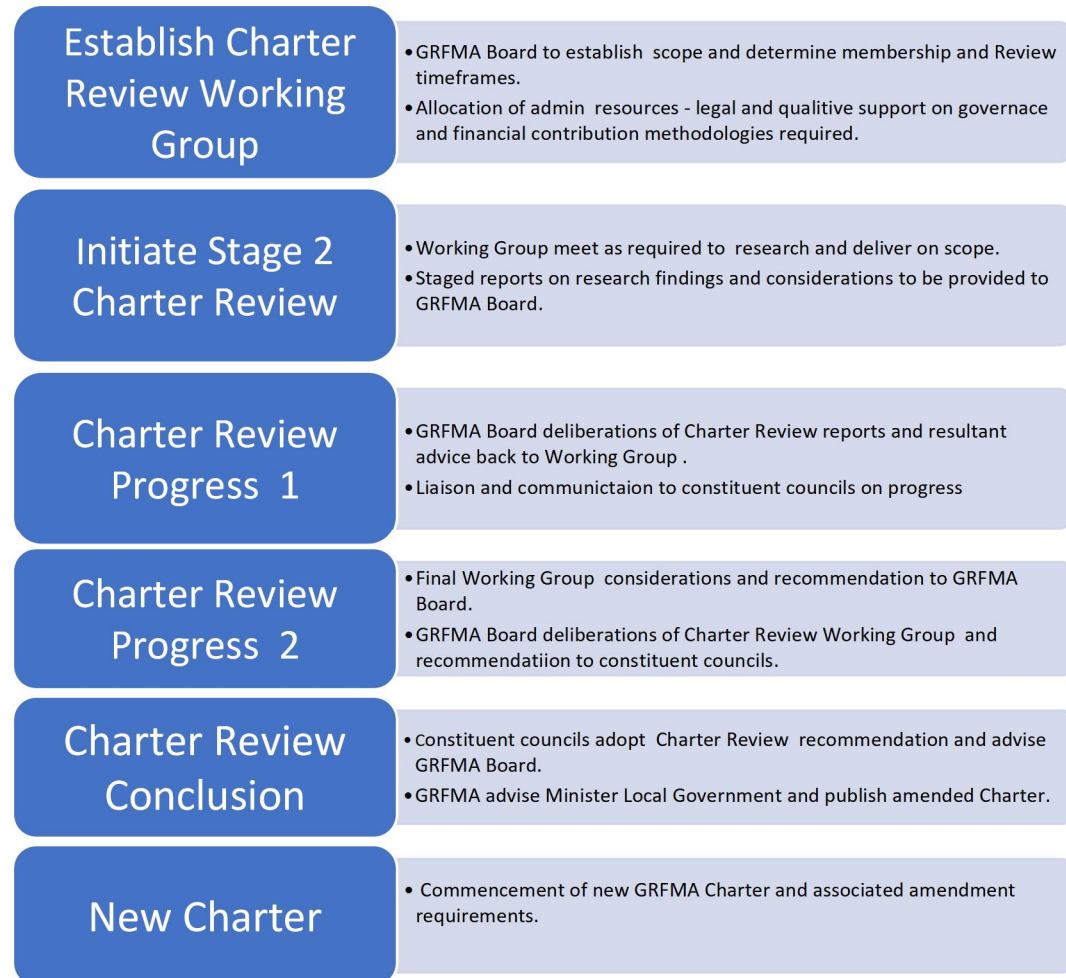
This process is to also examine percentage rate contributions (subscriptions) pursuant to the current Charter(2015), Clause 10. Financial Contributions to the Authority (now Clause 11 in the proposed Charter, Stage 1, 2019).

How

Stage 1 was facilitated by an internal GRFMA Charter Review Working Group which provided considered recommendations to the GRFMA Board.

The GRFMA Board in turn deliberated upon the recommendations and liaised with constituent councils on proposed amendments and required processes of approval.

Framework for process for Stage 2 of the Charter Review



Attachment 1

GRFMA - Charter and Governance Framework Review

Establishing a review framework

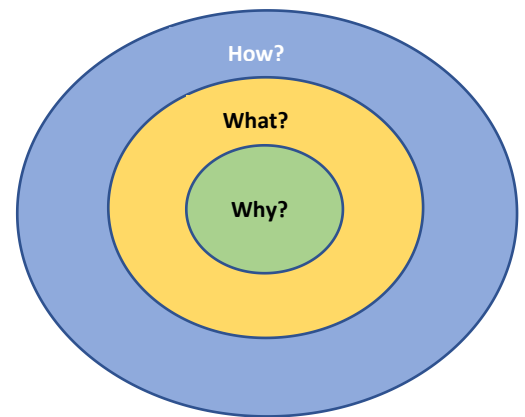
The Board of the Gawler River Floodplain Management Authority (**GRFMA**) are considering initiating a review of the GRFMA Charter and governance framework (**Review**). The purpose of this paper is to set out a process for determining the scope of the Review, Review mechanisms and financial resources required. Ensuring the process is supported by all stakeholders should facilitate the Review and decision making regarding the Review's outcomes.

