



**FLEURIEU REGIONAL WASTE AUTHORITY  
BOARD MEETING  
PUBLIC MINUTES  
27 September 2017  
10.15 am – 12.30 pm  
Council Chambers – City of Victor Harbor**

Meeting commenced at 10.15 am

**1. Welcome and apologies**

The traditional owners of the land and the Pioneers who went before us were recognised.

**PRESENT**

**FRWA Board**

Peter Denholm

A/Chairperson

Simon Grenfell

Alexandrina Council staff member

Grant Gartrell

Alexandrina Council elected member (proxy)

Glenn Sanford

City of Victor Harbor staff member

John Fernandez

Kangaroo Island 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

Jim Davis

Alexandrina Council elected member

**2. DECLARATION OF INTEREST BY BOARD MEMBERS**

No changes

**3. CORRESPONDENCE**

- Correspondence received 22 August 2017 to 19 September 2017  
Taken as read

#### 4. STANDING ITEMS

##### 4.1 Confirmation of Minutes from 30 August 2017

- Confidential minutes were noted and confirmed as read.

**Moved: Glen Rowlands**

**Seconded: Simon Grenfell**

**Carried**

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

**Moved: Glen Rowlands**

**Seconded: Simon Grenfell**

**Carried**

##### 4.2 Matters Arising and Action List

- *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: Simon Grenfell**

**Seconded: Andy Baker**

**Carried**

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

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

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- information the disclosure of which-
  - 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
  - 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 recommended to archive all matters released from confidentiality*
- *The Board noted the Confidential Items List*
- *The Board decided that this matter does not need to remain in confidence.*

#### **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: Andy Baker**

**Seconded: Tim Glazbrook**

**Carried**

EO provided an update on the recruitment process, the position has been advertised and the Selection Panel has been formed, consisting of the CEOs from Alexandrina Council, City of Victor Harbor, DC Yankalilla and Kangaroo Island Council.

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

**Moved: Simon Grenfell**

**Seconded: Tim Glazbrook**

**Carried**

#### 4.6 FRWA Internal Audit Committee

Moved into Confidentiality

**Moved: Glen Rowlands**

**Seconded: Grant Gartrell**

**Carried**

Grounds for Confidentiality for Agenda Item 4.6:

*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 4.6**, 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 4.6**.

The FRWA Board resolved to go into confidence.

**Moved: Tim Glazbrook**

**Seconded: Andy Baker**

**Carried**

**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 **27 September 2017** in relation to Confidential Item **number 4.6** and titled '**FRWA IAC Minutes 15 September 2017**' 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: Andy Baker**

**Seconded: John Fernandez**

**Carried**

#### 4.7 External Accounting Services

Moved into Confidentiality

**Moved: Simon Grenfell**  
**Seconded: Grant Gartrell**  
**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

- *The FRWA Board approved to extend the contract with UHY Haines Norton by 12 months (1 Oct 2017 to 30 Sep 2018)*

**Moved: Glen Rowlands**  
**Seconded: Grant Gartrell**  
**Carried**

The Board decided this item is not required to remain in confidence.

#### 4.8 Business Case Material Resource Recovery

Moved into Confidentiality

**Moved: Tim Glazbrook**  
**Seconded: John Fernandez**  
**Carried**

Grounds for Confidentiality for Agenda Item 4.8:

*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 4.8**, 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 4.8**.

The FRWA Board resolved to go into confidence

**Moved: Glen Rowlands**

**Seconded: Tim Glazbrook**

**Carried**

**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 **27 September 2017** in relation to Confidential Item **number 4.8** and titled '**Business Case Material Resource Recovery**' 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: Glen Rowlands**

**Seconded: Glenn Sanford**

**Carried**

**4.9 PDR EO**

Board decided not to go into Confidentiality

Peter Denholm provided a summary of the discussion between the PDR subcommittee and EO and informed the Board that it was the general opinion of the subcommittee that the EO did an excellent job, has a good knowledge of and is well respected within the industry, is well respected by FRWA staff and is managing the Authority well.

Peter Denholm confirmed that all KPIs for the last reporting period have been met and that new KPIs for the next twelve months will be finalized by Board members out of session.

Remuneration will be paid in accordance with the contract and the EO will be encouraged to utilize annual leave entitlements to provide work/life balance and limit the liability of accrued leave entitlements to the Authority.

The Board resolved:

1. *The Review Panel met with the EO and discussed her performance; all KPIs have been met;*
2. *New KPIs for the next 12 months will be presented 'Out of Session' for Board information;*
3. *That the EO remuneration be adjusted as detailed in her Employment Contract.*

**Moved: Glen Rowlands**

**Seconded: Tim Glazbrook**

**Carried**

## **5. Regular Reports**

### **5.1 WHS Report**

*The Board noted the WHS and IM report*

**Moved: Tim Glazbrook**

**Seconded: Simon Grenfell**

**Carried**

### **5.2 Executive Officers Report**

The following points were discussed:

- Grant funding from GISA has now been approved for both a baler for the Kangaroo Island Resource Recovery Centre and in vessel composting facility.
- The tender process for the baler is already underway and results will be presented to the FRWA Board at the October Board meeting;
- A consultancy to evaluate the business model for the in-vessel composting facility has commenced and the tender for such a facility will form part of that process; EO expects the result of this to be available at the November 2017 Board meeting
- *The Board noted the EO Report*

