

**FLEURIEU REGIONAL WASTE AUTHORITY
BOARD MEETING
PUBLIC MINUTES
26 FEBRUARY 2020
11.00am – 1.00pm
COUNCIL CHAMBERS
KANGAROO ISLAND COUNCIL**

Meeting commenced at 11.09am

1. WELCOME

The Chair acknowledged the traditional owners and custodians and the pioneers who established the foundations of our communities.

Simon Grenfell was welcomed as the new Executive Officer.

2. PRESENT

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

3. APOLOGIES

Andy Baker	District Council of Yankalilla staff member
------------	---

4. IN ATTENDANCE

FRWA Staff

Simon Grenfell	Executive Officer FRWA (EO)
Angela Moore	Senior Finance Officer FRWA (SFO)
Darren Stephens	Regional Manager Safety, Contracts and Operations FRWA (RM)
Deborah Hanson	Minute Secretary FRWA

5. CONFIRMATION OF MINUTES

**BM20001 Moved: Glenn Sanford
Seconded: Peter Denholm**

That the Minutes of the FRWA Board meeting held on 23 October 2019, as circulated to members, be received as a true and correct record.

Carried unanimously

6. DECLARATION OF CONFLICTS OF INTEREST

Michael Kelledy declared a conflict of interest in Item 9.3 – Independent Chair Travel Expenses.

7. ACTION LIST

BM20002 Moved: Alistair Christie
Seconded: Elizabeth Williams

That the Board receive the Action list for information.

Carried unanimously

8. REPORTS FOR DECISION

8.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE OF 15 NOVEMBER 2019 AND 14 FEBRUARY 2020

BM20003 Moved: Alistair Christie
Seconded: Tim Glazbrook

1. The IAC minutes for 15 November 2019 and 14 February 2020 be received and noted by the Board.
2. The FRWA Board approves the Executive Officer, Regional Manager Operations, Senior Finance Officer, Finance & Payroll Officer and Finance & Customer Service Officer as payment authorisers in line with the permissions in the attached schedule.

Carried unanimously

8.2 MID YEAR BUDGET REVIEW

BM20004 Moved: Peter Denholm
Seconded: Tim Glazbrook

The Board notes the finance report as at December 2019 and endorses the Mid-Year budget review 2019/20.

Carried unanimously

BM20005 Moved: Elizabeth Williams
Seconded: Tim Glazbrook

That the Mid-Year budget review be forwarded to Councils for endorsement.

Carried unanimously

8.3 FRWA LOAN FACILITIES

BM20006 Moved: Alistair Christie
Seconded: Glenn Sanford

1. The FRWA Board grant approval for the Executive Officer to sign the fixed term, fixed interest loan application to refinance an amount of \$366,488 from FRWA's CCAD CA 2 facility.
2. The FRWA Board grant approval for two Board members to sign the 5 year fixed loan facility agreement and attach the FRWA Common Seal to the document.

Carried unanimously

8.4 POLICY REVIEW – PROCUREMENT POLICY

BM20007 Moved: Elizabeth Williams
Seconded: John Fernandez

The FRWA Board endorses that the Procurement Policy, duly amended, be brought back to a future meeting.

Carried unanimously

8.5 POLICY REVIEW – WASTE RECEIVED FROM CHARITIES

BM20008 Moved: Alistair Christie
Seconded: Elizabeth Williams

That the Management of Waste received from Not for Profit Organisations Policy be updated to include access to additional products and services as per the policy review.

Carried unanimously

8.6 SA GOVERNMENT SOLID WASTE LEVY 2021/21 FRWA BUDGET ASSUMPTIONS

BM20009 Moved: Tim Glazbrook

Seconded: Alistair Christie

The FRWA Board endorses that an increase in the Solid Waste Levy for the draft 2020-21 FRWA Budget is not allowed for at this stage and that this will be managed as further information becomes available from the SA State Government.

The FRWA Board will advise Councils to make representations to the LGA to petition the increase in the Solid Waste Levy.

Lost

BM20010 Moved: Michael Scott

Seconded: Peter Denholm

The FRWA Board makes provision for an increase in the Solid Waste Levy for the draft 2020-21 FRWA Budget of 25% over and above the 19/20 Solid Waste Levy and will advise Councils of this position.

Carried

8.7 FRWA 2030 STRATEGIC PLANNING PROCESS

BM20011 Moved: Glenn Sanford

Seconded: Alistair Christie

That the FRWA Board endorse the Planning Process for the FRWA Strategic Plan 2020-2030 to the FRWA Board.

Carried unanimously

8.8 BUDGET TIMELINES

BM20012 Moved: John Fernandez

Seconded: Peter Denholm

That the FRWA Board endorses the FRWA 2020/21 Budget Timeline

Carried unanimously

9 CONFIDENTIAL ITEMS

9.1 CONFIDENTIAL REPORTS FOR DECISION

Move into Confidentiality

BM20013 Moved: Alistair Christie
Seconded: Elizabeth Williams

Pursuant to section 90(2) of the Local Government Act 1999, the Authority orders that all members of the public, except the Board Members of the Authority; Executive Officer; and the minute taker, be excluded from attendance at the meeting for Agenda Item 9.1 CONFIDENTIAL REPORTS FOR DECISION.

The Authority is satisfied, pursuant to section 90(3)(a)(b)(d) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning personal affairs of any person, information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Authority is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and commercial information of a confidential nature.

