



FLEURIEU REGIONAL WASTE AUTHORITY

BOARD MEETING

PUBLIC MINUTES

26 September 2018

9.30am – 11.30am

Meeting room at The Brompton, 5 First Street, Brompton

The FRWA board attended the Annual KESAB breakfast meeting with the Minister for the Environment from 7.30Am to 9.00am at the Adelaide Entertainment Centre

Meeting commenced at 9.35am

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

Tim Glazbrook

Glenn Sanford

Andy Baker

Peter Denholm

Greg Georgopoulos

Simon Grenfell

Grant Gartrell

Board Chair

City of Victor Harbor elected member

City of Victor Harbor staff member

District Council of Yankalilla staff member

Kangaroo Island Council elected member

Kangaroo Island Council staff member

Alexandrina Council staff member

Alexandrina Council elected member proxy

FRWA Staff

Marina Wagner

Angela Moore

Executive Officer FRWA (EO)

Senior Finance Officer FRWA (SFO) / Minute Secretary

Apologies

Jim Davis

Glen Rowlands

Alexandrina Council elected member

District Council of Yankalilla elected member

2. DECLARATION OF INTEREST BY BOARD MEMBERS

- Two lists were tabled – Board Members and proxy list (regular proxies only) and noted

3. CORRESPONDENCE

- *Correspondence received 22 August 2018 to 19 Sep 2018 taken as read.*
- The Board Members discussed the functionality of the Board following the local government elections which could see some changes to its composition in November;
- During the first council meetings following the elections, it is expected that each Constituent Council will make appointments to respective committees and boards;
The dates for the first council meetings are:
 - Alexandrina Council 19 Nov 18
 - City of Victor Harbor 26 Nov 18
 - DC Yankalilla 19 Nov 18
 - Kangaroo Island Council 22 Nov 2018
- The Chair suggested to provide an induction to newly appointed Board Members as part of the 28 Nov 18 Board meeting, if it takes place;

4. STANDING ITEMS

4.1 Confirmation of Minutes from 29 August 2018

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

Moved: Glenn Sanford

Seconded: Simon Grenfell

Carried

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

Moved: Glenn Sanford

Seconded: Simon Grenfell

Carried

- The Chairperson advised the Board of the change to the structure to the confidential minutes which will contain discussions and resolutions in regards to confidential items only from hereon;
- Simon Grenfell requested to eliminate verbal reports and requested that all items considered in confidence be presented with a written report;

4.2 Matters Arising and Action List

- EO provided an update on the progress of the MOU between waste authorities in SA. The MOU has been approved by all boards except for SRWRA;
- Matters 2 and 4 of the action list are considered to be resolved with the establishment of a formal working group between four waste authorities;
- *The Board noted the Action List, taken as read.*

4.3 Documents under Seal

N/A

CONFIDENTIAL MATTERS

5. Confidential Items List

Move into confidentiality

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 **Marina Wagner (Executive Officer) and Angela Moore (Senior Finance 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 5.1, 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 5.1.

The FRWA Board resolved to go into confidence

Moved: Peter Denholm

Seconded: Andy Baker

Carried

1. *The Board ordered to release from confidentiality the agenda item 4.5 of the 27 Sep 17 'Chairperson of the FRWA board';*
2. *The Board ordered to release from confidentiality the agenda item 4.6 of the 27 Sep 17 'IAC meeting minutes 15 Sep 2017' on 1 October 2018';*

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 24 Oct 2017 relation to Confidential Item 4.7 and titled 'Business case street sweeping' and the information by way of a report and any associated attachments thereto remain confidential and are not available for public inspection outside of the authority for a period of 24 months from the date of this meeting or a lesser period as determined by the Executive Officer.*

Moved: Peter Denholm

Seconded: Simon Grenfell

Carried

5.2 DRAFT FRWA IAC Minutes 14 September 2018

Move into Confidentiality

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 (Senior Finance Officer) 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 5.2**, 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 5.2**.

The FRWA Board resolved to go into confidence

Moved: Peter Denholm

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 **26 September 2018** in relation to Confidential Item **number 5.2** and titled '**DRAFT FRWA IAC Minutes 14 September 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: Tim Glazbrook

Seconded: Greg Georgopoulos

Carried

5.3 Loan In-vessel Composting facility

Move into Confidentiality

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 5.3**, 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 5.3**

The FRWA Board resolved to go into confidence

Moved: Peter Denholm

Seconded: Grant Gartrell

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 **26 September 2018** in relation to Confidential Item **number 5.3** and titled '**Loan in-vessel composting facility**' 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: Peter Denholm

Seconded: Simon Grenfell

Carried

6. REGULAR REPORTS

6.1 WHS Report

- EO reported on WHS since the last Board meeting
- Simon Grenfell commended FRWA on the low rate of incidents
- Tim Glazbrook enquired about a new loader with a rubber cutting edge to reduce the fire risk
- This will be presented to the Board with the budget review as it requires the change in CAPEX allocation in 2018/19;

- *The Board noted the WHS and IM report*

Moved: Greg Georgopoulos

Seconded: Peter Denholm

Carried

6.2 Executive Officers Report

- EO provided an update on the discussion with GM Wellbeing from Alexandrina Council on the review of the FRWA draft business plan 2017-2020;
- Peter Denholm acknowledged the initiative of the Chairperson to attend the Waste Expo in Melbourne on 3&4 Oct 2018;

- *The board noted the report*

Moved: Peter Denholm

Seconded: Andy Baker

Carried

6.3 Operations Report

- EO added the successful visit of the NRM Board to the KIRRC on 24 Aug 2018;
- Discussion occurred around opportunities for separating glass out of the recycling and waste stream, crushing at the KIRRC and re-use in civil works on KI
- Peter Denholm advised that glass crushing forms part of the KI Council Strategic Plan;

