

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

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**Date:** 17/09/2020

**Time:** 4.02pm

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**Venue:** NAWMA Education Centre; 71-75 Woomera Avenue, Edinburgh Parks

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## Welcome

### 1. PRESENT

Mr Brian Cunningham	Independent Chairperson
Mr Sam Green	City of Playford
Cr Shirley Halls	City of Playford
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 (via video link)
Mr Danial Dunn	Chief Operations Officer
Mrs Rachel Zhou	Chief Financial Officer
Mrs Amy Hosking	Executive Assistant
Mr John Jovicevic	Dean Newbery & Partners
Mr Daryl Stillwell	Stillwell Management Consultants (via video link)
Mr Sean Keenihan	Norman Waterhouse (via video link)
Mr David Woolford	Ricardo UK (via video link)

### APOLOGIES

Ms Grace Pelle	City of Playford
Cr Clint Marsh	City of Playford (Deputy)
Cr Paul Little	Town of Gawler

*Cr Reynolds entered the meeting at 4.04pm.*

### 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.

#### 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 and 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 Koch that the Minutes of the Northern Adelaide Waste Management Authority Board Meeting held on Thursday, 25 June 2020 be received, confirmed and adopted.

Seconded Cr Woodman **Carried**

Moved Mr Mansueto that the Circular Resolution of the Northern Adelaide Waste Management Authority Board distributed on 21 July 2020, and passed on 27 July 2020 be received, confirmed and adopted.

Seconded Cr Halls **Carried**

Moved Cr Woodman that the Minutes of the Northern Adelaide Waste Management Authority Audit Committee held on Monday, 14 September 2020 be received and noted.

Seconded Cr Halls **Carried**

*Mr Inat entered the meeting at 4.10pm.*

#### **5. BRIEFING ITEMS**

*Mr Stillwell entered the meeting at 4.11pm.*

##### **5.1. Staff Satisfaction Survey**

*The Board were provided with a presentation (via video link) of the Staff Satisfaction Survey results from Mr Daryl Stillwell (Managing Director, Stillwell Management Consultants).*

Moved Cr Fraser that the Report is received and noted, and the Board instruct Management to undertake a full survey every two (2) years with a smaller pulse-check to be completed on the alternate year.

Seconded Mr Inat **Carried**

*Mr Stillwell left the meeting at 4.32pm and did not return.*

*Mr Keenihan and Mr Woolford entered the meeting at 4.39pm.*

##### **5.2. Landfill Alternative Project**

*The Board were provided with a presentation (via video link) on the progression of the Landfill Alternative Project by the Chief Executive Officer and Special Purpose Vehicle Group Members Mr Sean Keenihan (Norman Waterhouse) and Mr David Woolford (Ricardo UK).*

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 and Mr John Jovicevic, 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, presentation and discussion confidential.

Seconded Cr Halls **Carried**



2. Moved Mr Green that the Report is received and noted.  
Seconded Cr Woodman **Carried**

3. Moved Cr Reynolds that under Section 91(7) and (9) of the Local Government Act 1999 the Northern Adelaide Waste Management Authority Board orders that the report, presentation and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed  
Seconded Mr Inat **Carried**

4. Moved Cr Reynolds that the meeting moves out of confidence  
Seconded Mr Inat **Carried**

*Mr Keenihan and Mr Woolford left the meeting at 5.09pm and did not return.*

*The Agenda of the Meeting was amended to bring Agenda Items 9.11, 10.1, 10.2, 9.1, 9.2, 9.3 and 9.4 forward to accommodate Chief Executive Officer and Mr Jovicevic with the approval of the Board.*

#### **AGENDA ITEMS OUT OF ORDER**

##### **9.11. South Australia's Draft Waste Strategy and Draft Food Waste Strategy Consultation Papers – NAWMA Submission**

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

##### **10.1. Advocacy**

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

##### **10.2. Edinburgh North Insurance**

Chief Executive Officer provided a verbal report

*Chief Executive Officer left the meeting at 5.16pm and did not return.*

*Chief Operations Officer left the meeting at 5.17pm and returned to the meeting at 5.19pm.*

##### **9.1. FY19/20 Draft Balance Date Audit Report**

Moved Cr Halls that the Report is received and noted, and the Draft Balance Date Audit Report is endorsed by the Board.  
Seconded Mr Inat **Carried**

##### **9.2. FY19/20 Draft Audited Financial Statements**

Moved Mr Mansueto that:

1. the Draft Audited Financial Statements for the year ended 30 June 2020 are received and adopted by the Board,
2. the Board give approval for the Independent Chairman and Chief Executive Officer to sign the Audited Financial Statements for the year ended 30 June 2020, and the Management Representation Letter to HLB Mann Judd, and;
3. the Board give approval for the Audited Financial Statements for the year ended 30 June 2020 to be distributed to Constituent Councils and included in the 2019/2020 Annual Report.

