

# Public Minutes

## SOUTHERN REGION WASTE RESOURCE AUTHORITY

### BOARD MEETING

Held on

**Monday 4th March 2013**

5:00 pm

At

**Southern Region Waste Resource Authority**

282 Main South Road Morphett Vale

**The Meeting commenced at 5:09pm**

*This meeting of the Board was not 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 has otherwise resolved (ref: Charter 2.5.21).*

**1. OPENING**

The Chairman opened the meeting

**2. ATTENDANCE RECORD**

**2.1 PRESENT:**

Mark Booth	-	Chairman
Bruce Williams	-	Member
Terry Sutcliffe	-	Member
Carol Bouwens	-	Member
Jim Huckstepp	-	Member
Ian Walker	-	Member
Cheryl Connor	-	Deputy Member ( <i>in place of Jeff Rittberger under clause 2.2.3 of The Charter</i> )
Lynda Yates	-	Deputy Member

**IN ATTENDANCE:**

Ray Pincombe	-	Acting Executive Officer
Colin McArdle	-	Landfill Manager
Henny Redden	-	Senior Finance/Admin Officer

**2.2 APOLOGIES:**

Jeff Rittberger - Member  
Sharon Nash - Deputy Member

**3. MINUTES OF MEETING**

**3.1 Ordinary Board Meeting**

**Moved: Ian Walker**

**Seconded: Jim Huckstepp**

**That the minutes of the Ordinary Meeting held on 10<sup>th</sup> December 2012 be confirmed as a true and accurate record.**

**CARRIED**

**NORTHERN AREA CAPPING UPDATE**

**The Chair asked the Landfill Manager to update the Board on the progress of the Northern Area Capping. The Landfill Manager circulated various colour photographs of Capping to date. These included depth of clay and an update of total clay use, contour drains to stop erosion, and future topsoil to be added. Planting will commence once seasonal rains begin.**

**4. ITEMS OF BUSINESS**

**4.1 Action Reports**

**4.1.1 Les Perry Memorial Grants**

**Moved: Carol Bouwens**

**Seconded: Bruce Williams**

- 1. That SRWRA approves the four Memorial Grant applications for a total grant allocation of \$1 924.30 noting that the grant amounts approved are the full amount requested for each project and an adjustment will need to be made to increase the budget allocation.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 01/13 will be available to the public.**
- 3. That the Board determines the minutes, reports and attachments will be the subject of an information report to Constituent Councils.**

**CARRIED**

#### **4.1.2 Work Health Safety**

**Moved: Terry Sutcliffe**

**Seconded: Bruce Williams**

- 1. That the report be received and a report on workplace health and safety performance be included as a permanent agenda item at each board meeting.**
- 2. That the SRWRA WHS and IM plan for 2013 be endorsed, subject to inclusion under ‘Commitment and Policy’ of training for Board members, and re-wording of the first objective under KPI – Claims Statistics.**
- 3. That the LGAWCS KPI Audit be noted.**
- 4. That a report on correction of non-conformances be provided to the Board.**
- 5. That the Board determines the minutes, reports and attachments (except attachment A) relating to Report No. 02/13 will be available to the public.**
- 6. That the Board determines the minutes, reports and attachments (except attachment A) will be the subject of an information report to Constituent Councils.**

**CARRIED**

#### **4.2 Finance Reports**

##### **4.2.1 Budget Review 2 – October to December 2012**

**Moved: Ian Walker**

**Seconded: Jim Huckstepp**

- 1. That the Monthly Financial Report including explanatory notes and attachments be received.**
- 2. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 03/13 will be available to the public.**
- 3. That the Board determines Report No. 03/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

##### **4.2.2 Finance Reports January 2013**

**Moved: Terry Sutcliffe**

**Seconded: Ian Walker**

- 1. That the Monthly Financial Report including explanatory notes and attachments be received.**
- 2. That the balance owing by Adciv Pty Ltd of \$35,911.87 be written off as a bad debt.**
- 3. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 04/13 will be available to the public.**
- 4. That the Board determines Report No. 04/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

### **4.3 Information Reports**

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

**Moved: Bruce Williams**

**Seconded: Carol Bouwens**

- 1. That the Executive Officer's information report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 05/13 will be available to the public.**
- 3. That the Board determines Report No. 05/13 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. 06/13 will be available to the public.**
- 3. That the Board determines Report No. 06/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

### **5. Other Business**

#### **5.1.**

As the remaining items of business included discussions about existing staff, the Landfill Manager and the Senior Finance Admin Officer left the Meeting at 6:05pm.

### **7. NEXT MEETING**

15<sup>th</sup> April 2013 – Special Meeting to discuss

- Long Term Financial Plan
- Landfill Future Options
- Landfill Manager 360° Questionnaire
- Executive Officer Replacement

### **NEXT ORDINARY MEETING**

6<sup>th</sup> May 2013

## 8. Closure

The Meeting Closed at 7:45pm

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Chairperson		
Date	/	/