



**PUBLIC MINUTES
FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
24 JUNE 2019
9.30AM – 12.30AM
DISTRICT COUNCIL OF YANKALILLA COUNCIL OFFICES**

Meeting commenced at 9.34am

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
Andy Baker	District Council of Yankalilla staff member
Alistair Christie	District Council of Yankalilla elected member
Elizabeth Williams	Alexandrina Council staff member
Peter Denholm	Kangaroo Island Council elected member
Greg Georgopoulos	Kangaroo Island Council staff member

FRWA Staff

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

Apologies

Michael Scott	Alexandrina Council elected member
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GUESTS

Corinne Garrett	UHY Haines Norton	(9.50am – 10.23am)
Mark Rawson	RAWTEC	(10.23am – 11.00am)
Kat Heinrich	RAWTEC	(10.23am – 11.00am)

2. DECLARATION OF INTEREST BY BOARD MEMBERS

- *The Register of Interest was tabled. No changes required.*

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Greg Georgopoulos was congratulated on his appointment as the CEO of Kangaroo Island Council.

3. CORRESPONDENCE

- *Correspondence received 14 May 2019 to 14 June 2019 taken as read.*

4. STANDING ITEMS

4.1 Confirmation of Minutes 22 May 2019 including out of session board paper 28/5/19

Public and confidential minutes and 'Out of Session' Board Paper and decision of 28 May 2019, were noted and confirmed.

Moved: Andy Baker

Seconded: Alistair Christie

Carried

4.2 Matters Arising and Action List

NONE

4.3 Documents under Seal

NIL

5. REGULAR REPORTS

5.1 Workplace Health and Safety & Injury Management Report

The EO presented the report to the Board.

Alistair Christie asked if there were any hazard signs present at the waste depots warning members of the public of dangers. The EO confirmed there were no signs at present.

- *The Board noted the WHS & IM report*

Moved: Glenn Sanford

Seconded: Alistair Christie

Carried

5.2 Executive Officers Report

The EO presented her report to the Board.

Alistair Christie suggested that the egg throwing incident should be treated as assault. The EO advised that the staff member had chosen not to take further action following the incident.

Glenn Sanford asked what action Councils were taking as a result of the impact from the increased solid waste levy announced by the State Government. Councils advised that this additional cost would likely be dealt with at the first budget review.

A submission will be made to the Minister to enquire if this levy can be deferred or staggered.

9.50am - Corinne Garrett entered the room

Michael Kelledy expressed concerns of a risk nature that the scheduled IAC meeting had been cancelled and that usual financial data was not available to the Board for this meeting. Various Board members iterated these concerns.

Corrine advised the Board that the end of month process was currently a very lengthy process resulting in a lack of financial data being received in order for the EO to evaluate the current financial position effectively.

10.10am Deborah Hanson left the room

- *The Board noted the Executive Officer's report*
- *The Board noted that A/EO will write to the Board out of session to advise of further considerations by Alexandrina Council of the FRWA 2019/20 budget and LTFP*

Moved: Peter Denholm

Seconded: Elizabeth Williams

Carried

10.23am - Corinne Garrett left the room

10.23am – Deborah Hanson re-entered the room

10.23am - Mark Rawson & Kat Heinrich entered the room

5.3 Operations Report

The EO presented the report to the Board.

Peter Denholm asked if the successful tender to Campbells Haulage would have any unexpected impact on the budget. The EO confirmed that this tender was within budget.

- *The Board noted the operations report*

Moved: Glenn Sanford

Seconded: Greg Georgopoulos

Carried

6. STRATEGIC ITEMS/DECISIONS REQUIRED

6.1 FRWA Strategic Plan (Consultation Draft) 2020-2030

Mark & Kat presented the FRWA 2030 Strategy discussion draft and responded to questions and comments from Board members.

Board members were asked to note that the supplementary data information was confidential to the FRWA Board and was not for further distribution.

Peter Denholm asked what the benefit of GPS tracking in all trucks had on the business. The EO advised that this assisted with not only with health & safety of drivers but also the collection of vital data when monitoring routes and times and, in the future, could be used for automatic recording of data and invoicing.

