

Minutes of the Meeting of the Board of Northern Adelaide Waste Management Authority

Date: 27/02/2020

Time: 4.01pm

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

Welcome

1. PRESENT

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

2. IN ATTENDANCE

Mr Adam Faulkner	Chief Executive Officer
Mr Danial Dunn	Resource Recovery Manager
Mrs Amy Hosking	Executive Assistant
Mrs Rachel Zhou	Finance Manager

APOLOGIES

Cr Shirley Halls	City of Playford
Cr Paul Little	Town of Gawler

Cr Koch in his position as Deputy Chair assumed the role of Chair at 4.01pm due to the later arrival to the meeting of Mr Cunningham.

Cr Reynolds attended the meeting at 4.02pm

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.

Mr Mansueto, Cr Woodman and Cr Reynolds declared a material conflict on Agenda Item 5.2 due to their positions within Council and would manage these conflicts by leaving the meeting for this item.



Confidentiality Statement

Members of the Board are reminded of their obligations under Clause 7.4.15 of the NAWMA Charter to keep confidential documents and any information provided to them on a confidential basis for their consideration prior to a meeting of the Board, until such time as these matters have been considered and the Board determines that they are appropriate 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 Board and Audit Committee Meeting held on Thursday, 21 November 2019 be received, confirmed and adopted.
Seconded Cr Fraser **Carried**

Moved Ms Pelle that the Circular Resolution of the Northern Adelaide Waste Management Authority Audit Committee and Board distributed on Wednesday, 11 December 2019 and passed on Friday, 13 December 2019 be received and noted.
Seconded Cr Woodman **Carried**

Minutes of the Northern Adelaide Waste Management Authority Audit Committee Meeting held on Thursday, 20 February 2020 will be distributed via Circular Resolution for receiving and noting.

The Board agreed to reshuffle the order of the Meeting Agenda Items due to the later arrival time of Mr Cunningham. The minutes are an accurate representation of the order of the Meeting.

5. MATTERS ARISING FROM THE MINUTES

5.1. Capital Works Program Summary (standing item)

Moved Cr Reynolds that the Report is received and noted.
Seconded Mr Mansueto **Carried**

5.3. Action List (standing item)

Moved Cr Woodman that the Report is received and noted, and the Board request the Action List remain as a standing item on the Board Agenda.
Seconded Cr Fraser **Carried**

5.4. FOGO Business Case and Pilot Project

This item was deferred to a future meeting of the NAWMA Board.

6. QUESTIONS WITHOUT NOTICE

Nil

8. NAWMA MANAGEMENT AND ADMINISTRATION REPORT

Reports for Decision

8.2. Budget Review Process (revised)

Moved Cr Woodman that three (3) Budget Reviews and four (4) quarterly Financial Forecast Reports be used as the framework for NAWMA's financial requirements and each Report be presented to the Board at the required time.
Seconded Mr Mansueto **Carried**

8.3. LGRS 2019 Risk Evaluation Action Plan and WHS Resourcing

Moved Mr Green that the Report is received and noted, and the Board support the request for resourcing to assist with the delivery of the Risk Evaluation Action Plan, and that funding be sought from the Local Government Mutual Liability Scheme.
Seconded Cr Fraser **Carried**



8.4. Financial Delegations Update

Moved Cr Reynolds that the Report is received and noted and the amendments to the Financial Delegations Policy are endorsed.

Seconded Ms Pelle **Carried**

8.5. CEO Performance and Development Committee Report

Moved Mr Green that:

8.5.1. The Board receives the Report of the Committee on the Mid-Year Review of the CEO's Performance,

8.5.2 The Board notes that some Annual Goals and Key Performance Indicators that were approved at the November 2019 Board Meeting, are now likely to need revision and;

8.5.3 The Board awaits the further paper from the CEO which identifies the specific KPIs that will be impacted, due within one month of this meeting.

Seconded Cr Woodman **Carried**

8.6. Confidential Items Register

Moved Mr Inat that the Report is received and noted, and the Board endorse Managements recommendations as detailed in Attachment 8.6.1 and endorse the annual review of Confidential Orders.

