



**FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
PUBLIC MINUTES
18 DECEMBER 2018
9.30AM – 11.00PM
FRWA OFFICE LOT 1226 PT ELLIOT ROAD GOOLWA**

Meeting commenced at 9.30am

1. Welcome and apologies

The traditional owners of the land and the pioneers who toiled and laboured to establish our communities were recognised.

All new members were welcomed and it was acknowledged that Simon Grenfell was in attendance as an observer for this last meeting.

PRESENT

FRWA Board

Michael Kelledy	Board Chair
Tim Glazbrook	City of Victor Harbor elected member
Glenn Sanford	City of Victor Harbor staff member
Alistair Christie	District Council of Yankalilla elected member
Andy Baker	District Council of Yankalilla staff member
Peter Denholm	Kangaroo Island Council elected member
Elizabeth Williams	Alexandrina Council staff member
Michael Scott	Alexandrina Council elected member

FRWA Staff

Marina Wagner	Executive Officer FRWA (EO)
Deborah Hanson	Minute Secretary FRWA (Administration & Customer Service)
Angela Moore	Senior Finance Officer FRWA (SFO)

Apologies

Greg Georgopoulos	Kangaroo Island Council staff member
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GUESTS

Simon Grenfell	Alexandrina Council staff member
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2. DECLARATION OF INTEREST BY BOARD MEMBERS

The Register of Interest was tabled with appropriate changes and updates made.

3. CORRESPONDENCE

- Peter Denholm asked if a letter had been written to the Minister in support of the use of compostable bags.
- Michael Scott raised the possibility of using paper bags opposed to plastic bags in the region. The EO agreed to include this initiative in the letter to the Minister.
- Peter Denholm requested a follow up on the advice that was given regarding the litter problem from bins being left kerbside on Hindmarsh Island. The EO advised that no further issues had been reported at this location.
- *Correspondence received 23 October 2018 to 10 December 2018 taken as read.*

4. STANDING ITEMS

4.1 Confirmation of Minutes from 31 October 2018

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

Moved: Peter Denholm

Seconded: Glen Sanford

Carried

4.2 Matters Arising and Action List

EO issued a summary of action lists

- Peter Denholm questioned the confidentiality requirements for the composting system and whether this should be kept as a confidential item. EO explained clause 10.3 of the contract and confirmed that this item would remain on the confidential register until 13 February 2019, when it would be discussed further. The composter contract was now signed and all on track for next year.
- Tim Glazbrook asked a number of questions around FRWA information and confidentiality. Michael Kelledy informed the Board of the requirements of the Local Government Act 1999.

- EO informed the Board that a draft Service Level Agreement was almost complete for Kangaroo Island which would act as a template for other Councils.
- *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 **Deborah Hanson (Minute Taker) 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 5.1**, 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: Andy Baker

Seconded: Alistair Christie

Carried

1. *The Board ordered pursuant to Sections 91(7) and (9) of the Local Government Act 1999, that the out of session board decision from 23/01/2018 in relation to confidential item of the 'Tender 15 Greenwaste Grinding' 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 to 19 Feb 2023 or a lesser period as determined by the Executive Officer.*

Moved: Peter Denholm

Seconded: Andy Baker

Carried

6. REGULAR REPORTS

6.1 FRWA – a brief introduction to our services, our people and forward strategy FRWA 2030

EO gave a brief history of FRWA from 2007 to date with an outlook to the FRWA Strategic Plan to 2030.

The board acknowledged the outstanding contributions from Simon Grenfell who has served on the FRWA board since 2009.

A brief discussion occurred around the recent changes to the global commodity market for recyclables and the need to create sufficient onshore facilities and the increased cost of recycling in order to achieve cleaner waste streams. EO confirmed there were currently two facilities in South Australia.