Overview of the process

The proposed process has three elements:

4. **Why?** Identify the objective to be achieved by the Review.
5. **What?** Identify the scope of the review required to achieve the objective.
6. **How?** Select the methodology for undertaking the Review which is most likely to achieve the objective.

The process is described in more detail below and summarised in the attached flowchart.



Why? The objective for the Review

The first step in the process is determining the objective for the Review. Why is the review being undertaken? What is sought to be achieved?

A common understanding as to why the Review is being undertaken is fundamental. Agreeing a common purpose prior to the commencement of the Review will enable:

- (a) the determination of a scope for the Review which is most consistent with achieving the objective;
- (b) the selection of a methodology for the Review most likely to deliver the objective of the Review; and
- (c) decision making with respect to the outcomes of the Review by reference to the objective set at the outset of the Review.

Essentially, the objective is the motivator for the Review.

In distilling an objective, care needs to be taken not to specify the means of achieving the objective as the objective. For example, a law which prescribes the wearing of seatbelts does not have the objective of increasing the use of seatbelts. The objective of the law is to reduce injuries and fatalities as a result of motor vehicle accidents. The means of achieving this objective (ie the 'How') is by prescribing the use of seatbelts.

Similarly, the objective of the Review would not be to undertake a governance review. The objective would be the overall aim of the Review. An example would be a governance review with the objective of increasing the efficiency of an organisation.

What? Scope of the Review

Once the objective is determined, the scope of the Review can be set. The scope should enable the key matters relevant to achieving the objective to be considered but also reflect any parameters which constrain the outcomes of the Review.

Boundaries of the Review

Any parameters within which the objective must be achieved or the Review undertaken should be identified and documented. The legal requirements for the Authority's Charter under Schedule 2 to the *Local Government Act 1999* are absolute boundaries on the Review process and the outcomes of the Review. For instance, the requirement for all Constituent Councils to adopt any changes to the Charter is a legal parameter which must be accounted for in the Review process.

There may be other types of parameters such as directions of the Constituent Councils, financial limits or timing constraints which should also be identified in the scoping of the Review. However, care should be taken to only identify circumstances which are *absolute* boundaries for the Review. For example, a reduction in financial contributions may be a desired outcome of a governance review, rather than an absolute constraint on the review process or outcomes. If parameters are provided for the Review

which reflect desired outcomes, rather than constraints then the Review process may be limited or compromised.

Matters with a nexus to the objective

The Review will be undertaken most efficiently and effectively if the scope includes everything which needs to be considered in order to achieve the objective, but excludes any matters which are extraneous to the objective.

A brainstorming session in respect of the objective can be a useful process for identifying a broad range of factors or circumstances which may relate to the achievement of the objective. The brainstormed list can then be refined by identifying which factors or circumstances have sufficient nexus with the objective to be included within the scope of the Review.

How? Select a methodology for the Review

The appropriate methodology for the Review will be the process which is most likely to deliver the objective within the resources available to the Authority.

Principles for the Review

A set of principles for the Review process could be agreed prior to the Review commencing with agreed actions/processes to reflect these principles. The principles of 'accountability', 'transparency' and 'effectiveness' underlie confidence in public institutions and processes and may be appropriate principles for the Review.

Identity of the reviewer

Depending on the objective and the scope, the most appropriate means of Review may be:

- (a) internal review by the Authority or a committee of the Authority;
- (b) review by a committee comprised of staff of the Constituent Councils;
- (c) external review; or
- (d) a combination of these approaches.

Depending on the issues to be considered during the Review and the expertise available within the Authority and Constituent Councils, it may be appropriate in respect of (a) and (b) to receive external assistance and advice on some issues, but not on others.

The key issues in selecting a reviewer include:

- (a) available resources (personnel, financial, time);
- (b) capacity (expertise, time, resources) to undertake the Review; and
- (c) avoiding perceptions of outcomes being predetermined (ie bias).

Review process

The process should enable the views of key stakeholders to be ascertained through the Review. Key stakeholders will include the GRFMA Board and staff, Constituent Councils and the Minister for Local Government.

