



**PUBLIC MINUTES
FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
27 MARCH 2019
9.30AM – 11.30AM
ALEXANDRINA COUNCIL OFFICES, CADELL STREET, GOOLWA**

Meeting commenced at 9.40am

1. Welcome and apologies

The Chair and the Board recognised the 80th birthday of Board member, Peter Denholm.

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
Andy Baker	District Council of Yankalilla elected member
Alistair Christie	District Council of Yankalilla staff member
Elizabeth Williams	Alexandrina Council staff member
Michael Scott	Alexandrina Council elected member
Peter Denholm	Kangaroo Island Council elected member
John Fernandez	Kangaroo Island Council staff member (Proxy)

FRWA Staff

Marina Wagner	Executive Officer FRWA (EO)
Deborah Hanson	Minute Secretary FRWA (Administration & Customer Service)

Apologies

Greg Georgopoulos	Kangaroo Island Council staff member
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GUESTS

NONE

2. DECLARATION OF INTEREST BY BOARD MEMBERS

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

3. CORRESPONDENCE

- *Correspondence received 4 February 2019 to 19 March 2019 taken as read.*

4. STANDING ITEMS

4.1 Confirmation of Minutes from 13 February 2019

Public and confidential minutes were noted and confirmed as read.

Moved: Peter Denholm

Seconded: Glenn Sanford

Carried

4.2 Matters Arising and Action List

Action list had been up-dated to show current and outstanding items only.

Alistair Christie noted that he had received complaints from residents regarding the assessment of a specific bin by bin audit staff members.

4.3 Documents under Seal

NIL

5. CONFIDENTIAL MATTERS

5.1 Confidential Items Register

There were no items due for consideration by the Board.

The Board noted the confidential items register as at 14 Feb 2019.

Glenn Sanford asked for and was provided with confirmation that the 'Business Case Street Sweeping' item is confidential to, 26 September 2020.

5.2 FRWA IAC minutes (draft) 15 March 2019

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) 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: Andy Baker

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 March 2019** in relation to Confidential Item **number 5.2** and titled '**DRAFT FRWA IAC Minutes 15 March 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

9.55am - Deborah Hanson left the room.

5.3 FRWA Staff Survey

Move into Confidentiality

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 FRWA)** 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: Glenn Sanford

Seconded: John Fernandez

10.14am Deborah Hanson re-entered the room

6. REGULAR REPORTS

6.1 Workplace Health and Safety & Injury Management Report

EO provided the Board with the updated 2018/2020 WHS Improvement Plan which now includes an additional section 6 – Hazard Management; this section captures the follow up items from the WHS process validation audit (Dec 2018);

A WHS & IM training module for Board members will be included in the 22 May 2019 board agenda.

EO confirmed that FRWA staff is trained in emergency procedures and escape plans and that this includes fighting small spot fires that can be managed with standard fire extinguishers and water hoses provide in the transfer shed. However, FRWA staff are not trained as fire fighters and in the case of a substantial fire (or any other emergency) emergency services will be called in.

- *The Board noted the WHS & IM report*

Moved: Alistair Christie

Seconded: John Fernandez

Carried

6.2 Executive Officers Report

The EO presented her report to the Board.

Tim Glazbrook noted possible future inclusions of wine bottles in South Australia's container deposit scheme.

Peter Denholm asked why an external consultant was required for Health and Safety. The EO advised that this was previously part of the Job Description of the Regional Manager, but had been removed due to workload and is currently carried by the EO. Andy Baker noted that using an external company for Health & Safety could have a positive effect on a business.

Peter Denholm asked what were the pre-treatment options that FRWA were working through with SRWRA and the EPA. The EO advised that SRWRA, through the Southern Recycling Centre at the worksite, has the ability to remove the organic fraction out of the general waste stream which has the potential to reduce waste to landfill by about 40%. The SA EPA has not yet approved this process for FRWA's general waste due to levy implications. SRWRA, EPA and FRWA are working on a resolution.