Seconded Cr Woodman **Carried**

8.7. Photography/Videography Policy

Moved Cr Woodman that the Draft Photography/Videography Policy is endorsed.

Seconded Cr Reynolds **Carried**

Reports for Information

8.9. COAG Submissions

Moved Cr Reynolds that the Report is received and noted.

Seconded Mr Inat **Carried**

8.10. 2019/2020 Annual Business Plan Progress

Moved Cr Fraser that the Report is received and noted.

Seconded Cr Woodman **Carried**

8.11. Operational Report

Moved Cr Marsh that the Report is received and noted.

Seconded Mr Mansueto **Carried**

Mr Cunningham entered the meeting at 4.29pm and assumed the role of Chair

Mr Mansueto, Cr Woodman and Cr Reynolds declared a material conflict in Agenda Item 5.2 and left the meeting at 4.34pm

5. MATTERS ARISING FROM THE MINUTES

5.2. New gate fees (Research Road Transfer Station; City of Salisbury); verbal report

Moved Mr Green that the Board instruct the CEO to formally respond to City of Salisbury reaffirming NAWMAs position to retain the Board endorsed gate fees at those implemented on 1 January 2020 across all sites, and offering to present on the broader strategy and pressures driving the need for full cost recovery to Council's Elected Members and Executives.

Seconded Cr Koch **Carried**

Mr Mansueto, Cr Woodman and Cr Reynolds returned to the meeting at 4.45pm



7. CONFIDENTIAL ITEMS

7.1. Landfill Alternative Project

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 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, attachment, discussion and minutes confidential

Seconded Mr Green **Carried**

Confidential Resolution removed

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

Seconded Cr Woodman **Carried**

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

Seconded Cr Koch **Carried**

7.2. RFT 2020/01 Bulk Transport and/or Disposal/Processing

1. Moved Ms Pelle 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 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, attachment, discussion and minutes confidential

Seconded Cr Woodman **Carried**

Confidential Resolution removed

3. Moved Mr Inat that under Section 91(7) and (9) of the Local Government Act 1999 the Northern Adelaide Waste Management Authority Board orders that the report, attachment, discussion and minutes be kept confidential until the expiration of the Contract, after which time the order will be reviewed

Seconded Cr Reynolds **Carried**

4. Moved Mr Green that the meeting moves out of confidence

Seconded Cr Koch **Carried**



7.3. Recycled Paper and Cardboard (Fibre) Market Conditions

1. Moved Mr Green 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 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, attachment and discussion confidential

Seconded Mr Mansueto **Carried**

2. Moved Cr Marsh that the Report is received and noted.

Seconded Mr Inat **Carried**

3. Moved Cr Woodman that under Section 91(7) and (9) of the Local Government Act 1999 the Northern Adelaide Waste Management Authority Board orders that the report, attachment and discussion 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 Koch that the meeting moves out of confidence

Seconded Cr Woodman **Carried**

8. NAWMA MANAGEMENT AND ADMINISTRATION REPORT

Reports for Information

8.1. Draft 2020/2021 Budget

Moved Mr Mansueto that the Report is received and noted, and the Board instruct Management to circulate an updated paper including cash flow modelling and interest costs relating to the projected outcome for the 2020/2021 Draft Budget

Seconded Cr Koch **Carried**

8.8. Quarter 2 2019/2020 Full Year Forecast

Moved Mr Green that the Report is received and noted.

Seconded Ms Pelle **Carried**

8.12. WHS Steering Committee

Moved Mr Mansueto that the Report is received and noted.

Seconded Cr Woodman **Carried**

9. OTHER BUSINESS

Nil

10. NEXT MEETING OF THE BOARD

The next meeting of the Board is to be held on Thursday 30 April 2020 at 4.00pm at NAWMA Boardroom: 71-75 Woomera Avenue, Edinburgh Park, and is a joint meeting with the NAWMA Audit Committee

11. CLOSURE OF THE MEETING

The meeting closed at 6.05pm