Depending on the scope for the Review, the process could include:

- (a) Factual analysis, including:
 - (i) understanding the current Charter and governance structure, including areas of strength, challenges and risks through discussions, presentations, workshops and evaluation of the Charter and other documentation;
 - (ii) understanding the context for the GRFMA (ie coordinated floodplain management); and
 - (iii) identifying available resources for, and approaches to, floodplain management.
- (b) Options analysis: Understanding the options for achieving the objective. The options could be identified and evaluated through workshops, external advice and a review of 'best practice'. The current Charter and governance structure could be used as a base line against which to assess the capacity of options to achieve the objective.
- (c) Determining outcomes: Identifying the option which best delivers on the objective.

Resources for the Review

Sufficient resources (including financial resources) for the Review should be allocated. The resources which are required will depend upon the scope of the Review, the nature of any investigations which are required to fulfil this scope and the identity of the reviewer.

Timing for the Review

Sufficient time should be allowed to carry out the Review process. This will be dependent on the Review's scope and may be subject to timing parameters which are boundaries to the Review. Ensuring that there is appropriate time period for contribution to the Review process and evaluation of options and outcomes, would be consistent with the principles of accountability, transparency and effectiveness.

Documentation

The 'Why?', 'What?' and 'How?' of the Review should be documented prior to the Review commencing. This would form the Terms of Reference for the Review.

Attachment: Process flowchart

Why?

Determine the objective



What?

Identify any constraints

Identify matters relevant to objective



How?

Determine any principles for the review

Identify the reviewer

Determine the review process

Allocate resources

Determine timing

8.2 GRFMA Emergency Management Plan

RECOMMENDATION

That the GRFMA endorse partnership with the LGA Council Ready program to assist with the preparation of an Emergency Management Plan for the Bruce Eastick North Para Flood Mitigation Dam.

At the 17/10/19 GRFMA meeting the following resolution (GRB 19/69) was carried

That the GRFMA:

- 1. Receive the report;*
- 2. Note discussions with the SA SES in relation to the Bruce Eastick North Para Flood Mitigation Dam;*
- 3. Request the Executive Officer to facilitate preparation of an emergency management plan for the Bruce Eastick North Para Flood Mitigation Dam.*

In progressing requirement of the resolution the Executive Officer subsequently met with Mr. Michael Arman, Manager LG Emergency Management Planning, Local Government Association of South Australia, to seek assistance under the Council Ready program for preparation of a suitable Emergency Management Plan.

The Council Ready program aims to support councils with emergency management planning, and activities that strengthen disaster resilience in communities. The program is being centrally coordinated by the Local Government Association of South Australia (LGA-SA), with a team of project facilitators providing tailored assistance to councils between 2019 and 2021.

Mr Arman has advised the GRFMA is eligible for assistance and has proposed a partnership approach with both the LGA Council Ready Program and GRFMA committing time and resources to achieve a suitable Emergency Management Plan.

The LGA Mutual Liability Scheme will also assist in facilitating an initial and separate Strategic Risk Workshop with GRFMA Board Members to identify relevant strategic risks associated with management of the Authority, in relation to the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. Refer Agenda Item 5 Presentations- Ms Robyn Daly Scheme Manager, Local Government Association Mutual Liability Scheme.

See attachment- *Bruce Eastick North Para Flood Mitigation Dam Emergency Management Plan* for further details.

**Council Ready**

Bruce Eastick North Para Flood Mitigation Dam Emergency Management Plan

Project Plan

1.1. 1. Background

The Council Ready program aims support councils with emergency management planning, and activities that strengthen disaster resilience in communities. The program is being centrally coordinated by the Local Government Association of South Australia (LGA-SA), with a team of project facilitators providing tailored assistance to councils between 2019 and 2021.

The Gawler River Floodplain Management Authority (GRFMA) is established as a regional subsidiary pursuant to section 43 and Schedule 2 of the Local Government Act 1999 to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. Constituent councils are Adelaide Plains Council, Adelaide Hills Council the Barossa Council, Town of Gawler, Light Regional Council and City of Playford

GRFMA have requested the Council Ready program to assist with the preparation of an Emergency Management Plan for the Bruce Eastick North Para Flood Mitigation Dam. This work builds upon the Bruce Eastick North Para Flood Mitigation Dam Hydrology, Dambreak and Consequence Assessment.

It is a partnership approach with both the LGA Council Ready Program and GRFMA committing time and resources to achieve the outcomes described in this document.

The LGA Mutual Liability Scheme will also assist in facilitating an initial and separate Strategic Risk Workshop with GRFMA Board Members to identify relevant strategic risks associated with management of the Authority in relation to the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River.

