

# Minutes of the Board of Northern Adelaide Waste Management Authority

---

**Date:** 1/05/2019

**Time:** 5.04pm

---

**Venue:** NAWMA Boardroom: 71-75 Woomera Avenue, Edinburgh Park

---

## Welcome

### 1. PRESENT

Mr Brian Cunningham	Independent Chairperson
Mr Charles Mansueto	City of Salisbury
Cr Julie Woodman	City of Salisbury
Cr Graham Reynolds	City of Salisbury
Mr Sam Green	City of Playford
Ms Grace Pelle	City of Playford
Cr Shirley Halls	City of Playford
Mr Henry Inat	Town of Gawler
Cr Paul Koch	Town of Gawler
Cr Diane Fraser	Town of Gawler

### 2. IN ATTENDANCE

Mr Adam Faulkner	Chief Executive Officer
Mr Danial Dunn	Resource Recovery Manager
Ms Amy Quintrell	Executive Assistant
Mrs Rachel Zhou	Finance Manager (Incoming)

### APOLOGIES

Cr Paul Little	Town of Gawler
Mr Eddie Christopoulos	Collections and Processing Manager

### 3. DISCLOSURE OF CONFLICTS

Declaration of the following;

#### Conflicts of Interest

That all members of the Board declare that they have read and considered all papers circulated within this agenda and had no known conflict of interest or potential conflict of interest with respect to those matters. If a conflict becomes apparent during discussion, then the member will declare at that time.

***Independent Chairperson declared a material conflict on Agenda Item 8.1 – Tender Opportunity Update and will leave the meeting for this item.***

#### Confidentiality Statement

That all members of the Board declare that they will keep all matters tabled for discussion at this meeting confidential until it is provided to the meeting in the first instance and subsequently when it is appropriate for matters to be released to the public generally.



#### 4. CONFIRMATION OF MINUTES

Moved Cr Woodman that the Minutes of the Joint Northern Adelaide Waste Management Authority Audit Committee and Board Meeting held on Thursday, 28 February 2019 be received, confirmed and adopted with amendment discussed.

Seconded Cr Reynolds **Carried**

#### 5. MATTERS ARISING FROM THE MINUTES

Nil

#### 6. QUESTIONS WITHOUT NOTICE

Cr Halls asked CEO if there is a reason why no Council logos currently appear on collection vehicles? CEO advised that Council logos will appear on Suez collection vehicles in the near future, it is a matter of scheduling this with the Contractor.

#### 7. NAWMA MANAGEMENT AND ADMINISTRATION REPORT

##### Reports for Decision

##### 7.1. Draft 2018/2019 Budget Review Three (3)

Moved Mr Green that NAWMA's 2018/2019 Budget Review Three (BR3) be presented to the NAWMA Audit Committee, by circular resolution (if required), and once endorsed by the NAWMA Audit Committee, NAWMA's 2018/2019 Budget Review Three (BR3) be adopted by the Board, by circular resolution (if required) and a Board Meeting be scheduled to discuss a separate detailed report articulating the measures and internal financial controls implemented on non-invoicing and receipt of monies.

Seconded Ms Pelle **Carried**

##### 7.2. Draft 2019/2020 Annual Business Plan

Moved Mr Green that the Board endorse the Draft 2019/2020 Annual Business Plan for distribution, including amendments, to the Constituent Councils for consultation and review

Seconded Mr Inat **Carried**

*Cr Halls left the meeting at 5.19pm*

*Cr Halls returned to the meeting at 5.21pm*

##### 7.3. Visa Business Card line limit

Moved Cr Woodman that the Board approve the Visa Business Card line limit increase of \$5,000 to a maximum of \$27,000

Seconded Cr Koch **Carried**

##### 7.4. NAWMA Audit Committee Nomination

Moved Cr Halls that the Board nominate Cr Graham Reynolds to the NAWMA Audit Committee for a period of two (2) years from date of resolution

Seconded Cr Koch **Carried**

##### 7.5. Contract Variation

1. Moved Mr Mansueto that the Northern Adelaide Waste Management Authority Board recommend that pursuant to Section 90(2) and (3) of the Local Government Act 1999, the Northern Adelaide Waste Management Authority orders that the public, with the exception of the Northern Adelaide Waste Management Authority staff present, be excluded from the meeting on the basis that the Northern Adelaide Waste Management Authority Board will receive, discuss and consider:

(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –

(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and

(ii) would, on balance, be contrary to public interest;

