



**FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
DRAFT PUBLIC MINUTES
21 March 2018
9.30am – 11.30pm
Alexandrina Council Large Meeting Room
11 Cadell St Goolwa**

Meeting commenced at 9.30 am

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

Michael Kelledy	Chairperson
Simon Grenfell	Alexandrina Council staff member
Jim Davis	Alexandrina Council elected member
Tim Glazbrook	City of Victor Harbor elected member
Glen Rowlands	District Council of Yankalilla elected member
Andy Baker	District Council of Yankalilla staff member
Peter Denholm	Kangaroo Island Council elected member
John Fernandez	Kangaroo Island Council staff member

FRWA Staff

Marina Wagner	Executive Officer FRWA
Angela Moore	Senior Finance Officer
Darren Stephens	Regional Manager Safety, Contracts and Operations
Cynthia Clearie	Minute Secretary

Apologies

Glenn Sanford	City of Victor Harbor staff member
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Guest

Andrew Green	Global Composting Solutions (9.25am-9.45am)
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Andrew Green provided a brief summary on his visit to the KIRRC and answered questions on the In-Vessel Composting from the Board.

Meeting commenced the Agenda business at 9.45am

2. DECLARATION OF INTEREST BY BOARD MEMBERS

Changes to be made:

- Michael Kelledy - add FRWA Board membership;
- Jim Davis - remove Lower lakes and Coorong Boating and Tourism Group;

3. CORRESPONDENCE

- *Correspondence received 6 February 2018 to 13 March 2018 taken as read.*

4. STANDING ITEMS

4.1 Confirmation of Minutes from 14 February 2018

The Board considered the process for decisions made by the Board out of session;

- It was confirmed that the Charter provides for the Board to consider and resolve matters 'out of session';
- Decisions made out of session need to be included in minutes;

The Board agreed that;

- *Decisions made on matters 'out of session' will be included as an addendum to the minutes of the previous meeting for confirmation at the subsequent meeting;*

It was requested that the EO develop a 'roadmap' for progressing the in-vessel composting system.

Moved: Tim Glazbrook

Seconded: Jim Davis

Carried

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

Moved: Peter Denholm

Seconded: Simon Grenfell

Carried

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

Moved: Simon Grenfell

Seconded: Peter Denholm

Carried

4.2 Matters Arising and Action List

Discussion occurred on the in-vessel composting system and preparation of a refined business case for presentation, toward the end of May/early June, to Kangaroo Island Council, FRWA IAC and the FRWA Board.

John Fernandez raised that:

- Freight costs across Backstairs Passage have been an issue for Kangaroo Island producers / agriculture/ others for over 60 years.
- Freight costs have the potential to consume 30% of any income stream for Island businesses
- Disposal costs for other member Councils equates to less than one third of the costs to move KI generated waste.
- The reduction of freight volumes by up to 900 tonnes is one of the primary focusses in any strategy- reduction of co-mingling, diversion from landfill, re-use of received product and improved reuse(In Vessel Composting).

Discussion occurred on 'visions in waste' and the role the Board expects the EO and FRWA to fill without jeopardising local businesses. It was affirmed that councils need to find efficiencies wherever possible and the EO should communicate with council CEO's to ensure that if FRWA is considered to fill a role and promote opportunities in a proactive manner and seek input from councils where required.

- *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: Peter Denholm

Seconded: Glen Rowlands

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 **Cynthia Clearie (Minute Secretary)**, **Angela Moore (Senior Finance Officer)**, **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 4.4**, 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 that

- 1. The Board maintains confidentiality of the 'Waste Disposal Matter' and orders to maintain confidentiality to 31 March 2020;*
- 2. The Board maintains confidentiality of the 'Internal Audit Committee Minutes 23 March 2016 and orders to maintain confidentiality to 31 March 2020;*
- 3. The Board orders that Geoffrey Webster is provided with a copy of the confidential item 4.5 of the 14 Feb 2018 board meeting and titled 'Business Case In-Vessel Composting' and the supplementary out of session report on the same matter, dated 22 Feb 2018 and be advised of the confidential status and obligations to him;*

Moved: Glen Rowlands

Seconded: Jim Davis

Carried

4.5 IAC meeting 13 March 2018

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);

(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)**, **Angela Moore (Senior Finance Officer)**, **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**.

- *The FRWA Board resolved to go into confidence;*

Moved: Simon Grenfell

Seconded: Peter Denholm

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 **21 March 2018** in relation to Confidential Item **number 4.5** and titled '**FRWA IAC Minutes 13 March 2018**' 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: Peter Denholm

Carried

4.6 Update on commercial matters

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);

(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)**, **Angela Moore (Senior Finance Officer)**, **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 verbal 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: Peter Denholm

Seconded: John Fernandez

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 **21 March 2018** in relation to Confidential Item **number 4.6** and titled '**update on commercial matters**' and the information by way of a verbal report and any associated information 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: Andy Baker

Carried

5. REGULAR REPORTS

5.1 WHS Report

- *The Board noted the WHS report*

Moved: Jim Davis

Seconded: Glen Rowlands

Carried

5.2 Executive Officers Report

The Board acknowledged the outstanding efforts of the Senior Finance Officer in preparing the 2018/19 draft budget and the outstanding work of the Regional Manager in coordinating the demands of a major development at the Goolwa WRD whilst ensuring full 7-day operation of the worksite.