Outcomes from the workshop will inform and assist development of the Emergency Management Plan for the Bruce Eastick North Para Flood Mitigation Dam Management Plan

1.2. 2. Aims

1. To develop an emergency management plan for Bruce Eastick North Para Flood Mitigation Dam
2. To support GRFMA, constituent councils, the SES, DEW, LGFSG and other relevant stakeholders to better understand roles and responsibilities in relation to the dam.

1.3. 3. Deliverables

Number	Description	Deadline
1	Environmental scan and scope methodology for risk assessments	March 2020
2	Prepare and document risk assessments	June 2020
3	Workshop with GRFMA Board to review risk assessment and explore options	August 2020
4	Prepare Emergency Management Plan	December 2020

1.4. 4. Methodology

4.1 Deliverable 1 - Environmental scan and scope methodology for risk assessments

To commence the project, we will prepare an environmental scan that draws together knowledge from existing documents (including the Consequence Assessment report) with the outcomes of the GRFMA Strategic Risk Workshop to be facilitated by the LGA Mutual Liability Scheme.

At this point, we will also work with the GRFMA Executive Officer to scope the methodology for the risk assessments (including the objectives). It is anticipated that these risk assessments will look at the consequences of flood events such as 1:50, 1: 100, 1:1000 on downstream communities using currently available datasets, and complement the knowledge contained in the Consequence Assessment report. We may wish to leverage UNHARMED datasets and modelling as part of the risk assessment process.

Task	Deadline	Responsibility-GRFMA	Responsibility – LGA
1.1 Review existing documentation	February 2020	Provide relevant documents	Review relevant documents
1.2 Attend strategic risk workshop as an observer	TBA		Attend workshop
1.3 Scope methodology	March 2020	Meet to discuss methodology	Meet to discuss methodology
1.4 Prepare environmental scan and risk methodology report	March 2020	Review report	Prepare report
Deliverable 1	March 2020		

4.2 Deliverable 2 - Prepare and document risk assessments

The risk assessments will be undertaken using the methodology agreed upon as part of Deliverable 1. It is envisaged that this work will be done primarily between LGA and GRFMA Executive Officer , with engagement of subject matter experts as required.

Task	Deadline	Responsibility-GRFMA	Responsibility – LGA
2.1 Preparation for risk assessments	April 2020		Prepare relevant information and datasets
2.2 Conduct risk assessment using agreed method	May 2020	Participate in risk assessments	Facilitate risk assessment process
2.3 Preparation of risk assessment report	June 2020	Review report	Prepare report
Deliverable 2	June 2020		

4.3 Deliverable 3 - Workshop with GRFMA Board to review risk assessment and explore options

This deliverable involves facilitating a workshop with the GRFMA Board to present and validate risk assessment outcomes, with a particular focus on exploring proposed treatments and controls. The workshop will also be used to gain direction from the GRFMA Board regarding the scope and content of the Emergency Management Plan.

Task	Deadline	Responsibility-GRFMA	Responsibility – LGA
3.1 Prepare for workshop	July 2020	Schedule workshop	Prepare agenda, workshop materials
3.2 Facilitate workshop	August 2020	Participate	Deliver workshop
3.3 Document workshop	August 2020	Review Report	Prepare report
Deliverable 3	August 2020		

4.4 Deliverable 4 - Prepare Emergency Management Plan

The final stage involves preparing an Emergency Management Plan for the Bruce Eastick North Para Flood Mitigation Dam. The plan will draw together outcomes from previous deliverables, and clearly identify actions needed to address the identified risks associated with the dam.

It is envisaged that, while GRFMA is the owner of the plan, actions may be assigned to other agencies, such as councils or the SES. Through Council Ready, we may be able to assist councils to integrate any

relevant action into their own emergency management plans. For this reason, we will undertake targeted consultation with key stakeholders as part of the plan preparation.

Task	Deadline	Responsibility-GRFRMA	Responsibility – LGA
4.1 Draft emergency management plan	September 2020	Review and provide comments through drafting process	Lead the drafting of the plan
4.2 Targeted consultation with key stakeholders to test key components of the plan	October 2020	Participate in consultations	Participate in consultations
4.3 Finalise emergency management plan*	August 2020	Provide comments	Prepare final emergency management plan
Deliverable 4	August 2020		

**Deliverable under Council Ready program will be to get document to final draft stage ready for GRFMA approval process. GRFMA to coordinate approval/endorsement process.*

1.5. 5. Stakeholder engagement

Stakeholder	Likely interest	Engagement Activities
GRFMA Board	Content/detail of emergency management plan	Regular updates, workshop
GRFMA councils	Links with council emergency management plans and arrangements	Regular updates via GRFMA contacts and emergency management leads in councils
University of Adelaide – UNHARMED	Connection with Gawler River UNHARMED project	Regular communication
ZEMC	Awareness and implications for zone risk assessments	Updates
SES	Operational aspects	Meetings as required
DEW	Flood management	Meetings as required
LGFSG	Operational aspects	Meetings as required

1.6. 6. Document ownership

All documents produced as a result of this partnership will be owned and maintained by the GRFMA.

