



**APPROVED PUBLIC MINUTES  
FLEURIEU REGIONAL WASTE AUTHORITY  
BOARD MEETING  
13 FEBRUARY 2019  
11.00AM – 1.00PM  
OZONE HOTEL – KINGSCOTE, KANGAROO ISLAND**

Meeting commenced at 11.15am

**1. Welcome and apologies**

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

The Chair welcomed all members to the first Board meeting of the new calendar year.

**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
Peter Denholm	Kangaroo Island Council elected member
Elizabeth Williams	Alexandrina Council staff member
Michael Scott	Alexandrina Council elected member
Greg Georgopoulos	Kangaroo Island Council staff member
John Fernandez	Kangaroo Island Council staff member (Proxy for Greg Georgopoulos 11.00am – 11.40am)

**FRWA Staff**

Marina Wagner	Executive Officer FRWA (EO)
Deborah Hanson	Minute Secretary FRWA (Administration & Customer Service)
Darren Stephens	Regional Manager Operations FRWA (RMO)

**Apologies**

Andy Baker	District Council of Yankalilla staff member
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**GUESTS**

Michael Pengilly	Mayor of Kangaroo Island Council arrived 1.00pm
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## 2. DECLARATION OF INTEREST BY BOARD MEMBERS

- *The Register of Interest was tabled with no changes required.*

## 3. CORRESPONDENCE

Michael Kelledy asked for details regarding the complaint about public litter bins at the so called 'keyholes' at Goolwa beach (series of short, dead end roads backing onto the sand dune system between Goolwa and Middleton). In response to large influx of holiday makers during the busy summer period, pick-ups were increased and extra bins provided at each location.

- *Correspondence received 10 December 2018 to 4 February 2019 taken as read.*

## 4. STANDING ITEMS

### 4.1 Confirmation of Minutes from 18 December 2018

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

**Moved: Glenn Sanford**

**Seconded: Peter Denholm**

**Carried**

### 4.2 Matters Arising and Action List

EO issued a summary of action lists

Michael Kelledy asked that all dated information be removed from future action lists.

### 4.3 Documents under Seal

#### Documents under Seal-

Date	Correspondence sent to	Matter addressed
31/1/19	LGFA	Signed & sealed deed for CCAD Loan (facility 6)
31/1/19	LGFA	Signed & sealed deed for Credit Forcier Loan (facility 7)

## 5. CONFIDENTIAL MATTERS

### 5.1 Confidential Items Register

#### **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 **Darren Stephens (Regional Manager)**, **Deborah Hanson (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 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 Board resolved to go into confidence.

**Moved: Alistair Christie**

**Seconded: Michael Scott**

**Carried**

In vessel composting system

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 29 August 2021 or a lesser period as determined by the Executive Officer.

**Moved: Peter Denholm**

**Seconded: Elizabeth Williams**

**Carried**

Minutes of the IAC - 13 March 2018

The Board ordered pursuant to Sections 91(7) and (9) of the Local Government Act 1999, that the Minutes of the IAC meeting held on 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 outside of the authority to 30 June 2019 or a lesser period as determined by the Executive Officer.

**Moved: Peter Denholm**  
**Seconded: Glenn Sanford**  
**Carried**

<b>5.2 FRWA IAC minutes (draft) 8 Feb 2019 and appointment of the presiding member of the IAC</b>
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**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 **Darren Stephens (RMO), Deborah Hanson (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 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: Elizabeth Williams**  
**Seconded: Glenn Sanford**  
**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 **13 Feb 2019** in relation to Confidential Item **number 5.2** and titled '**DRAFT FRWA IAC Minutes 8 Feb 2019**' 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: Glenn Sanford**  
**Carried**

### 5.3 BENCHMARKING PROJECT FRWA SERVICES

#### 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 **Darren Stephens (Regional Manager Operations), Deborah Hanson (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 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 Board resolved to go into confidence

**Moved: Glenn Sanford**

**Seconded: Elizabeth Williams**

**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 **13 Feb 2019** in relation to Confidential Item **number 5.3** and titled '**Benchmarking Project**' 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 36 months from the date of this meeting or a lesser period as determined by the Executive Officer.

**Moved: Peter Denholm**

**Seconded: Alistair Christie**

**Carried**

### 5.4 WASTE DISPOSAL MATTER

#### 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 Secretary), Darren Stephens (RMO) 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 5.4**, 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 5.4**.

The Board resolved to go into confidence

**Moved: Peter Denholm**

**Seconded: Alistair Christie**

**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 **13 Feb 2019** in relation to Confidential Item **number 5.4** and titled '**waste disposal matter**' and the information by way of a report and any associated attachments thereto remain confidential and are not available for public inspection to **30 June 2020** or a lesser period as determined by the Executive Officer.

**Moved: Peter Denholm**

**Seconded: Elizabeth Williams**

**Carried**

## **6. REGULAR REPORTS**

### **6.1 Workplace Health and Safety & Injury Management Report**

Michael Kelledy asked for clarification on the process of asbestos identification. The RMO confirmed that all asbestos needs to be tested offsite. If in doubt any items are being treated as asbestos and managed and disposed of accordingly.

Alistair Christie enquired how the culture of health and safety was within the workforce. The RMO advised that all staff were very supportive of health and safety at work and are aiming for compliance at all times.

- *The Board noted the WHS & IM report*

**Moved: John Fernandez**

**Seconded: Elizabeth Williams**

**Carried**

## **6.2 Executive Officers Report**

The Executive Officer presented her report to the Board and the tabled updated waste statistics.

