



**FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
PUBLIC MINUTES
31 OCTOBER 2018
10.15AM – 12.15PM
CHAMBERS, DC YANKALILLA, MAIN SOUTH ROAD, YANKALILLA**

Kat Heinrich from RAWTEC presented 'Food Waste Game Changers' prior to the meeting.

Meeting commenced at 10.52am

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	Board Chair
Tim Glazbrook	City of Victor Harbor elected member
Glenn Sanford	City of Victor Harbor staff member
Glen Rowlands	District Council of Yankalilla elected member
Andy Baker	District Council of Yankalilla staff member
Peter Denholm	Kangaroo Island Council elected member
Greg Georgopoulos	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 (EO)
Angela Moore	Senior Finance Officer FRWA (SFO) / Minute Secretary

Apologies

Jim Davis	Alexandrina Council elected member
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GUESTS

Mike Ross	City of Victor Harbor staff member
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2. DECLARATION OF INTEREST BY BOARD MEMBERS

- Noted – no change

3. CORRESPONDENCE

- *Correspondence received 19 September 2018 to 18 October 2018 taken as read.*
- Tim Glazbrook requested further explanation on the Mastec / Trident matter which was provided by the EO;
- Glenn Sanford asked if a contract had now been signed for IT services with Alexandrina IT which was confirmed by the EO;
- Tim Glazbrook asked if the Board could be provided with a copy of the FRWA submission to the Waste Strategy Taskforce and if, in the future, copies of submissions to WMAA and other bodies could be provided to Board members. EO outlined that the key submission came from the Gayle Sloan, CEO of the WMAA of Australia and as this submission was of such a high calibre, FRWA only had to add regional aspects to it. EO will provide copies of both submissions to the FRWA Board members;
- Peter Denholm asked if the summary report provided after each Board meeting could be sent as an individual PDF document for distribution to council members. This was confirmed by the EO;

4. STANDING ITEMS

4.1 Confirmation of Minutes from 26 September 2018

Grant Gartrell requested a typographical error in item 7.4 be corrected

- *Public and confidential minutes were noted and confirmed as read.*

Moved: Peter Denholm

Seconded: Glenn Sanford

Carried

4.2 Matters Arising and Action List

- EO summarised action list items
 - Peter Denholm asked if any progress had been made on investigation of solar power for FRWA sites. EO explained that until a lease for the Goolwa site is in place, FRWA is not in a position to invest in any improvements;
 - Peter Denholm asked if the appointment of an additional FRWA education officer on Kangaroo Island meant there were now two in this location. EO explained that she has spoken with a consultant on KIU to assist with FRWA's education campaigns and that negotiations are still in progress; the previous KI education officer is still prepared to assist but not with the same time commitment. The FRWA education officer from the mainland has agreed to extend her part time position to cover KI. EO will follow up with the consultant to ensure additional support and expertise is available when required, in particular for the upcoming FOGO campaign;
 - Glenn Sanford queried progress on the Goolwa lease. Simon Grenfell (Alexandrina Council) advised it was still with Council for review
- *The Board noted the Action List, taken as read.*

4.3 Documents under Seal

N/A

5. CONFIDENTIAL MATTERS

5.1 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: Glen Rowlands

Seconded: Peter Denholm

Carried

Mike Ross (City of Victor Harbor) left the room

1. *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 17.8.16, 18.5.17, 27.6.17, 30.8.17 and 14.2 18 in relation to confidential items 'HR matter employee number 44' 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 5 years from the date of this meeting or a lesser period as determined by the Executive Officer.*

Moved: Peter Denholm
Seconded: Simon Grenfell
Carried

2. *The Board orders to release the IAC minutes of the meeting 2 Feb 2018 from confidentiality.*

Moved: Peter Denholm
Seconded: Glen Rowlands
Carried

3. *The Board ordered pursuant to Sections 91(7) and (9) of the Local Government Act 1999, that the out of session board decision from 22 Feb 2018 in relation to confidential item of the 'in vessel composting system' 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 to the closure of the FRWA Board meeting scheduled for 13 February 2019 or a lesser period as determined by the Executive Officer.*

Moved: Glen Rowlands
Seconded: Glenn Sandford
Carried

Mike Ross (City of Victor Harbor) returned to the room

6. REGULAR REPORTS

6.1 WHS Report

- EO summarised the report
 - *The Board noted the WHS and IM report*
 - *The Board noted the Regional Risk Coordinator Report for 2017/18*

