

# Minutes

## SOUTHERN REGION WASTE RESOURCE AUTHORITY

### BOARD MEETING

Held on

**Monday 5<sup>th</sup> August 2013**

**Meeting commenced at 5:05pm**

At

**Southern Region Waste Resource Authority**

282 Main South Road Morphett Vale 5162

### **Boardroom**

*(Light supper provided)*

*This meeting of the Board will NOT be conducted in a place open to the public (REF: - Charter 2.5.17)*

*All documents presented to, received at or derived from the meeting will remain confidential and not available for public inspection unless the Board otherwise resolves (REF: - Charter 2.5.21)*

#### **1. OPENING**

#### **2. ATTENDANCE RECORD**

##### **2.1 PRESENT:**

Mark Booth	-	Chairman
Carol Bouwens	-	Member
Jim Huckstepp	-	Member
Ian Walker	-	Member
Terry Sutcliffe	-	Member
Vincent Mifsud	-	Deputy Member <i>(in place of Jeff Rittberger under clause 2.2.3 of the Charter)</i>
Lynda Yates	-	Deputy Member <i>(left at 6:40)</i>

##### **IN ATTENDANCE:**

Ray Pincombe	-	Acting Executive Officer
Lindsay Minchin	-	Acting Landfill Manager
Henny Redden	-	Senior Finance/Admin Officer

Mark Hindmarsh- Executive Officer Designate

**2.2 Guest Speaker – Mr Tony Macharper – Chief Officer, Policy & Legislation,  
SafeWork SA**

Mr Tony Macharper presented “Familiar principles, new approach” an update on the latest Work health and Safety Legislation. A copy of his presentation was circulated to members including a brochure with the same title which highlighted the key principles of the Work Health and Safety Act 2012 (SA). Additional copies were provided for those members who were not in attendance for this meeting.

**2.3 APOLOGIES**

Steve Mathewson	-	Member
Jeff Rittberger	-	Member
Cheryl Connor	-	Deputy Member
Sharon Nash	-	Deputy Member

**3. MINUTES OF MEETING**

**3.1 Ordinary Board Meeting**

**Moved:** Jim Huckstepp

**Seconded:** Carol Bouwens

That the minutes of the Ordinary Meeting held on 24<sup>th</sup> June 2013 be confirmed as a true and accurate record.

**CARRIED**

**3.2 Audit Committee Meeting**

**Moved:** Carol Bouwens

**Seconded:** Terry Sutcliffe

That the minutes of the Audit Committee Meeting held on the 26<sup>th</sup> of June 2013 be received and noted.

**CARRIED**

**4. ITEMS OF BUSINESS**

**4.1 Action Reports**

**4.1.1 Work Health Safety Act**

**Moved:** Jim Huckstepp

**Seconded:** Terry Sutcliffe

- 1. The Report on Work Health Safety Act be noted.**
- 2. The Draft Addendum to WHS and Injury Management Plan 1 Jan to 31 Dec 2013 (Attachment A) be endorsed.**
- 3. That the Board determine the minutes and report, (excluding attachments) relating to the Report No. 24/13 will be available to the public.**
- 4. That the Board determines Report 24/13 will be the subject of an information report to the Constituent Councils.**

**CARRIED**

**4.1.2 Policy Reviews**

The Chair declared an interest but not a conflict in relation to this policy review.

**Moved:** Terry Sutcliffe

**Seconded:** Carol Bouwens

- 1. That SRWRA adopts the Chairperson Allowance Review Policy for a further 12 months.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.25 /13 will be available to the public.**
- 3. That the Board determines Report No.25/13 will be the subject of an information report to the Constituent Councils**

**CARRIED**

**4.1.4 Membership of Southern Recycling Centre Advisory Committee**

**Moved:** Terry Sutcliffe

**Seconded:** Carol Bouwens

- 1. That Steve Mathewson be appointed as the City of Onkaparinga representative on the Southern Recycling Centre Advisory Committee.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.27/13 will be available to the public.**
- 3. That the Board determines Report No.27/13 will be the subject of an information report to the Constituent Councils.**