1.7. 7. Variance to this agreement

Should there be any changes to the deliverables (section 3) and methodology (section 4), it will be confirmed in writing. Any variation will be agreed to by the signatories of this agreement.

1.8. 10. Statement of commitment

This Action Plan will be delivered as a partnership between the GRFMA and the LGA Council Ready Program. Both parties commit to working in a collaborative and consultative manner to achieve the aims and deliverables of this Action Plan.

It is acknowledged that delays from council in terms of engagement of key internal stakeholders and the provision of critical information will impact upon the deadlines established in this agreement.

David Hitchcock

Michael Arman

Executive Officer

Manager LG Emergency Management Planning

Gawler River Flood Management Authority

Local Government Association of South Australia

[DATE]

[DATE]

8.3 Northern Floodway Project Advocacy

RECOMMENDATION

That the GRFMA receive the progress report.

At the 15/8/19 GRFMA meeting the Board resolved:

That the GRFMA:

- 1. Endorse implementation of the Northern Floodway Project Advocacy Framework and Action Plan as amended.*
- 2. Support the preparation of an application to the Stormwater Management Authority being developed in consultation with the Advocacy Working Group and any other relevant support agencies and a draft application be brought back to a future meeting of the Authority for consideration.*
- 3. In consideration of item 2, the Executive Officer be instructed to liaise with the RDA Barossa Light Gawler Adelaide Plains seeking its advocacy and support to facilitate the preparation of an application.*
- 4. Allocate \$10,000 from existing budgets, to undertake the necessary advocacy by the Chairperson and Executive Officer for the Northern Floodway Project, including travel expenses to Canberra if required.*

Refer to Meeting 17/10/19 Agenda item 8.1 for previous update on action taken in relation to the resolution.

Since the 17/10/19 GRFMA Board meeting the Advocacy Team of GRFMA Chairman, Mr Ian Baldwin, Executive Officer, Mr David Hitchcock, and City of Playford Advocacy Specialist, Mr Phil Harrison have been hitting the streets of Adelaide, Canberra and regional locations in pursuit of State and Federal Government funding (\$27 Million) for the Northern Floodway Project.

Generally, all Members of Parliament(MP's) and Senators have been interested in and knowledgeable of the flooding issue.

Meeting briefings have included advice that all six councils and GRFMA are on board and that the Minister for Environment and Water, David Speirs has confirmed State funding support (50%) via the Stormwater Management Authority(SMA) to commence stage 1 to firm up the proposal and costings.

While all parties have acknowledged the importance of undertaking the project and have offered their general support some frustration has been experienced by the Advocacy Team that the pathway forward in gaining federal government support for the project remained unclear.

The GRFMA Chairman and Executive Officer travelled to Canberra Wednesday 23 October 2019 to meet with local federal MP's, Mr Rowan Ramsey and Mr Tony Pasin. Mr Nick Champion was unavailable for this meeting.

A key outcome from the meeting is the possibility of submitting a case for funding direct to the Hon Michael Mc Cormack Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, as an infrastructure investment and economy stimulus.

A clear commitment from the SA Government for its support in funding 50% of the project would be necessarily to support any Federal Government funding bid to the Deputy Prime Minister.

The Advocacy team subsequently met with representatives from the office of David Spiers, MP, Minister for Environment and Conservation and the Storm Water Management Authority(SMA) on 30/10/19 to discuss SMA funding opportunities.

At the time of writing this report a date for a further meeting of the above representatives to develop a suitable Northern Floodway Project funding application strategy was being scheduled. A progress update on this meeting will be provided at the 12/12/19 GRFMA Meeting.

Northern Floodway Project Advocacy - Meeting details

Federal	Meeting date schedule
Rex Patrick (Senator)	1 Nov 3pm
Anne Ruston (Minister)	Impromptu catch up - then sent letter
Simon Birmingham (Minister)	1 Oct 3 pm
Don Farrell (Senator)	31 Oct 10.am
David Fawcett (Senator)	1 Oct 2pm
Alex Antic (Senator)	26 Sept 10 am
Ramsey/Pasin/Champion	23 Oct Canberra
State	
Minister Stephan Knoll	8 Nov 3pm
Minister Tim Whetstone	21 Nov 3pm
Minister Speirs /SMA	30 Oct 9am
John Dawkins MLC	8 Oct 11 am
Frank Pangallo MLC	22 Nov 3pm
Tony Picollo MP	14 Nov 10.am
Jon Gee MP	2 Oct 10.30am
Walker Corp	14 Oct 2pm
Hortex	P Harrison has briefed them

