



**FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
PUBLIC MINUTES
27 June 2018
9.15am – 11.30am
Large Meeting Room District Council of Yankalilla**

Meeting commenced at 9.15am

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	Acting Chairperson
Tim Glazbrook	City of Victor Harbor elected member
Glenn Sanford	City of Victor Harbor staff member
Glen Rowlands	District Council of Yankalilla elected member (left at 10am)
Andy Baker	District Council of Yankalilla staff member
John Fernandez	Kangaroo Island Council staff member
Simon Grenfell	Alexandrina Council staff member
Grant Gartrell	Alexandrina Council elected member proxy

FRWA Staff

Marina Wagner	Executive Officer FRWA
Cynthia Clearie	Minutes Secretary

Apologies

Jim Davis	Alexandrina Council elected member
-----------	------------------------------------

2. DECLARATION OF INTEREST BY BOARD MEMBERS

John Fernandez is -to be added to list.

3. CORRESPONDENCE

Correspondence received 8 May 2018 to 18 June 2018 taken as read.

4. STANDING ITEMS

4.1 Confirmation of Minutes from 16 May 2018

- *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

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 Cynthia Clearie (Minute Secretary), 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 FRWA Board resolved to go into confidence

Moved: Glenn Sandford

Seconded: Grant Gartrell

Carried

1. *The Board ordered to release from confidentiality the 'Internal Audit Committee Minutes 25 Aug 2017';*

2. *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 Sep 2017 in relation to Confidential Item number 4.5 and titled 'Business case MRF' and the information by way of a report and any associated attachments thereto remain confidential and are not available for public inspection, except for the following people outside of the authority:*
 - Adam Faulkner, CEO NAWMA,
 - Mark Hindmarsh, EO SRWRA,
 - Leah Maxwell, EO AHRWMA,
 - Rob Gregory, EO East Waste,
 - Gary Herdegen, GM City of Onkaparinga*for a period of 12 months from the date of this meeting or a lesser period as determined by the Executive Officer;*

3. *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 22 Feb 2018, the out of session paper dated 22 Feb 2018 and the minutes of the board meeting held on 16 May 2018 in relation to Confidential Items titled 'In Vessel Composting Project' and the information by way of a report and any associated attachments thereto remain confidential and are not available for public inspection except for the Andy Boardman, CEO KI Council outside of the authority for a period of 36 months from the date of this meeting or a lesser period as determined by the Executive Officer.*

Moved: Glenn Sanford

Seconded: Simon Grenfell

Carried (5 votes for 2 votes against)

4.5 FRWA IAC minutes (draft) 15 June 2018
--

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), 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: Glenn Sanford

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 4.5 and titled 'DRAFT FRWA IAC Minutes 15 June 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: Simon Grenfell

Seconded: John Fernandez

Carried

4.6 Recycling Matters

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 Cynthia Clearie (Minute Secretary), 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: Grant Gartrell

Seconded: Glen Rowlands

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 June 2018 in relation to Confidential Item number 4.6 and titled 'Recycling Matters' and the information by way of a verbal report thereto remain confidential and are not available for public inspection for a period of 36 months from the date of this meeting or a lesser period as determined by the Executive Officer.

Moved: Simon Grenfell

Seconded: Grant Gartrell

Glen Rowlands left the meeting

4.7 HR Matters

Grounds for Confidentiality for Agenda Item 4.7:

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 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 4.7, 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

Moved: Simon Grenfell

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 27 June 2018 in relation to Confidential Item number 4.7 and titled 'HR Matters' and the verbal information thereto remain confidential and are not available for public inspection for a period of 36 months from the date of this meeting or a lesser period as determined by the Executive Officer.

Moved: Simon Grenfell

Seconded: John Fernandez

Carried

5. REGULAR REPORTS

5.1 WHS Report

The Board resolved

The EO gave the Board an update on the redevelopment of the Goolwa Waste and Recycling Depot and that FRWA has engaged two consultants to assist with updates to the traffic management and emergency plans and the update of existing WHS documentation as well as the development of additional WHS documentation.

