



**FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
Public Minutes
24 October 2017
09.45 am – 11.45 am
Council Chambers – District Council of Yankalilla**

Meeting commenced at 9.40am

1. Welcome and apologies

The traditional owners of the land and the pioneers who toiled and laboured to establish our communities were recognised.

PRESENT

FRWA Board

Peter Denholm

A/Chairperson

Simon Grenfell

Alexandrina Council staff member

Jim Davis

Alexandrina Council elected member

Tim Glazbrook

City of Victor Harbor elected member

Brian Doman

City of Victor Harbor staff member (proxy)

Andy Baker

District Council of Yankalilla staff member

Glen Rowlands

District Council of Yankalilla elected member

FRWA Staff

Marina Wagner

Executive Officer FRWA

Angela Moore

Senior Finance Officer / Minute Secretary

Apologies

Ted Botham

Kangaroo Island staff member

Glenn Sanford

City of Victor Harbor staff member

2. DECLARATION OF INTEREST BY BOARD MEMBERS

Jim Davis requested removal of his membership of the Lower Lakes & Coorong Boating & Tourism Group from the register of interest.

3. CORRESPONDENCE

Correspondence received 19 September 2017 to 17 October 2017 taken as read

4. STANDING ITEMS

4.1 Confirmation of Minutes from 27 September 2017

Tim Glazbrook to be added to list of attendees

- *Confidential minutes were noted and confirmed as read.*

Moved: Tim Glazbrook

Seconded: Simon Grenfell

Carried

Tim Glazbrook to be added to list of attendees

- *Public Minutes were noted and confirmed as read.*

Moved: Tim Glazbrook

Seconded: Simon Grenfell

Carried

4.2 Matters Arising and Action List

EO explained the business case process for an in vessel composting facility

- *The Board noted the Action list, taken as read.*

4.3 Documents Under Seal

N/A

Confidential Matters

4.4 Confidential Items List

Move into Confidentiality

Moved: Tim Glazbrook

Seconded: Brian Doman

Carried

Grounds for Confidentiality for **Agenda Item 4.4:**

In accordance with the Local Government Act 1999, Section 90 (3):

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

- (b) information the disclosure of which-
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the authority is conducting or proposing to conduct, business, or to prejudice the commercial position of the authority; and
 - (ii) would, on balance, be contrary to the public interest'

The Board ordered, pursuant to section 90 (3) (b) (i) and (ii) of the *Local Government Act 1999*, that the public be excluded from the meeting with the exception of **Angela Moore (SFO)** and **Marina Wagner (Executive Officer)** on the basis that the Board considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider by way of a report in relation to agenda **item 4.4**, and the Board is satisfied that the principle that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving considering and discussing **item 4.4**.

- *The Board resolved the tender evaluation for kerbside trucks (Agenda item 4.4 – 24/10/2016) and HR matter (Agenda item 4.5 – 24/10/2016) remain in confidence*
- *The Board requested a descriptor (e.g. employee number) be added to HR matters listed*
- *The Board noted the Confidential Items List*

Moved: Glen Rowlands

Seconded: Brian Doman

Carried

4.5 FRWA Chairperson

Grounds for Confidentiality for Agenda Item 4.5:

In accordance with the Local Government Act 1999, Section 90 (3):

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

The Board ordered, pursuant to section 90(2) and (3) (a) of the *Local Government Act 1999*, that the public be excluded from the meeting with the exception of **Angela Moore (SFO)** and **Marina Wagner (EO)** on the basis that the Board considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider by way of a report in relation to agenda **item 4.5**, and the Board is satisfied that the principle that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving considering and discussing **item 4.5**.

The Board resolved to go into confidence.

Moved: Glen Rowlands

Seconded: Jim Davis

Carried

EO provided a verbal update on the recruitment process, interviews were conducted last week and there is now a short list of two applicants who will attend a second interview today.

- *The Board noted the progress report*
- *The Board resolved that this matter does not need to remain in confidence.*

Moved: Glen Rowlands

Seconded: Jim Davis

Carried

4.6 Tender Baler - KIRRC

No report to be tabled – second baler still to be evaluated via a site visit and a report prepared for the next board meeting.