The Board noted the Report

Moved: Grant Gartrell

Seconded: Peter Denholm

Carried

6.4 Finance Report as at 31 July 2018

The SFO presented the report and summarised the July 18 results

- *The Board noted the finance report as at 31 July 2018;*

Moved: Greg Georgopoulos

Seconded: Glenn Sanford

Carried

7. Strategic items/decisions required

7.1 Audited Financial Statements for the year ending 30 June 2018 and Audit Completion Report

- SFO took the Board through the documents;
- For the eighth consecutive year FRWA received a clean audit report;
- EO acknowledged the excellent work of the Senior Finance Officer

- *The Board noted the General Purpose Financial Report for the year ended 30th June 2018;*
- *The FRWA Board authorised the Chairperson of the Board and the Executive Officer to sign the Certification of Financial Statements for the year ended 30th June 2018;*

Moved: Peter Denholm

Seconded: Glen Sandford

Carried

7.2 FRWA Annual Report 2018/19

- The Board commended the authority on the report

- *The Board approved the Annual Report for the 2017/18 Financial Year*

Moved: Simon Grenfell

Seconded: Andy Baker

Carried

7.3 FRWA account access

- Due to staff changes account access permissions had to be updated;

- *The Board approved the staff listed in Attachment 1 as joint signatories on FRWA bank accounts.*

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

7.4 Review FRWA Drug & Alcohol Policy & Drug & Alcohol Testing Procedure

- EO advised of the changes to the documents:
 - o A staff member has now been trained to undertake testing;
 - o Pre-employment testing has been changed from mandatory to optional;
- EO advised that consultation had occurred with the AWU when the documents were first developed
- Tim Glazbrook and Andy Baker expressed their view that FRWA's policy position is not stringent enough, in particular the three-strike approach if somebody was tested positive;

- *The Board approved the FRWA Drug and Alcohol Policy(Pol 2000/V2) and Drug and Alcohol Testing Procedure (Proc 1000 /V2)*

Moved: Grant Gartrell

Seconded: Peter Denholm

Carried

Tim Glazbrook called for division:

**For: Peter Denholm, Greg Georgopoulos, Simon Grenfell, Grant Gartrell,
Glenn Sanford, Michael Kelledy**

Against: Tim Glazbrook, Andy Baker

Carried

7.5 Review FRWA Whistleblower Policy

- EO advised policy is subject to a routine review, and
- As part of this process has been compared with all council policies;
- The only change is in relation the Authorised Officer

- *The Board approves the FRWA Whistleblower Policy (Pol 2007/ V3)*

Moved: Glenn Sanford

Seconded: Grant Gartrell

Carried

8. Items for Information Only

NIL

9. Other Matters

9.1 Grant Funding Agreement Baler

- FRWA was successful with its grant funding application for a baler for the Goolwa WRD
- The baler is included in the 2019/20 budget and LTP which is in sync with the conditions of the funding agreement
- The agreement requires the signature of the Executive Officer and a Board Member
- *The Board noted the FRWA will receive grant funding for a baler and associated equipment for the Goolwa WRD*
- *The Board approved that the Executive Officer and a Board Member will sign the funding agreement*
- *The Board noted that FRWA will be prepare a cost- benefit analysis for the baler for a future Board meeting*

9.2 Other

- Glenn Sanford acknowledged to good coordination of the bin tagging program
- Andy Baker queried if there was grant funding available for surveillance for illegal dumping around bin banks; FRWA is not aware of funding options and referred to EPA 'dob in a litterer app' or the illegal dumping task force;
- Michael Kelledy, Andy Baker and Glen Rowlands meet to discuss the performance review for the EO; Michael invited all Board Members to provide him with their individual feedback which will be on a confidential basis and included in the final performance appraisal on a no-name basis;
- Simon Grenfell questioned if there were any enquiries regarding fortnightly collections in FRWA councils; EO confirmed that there were a few enquiries from local media outlets regarding Alexandrina Council and that the CEO of Alexandrina Council addressed those;

10. Next meeting 31 October 2018 – DC Yankalilla

Meeting closed 11.50am

Date draft sent to the FRWA Board: 28 Sep 2018

Date approved: 31 Oct 2018

Michael Kelledy
Chair of the FRWA Board

Attachment 1: FRWA staff account access

Fleurieu Regional Waste Authority (FRWA)

Payment Authorisation Process

The following persons have both online and branch access to FRWA bank accounts:

Name	Position	Security Token	Account Access	Access Type
Marina Wagner	Executive Officer	Yes	General Funds A/C	Payment Creator
			High Interest A/C	Primary Authoriser
			Online access to credit card accounts	Secondary Authoriser
			Cheque signatory	Online Banking Administrator
Angela Moore	Senior Finance Officer	Yes	General Funds A/C	Payment Creator
			High Interest A/C	Primary Authoriser
			Online access to credit card accounts	Secondary Authoriser
			Cheque signatory	Online Banking Administrator
Sarah Cross	Finance & Payroll Officer	Yes	General Funds A/C	Payment Creator
			High Interest A/C	Primary Authoriser
			Cheque signatory	Secondary Authoriser
Cynthia Clearie	Finance & Administration Officer	Yes	General Funds A/C	Payment Creator
			High Interest A/C	Primary Authoriser
			Cheque signatory	Secondary Authoriser

- Subject to IAC / Board approval – Change of staff

Fleurieu Regional Waste Authority – Payment Process