- 1. The Board noted the WHS and IM report*

Moved: Grant Gartrell

Seconded: Simon Grenfell

Carried

5.2 Executive Officers Report

The EO updated the Board on consultation process on the 2017-2020 FRWA Business Plan (draft); three councils did not have any further comment and approved the plan; one council has provided comprehensive feedback and EO will organise a meeting to follow up with that council;

A brief discussion was held about the bin tagging program being carried out in Alexandrina Council area. Tim Glazbrook requested to brief EM's and senior council staff on the project prior to its commencement in the CoVH area (planned for Sep 2018). It was also suggested for FRWA to put an article in the Victor Times with information for residents before the program start in City of Victor Harbor.

The EO provided the board with an update on the transition to the new layout at the Goolwa WRD and associated matters in relation to other companies working at the same worksite.

EO advised that the legal advice on the draft lease for the Goolwa WRD had been received on 27 June 18 and that a meeting with Alexandrina Council will be organised to discuss the document.

1. *The board noted the Executive Office report*

Moved: Glenn Sanford

Seconded: John Fernandez

Carried

At the June meeting the IAC considered the request from one charity to increase the annual amount for charitable organisations. The board discussed this matter and followed the recommendation of the IAC to maintain terms and conditions as per the existing policy;

2. *The board resolved not to make any changes to the policy 'management of waste received from charities, Pol-2039';*

Moved: Tim Glazbrook

Seconded: Grant Gartrell

Carried

5.3 Operations Report

The Board noted the Report

Moved: Tim Glazbrook

Seconded: Grant Gartrell

Carried

5.4 Finance Report as at 30 April 2018

Peter Denholm suggested investigating if it was worth costing back loading green waste from the mainland to Kangaroo Island to be processed on the island.

The Board noted the finance report as at 30th April 2018;

Moved: Tim Glazbrook
Seconded: Grant Gartrell
Carried

6. Strategic items/decisions required

6.1 FRWA Budget 2018/19 and LTFP

The Board adopts the FRWA budget 2018/19 and long-term financial plan

Moved: John Fernandez
Seconded: Glenn Sanford
Carried

6.2 March 2018 Quarter External Finance Review

The board noted the 'External Finance Review – March Quarter 2018'

Moved: Grant Gartrell
Seconded: Simon Grenfell
Carried

6.3 Evaluation Report 2017 Kerbside Bin Audit

Peter Denholm raised in regards to point 6 of the audit report 'Investigate the introduction of organics bin collections to businesses with a target to divert food and other compostable material' to include in considerations business on Kangaroo Island

EO will include actions in the review of the FRWA communication plan.

1. *The Board noted the summary report and recommendations*

2. *The Board approved key programs and associated timeframes as presented in the attached summary report*

Moved: Glenn Sanford

Seconded; Grant Gartrell

Carried

6.4 Review Procurement Policy

The board considered the recommendation from the external March 2018 quarter report to update the procurement policy by including the chairperson of the board in the procurement delegation table as the chair of the board sign off on the credit card statements for the executive officer.

The Board approved V8 of the FRWA Procurement Policy (Pol 2011)

Moved: Grant Gartrell

Second: John Fernandez

Carried

6.5 Review Code of Conduct for Employees

In April 2018 the LGA of SA issued a new template for the code of conduct of employees of regional subsidiaries. The authority reviewed its existing code of conduct for employees and made changes in line with the LGA document

The Board approved V3 code of conduct for FRWA employees (Pol 2014) V3

Moved: Tim Glazbrook

Second: Glenn Sanford

Carried

7. Items for Information Only

Nil

8. Other Matters

EO to send Board member a full set of bin tags from tagging program.

EO confirmed that FRWA is not using social media at this point in time.

The Board passed on their appreciation to the FRWA team for their commitment and dedication working through the disruption and challenges in regards to the Goolwa WRD redevelopment. The Board commended FRWA on another successful year of operation, to deliver services within approved budgets and with very few WHS incidents and the smooth transition to fortnightly collections on Kangaroo Island.

Moved: Grant Gartrell

Seconded: Simon Grenfell

Carried

9. Next meeting 29 August 2018 in Alexandrina Council

Meeting closed 11.45am

Date draft sent to the FRWA Board: 2 July 2018

Date approved: 29 August 2018

Peter Denholm

Acting Chair of the FRWA Board