In addition to the matters addressed in the paper the EO reported on:

- The workshop with Alexandrina Council on the DRAFT FRWA 2017-2020 Business Plan and tabled a memo summarising comments made at the workshop;
- The release of the SA Infrastructure Plan and that shortcomings for the Fleurieu Region have been raised with GISA;
- Recent releases from the WMAA in regards to developments within the recycling industry and the introduction of the waste levy in QLD;
- *The Board noted the EO Report and expressed its acknowledgment of the senior management team staff as per the comments in the EO's report.*

Moved: Jim Davis

Seconded: Peter Denholm

Carried

5.3 Operations Report

- *The Board noted the Operations Report*

Moved: John Fernandez

Seconded: Glen Rowlands

Carried

6 STRATEGIC ITEMS/DECISIONS REQUIRED

6.1 FRWA draft budget 2018/19 and LTFP

The Senior Finance Officer presented the 2018/19 draft budget to the Board.

SFO highlighted that budgeted grant and interest income had been used to offset increases in budgeted administration expenditure, lowering the administration contribution for all councils. If these amounts are not received as budgeted an increase in council contributions may be required at a 2018/19 budget review.

A 15% increase in the solid waste disposal levy for 2018/19 was highlighted, recycling processing costs have been budgeted based on FRWA's current processing contract.

SFO tabled the Comparison of Financial Indicators report 2012 to 2018/19, to highlight the affordability of budgeted borrowings.

FRWA was commended that all borrowing repayments are principal and interest and it was suggested that the IAC discuss setting a band for the financial liabilities ratio for future budgeting purposes.

SFO to make adjustments to the draft budget for DCY based on the council resolution from 20 March 2018 to maintain Monday as the green waste collection day.

The Board resolved:

- *The Board approved the DRAFT FRWA budget for 2018/19 and the 10-year financial forecast;*
- *The Board noted that the EO will submit the approved DRAFT FRWA Budget for 2018/19 and 10-year financial forecast to each member council for their approval;*
- *The Board noted that the EO will offer to attend council forums and meetings if required to answer questions on the draft budget;*
- **Moved: Jim Davis**
- **Seconded: Tim Glazbrook**
- **Carried**

6.2 Dec 2017 quarter external finance review

- *The FRWA Board noted the External Finance Review – Dec Quarter 2017;*
- **Moved: Tim Glazbrook**
- **Seconded: John Fernandez**
- **Carried**

6.3 2017 Kerbside bin audit

The kerbside bin audit report from the audit undertaken in Oct/Nov 2017 was discussed. The EO outlined how she was unhappy with the first version of the report and had asked for further more detailed information. There were some disappointing results as far as contamination of recycling and waste bins in some council areas and bins being presented less than 40% full. A number of recommendations will be actioned including bin tagging and education. It was raised that the breakdown of waste statistics should reflect more detailed analysis per different collection systems of member councils in future reports. Follow up actions to be included in the draft budget 2018/19.

- *The Board noted the 'FRWA Kerbside Waste Audit Fleurieu Regional Waste Authority 2017;*
- *The Board approved that the report will be made publically available;*
- **Moved: Tim Glazbrook**
- **Seconded: Peter Denholm**
- **Carried**

7. Items for information only

Glen Rowland expressed disappointment that FRWA had provided additional alternatives for cost savings in regards to the implementation of the three bin system and fortnightly collections after the council meeting and not before or at the meeting.

It was outlined that the authority looked into alternative collection schedules based on the decisions made at the council meeting.

Glen Rowlands advised that the green bin deliveries to households will occur by local clubs and requested that FRWA assists with outlining the process for council.

Simon Grenfell requested quarterly statistics be provided to member councils.

The question was raised on the ability of a regional subsidiary to call for a division which was confirmed in the positive by the Chairperson where Part 2 of the 'Meeting Regulations' applies by operation of the Charter.

John Fernandez reported that KI Council has been given permission from the EPA to use crushed rock in their road works after testing to make sure it is to the required standard for council works.

A brief discussion as held on the 'pros and cons' of kerbside collections from one side of the road only.

Optional visit to Goolwa WRD after meeting was attended by Tim Glazbrook, Peter Denholm and John Fernandez

Marina Wagner is on leave 23 March 2018 – 20 April 2018, Angela will be acting EO for that period.

Michael Kelledy will be on leave 27 March – 15 April 2018, Peter Denholm will be acting Chair for that period.

9. Next meeting

Next Meeting 16 May 2018 City of Victor Harbor
Meeting closed 12.25pm

Date sent to the FRWA Board: 23 March 2018

Date approved: 16 May 2018

Michael Kelledy
Chair of the FRWA Board