

Minutes

SOUTHERN REGION WASTE RESOURCE AUTHORITY

BOARD MEETING

Held on

Monday 4th May 2015

Meeting Commenced at 5:00 pm

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 – City of Holdfast Bay
Vincent Mifsud	-	Member – City of Marion
Steve Mathewson	-	Member – City of Onkaparinga
Kirk Richardson	-	Member – City of Onkaparinga
Lynda Yates	-	Member – City of Holdfast Bay

IN ATTENDANCE:

Ray Pincombe	-	Acting Executive Officer
Henny Redden	-	Senior Finance Admin Officer

APOLOGIES

Mark Hindmarsh	-	Executive Officer
Ian Crossland	-	Member – City of Marion
John Smedley	-	Deputy Member – City of Holdfast Bay
Nick Kerry	-	Deputy Member – City of Marion
Heidi Greaves	-	Deputy Member – City of Onkaparinga

Special Guests –

5.00 pm to 5.30pm – Ben Sawley - ResourceCo - Special Presentation

6pm to 6:45pm Paul Lightbody from Tonkin Consulting

6pm onwards - John Jovicevic – External Accountant from Dean Newbery

Ben Sawley from Resource Co made a brief presentation to the SRWRA board.

Ben Sawley left the meeting at 5:30pm

3. MINUTES OF MEETING

3.1 Board Meetings

Moved: Vincent Mifsud

Seconded: Kirk Richardson

That the minutes of the General Meeting held on 2nd February 2015 be confirmed as a true and accurate record.

That the minutes of the Special Meeting held 14th April 2015 be confirmed as a true and accurate record.

CARRIED

3.2 Audit Committee Meeting

Moved: Steve Mathewson

Seconded: Vincent Mifsud

That the minutes of the Audit Committee Meeting held on 2nd March 2015 are noted.

CARRIED

4. DECLARATION CONFLICT OF INTEREST

Members are to declare any conflict of interest before each item.

Nil Declared

5.1.3 Policy Reviews

Moved: Vincent Mifsud

Seconded: Ian Walker

1. That the Board notes that the Employee Performance and Behaviour Policy, Training and Development Policy, Internet and Email Policy, Leave Without Pay Policy (as amended), Long Service Leave Policy, Performance Appraisal Policy, Personal Leave Policy, Probationary Policy and Jury Service Policy as human resource policies will be the responsibility of the Executive Officer.
2. The Executive Officer is to establish a formal review process for these policies and report outcomes to the Board annually.
3. That the Board determines the minutes, reports and attachments relating to Report No. 12/15 will be available to the public.
4. That the Board determines Report No. 12/15 will be the subject of an information report to the Constituent Councils.

CARRIED

5.2 Finance Reports

5.2.1 Budget Review 3 – July to March 2015

Moved: Kirk Richardson

Seconded: Steve Mathewson

1. That the Budget Review Three Report, including late report 6.1 Capex Update, explanatory notes and attachments be received.
2. That it be noted that \$1 million of the Joint Venture Capital Expenditure Budget will be carried forward to 2015/2016.
3. That the Budget Review Report incorporating recommended variations be adopted.
4. That the Statutory Budget incorporating recommended variations be adopted.
5. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 13/15 will be available to the public.
6. That the Board determines Report No. 13/15 will be the subject of an information report to Constituent Councils.

CARRIED

6.1 Budget Review 3 – Capex Update

Incorporated with report 5.2.1

5.2.2 Accounting Services

Moved: Steve Mathewson

Seconded: Kirk Richardson

1. That SRWRA notes the variance from the Procurement Policy, however, given the limited market and timing for the procurement of these services, extends Dean Newbery & Partners contract for one year to supply accounting services for a fixed capped fee of \$37,000 (plus GST) for the financial year 2015/16.
2. That the provision of accounting services for a long term arrangement be market tested for the Financial Year 16/17 in accordance with the procurement policy.
3. That the Board determines the minutes, reports and attachments relating to Report No. 14/15 will be available to the public.
4. That the Board determines Report No. 14/15 will be the subject of an information report to Constituent Councils.

CARRIED

5.3 Information Reports

5.3.2 General Information Report

A general discussion regarding the Information Report confirmed that the E-waste statistics were no longer required and that the Toolbox meeting minutes were to be included as an attachment to the Executive Officer's Report from now on.

Moved: Ian Walker

Seconded: Vincent Mifsud

1. That the General Information Report be received.
2. That the Board determines the minutes, reports and attachments relating to Report No. 16/15 will be available to the public.
3. That the Board determines Report No. 16/15 will be the subject of an information report to Constituent Councils.

CARRIED

5.3.3 2015 WHS & IM Report

Moved: Vincent Mifsud

Seconded: Lynda Yates

1. That the SRWRA WHS and IM plan monthly reviews be received.

2. That the Board acknowledges the positive report and ongoing good results by all involved are noted.
3. That the Board determines the minutes, reports and attachments relating to Report No. 17/15 will be available to the public.
3. That the Board determines Report No. 17/15 will be the subject of an information report to Constituent Councils

CARRIED

7. **NEXT MEETING**
1st June 2015

8. **CLOSURE**
Meeting closed at : 7:55 pm

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Mark Booth - Chairperson