The Chair acknowledged the good work by all staff over the peak summer holiday period and was pleased that Executive Officer confirmed that positive feedback was already provided to all staff via toolbox and staff meetings.

- *The Board noted the Executive Officer's report*

**Moved: Alistair Christie**

**Seconded: Peter Denholm**

**Carried**

## **6.3 Operations Report**

The RMO advised the Board of current negotiations for large sales of crushed rock and mulch.

Alistair Christie raised whether the authority should be providing residents with 'springs' free of charge.

Peter Denholm asked for an update on the solution regarding a compliant truck wash facility. The RMO provided an update and advised that the Alexandrina Council facility could be used for the next 12 months and that CoVH has offered short-term assistance with their facility; but after that a solution would need to be found.

Tim Glazbrook noted that he had received complaints of dirty trucks.

Michael Scott raised the issue of potential commercial opportunity for a truck washing facility.

- *The Board noted the operations report*

**Moved: Peter Denholm**

**Seconded: Alistair Christie**

**Carried**

## **6.4 Finance report as at 31 December 2018 and Mid-Year Budget Review**

The Executive Officer tabled the updated P&L per Council and provided additional information regarding the large surplus for DC Yankalilla in particular. Expenditure was below budget

expectations through additional efficiencies following the introduction of the greenwaste bin and the change to the fortnightly collection of all waste streams.

- *The Board noted the finance report as at 31<sup>st</sup> December 2018 and the Mid-Year Budget Review 2018/2019.*

**Moved: Alistair Christie**

**Seconded: Greg Georgopoulos**

**Carried**

## **7. Strategic items/decisions required**

### **7.1 June 2018 External Finance Review: UHY Haines Norton**

Executive Officer took the Board through the key findings of the report and responded to concerns in regards to large number of outstanding actions for several areas of business processes which form part of the external report. Executive Officer will work with accountant to updated the table to reflect correct status of all actions

- *The Board noted the response to the External Finance Review – September 2018.*

**Moved: John Fernandez**

**Seconded: Peter Denholm**

**Carried**

### **7.2 Appointment of the Deputy Chairperson for the Board**

- *The Board appoints Peter Denholm as the deputy chairperson for the term of his current election to the Kangaroo Island Council.*

**Moved: Alistair Christie**

**Seconded: Tim Glazbrook**

**Carried**

### **7.3 Review FRWA Policies and Procedures**

Michael Kelledy advised the Board that this Item would be considered in two separate parts. The latter part being the reimbursement issue is a matter he has a material conflict of interest in and hence needs to be dealt with in his absence.

- 7.3.1 Stakeholder Engagement Policy (Pol 2010)
- 7.3.2 Board Member Complaint Handling Policy (Pol 2013) V4
- 7.3.3 Board Performance Evaluation Policy (Pol 2012) V4
- 7.3.4 Code of Conduct for Board Members (Pol 2012) V5
- 7.3.5 Disposal of FRWA Assets Policy (Pol 2033) V3
- 7.3.6 Light Vehicle, Plant and Heavy Vehicle Replacement policy (Pol 2035) V3
- 7.3.7 Motor Vehicle and Fuel Card Policy (Pol 2036) V3
- 7.3.8 Debt Management Policy (Pol 2026) V6
- 7.3.9 FRWA Travel Policy (Pol 2011) V5

Michael Kelledy advised that the Travel Policy now includes Board members and that appropriate 'checks and balances' were included in terms of respective Board member, Executive Officer and staff travel/attendances..

The Board approved all policies with the following minor changes –

1. Disposal of FRWA Assets Policy (Pol 2033) V3
  - 7.1.4 (6.3 should be 5.3) and 'Lost or Stolen' to be removed.
2. Light Vehicle, Plant and Heavy Vehicle Replacement policy (Pol 2035) V3
  - Flat Bed Truck – zero missing in \$150,000kms
4. Motor Vehicle and Fuel Card Policy (Pol 2036) V3
  - Change 'mobile phone' to 'electronic device' in accordance with the Road Traffic Act 1961

**Moved: Peter Denholm**

**Seconded: John Fernandez**

**Carried**

**Conflict of Interest** – Michael Kelledy declared a material conflict of interest insofar as he/his company is directly affected by this decision. He then left the room.

- *The Board approved the reimbursement of travel expenses of \$2,007.50 for the Chair for the attendance of the Waste Expo in Melbourne.*

**Moved: Alistair Christie**

**Seconded: Glenn Sanford**

**Carried**

Michael Kelledy re-entered the room

#### **7.4 FRWA Account Access**

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

**Moved: Tim Glazbrook**

**Seconded: Peter Denholm**

**Carried**

#### **8. Items for Information Only**

NIL

#### **9. Other Matters**

Tim Glazbrook advised that the City of Victor Harbor Council had approved fortnightly waste collection with a start date to be confirmed.

Peter Denholm asked the Executive Officer and staff to consider an official opening of the 'In-vessel composter' at the Kangaroo Island Resource and Recovery Centre.

Michael Scott asked if promotion and education of waste could be advertised on the side of the waste trucks.

#### **10. Next meeting 27 March 2019 – Alexandrina Council**

Executive Officer advised that the next Board meeting will be held in conjunction with a facilitated strategy workshop to develop the FRWA strategic plan 2020-2030

Meeting closed 1.22pm

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Date draft sent to the FRWA Board: 14 Feb 2019

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Date approved: 27 March 2019

Michael Kelledy

Chair of the FRWA Board