Moved: Glen Rowlands
Seconded: Simon Grenfell
Carried

6.2 Executive Officers Report

- EO presented her report
- Glen Rowlands asked for an update from Glenn Sanford on any change to fortnightly collection in the City of Victor Harbor; Glenn Sanford confirmed EO has already been invited to a workshop that has been scheduled for this matter to be reviewed by the new council;
- Simon Grenfell highlighted the significant reduction in waste to landfill for both Kangaroo Island and Yankalilla, he suggested a media release highlighting these positive results be sent out;
- *The board noted the report*

Moved: Greg Georgopoulos
Seconded: Simon Grenfell
Carried

6.3 Operations Report

- EO presented the report;
- Peter Denholm asked on the take up of green waste collection on Kangaroo Island, EO advised this was still low, but had improved;
- *The board noted the report*

Moved: Andy Baker
Seconded: Tim Glazbrook
Carried

6.4 Finance Report as at 31 August 2018

- The SFO presented the report and explained that the Goolwa leasing amount had been budgeted as an administration expense but was being accrued as a split between cost centres;

- Peter Denholm asked for clarification on why recycling income was over budget at the KIRRC, SFO indicated waste fill was a contributing factor and a full analysis of income lines would be presented as part of the first budget review;
 - Tim Glazbrook asked for clarification on the budget overrun for operating expenses at the Goolwa WRD, SFO explained movement of green waste off site and revised staffing levels were contributing factors;
 - Simon Grenfell asked what had been budgeted for waste reduction in the Kangaroo Island and Yankalilla areas on the introduction of fortnightly collection, SFO advised amounts had been based on Alexandrina Council results
- *The Board noted the finance report as at 31 August 2018;*

Moved: Glenn Sanford

Seconded: Simon Grenfell

Carried

7. Strategic items/decisions required

7.1 Performance Report Executive Officer

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 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 7.1, 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 7.1.

The FRWA Board resolved to go into confidence

Mike Ross (City of Victor Harbor), Marina Wagner (FRWA), Angela Moore (FRWA) left the room

- Michael Kelledy, with support from Glen Rowlands and Andy Baker provided the Board with an overview of the EO PDR process, the results which recognised that the EO had met the KPIs set for her for the 2017/18 year and the recommended KPIs from 1 July 2018 until the conclusion of the current contract.
- The Chairperson’s Report was table and
- *the Board resolved to receive the Report and to adopt the recommended KPIs*

Moved: Peter Denholm
Seconded: Tim Glazbrook
Carried.

Greg Georgopoulos left the meeting at 12.15pm

Mike Ross (City of Victor Harbor), Marina Wagner (FRWA), Angela Moore (FRWA) returned to the room at 12.30pm;

Michael Kelledy left the meeting at 12.33pm; Peter Denholm took over as Chair

8. Items for Information Only

NIL

9. Other Matters

9.1 Review FRWA structure in admin / finance and customer service

- EO provided a verbal report on the 2018 structure and succession planning review as well as recent staff changes, restructure of positions and the professional development program of a junior staff member towards a leadership position within the organization;
- Glen Rowlands asked for an up to date organisational structure be provided to the board
- *The board noted the verbal report*

Moved: Tim Glazbrook
Seconded: Glen Rowlands
Carried

9.2 Meeting calendar FRWA IAC and Board for 2019

- EO tabled the calendar of proposed dates acknowledging some members may not continue following the LG elections;
- Peter Denholm clarified the February 2019 Board meeting was scheduled to be held on Kangaroo Island;
- *The board noted the meeting calendar for 2019*

- Peter Denholm thanked Simon Grenfell for his contribution to the Board as this is his last meeting as the Alexandrina Council staff representative;
- Glen Rowlands stated it was an excellent idea to organise the presentation by Kat Heinrich at the start of the session;
- Tim Glazbrook asked if FRWA could write to the SA Environment Minister supporting that it be legislated compostable bags be used in retail outlets in SA;
- Simon Grenfell stated it is important to identify priorities around food waste and develop a strategy;

Moved: Glen Rowlands

Seconded: Simon Grenfell

Carried

10. Next meeting 28 November 2018 – FRWA office, Goolwa
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Meeting closed 12.52pm

Date draft sent to the FRWA Board: 5 Nov 2018

Date approved: 18 Dec 2018

Michael Kelledy

Chair of the FRWA Board