



**FLEURIEU REGIONAL WASTE AUTHORITY  
BOARD MEETING  
PUBLIC MINUTES  
30 August 2017  
9.30 am – 11.30am  
Meeting Room Alexandrina Council  
Cadell St Goolwa**

Meeting commenced at 9.30 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
Ted Botham	Kangaroo Island 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
Darren Stephens	Regional Manager Safety, Contracts and Operations

Cynthia Clearie	Minute Secretary
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**Apologies**

Tim Glazbrook	City of Victor Harbor elected member
Jim Davis	Alexandrina Council elected member

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

Glen Rowlands noted two changes to his Register of Interest.  
The Register of Interest was tabled and noted

**3. CORRESPONDENCE**

Correspondence received 18 June 2017 to 22 August 2017

Taken as read

#### 4. STANDING ITEMS

##### 4.1 Confirmation of Minutes from 27 June 2017

Confidential minutes were noted and confirmed as read.

**Moved: Glen Rowlands**

**Seconded: Andy Baker**

**Carried**

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

**Moved: Glen Rowlands**

**Seconded: Andy Baker**

**Carried**

##### 4.2 Matters Arising and Action List

At the previous Board meeting Jim Davis was nominated to be on the EO annual performance review panel but as he is on extended leave and not available to fill the position, Glen Rowlands nominated Tim Glazbrook to take up the position. Peter Denholm will take the place of the previous Chair on the panel.

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

**Moved: Glen Rowlands**

**Seconded: Simon Grenfell**

**Carried**

Note: Peter Denholm spoke with Tim Glazbrook after the Board meeting and he accepted his nomination.

##### 4.3 Documents under seal

N/A

**Confidential Matters**

##### 4.4 Confidential Items List

The Board decided not to go into confidentiality and noted the Confidential Items List

**Moved: Glen Sanford**

**Seconded: Ted Botham**

**Carried**

#### 4.5 FRWA Internal Audit Committee Meeting 25 August 2017

Moved into Confidentiality

**Moved: Simon Grenfell**  
**Seconded: Glen Rowlands**  
**Carried**

##### 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 **Cynthia Clearie (Minute Secretary)**, **Darren Stephens (Regional Manager Safety, Contracts and Operations)** 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**.

##### 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 **30 Aug 2017** in relation to Confidential Item **number 4.5** and titled '**FRWA IAC Minutes 25 August 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: Simon Grenfell**  
**Seconded: Ted Botham**  
**Carried**

#### 4.6 Chairperson FRWA Board

Moved into Confidentiality

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

Grounds for Confidentiality for Agenda Item 4.6:

*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 **Cynthia Clearie (Minute Secretary)**, **Darren Stephens (Regional Manager Safety, Contracts and Operations)** 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 FRWA Board resolved to go into confidence.

**Moved: Glen Rowlands**

**Seconded: Ted Botham**

**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 **30 August 2017** in relation to Confidential **Item number 4.6 and titled 'Chairperson FRWA Board'** 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: Simon Grenfell**

**Seconded: Andy Baker**

**Carried**

<b>4.7 HR Matters</b>
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Moved into Confidentiality

**Moved: Glen Rowlands**

**Seconded: Ted Botham**

**Carried**

Grounds for Confidentiality for Agenda Item 4.6:

*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 **Cynthia Clearie (Minute Secretary)**, **Darren**

**Stephens (Regional Manager Safety, Contracts and Operations )** 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 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 **30 August 2017** in relation to Confidential **Item number 4.6 and titled 'Chairperson FRWA Board'** 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: Glenn Sanford**

**Seconded: Ted Botham**

**Carried**

### **5. Regular Reports**

#### **5.1 WHS Report**

The Board noted the WHS report

**Moved: Glen Rowlands**

**Seconded: Andy Baker**

**Carried**

#### **5.2 Executive Officers Report**

The following points were discussed:

- Changes to SA Local Nuisance and Litter Control Act 2016;
- Consultancies to develop business cases for:
  - o Street Sweepings Services,
  - o MRF for Goolwa WRD,
  - o Septic Tank Management, and
  - o In -vessel Composting (KI).

The Board noted that all projects had been endorsed by the Board but are unbudgeted; this will be addressed in the upcoming 1<sup>st</sup> budget review for 2017/18.

The Board requested detailed information regarding the upcoming Solid Waste Management, Hyderabad, India on 15-17 Dec 2017.

- *The Board noted the EO Report*

**Moved: Andy Baker**  
**Seconded: Glenn Sanford**  
**Carried**

### 5.3 Operations Report

Darren Stephens updated the Board on the progression of fortnightly collection for Kangaroo Island council including:

- Distribution of new bins to residents via contract between KIC and the Men's Shed;
- New Tourist Waste Disposal Points, and ;
- FRWA is to work with Sealink to promote new Tourist Waste Disposal Points and to more responsible waste management in general...
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District Council of Yankalilla is interested in similar waste management option for tourist in its district and advised Board of its current trial of Smart City public litter bin.

- *The Board noted the Operations Report*

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

### 5.4 Finance Report as at 30<sup>th</sup> June and 4<sup>th</sup> Budget Review 216/17

An amended Finance Report as at 30<sup>th</sup> June was tabled which reflected the recommendations from the FRWA IAC.

EO provided an update on the external audit for 2016/17 Financial Year and advised that the Financial Statements will be considered by the FRWA IAC at the Sep meeting in preparation for consideration and sign off at the Sep Board.

Once the Financial Statements are signed they will be included in the 2016/17 FRWA Annual Report.

The Board requested a comparison for the 2016/17 FY between the results from the fortnightly kerbside system in Alexandrina Council with kerbside collection figures prior to the introduction of that system.

Additionally, the Board requested a summary report on the first year of the fortnightly collection system in Alexandrina Council. The intent is to use this report as a reference document in the discussions with other member councils.

- *The Board notes the finance report and 4<sup>th</sup> Budget Review as at 30<sup>th</sup> June 2017*

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

## 6 Strategic Items/Decisions Required

### 6.1 June 2017 Quarter External Management Report (UHY Haines Norton)

- *The Board noted the response to the External Finance Review – June Quarter 2017*

**Moved: Simon Grenfell**

**Seconded: Andy Baker**

**Carried:**

### 6.2 Draft Annual Report 2016/17

The Board discussed the Draft document and made the following recommendations:

- Improve readability and colour scheme of graphs
- Include more details on waste diversion, and
- Include annual variations in percent.

- *The Board noted the Draft Annual Report for the 2016/17 Financial Year*

**Moved: Ted Botham**

**Seconded: Andy Baker**

**Carried:**

## 7. Items for information only

Nil

## 8 Other matters

The Board of FRWA resolved to convey to Catherine Cooper their sincere gratitude for her leadership and constructive guidance over the period of eight years as Chairperson of the Fleurieu Regional Waste Authority. Peter Denholm is to send a letter of thanks to Catherine.

## 9. Next meeting

Next Meeting 27 September 2017

Meeting closed 11.42am

Date sent to the FRWA Board: 1 Sep 2017

Date approved: 27 Sep 2017

A/Chair of the FRWA Board: Peter Denholm