



**FLEURIEU REGIONAL WASTE AUTHORITY  
BOARD MEETING  
Public Minutes  
06 December 2017  
10.45 am – 12.30 pm  
FRWA Office - Goolwa**

Meeting commenced at 11.00am

**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

Glenn Sanford

City of Victor Harbor staff member

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

Michael Kelledy

Chairperson

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

No changes

**3. CORRESPONDENCE**

Correspondence received 17 October 2017 to 29 November 2017 taken as read

#### **4. STANDING ITEMS**

##### **4.1 Confirmation of Minutes from 24 October 2017**

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

**Moved: Glenn Sanford**

**Seconded: Glen Rowlands**

**Carried**

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

**Moved: Glenn Sanford**

**Seconded: Glen Rowlands**

**Carried**

##### **4.2 Matters Arising and Action List**

EO provided an update on the in vessel composting facility tender review process, EfW breakfast workshop, kerbside bin audit and FRWA business plan approvals from councils.

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

##### **4.3 Documents Under Seal**

- *The Board noted that the FRWA Loan facility Deed for the purchase of two new robotic arm collection vehicles was signed by two Board members under Common Seal*

**Moved: Simon Grenfell**

**Seconded: Andy Baker**

**Carried**

## CONFIDENTIAL MATTERS

### 4.4 Confidential Items List

Move into Confidentiality

#### Grounds for Confidentiality for Agenda Item 4.4:

*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 4.4**, 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 ordered pursuant to Sections 91(7) and (9) of the Local Government Act 1999, that the Minutes of the 27 June 2017 Board meeting, agenda item number 4.5 Loan Facility, confidential item 50 remain confidential and are not available for public inspection for a period of 2 months from the date of this meeting or a lesser period as determined by the Executive Officer.*

**Moved: Glen Rowlands**

**Seconded: Tim Glazbrook**

**Carried**

### 4.5 Business Case Septic Tank Pumping

#### Grounds for Confidentiality for Agenda Item 4.5:

*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 4.5**, 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.

#### **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 **6 Dec 2017** in relation to **confidential item number 4.5** and titled '**Business Case Septic Tank Pumping**' 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: Simon Grenfell**

**Carried**

#### **4.6 Business Case In Vessel Composting**

##### **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(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 4.6**, 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 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 **6 Dec 2017** in relation to Confidential Item **number 4.6** and titled '**Business case In Vessel Composting**' 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: Jim Davis**  
**Seconded: Tim Glazbrook**  
**Carried**

**5. Regular Reports**

**5.1 Executive Officers Report – including WHS and Operations**

The EO provided an update on the EBA process, management of kerbside collected dry recyclables and the tender process for green waste grinding.

General discussion regarding solution to lack of kerbside recycling processors in the southern region

- *The Board notes the report;*
- *The Board requests the EO write to the Adelaide Hills Region Waste Management Authority (AHRWMA), Southern Region Waste Resource Authority (SRWRA), Northern Adelaide Waste Management Authority (NAWMA) and City of Onkaparinga to suggest formation of a task force to promote the construction of a materials recovery facility (MRF) in the southern region.*

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

**5.2 Finance Report**

The increased cost of managing green waste at the Goolwa WRD was discussed as well as the rental for the new workshop and office building.

Recommendations were amended to incorporate additional wording formulated at the IAC meeting.

- *The Board noted the finance report and 1<sup>st</sup> budget review as at 30<sup>th</sup> September 2017;*
- *The Board AC noted the items of additional expenditure highlighted and explanations for budget variation and that the midyear budget review in December 2017 will include a detailed analysis of issues leading to budget variations;*
- *The Board approved that no changes be made to Council contributions as a result of the 1<sup>st</sup> budget review.*

**Moved: Simon Grenfell**

**Seconded: Glenn Sanford**

**Carried**

## **6 Strategic Items/Decisions Required**

### **6.1 External Audit Committee**

EO explained the original enquiry and the process for granting of an exemption from the requirement to establish an external audit committee.

The Board recommended that the EO will include in her response to the CEO of Alexandrina Council that the FRWA IAC includes an external independent expert as part of the internal controls.

1. *The Board noted the process and the status of the exemption from the requirement to establish an external audit committee as granted by the Minister for Local Government;*
2. *The Board noted that EO will respond to CEO of Alexandrina Council, outlining the process and the current status of the exemption from the requirement to establish an audit committee.*

**Moved: Andy Baker**

**Seconded: Tim Glazbrook**

**Carried**

### **6.2 Review FRWA Policies and Procedures**

*The Board approved:*

1. *FRWA Procedure: Proc -1006: General Ledger Procedure V2*
2. *FRWA Policy: Pol 2038: Tax Procedure V2*

**Moved: Glenn Sanford**  
**Seconded: Jim Davis**  
**Carried**

## **7. Items for information only**

NIL

## **8 Other Matters**

### **8.1 GISA Women in Waste Award**

Peter Denholm proposed the nomination of Marina Wagner for this award and explained that specific waste related project is required with \$5,000 to be given by GISA towards the project with FRWA required to contribute an additional \$5,000.

As time constraints would make it difficult to commence any new project at this point in time, it was decided a nomination would not be submitted this year, but may be considered in future.

**Moved: Glenn Sanford**  
**Seconded: Glen Rowlands**  
**Carried**

### **8.2 Other Matters**

Marina Wagner presented acting Chairperson Peter Denholm with a gift basket on behalf of the Board to acknowledge his chairmanship during the recent vacancy which was gratefully received.

## **9. Next meeting**

Next Meeting 14 February 2018

Meeting closed: 12.25pm

Date draft sent to the FRWA Board: 9 Dec 2017

Date approved: 14 Feb 2018

Chair of the FRWA Board