Seconded Mr Green **Carried**

##### **9.3. FY20 Schedule of Constituent Council Interest in Net Assets**

Moved Cr Woodman that the Board accept the agreed proportion of the Constituent Council's Interests in Net Assets for the year ended 30 June 2020 as follows:

- City of Salisbury 55.67%
- City of Playford 34.19%
- Town of Gawler 10.15%

Seconded Cr Reynolds **Carried**



**9.4. FY20 Regulation 10 Financial Report**

Moved Cr Reynolds that the Regulation 10 Financial Report for year ended 30 June 2020 is endorsed by the Board

Seconded Cr Halls **Carried**

*Mr Jovicevic left the meeting at 5.25pm and did not return.*

**6. MATTERS ARISING FROM THE MINUTES**

*Chief Operations Officer left the meeting at 5.27pm and returned to the meeting at 5.28pm.*

**6.1. Capital Works Program Summary (standing item)**

Moved Cr Woodman that the Report is received and noted.

Seconded Mr Mansueto **Carried**

**6.2. Action List (standing item)**

Moved Mr Green that the Report is received and noted.

Seconded Mr Inat **Carried**

**6.3. LGRS Action Plan (standing item)**

Moved Cr Woodman that the Report is received and noted, and the Board continue to be updated on the progress of the Action Plan.

Seconded Mr Manuseto **Carried**

**6.4. Research Road (Pooraka) Transfer Station Lease**

Moved Mr Green that the Report is received and noted.

Seconded Cr Koch **Carried**

**6.5. Policy Updates**

Moved Cr Woodman that:

1. the Report is received and noted,
2. the Board adopt the Unsolicited Proposals Policy, the amended Procurement Policy, and the Treasury Management Policy, and;
3. NAWMA's Administration finalise the Draft Risk Management Policy and distribute to the Board by circular resolution for adoption.

Seconded Mr Green **Carried**

**7. QUESTIONS WITHOUT NOTICE**

Nil

**8. CONFIDENTIAL ITEMS**

**8.1. Edinburgh North Underleases**

1. Moved Cr Halls 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 and discussion confidential

Seconded Cr Woodman **Carried**

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

Seconded Cr Koch **Carried**

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 and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed

Seconded Cr Halls **Carried**

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

Seconded Cr Fraser **Carried**

## **8.2. Operational Report**

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 and discussion confidential

Seconded Cr Reynolds **Carried**

2. Moved Cr Reynolds that the Report is received and noted, and the Balefill Management Consultative Committee meeting minutes of 1 June 2020 (version 2) and 10 August 2020 are noted.

Seconded Mr Inat **Carried**

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

Seconded Cr Woodman **Carried**

*Chief Operations Officer, Chief Financial Officer and Executive Assistant left the meeting at 6.00pm.*

## **8.3. CEO Performance and Development Committee**

1. Mr Manuseto 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 be excluded from the meeting on the basis that the Northern Adelaide Waste Management Authority Board will receive, discuss and consider:

(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

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, discussion and resolution confidential

Seconded Mr Green **Carried**



*Confidential Resolution removed.*

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

4. Moved Mr Mansueto that the meeting moves out of confidence  
Seconded Mr Green **Carried**

*Chief Operations Officer, Chief Financial Officer and Executive Assistant returned to the meeting at 6.16pm*

## **9. NAWMA MANAGEMENT AND ADMINISTRATION REPORT**

### **Reports for Decision**

#### **9.5. FY19/20 Annual Report (Draft)**

Moved Cr Halls that the Report is received and noted, and the Board endorse the Draft 2019/2020 Annual Report for publication and distribution.  
Seconded Cr Woodman **Carried**

#### **9.6. Board Self-Assessment Briefing**

The Board authorised this Item to be deferred to the scheduled November 2020 Board Meeting.

### **Reports for Information**

#### **9.7. FY20/21 Budget Update**

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

#### **9.8. Audit Committee Independent Member Update**

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

#### **9.9. 2020/2021 Annual Business Plan progress report (standing item)**

Moved Mr Mansueto  
Seconded Cr Halls **Carried**

#### **9.10. WHS Steering Committee Minutes (standing item)**

Moved Mr Inat that the Report is received and noted.  
Seconded Cr Fraser **Carried**

## **10. OTHER BUSINESS**

### **10.3. NAWMA all-sites tour**

The Executive Assistant provided a verbal update.

## **11. NEXT MEETING OF THE BOARD**

The next meeting of the Board is to be held on Thursday, 26 November 2020 at 4.00pm in the NAWMA Education Centre (71-75 Woomera Avenue, Edinburgh Parks) and is a Joint Meeting with the NAWMA Audit Committee.

## **12. CLOSURE OF THE MEETING**



The meeting closed at 6.23pm.

**Adopted by the NAWMA Board at meeting of  
26 November 2020**

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**Brian Cunningham  
Independent Chairperson**