Peter Denholm queried whether it was effective to use grant funding for educational stickers; Michael Kelledy noted that stickers were an effective way of waste education.

Peter Denholm advised of a specific plant that is able to separate wrapped food waste from its packing to enable composting of the organic fraction. EO advised that the RMO is currently at the Australian Landfill and Transfer Station Conference and will endeavour to obtain more information through his professional network, in particular for small scale application.

EO provided a brief update on the Kingscote pilot project to capture commercial food organic waste and confirmed that incentives to participating businesses will include the provision of free greenwaste bins funded by council.

Michael Kelledy requested a short report from the EO on the new SA landfill guidelines.

Events to note: April 2019 WMRR Breakfast Meeting, 11 April LGA Showcase, 2 May Waste Essentials Training for elected members.

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

Moved: Andy Baker

Seconded: Glenn Sanford

Carried

6.3 Operations Report

The EO acknowledged the good work carried out by the Workshop Co-ordinator, particularly during the peak holiday period, prior to the commencement of an additional workshop mechanic.

Michael Scott asked if there was now scope to take external work at the workshop. The EO advised that FRWA could only provide services to the Councils and their vehicles.

Andy Baker raised the issue of incoming waste not being truthfully declared at the Goolwa WRD and queried whether there were cameras in operation. EO advised that there is a cameras network across the site but not in the commercial drop off zone for inert C&D material.

- *The Board noted the operations report*

Moved: Peter Denholm

Seconded: Andy Baker

Carried

10.55am – Michael Kelledy left the room

7. STRATEGIC ITEMS/DECISIONS REQUIRED

7.1 FRWA Draft Budget 2019/2020 and LTFP

10.59am – Michael Kelledy re-entered the room

The EO introduced the budget highlighting the impact following the position taken by FRWA's recycling contractor and the significant financial impact this is having and will continue to have on each Council.

The Board considered if any projects could be deferred; however, at the same time it was acknowledged that all projects were relevant to FRWA's business.

EO clarified the variances in contributions by member Councils as well as the corporate budget; the latter shows an increase due to the lack of grant funding compared to last FY.

The Chair asked if weekly collections would continue for the week following Australia Day in 2020. The EO advised that weekly collection would commence one week later in December and would therefore extend to the week of Australia Day.

Discussion occurred around additional collections during school holidays and around long weekends; such a wide-ranging change would have significant cost implications which would require Council approval.

Elizabeth Williams asked if grant funding was available for a new truck wash and the EO advised that it was not the case

11.24am – Glenn Sanford left the room

11.26am – Michael Scott left the room

11.29am – Glenn Sanford re-entered the room

11.30am – Michael Scott re-entered the room

The Board resolved:

- *The Board approved the DRAFT FRWA budget for 2019/20 and the 10 year financial forecast;*
- *The Board noted that the EO will submit the approved DRAFT FRWA Budget for 2019/20 and 10 year financial forecast to each member council for their approval;*
- *The Board noted that the EO will offer to attend council forums and meetings if required to answer questions on the draft budget;*

Moved: Peter Denholm

Seconded: Andy Baker

Carried

8. ITEMS FOR INFORMATION ONLY

NIL

9. OTHER MATTERS

- Elizabeth Williams asked for clarification of the timelines for the development of the 2020-2030 Strategic Plan as well as the time period of 10 years covered by it;
 - EO outlined the milestones for the FRWA 2020-2030 strategic plan which will be presented to councils in Sep 2019 for approval;
 - The 10 year planning time frame is set out in the Charter;
 - Michael Scott raised the idea of advertising on the side of trucks;
 - Michael Scott raised the possibility of working with community groups to become more involved with FRWA and the Board resolved:
- *The EO to investigate opportunities with community groups and provide her findings to a future Board meeting.*

Moved: Michael Scott

Seconded: Peter Denholm

Carried

10. NEXT MEETING: 22 May 2019 – FRWA Office

Meeting closed 11.42am

Date draft sent to the FRWA Board: 31 March 2019

Date approved: 22 May 2019

Michael Kelledy
Chair of the FRWA Board