4.7 Business Case – Street Sweeping

Moved into Confidentiality

Moved: Simon Grenfell

Seconded: Tim Glazbrook

Carried

Grounds for Confidentiality for Agenda Item 4.7:

In accordance with the Local Government Act 1999, Section 90 (3):

(b) information the disclosure of which-

(i) could reasonably be expected to confer a commercial advantage on a person with whom the authority is conducting or proposing to conduct, business, or to prejudice the commercial position of the authority; and

(ii) would, on balance, be contrary to the public interest’;

The Board ordered, pursuant to section 90 (3) (b) (i) and (ii) of the *Local Government Act 1999*, that the public be excluded from the meeting with the exception of **Angela Moore (SFO) and Marina Wagner (Executive Officer)** on the basis that the Board considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider by way of a report in relation to agenda **item 4.7**, and the Board is satisfied that the principle that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving considering and discussing **item 4.7**

The FRWA Board resolved to go into confidence

Maintain Confidentiality of Confidential Items in Minutes

The Board ordered pursuant to Sections 91(7) and (9) of the *Local Government Act 1999*, that the Minutes of the Board meeting held on **24 October 2017** in relation to Confidential Item **number 4.7** and titled '**Business Case Street Sweeping**' and the information by way of a report and any associated attachments thereto remain confidential and are not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Executive Officer.

Moved: Tim Glazbrook

Seconded: Simon Grenfell

Carried

4.8 Business Case – In Vessel Composting

The EO provided a verbal update, grant funding has been approved but will not be accepted until a business case has been prepared, facility will go out to tender.

- *The Acting Chair asked that verbal reports for items 4.5, 4.6 and 4.8 be noted by the board.*

Moved: Glen Rowlands
Seconded: Brian Doman
Carried

5. Regular Reports

5.1 WHS Report

The SFO provided an update on the implementation of Skytrust for tracking incident reporting.

The EO explained the addition of a 'spotter' to the Saturday shift at the Goolwa WRD due to space constraints brought on by the redevelopment. This ensures the public are restricted to safe, marked areas when delivering waste to the site.

- *The Board noted the WHS and IM report*

Moved: Glen Rowlands
Seconded: Simon Grenfell
Carried

5.2 Executive Officers Report

The following points were discussed:

- Current FRWA staff EBA expires in November 2017, meetings with the single bargaining unit have commenced.
- Advertising of the upcoming bin audit in Alexandrina, the EO advised this will be notified to the public via the local newspaper.
- Education of holiday home residents in the Alexandrina area re the fortnightly collection system, EO advised brochures and calendars are distributed via local real estate agents.

- *The Board noted the EO Report*

Moved: Jim Davis
Seconded: Tim Glazbrook
Carried

5.3 Operations Report

EO updated the Board on the implementation of fortnightly collection on Kangaroo Island.

Tim Glazbrook asked if a tour of the redeveloped Goolwa WRD could be organised for board members.

- *The Board noted the Operations Report;*

Moved: Simon Grenfell
Seconded: Andy Baker
Carried

5.4 Finance Report as at 31st August 2017

Simon Grenfell asked for clarification of the above budget income for bin sales and additional collection services in the Alexandrina Council area.

Percentage variances in waste streams for each council were discussed.

- *The Board notes the finance report as at 31st August 2017, incorporating results for 31st July 2017.*

Moved: Glen Rowlands
Seconded: Simon Grenfell
Carried

6 Strategic Items/Decisions Required

6.1 Draft Business Plan 2017 - 2020

Simon Grenfell requested the long term financial plan table (page 17) be expanded to show the budgeted council contribution amount for each year.

- *The Board approves the Draft FRWA Business Plan 2017-2020, with the additional financial information included as above, for consultation with each Member Council.*
- *The Board notes that the EO will write to each Council offering the presentation of the Draft FRWA Business Plan 2017-2020 to each Council.*
- *The Board notes that the EO will report back to the Board on feedback received from each Member Council on or before 8 Dec 2017.*

Moved: Glen Rowlands

Seconded: Simon Grenfell

Carried:

7. Items for information only

Jim Davis requested clarification that FRWA requires an independent chair of the Board, Peter Denholm confirmed this as a requirement under the FRWA Charter.

8 Other Matters

8.1 Confirmation Board Meeting Dates 2018

EO presented calendar of 2018 Board and IAC meeting dates, Board meetings scheduled for Wednesdays, with the IAC meeting to occur on a Friday two weeks prior.

Discussion re Local Government elections in 2018 and consequences of the caretaker period were noted, Board decided to leave the meeting scheduled for 28th November 2018 in the calendar.

8.2 Other Matters

A Board meeting was scheduled for 21st November 2017, but is optional, EO recommends the meeting is held as several matters will need Board discussion.

Meeting was rescheduled for Wednesday 6th December 2017 at 1045am with the IAC meeting to be held earlier that morning. Meetings will be held at the FRWA office with lunch to follow the Board meeting.

9. Next meeting

Next Meeting 6 December 2017

Meeting closed 1150

Date draft sent to the FRWA Board: 26/10/2017

Date approved: 6 Dec 2017

Peter Denholm
A/Chair of the FRWA Board

APPROVED PUBLIC