**Moved: Grant Gartrell**  
**Seconded: Simon Grenfell**  
**Carried**

**Glen Rowlands left the meeting at 11.35am**

### **5.3 Operations Report**

EO updated the Board on two key projects:

- The operation of the Goolwa WRD during the redevelopment of that site; so far FRWA was able to continue with all services despite significant construction and civil works occurring on site; EO emphasized the key role Darren Stephens, Regional Manager is playing in ensuring the smooth operation for all businesses at that site;
- The preparation of the roll out of the new kerbside system on Kangaroo Island is at its final stage with focus on the completion of bin rollouts over the next weeks;
- *The Board noted the Operations Report;*
- *The Board acknowledged the outstanding job Darren Stephens has done to keep operations ongoing during the redevelopment of the Goolwa Waste and Recycling Depot.*

**Moved: Simon Grenfell**  
**Seconded: Tim Glazbrook**  
**Carried**

### **5.4 Disposal Levy Analysis**

- *The Board notes the report*

**Moved: Simon Grenfell**  
**Seconded: Glenn Sanford**  
**Carried**

## 6 Strategic Items/Decisions Required

### 6.1 Audited Financial Statements for the Year Ended 30 June 2017

The SFO explained the audit report comment regarding a variance in long service leave hours between the payroll system and liability calculation worksheet.

1. *The Board notes the General Purpose Financial Report for the year ended 30 June 2017;*
2. *The Board authorises the Acting Chairperson of the Board and the Executive Officer to sign the Certification of Financial Statements for the year ended 30 June 2017.*

**Moved: John Fernandez**  
**Seconded: Grant Gartrell**  
**Carried:**

### 6.2 Draft Annual Report 2016/17

Simon Grenfell requested percentage variances be included in the statistical graphs.

- *The Board approved the Annual Report for the 2016/17 Financial Year with the inclusion of percentages as discussed and the inclusion of the Audited Financial Statements for 2016/17*

**Moved: Andy Baker**  
**Seconded: Simon Grenfell**  
**Carried:**

### 6.3 Draft Business Plan 2017 - 2020

EO explained the process of development of the draft document which was derived from discussions around future innovation in waste and recycling for the region and subsequent policy directions by the Board;

EO invited feedback from Board members out of session and preferably on or before 13 Oct 2017 so that the final draft can be prepared for the October Board meeting;

Once the Board approves the final draft EO will commence the consultation process with each Council;

As per FRWA Charter the final documents requires approval by all Member Councils.

- *The Board noted the Draft Business Plan 2017-2020;*
- *The Board provides feedback on the Draft Business Plan 2017-2020 to EO on or before 13 October 2017;*
- *The Board noted that the FINAL DRAFT will be presented at the 24 Oct 2017 Board meeting.*

**Moved: Simon Grenfell**  
**Seconded: John Fernandez**  
**Carried:**

#### **6.4 Review FRWA Policy – Asset Capitalisation Policy POL 2029**

SFO and Simon Grenfell provided clarification of the options presented for treatment of grant funding for capital expenditure.

- *The FRWA Board noted the review of Policy 2029 and grant funding received for asset expenditure.*
- *The FRWA Board noted the review and subsequent treatment of grant funding for capital expenditure in line with recommendation 1.*

(Note: Recommendation 1 states: ‘Funds will be allocated to the FRWA corporate cost centre as grant income, this additional income will reduce Council contributions for administration, with the benefit of these funds distributed between Councils as per the administration percentage allocation)

**Moved: Simon Grenfell**  
**Seconded: Tim Glazbrook**  
**Carried:**

#### **6.5 Review FRWA Policy – IAC Terms of Reference POL 2038**

*The FRWA Board approved to add the following items in the role of the committee:*

- *Review of FRWA’s financial policies;*
- *Review of any significant expenditure items and investment proposals in regards to the expansion of existing services and/or new services;*
- *Review of strategic risk management plans.*

**Moved: Tim Glazbrook**  
**Seconded: Grant Gartrell**  
**Carried:**

#### **6.6 Review FRWA Policy – Management of Waste Received from Charities POL 2039**

- *The FRWA Board approved to include free mulch to the value of \$250 per eligible organization (instead of disposal).*
- *The FRWA Board approves Rev3 of Pol-2039 Management of Waste from Charities.*

**Moved: Grant Gartrell**  
**Seconded: Tim Glazbrook**  
**Carried:**

## 7. Items for information only

Nil

## 8 Other Matters

### 8.1 Board Meeting Date and IAC 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 implications for FRWA Board membership as well as consequences of the caretaker period were noted.

### 8.2 Other Matters

Tim Glazbrook raised queries from a City of Victor Harbor councillor in relation to Goolwa Waste & Recycling Depot fees and charges, the recent Four Corners programme on the waste industry and bin placement outside vacant holiday homes. The EO will correspond directly with the councillor in relation to these matters.

## 9. Next meeting

Next Meeting 24 October 2017

Meeting closed 12.30pm

Date sent to the FRWA Board:

Date approved:

\_\_\_\_\_  
Chair of the FRWA Board

\_\_\_\_\_  
Date