

MINUTES

SOUTHERN REGION WASTE RESOURCE AUTHORITY

BOARD MEETING

Held on

Monday 12th May 2014

Meeting Commenced at 5:00PM

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
Ian Walker	-	Member
Steve Mathewson	-	Member
Kirk Richardson	-	Member
Carol Bouwens	-	Member
Vincent Mifsud	-	Member
Jim Huckstepp	-	Member

IN ATTENDANCE

Mark Hindmarsh - Executive Officer
Henny Redden - Senior Finance/Admin Officer

2.2 APOLOGIES

Lindsay Minchin - Acting Landfill Manager
Sharon Nash - Deputy Member
Lynda Yates - Deputy Member
Cheryl Connor - Deputy Member

3. MINUTES OF MEETING

3.1 Board Meetings

Moved: Carol Bouwens

Seconded: Vincent Mifsud

Recommendation

That the minutes of the Ordinary Meeting held on 10th February 2014 be confirmed as a true and accurate record.

CARRIED

3.2 Audit Committee Meeting

Moved: Ian Walker

Seconded: Jim Huckstepp

Recommendation

That the minutes of the Audit Committee Meeting held on the 18th February 2014 are noted.

CARRIED

4. ITEMS OF BUSINESS

4.1 Action Reports

4.1.1 Amendment to Scheduled Board Meeting Date

Moved: Carol Bouwens

Seconded: Kirk Richardson

- 1. That the Executive Officer's information report be received.**
- 2. That the Board agrees to amend the date of the May Board meeting from 5 to 12 May 2014.**
- 3. That the Board determines the minutes, reports and attachments relating to Report No. 10/14 will be available to the public.**
- 4. That the Board determines Report No. 10/14 will be the subject of an information report to Constituent Councils.**

CARRIED

4.1.2 Policy Reviews

Moved: Vincent Mifsud

Seconded: Steve Mathewson

- 1. That SRWRA adopts the Jury Service Policy, Leave Without Pay Policy, Long Service Leave Policy, Performance Appraisal Policy, Probationary Policy, Personal Leave Policy and Recognition of Service Policy for a further 12 months as amended and attached.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 11/14 will be available to the public.**
- 3. That the Board determines Report No. 11/14 will be the subject of an information report to the Constituent Councils.**

CARRIED

4.1.3 Gate Fees

Moved: Carol Bouwens

Seconded: Vincent Mifsud

- 1. That the Executive Officer's report on Gate Fees be confirmed.**
- 2. That the Board determines the minutes, relating to Report 12/14 will be made available to the public.**
- 4. That the Board determines Report No. 12/14 will be the subject of an information report to Constituent Councils.**

CARRIED

4.1.5 Valuation Report Process

Moved: Vincent Mifsud

Seconded: Steve Mathewson

- 1. That the Board endorse the decision to retain the services of Opteon (Southwick Goodyear) for the purpose of a valuation report of the SRWRA landfill site, allotments and zoning areas.**
- 2. The Board notes that the Executive Officer tested the market and the reason that the SRWRA Contracts and Tenders Policy was not strictly adhered to, was due to a combination of time constraints plus the market knowledge of the retained incumbent.**
- 3. That the Board determines the minutes, reports and attachments relating to Report No. 14/14 will be available to the public.**
- 4. That the Board determines Report No. 14/14 will be the subject of an information report to Constituent Councils.**

(Noting that the reference should be 2013/2014 financial year not 2014/2015 as per the Executive Summary)

CARRIED

4.2 Finance Reports

CARRIED

4.2.2 Budget Review Three – July 2013 to March 2014

Moved: Ian Walker

Seconded: Steve Mathewson

1. That the Budget Review Three Report including explanatory notes and attachments be received.
2. That it be noted that \$1.9 million of the Joint Venture Capital Expenditure Budget will be carried forward to 2014/2015.
3. That it be noted that \$864,961 was overestimated as an expense for Northern Area capping and is to be reversed.
4. That the Budget Review Report incorporating recommended variations be adopted.
5. That the Statutory Budget incorporating recommended variations be adopted.
6. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 16/14 will be available to the public.
7. That the Board determines Report No. 16/14 will be the subject of an information report to Constituent Councils.

CARRIED

4.2.3 Accounting Services

Moved: Jim Huckstepp

Seconded: Steve Mathewson

1. That SRWRA extends Dean Newbery & Partners contract for one year to supply accounting services for a fixed capped fee of \$36,000 (plus GST) for the financial year 2014/15.
2. The Board notes that the reason that the Contracts and Tenders Policy was not strictly adhered to, was due to a combination of time constraints plus the recognition of the continuity required in current modelling in relation to the Long Term Financial Plan and the Southern Recycling Centre.
3. That the Board determines the minutes, reports and attachments relating to Report No. 17/14 will be available to the public.
4. That the Board determines Report No. 17/14 will be the subject of an information report to Constituent Councils.

CARRIED

4.3 Information Reports

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. 19/14 will be available to the public.
3. That the Board determines Report No. 19/14 will be the subject of an information report to Constituent Councils.

CARRIED

4.3.3 WHS and IM Report

Moved: Vincent Mifsud

Seconded: Steve Mathewson

1. That the Executive Officer's information report be received.
2. That the Board determines the minutes, reports and attachments relating to Report No. 20/14 will be available to the public.
3. That the Board determines Report No. 20/14 will be the subject of an information report to Constituent Councils.

CARRIED

5. OTHER BUSINESS

CARRIED

6. NEXT MEETING

2nd June 2014

7. CLOSURE

Meeting Closed at 7:30pm

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Chairperson