The following amendments to the draft were requested prior to circulation to Councils.

- Page 11 – 1.1 – Amend -FRWA **will** - to FRWA **will consider**
 - Page 11 – 1.2 – Amend -We **will** do a full roll – to We **will consider** a full roll
 - Page 19 – 3.6 – Extend wording for Energy from Waste to explain this goal further
 - Add section to include comments that we feel our Strategy will fit with the State Strategy with a focus on the diversion of foodwaste.
- *The Board approved, subject to the above amendments, the document ‘Discussion Draft FRWA 2030 Strategy’ for consultation with each member Council.*
 - *The Board noted that the EO will write to each member council offering the presentation of the document ‘Discussion Draft FRWA 2030 Strategy’ to each Council.*
 - *The Board noted that the EO will report back to the Board on feedback received from each member Council at the 28 August 2019 board meeting.*

Moved: Tim Glazbrook
Seconded: Andy Baker
Carried

6.2 FRWA Corporate Governance Manual

IAC to be added to FRWA Organisational Structure on Page 7.

- *The Board approved the Corporate Governance Manual (Pol 2024) V4 with the above addition.*

Moved: Glenn Sanford
Seconded: Alistair Christie
Carried

6.3 FRWA Code of Conduct for Board Members

- *The Board approved the Code of Conduct for Board Members (Pol 2012) V6*

Moved: Glenn Sanford
Seconded: Elizabeth Williams
Carried

6.4 WHS Return To Work Policy

- *The Board adopted the Return to Work Procedure P0069 V1*
- *The Board noted that the EO will complete the LGAWCS checklist and advise the LGAWCS of the adoption of the FRWA Workplace Return to Work Procedure P0069 V1*

Moved: Elizabeth Williams
Seconded: Greg Georgopoulos
Carried

- *Formal motion to adjourn the meeting for a five minute break*

Moved: Elizabeth Williams
Seconded: Andy Baker
Carried

7. CONFIDENTIAL MATTERS

7.1 Confidential Items Register

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 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

Moved: Peter Denholm

Seconded: Elizabeth Williams

Carried

- *The Board releases the IAC Minutes of the 15 June 2018 IAC meeting from confidentiality*

Moved: Glenn Sanford

Seconded: Alistair Christie

Carried

7.2 SKM Matter

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 verbal report in relation to agenda **item 7.2**, 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 7.2**.

The FRWA Board resolved to go into confidence

Moved: Peter Denholm

Seconded: Andy Baker

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 **24 June 19** in relation to Confidential Item **number 7.2** and titled '**SKM Matter**' and the information by way of a verbal report and any associated information 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: Alistair Christie
Seconded: Elizabeth Williams
Carried

11.38am Deborah Hanson & Marina Wagner Left the room

7.3 FRWA HR Matters

The Board ordered, pursuant to section 90(2) and (3) (a) of the *Local Government Act 1999*, that all persons except Board members 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 7.3**, 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 7.3**.

The FRWA Board resolved to go into confidence

Moved: Peter Denholm
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 **24 June 2019** in relation to Confidential **Item number 7.3** and titled '**FRWA HR Matter**' 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 **5 years** from the date of this meeting or a lesser period as determined by the Executive Officer.

Moved: Peter Denholm
Seconded: Andy Baker
Carried

12.43pm Deborah Hanson & Marina Wagner re-entered the room

8. ITEMS FOR INFORMATION ONLY

NIL

9. OTHER MATTERS

Andy Baker asked if a breakdown of tonnes to landfill before and after the bin tagging programme could be reported.

Alistair Christie advised that a meeting would be held next week between the Operations Manager and a local contractor to discuss additional collection of greenwaste in Yankalilla.

10. NEXT MEETING: 28 August 2019 – FRWA Office

Meeting closed 12.50pm

Date draft sent to the FRWA Board: 26 June 2019

Date approved: 28 August 2019

Michael Kelledy

Chair of the FRWA Board