8.4 Schedule of GRFMA Meetings

RECOMMENDATION

That the Schedule of ordinary GRFMA meetings for 2020 be: Thursday 27 February 2020, Light Regional Council; Thursday 17 April 2020, Adelaide Hills Council; Thursday 11 June 2020, The Barossa Council; Thursday 13 August 2020 Town of Gawler; Thursday 15 October 2020 Adelaide Plains Council; Thursday 10 December 2020 , City of Playford.

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 of the Constituent Councils.

Ordinary meetings of the Board are generally held bi-monthly on the third Thursday of the even months commencing at 9.45 am: excepting December which is held on the second Thursday,

Meetings are hosted by the Constituent Councils on a rotational roster during the year.

A meeting Schedule for 2020 should now be determined.

The table below indicates a proposed schedule

GRFMA 2019 Meeting Schedule

Day	Date	Council/location
Thursday	27 February 2020	Light Regional council
Thursday	17 April 2020	Adelaide Hills Council
Thursday	11 June 2020	The Barossa Council
Thursday	13 August 2020	Town of Gawler
Thursday	15 October 2020	Adelaide Plains Council
Thursday	10 December 2020	City of Playford

8.5 Progress report of the GRFMA Business Plan 2019- 2022

RECOMMENDATION

That the GRFMA receive the progress report of the GRFMA Business Plan 2019 - 2022

The table below provides an update on progress of achievements GRFMA Business Plan 2019 - 2022.

Evaluation of Performance against the 2019 - 2022 Business Plan

Part A: Funding

Performance Targets:	Timings:	To be measured By:	Actual Achievements
Grant Claims	At all times	Lodge claims monthly for the payment of Commonwealth and State Government Grants.	<input checked="" type="checkbox"/> Claims lodged at the end of the month <input checked="" type="checkbox"/> GRUMP Project on time
Maintain positive Cash Flow	At all times	Positive bank account balances at all times.	<input checked="" type="checkbox"/> Positive cash flow maintained

Part B: Maintenance of the Scheme

Performance Targets:	Timings:	To be measured by:	Actual Achievements
Six monthly inspection	June and December	Completion of Inspection Report	<input checked="" type="checkbox"/> Dam consequence assessment (ANCOLD), completed. RFQ on update of O&M manual and inspection regime close 25/11/19.

Part C: Operation of the Regional Subsidiary

Performance Targets:	Timings:	To be measured By:	Actual Achievements
----------------------	----------	--------------------	---------------------

Maintain effective Regional Subsidiary	December	The performance of the Executive Officer be reviewed annually	<input checked="" type="checkbox"/> Review completed October 2019 GRFMA Board endorsed renewal of contract for further two years until 31/12/21 .
	August	The appointment of Auditor, Bank Operators, levels of insurance, appropriate registrations, delegations and policies be reviewed annually.	<input checked="" type="checkbox"/> New Auditors Dean Newbery and Partners appointed from 1/7/19 via a 3 year plus 2 year approach - formal review at 3 years (2022)with a further two years(2024) appointment. <input checked="" type="checkbox"/> Appropriate levels of insurance reviewed in July 2019
Review of the Business Plan	By 31 st March	Review the Business Plan prior to preparing the Budget and forward to the Councils for comment	<input checked="" type="checkbox"/> Completed
Annual Budget	By 31 st March, June, October, December	Adopt for consultation forward to Councils Adopt Budget – copy to Councils in 5 days Conduct Budget Reviews	<input checked="" type="checkbox"/> Budget 2019 –2020 adopted at June 2019 Board meeting <input checked="" type="checkbox"/> Budget Review 1 to 17/10/19 GRFMA Board and to December 2019 Audit Committee meeting
Subscriptions	June December	Send half year subscriptions to Council Send half year subscriptions to Council	<input checked="" type="checkbox"/> All first half subscriptions paid
Report to Constituent Councils	Following each Board meeting By 30 th September	The receipt of the following reports by Councils: <ul style="list-style-type: none"> • Board Meeting Key Outcome Summary • Annual Report including Annual Financial Statements 	<input checked="" type="checkbox"/> Key Outcomes Summary prepared following meetings <input checked="" type="checkbox"/> Annual Report forwarded electronically to Councils on 19 August 2019.

8.6 Financial Report

RECOMMENDATION

That the GRFMA

1. Receive the financial report as at 30 November 2019 showing a balance of total funds available \$134,666.41.
2. Note the Executive Officer GST report.