And the Northern Adelaide Waste Management Authority Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the report and discussion confidential



Seconded Cr Woodman            **Carried**

2. Moved Cr Halls that the Board ask the CEO to further investigate this matter and bring forward a secondary report to the 3 July 2019 Board Meeting

Seconded Cr Woodman            **Carried**

3. Moved Mr Mansueto that under Section 91(7) and (9) of the Local Government Act 1999 the Northern Adelaide Waste Management Authority Board orders that the report and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed

Seconded Mr Green                **Carried**

4. Moved Cr Woodman that the meeting moves out of confidence

Seconded Cr Reynolds            **Carried**

### **Reports for Information**

#### **7.6. Constituent Council Service Level Agreements**

Moved Mr Mansueto that the Report be received and noted

Seconded Cr Reynolds            **Carried**

#### **7.7. 2018/2019 External Audit Plan and Engagement Letter**

Moved Cr Halls that the Report be received and noted

Seconded Ms Pelle                **Carried**

#### **7.8. Operational Report – Recycling and Resource Recovery**

1. Moved Cr Woodman that the Northern Adelaide Waste Management Authority Board recommend that pursuant to Section 90(2) and (3) of the Local Government Act 1999, the Northern Adelaide Waste Management Authority orders that the public, with the exception of the Northern Adelaide Waste Management Authority staff present, be excluded from the meeting on the basis that the Northern Adelaide Waste Management Authority Board will receive, discuss and consider:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - (ii) would, on balance, be contrary to public interest;

And the Northern Adelaide Waste Management Authority Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the report and discussion confidential

Seconded Mr Green                **Carried**

2. Moved Ms Pelle that the Report is received and noted

Seconded Cr Koch                **Carried**

3. Moved Mr Green that under Section 91(7) and (9) of the Local Government Act 1999 the Northern Adelaide Waste Management Authority Board orders that the report and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed

Seconded Ms Pelle                **Carried**

4. Moved Cr Woodman that the meeting moves out of confidence

Seconded Mr Mansueto            **Carried**

#### **7.9. Operational Report – Collections, Processing and Disposal**

Moved Cr Fraser that the Report be received and noted

Seconded Cr Henry Inat

***Mr Mansueto left the meeting at 6.13pm and did not return***

***Cr Halls left the meeting at 6.13pm and did not return***



#### **7.10. Media and Industry update**

1. Moved Cr Koch that the Northern Adelaide Waste Management Authority Board recommend that pursuant to Section 90(2) and (3) of the Local Government Act 1999, the Northern Adelaide Waste Management Authority orders that the public, with the exception of the Northern Adelaide Waste Management Authority staff present, be excluded from the meeting on the basis that the Northern Adelaide Waste Management Authority Board will receive, discuss and consider:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - (ii) would, on balance, be contrary to public interest;

And the Northern Adelaide Waste Management Authority Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the report and discussion confidential

Seconded Mr Green **Carried**

2. Moved Ms Pelle that the Report is received and noted and the Board recognise the efforts of the NAWMA Senior Management Team over this period

Seconded Cr Koch **Carried**

3. Moved Cr Koch that under Section 91(7) and (9) of the Local Government Act 1999 the Northern Adelaide Waste Management Authority Board orders that Table One be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed

Seconded Cr Fraser **Carried**

4. Moved Cr Woodman that the meeting moves out of confidence

Seconded Ms Pelle **Carried**

#### **7.11. WHS Steering Committee Minutes (latest)**

Moved Cr Woodman that the Report is received and noted

Seconded Mr Inat **Carried**

### **8. OTHER BUSINESS**

*Independent Chairperson left the meeting due to a material conflict in Item 8.1 at 6.20pm*

*Cr Woodman left the meeting at 6.20pm and did not return*

*Cr Koch assumed the role as Deputy Chair for Item 8.1*

#### **8.1. Tender Opportunity Update (verbal only)**

*Independent Chairperson returned to the meeting at 6.27pm*

#### **8.2. Recycling Industry Update (verbal only)**

### **9. NEXT MEETING OF THE BOARD**

The next meeting of the Board is to be held on Wednesday, 3 July 2019 at 5.00pm at NAWMA Boardroom: 71-75 Woomera Avenue, Edinburgh Park

### **10. CLOSURE OF THE MEETING**

The meeting closed at 6.31pm

**Adopted by NAWMA Board  
3 July 2019**

---

**Brian Cunningham  
Independent Chair**