Moved: Peter Denholm
Seconded: Glen Sanford
Carried

6.2 Executive Officers Report

EO presented her report to the Board

- Tim Glatzbrook questioned if Victor Harbor residents should be placing food waste into the green bin when they are on 4 weekly collections. A resident has been advised to do this at an education seminar. EO to look into how this information had been communicated.
- Michael Kelledy confirmed that the internal audit had been undertaken but the report was yet to be received.
- Peter Denholm asked about bin audits and the FOGO Programme on Kangaroo Island. The EO confirmed that council requested annual kerbside bin audits as part of FRWA's service delivery and that FRWA will engage a contractor to undertake these audits.
- Peter Denholm asked about 'Smart Bins'. DC Yankalilla is operating one but Alexandrina Council these were not being introduced at this stage and would be funded by councils if implemented.

- *The Board noted the report*

Moved: Peter Denholm

Seconded: Alistair Christie

Carried

10.40am: Glen Sanford left the meeting

10.45am: Angela Moore entered the room

6.3 Finance report as at 30 Sep 2018 and 1st Budget Review

The SFO presented the report and explained that overall there was an increase in income and decrease in expenditure with some changes to timing. There had also been an impact on the cost of fuel being higher than budgeted.

- Simon Grenfell asked if a previous FY YTD figure could be shown on the report to show seasonal trends.
- Elizabeth Williams asked if projected year end data could be included.
- *The board noted the finance report and 1st budget review as at 30th September 2018;*
- *The board noted the finance report as at 30th September 2018 and the 1st budget review and that no changes be made to council contributions as a result of the 1st budget review.*

Moved: Peter Denholm

Seconded: Andy Baker

Carried

7. Strategic items/decisions required

7.1 June 2018 External Finance Review: UHY Haines Norton

The SFO outlined the background and process of external finance review which is carried out every three months.

- Elizabeth Williams asked who sets the controls for the audit. The SFO confirmed these were random.

- It was discussed that the current contract for the external accounting role expires in May 2019 and that FRWA will tender this matter in about March 19.

- *The board noted the External Finance Review – June 2018;*

- *The board noted the response to the External Finance Review – June 2018.*

Moved: Alistair Christie

Seconded: Andy Baker

Carried

7.2 FRWA Internal Audit Committee (IAC)

Following the local government elections in November 2018 the IAC needed to be re-formed and the Board resolved:

1. *With the exception of the external expert on the IAC the board called all other positions vacant.*

2. *The board elected the following Board members to the IAC for a two year term:*
 1. *Elizabeth Williams*

 2. *Tim Glazbrook*

 3. *Alistair Christie*

 4. *Glenn Sanford*

3. *The Board approved the terms of reference for the IAC;*

4. *The Board approved the audit and work plan for the IAC from Dec 2018 to Dec 2019.*

Moved: Any Baker

Seconded: Michael Scott

Carried

8. Items for Information Only

NIL

9. Other Matters

- Michael Scott asked why the weekly collection was not carried on until after the long weekend in January 2019. EO replied that the collection schedule is approved by each council as part of the annual collection calendar process. It was FRWA's advice to council not to extend the weekly collection post summer school holidays as this had never been an issue. Late Changes could still be made but require enough notice and attract additional cost (estimate was provided to council prior to the board meeting);
- Michael Scott asked for consideration to the fire season when booking the annual meeting at Kangaroo Island;
- Andy Baker and Alistair Christie asked for cost for additional greenwaste collections which will be followed up by EO;
- Peter Denholm asked if there was any progress on a glass crusher for Kangaroo Island. EO will follow this up with the Operations Manager;
- Peter Denholm asked whether all future Board meetings should be held at FRWA, Goolwa. EO explained that in 2010 the Board resolved to rotate meetings between member councils in keeping with the philosophy of a regional business. The suggestion was made to hold one meeting in each member council and all other meetings at FRWA;

10. Next meeting 13 February 2019 – Kangaroo Island

Meeting closed 11.21am

Date draft sent to the FRWA Board: 20 Dec 2018

Date approved: 13 Feb 2019

Michael Kelledy
Chair of the FRWA Board