Report

- ✧ Reconciliation to 30/11/19.
- ✧ GRFMA Balance Sheet as at 30/11/19
- ✧ Budget summary to date 30/11/19
(See attachments)

- ✧ Executive Officer Activity Report (Table)
- ✧ Executive Officer GST

The following table provides indication of adopted 2019/2020 GRFMA budget estimates for Expenses Gawler River Scheme Mark 2 - Consultancies \$ 179,695 and separately Maint Flood Mitigation Scheme \$85,000

This draft table is provided to assist with consideration of Agenda items 8.1,8.7, 8.8 and 10.1

Gawler River Scheme Mark 2 - Consultancies	\$ 179,695	Individual Budget item	Comment
GRUMP		\$141,400	Net cost to GRFMA after grant income is \$30,000
Charter Review 2			Refer Agenda item 8.1
Emergency Management Plan		0	Refer Agenda Item 8.2
Bruce Eastick North Para Flood Mitigation Dam O&M Manual		??	Refer Agenda Item 10.1
Northern Floodway Project Advocacy		\$7,500	To end November- Net extra Budget costs will depend on capacity to utilise budgeted EO and Chair Honorarium allocation.
Administration support		\$2,640	Six months from Jan 20. Refer Agenda Item 8.8
Consultancies			Balance
Total	\$ 179,695	\$ 179,695	

Maint Flood Mitigation Scheme	\$85,000		
Lower Level Outlet Pipe - Baffles		???	Refer Agenda Item 10.1
Re vegetation program		\$5,000	Refer Agenda Item 8.7
Other			

Tabled below Executive Officer Activities report.

Activity	June	July	Aug	Sept	Oct	Nov
To keep maintained the business office of the Authority	9	19	14	16	9	6.5
To prepare the Business Plan, Budgets and reports in a timely manner		6.5	3.5	9.5	1	
To liaise with Councils, and Stakeholders to foster the outcomes of the Business Plan		6.5	5	12	28.5	34
To attend all meetings of the GRFMA, to prepare agendas, minutes and correspondence as required.	16	7.5	13		15	9.25
TOTAL	25	39.5	35.5	37.5	53.5	49.75

Executive Officer GST

The Executive Officer Provision of Service contract currently provides - *Service Charge: (before GST): \$110 per hour (plus GST), together with reimbursement of printing, postage, stationary and consumables (plus GST where applicable) and reimbursement of vehicle costs at the rate of \$0.66 per kilometre (plus GST).*

This provision is also included in the pending 2019/2020 contract Viz Service Charge: (before GST): \$120 per hour (plus GST)

To date the Executive Officer has not been registered for GST. In completing personal taxation returns for 30/6/2019 the Executive Officer has received taxation accounting advice that retrospective registration for GST, from 1/4/19, should be undertaken.

The Executive Officer Provision of Service contract further provides

22 If the Consultant is liable to pay GST in respect of a taxable supply it makes to the Principal under this Agreement then (unless this Agreement expressly states the consideration includes GST) the consideration payable by the Principal to the Consultant for that taxable supply must be increased by an amount equal to that GST.

23 Any additional amount so payable must be paid at the same time as when the consideration for the relevant taxable supply is required to be paid by the Principal, conditional upon the Consultant first providing a tax invoice for that taxable supply to the Principal.

Payments made by the GRFMA to the Executive Officer (ex GST) from 1/4/19 to 31/10/19 total \$28,686. GST of 10% on \$28,686 amounts to \$2,868.

A Tax Invoice of \$ 2,868 was submitted for GRFMA payment by the The Executive Officer. The net transaction process is GRFMA will subsequently recover the amount of \$2,868 under Item 1B (GST on purchases) in the December 2019 quarterly GRFMA Business activity statement and the Executive Officer will remit the amount of \$2,868 under Item 1A (GST on sales) in his personal December 2019 quarterly GRFMA Business activity statement.

8.7 Re-vegetation GRFMA land

RECOMMENDATION

That the GRFMA receive a verbal update on proposals for establishment of a revegetated zone around the Bruce Eastick North Para Flood Mitigation Dam.

At the 13/12/18 GRFMA meeting the following resolution was carried:

That the GRFMA:

- 1. Approves discussions between interested members of the Authority and NRAMLR on the establishment of a revegetated zone around the Bruce Eastick North Para Flood Mitigation Dam;*
- 2. Receive a further progress report on the matter at a later date.*

Since that time the Executive Officer has been working with Mr. A Philpott (Light Regional Council and Deputy Board Member) on suitable approaches and indication of costs to facilitate a re-vegetation program.