Further, the Authority is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed in the circumstances because it involves the personal affairs of employees or previous employees, information that could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct business.

The FRWA Board resolves to go into confidence.

Carried unanimously

12.28pm - Angela Moore left the room

BM20014 Moved: Elizabeth Williams
Seconded: Alistair Christie

The Board notes the FRWA Board Confidential Items Register – 26 February 2020.

Carried unanimously

9.2 ORGANISATIONAL SURVEY AND WORKFORCE PLANNING REPORT

Move into Confidentiality

BM20015 Moved: Elizabeth Williams

Seconded: Glenn Sanford

Pursuant to section 90(2) of the Local Government Act 1999, the Authority orders that all members of the public, except the Board Members of the Authority; Executive Officer; and the minute taker, be excluded from attendance at the meeting for Agenda Item 9.2 - Organisational Survey and Workforce Planning Report

The Authority is satisfied, pursuant to section 90(3)(a) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning personal affairs of any person.

Further, the Authority is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed in the circumstances because it involves the personal performance of employees of FRWA. It is reasonable for this information to be dealt with in confidence for a period of twelve months.

The FRWA Board resolves to go into confidence.

Carried unanimously

BM20017 Moved: Peter Denholm

Seconded: Elizabeth Williams

Retain in Confidence - Section 91(7) & (9) Order

That, having considered the matter in confidence, pursuant to section 91(7) and (9) of the Local Government Act 1999, the Authority orders that:

1. That having considered Agenda Item 9.2 - Organisational Survey and Workforce Planning Report in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Authority, pursuant to section 91(7) and (9) of the Local Government Act 1999, orders that:
 - a. the minutes, reports, attachments and associated documents (with the exception of the Stillwell Organisational Survey Results – Staff Report and memorandum from the Independent Chairperson, are to remain confidential and will not be available for public inspection for a period of twelve months, on

the basis that disclosure of this information would involve the unreasonable disclosure of information concerning the personal performance of employees.

- b. That this order be reviewed every 12 months
2. That pursuant to section 91(9)(c) of the Local Government Act 1999, the Authority delegates to the Executive Officer the power revoke, in whole or in part, the order made in paragraph 1 of this resolution at any time.

Carried unanimously

12.49pm – Michael Kelledy declared a conflict of interest and left the room

9.3 INDEPENDENT CHAIR TRAVEL EXPENSES

Move into Confidentiality

BM20018 Moved: Glenn Sanford

Seconded: Michael Scott

Pursuant to section 90(2) of the Local Government Act 1999, the Authority orders that all members of the public, except the Board Members of the Authority; Executive Officer; and the minute taker, be excluded from attendance at the meeting for Agenda Item 9.3 - Independent Chair travel expenses for waste conference.

The Authority is satisfied, pursuant to section 90(3)(a) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning personal affairs of any person.

Further, the Authority is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed in the circumstances because it involves the personal affairs of the Independent Chair and their personal travel expenses. It is reasonable for this information to be dealt with in confidence until the expiration of the Independent Chairs contract.

The FRWA Board resolves to go into confidence.

Carried unanimously

BM20022 Moved: Tim Glazbrook

Seconded: Glenn Sanford

Retain in Confidence - Section 91(7) & (9) Order

That, having considered the matter in confidence, pursuant to section 91(7) and (9) of the Local Government Act 1999, the Authority orders that:

1. That having considered Agenda Item 9.3 - Independent Chair travel expenses for waste conference in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Authority, pursuant to section 91(7) and (9) of the Local Government Act 1999, orders that:
 - a. the minutes, reports, attachments and associated documents (with the exception of the Travel Policy (pol2011)) of the Board Meeting held on 26 February 2020 in relation to Agenda Item 9.3 - Independent Chair travel expenses for waste conference, are to remain confidential and will not be available for public inspection for a period of 12 months, on the basis that disclosure of this information would involve the unreasonable disclosure of information concerning the personal affairs of the Independent Chair.
 - b. That this order be reviewed every 12 months.
2. That pursuant to section 91(9)(c) of the Local Government Act 1999, the Authority delegates to the Executive Officer the power revoke, in whole or in part, the order made in paragraph 1 of this resolution at any time.

Carried

1.53pm – Michael Kelledy and Angela Moore re-entered the room

BM20023 Moved: John Fernandez

Seconded: Elizabeth Williams

Meeting to be adjourned.

Carried unanimously

2.01pm – Darren Stephens joined the meeting

10 REPORTS FOR INFORMATION

10.1 LOGIX PROJECT UPDATE

**BM20024 Moved: John Fernandez
Seconded: Alistair Christie**

The Board notes the report.

Carried unanimously

10.2 EXECUTIVE OFFICERS REPORT

**BM20025 Moved: Elizabeth Williams
Seconded: Alistair Christie**

The Board notes the report.

Carried unanimously

10.3 WHS REPORT

**BM20026 Moved: John Fernandez
Seconded: Peter Denholm**

The Board notes the WHS & IM report.

Carried unanimously

10.4 OPERATIONS REPORT

**BM20027 Moved: Elizabeth Williams
Seconded: Alistair Christie**

The Board notes the report.

Carried unanimously

11 OTHER MATTERS

12 NEXT MEETING: 25 MARCH 2020, DISTRICT COUNCIL OIF YANKALILLA

Meeting closed 2.33pm