**CARRIED**

**4.1.5 Annual General Meeting**

**Moved:** Ian Walker

**Seconded:** Jim Huckstepp

- 1. That SRWRA determines the Annual General Meeting will be held at the City of Holdfast Bay, Jetty Road Brighton on Monday 23 September 2013 at 5:00pm with the next Board meeting to be held at the SRWRA office 282 Main South Road Morphett Vale on 28 October 2013 at 5.00pm.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.28/13 will be available to the public.**
- 3. That the Board determines Report No.28/13 will be the subject of an information report to the Constituent Councils.**

**CARRIED**

## **4.2 Finance Reports**

### **4.2.1 Finance Report June 2013**

**Moved:** Jim Huckstepp

**Seconded:** Terry Sutcliffe

- 1. That the Finance Report for June 2013 including explanatory notes and attachments be received.**
- 2. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No.29/13 will be available to the public.**
- 3. That the Board determines Report No.29/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

### **4.2.2 Investment Analysis**

**Moved:** Ian Walker

**Seconded:** Jim Huckstepp

- 1. That the Investment Performance 2012/2013 Report be received.**
- 2. That the Board determines the minutes and reports relating to Report No.30/13 will be available to the public.**
- 3. That the Board determines Report No.30/13 will be subject to an information report to the Constituent Councils.**

**CARRIED**

## **4.3 Information Reports**

### **4.3.1 Executive Officer's Information Report**

Terry Sutcliffe, declared an interest in relation to his capacity as an officer of the City of Onkaparinga, in regard to discussion of Item no. 5 of the Executive Officer's Information Report – The DA for the Recycling Facility.

The Acting Executive officer updated the Board on recent events

The Licence renewal has been received from the EPA

The DA for the SRC is expected to be completed by the end of October

The Landfill Enterprise Agreement process for negotiation will be reported on by the Executive Officer.

A further report will be made available on future landfill options.

**Moved:** Ian Walker

**Seconded:** Terry Sutcliffe

- 1. That the Executive Officer's information report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.31/13 excluding the Carbon Tax, EDL Agreement and Landfill Future Air Space Options will be available to the public.**
- 3. That the Board determines Report No.31/13 will be the subject of an information report to Constituent Councils**

**CARRIED**

#### **4.3.2 General Information Report**

**Moved:** Carol Bouwens

**Seconded:** Ian Walker

- 1. That the General Information Report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.32/13 will be available to the public.**
- 3. That the Board determines Report No.32/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

### **5. OTHER BUSINESS**

#### **5.1.1 Acting Executive Officer**

**Moved:** Carol Bouwens

**Seconded:** Jim Huckstepp

- 1. That the appointment of Ray Pincombe as Acting Executive Officer be extended to 11 August 2013.**

**CARRIED**

#### **4.1.3 Chairperson Allowance 2013 – 2014**

The Chair declared a conflict of interest and requested that this agenda item be deferred to the last item on the agenda. The Board Members agreed.

At 6:40pm the Chair left the meeting.

**Ian Walker as deputy chair presided for this item**

**Moved:** Carol Bouwens

**Seconded:** Jim Huckstepp

- 1. That SRWRA approves a Board Chairperson Allowance of \$31,028 (inclusive of 9.25% superannuation) for the 2013/14 financial year.**
- 2. A decision was made that a letter be provided by the Board expressing their thanks for the Chair's significant contribution.**
- 3. That the Board determines the minutes, reports and attachments relating to Report No.26/13 will be available to the public.**
- 4. That the Board determines Report No.26/13 will be the subject of an information report to the Constituent Councils**

**CARRIED**

**6. NEXT MEETING**

Monday 28 October 2013

**7. CLOSURE**

The Chair returned to the meeting at 6:50 and closed the meeting

Meeting closed at 6:50

..... Chairperson
Date    /    /