Following a number of discussions it is now suggested that a first stage approach would be to undertake re-vegetation of the Kemp Road road reserve and GRFMA land adjacent to the road.

Kemp Road provides access to the Bruce Eastick North Para Flood Mitigation Dam and surrounding GRFMA land.

Subject to Council and GRFMA Board approval this would enable a cost share arrangement (50 :50)

A proposal for revegetation and weed control works at cost of \$10,221 has been obtained from an external consultant to undertake the scope of work. See attached .

Proposed works will help to establish trees back on site as well as weed control and direct seeding works. It will also help to control erosion on the steeper sections of land.

Mr Andrew Philpott will further outline the proposal at the 12/12/19 GRFMA Board meeting.

8.8 EO Review- Administration support

RECOMMENDATION

That the GRFMA:

1. **Request the Executive Officer to seek expressions of interest for contract administration support services as outlined in Agenda item 8.8 of the 12/12/19 GRFMA meeting; and**
2. **Endorse the GRFMA Chairman and Executive Officer to consider expressions received and to appoint a preferred supplier commencing 1 January 2020.**

+

During the recent Executive Officer Services Review the Review Panel and Executive Officer discussed matters relating to the obvious increase in workload and complexity of issues now being addressed by the GRFMA (e.g., GRUMP, dam risk management, dam break consequence matters, Charter review and future Northern Floodway Project management).

The Review Panel, with support of the Executive Officer indicated interest in identifying options to provide administrative support to address the preparation of GRFMA Board Agendas, prepare Minutes of Meetings and attend to records management.

It was agreed the Executive Officer would submit a report for the Board's future consideration.

Following that discussion the Executive Officer has now undertaken perusal of invoices previously submitted for executive services to ascertain what time frames might be relevant for administration assistance to the GRFMA.

Administration assistance being envisaged as collation and formatting of all meeting Agendas, Minutes and Key Outcome Summary of GRFMA Activities and coordinating meetings and dates.

The Executive Officer would draft the relevant reports and Agenda content in the first instance . I.e The Executive Officer would provide considered executive and policy input and draft the relevant documents with the administration support to subsequently attend formatting, quality control and dissemination to relevant parties .

A base line first assessment of time to allow for administration support is perceived to be 8 hours a month.

Clearly a suitable process for quotation for provision of administration assistance would be required, however for the purpose of this report the following cost indication is provided.

Provisional considerations for commencement of administration support services are based on commencement from 1/1/20 (to align with commencement of new Executive Officer contract); and hourly rate of \$55 based on previous account received for once off administration services reformatting the GRFMA Annual Report.

Item	Hours per month	Cost @ \$55 hour	Total
GRFMA Board Meeting Agenda (every two months) , Working Group Meeting Agenda coordinating relevant meeting dates	4	\$220	
Audit Committee Meeting Agenda (quarterly)	2	\$110	
All meeting minutes , proofing, dissemination	2	\$110	
Cost per month			\$440
Cost per 6 months (1/1/20- 30/6/20)			\$2,640

CONFIDENTIAL - REPORT**10.1 Bruce Eastick North Para Flood Mitigation Dam****Operations and Maintenance Manual.**

In accordance with legislative requirements of the Local Government Act 1999 and the Authority's Procurement and Operations Policy, a Request for Quotation was provided to three identified suppliers for cost of services to:

1. Review and facilitate provision of an updated Bruce Eastick North Para Flood Mitigation Dam Operations and Maintenance Manual to ensure conformity with the new consequence category according to the requirements of the ANCOLD Guidelines on Dam Safety Management.
2. Provide proforma Inspection and Maintenance documents to facilitate and subsequently record onsite inspections undertaken in relation to:
 - Access Roads, Fencing and Signage;
 - Main Dam;
 - Secondary Spillway
 - Dam land/grounds

Lower Level Outlet Pipe and Stilling Basin

The GRFMA is considering options to undertake repairs to the Lower Level Outlet Pipe and Stilling Basin components of the Bruce Eastick North Para Flood Mitigation Dam. Discussion on methodology to proceed includes quotations for provision of services and requires determination of a suitable and preferred supplier.

Consideration is now required to determine preferred supplier for the services.

Board to move motion to go into confidence.

RECOMMENDATION

Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public, excepting the following persons:

- Executive Officer; and
- Deputy Board Members.

be excluded from attendance at the meeting, in order to consider in confidence agenda item 10.1, Bruce Eastick North Para Flood Mitigation Dam under Section 90(3)(d) of the Local Government Act 1999 on the basis that:

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

This matter is confidential because it includes quotations for provision of services and requires determination of a suitable and preferred supplier.

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.

Refer Confidential attachment.