

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

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**Date:** 25/02/2021

**Time:** 5.12pm

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

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## Welcome

### 1. PRESENT

|                     |                         |
|---------------------|-------------------------|
| Mr Brian Cunningham | Independent Chairperson |
| Mr Sam Green        | City of Playford        |
| Cr Clint Marsh      | 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          |

### 2. IN ATTENDANCE

|                  |                          |
|------------------|--------------------------|
| Mr Adam Faulkner | Chief Executive Officer  |
| Mr Danial Dunn   | Chief Operations Officer |
| Mrs Rachel Zhou  | Chief Financial Officer  |
| Mrs Amy Hosking  | Executive Assistant      |

### APOLOGIES

|                  |                         |
|------------------|-------------------------|
| Cr Paul Little   | Town of Gawler          |
| Cr Shirley Halls | City of Playford        |
| Cr Diane Fraser  | Town of Gawler (Deputy) |

*The Chair noted that this would be the last meeting of Cr Halls due to the expiration of her term as Board Director, and advised the Board that he would write to Cr Halls to thank her for her commitment to NAWMA during her time as Board Director and previous tenure as Deputy Director, on behalf of the Board.*

### 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 Woodman that the Minutes of the Joint Meeting of the Northern Adelaide Waste Management Authority Board and Audit Committee held on Thursday, 19 November 2020 be received, confirmed and adopted.

Seconded Cr Marsh **Carried**

Moved Mr Mansueto that the Minutes of the Northern Adelaide Waste Management Authority Audit Committee held on Thursday, 18 February 2021 be received and noted.

Seconded Mr Green **Carried**

#### 5. MATTERS ARISING FROM THE MINUTES

##### 5.1. Capital Works Program Summary (standing item)

Moved Cr Marsh that the Report is received and noted.

Seconded Cr Koch **Carried**

##### 5.2. Action List (standing item)

Moved Cr Woodman that the Report is received and noted.

Seconded Mr Inat **Carried**

##### 5.3. LGRS Action Plan (standing item)

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

Seconded Mr Mansueto **Carried**

##### 5.4. Research Road (Pooraka) Transfer Station Lease

Moved Cr Marsh that the Report is received and noted.

Seconded Mr Inat **Carried**

##### 5.5. Vacant Land Disposal

Moved Cr Woodman that the Report is received and noted, and the sale of the vacant land does not progress at this time.

Seconded Cr Koch **Carried**

#### 6. QUESTIONS WITHOUT NOTICE

Nil

#### 7. CONFIDENTIAL ITEMS

##### 7.1. Commonwealth Government and State Government Co-investment Opportunity

1. Moved Mr Green 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, attachments, resolution and discussion confidential.

Seconded Cr Reynolds **Carried**



2. Moved Mr Green that the Board congratulate Administration on continuing to position NAWMA at the forefront of two levels of Government when it comes to maintaining sustainable recycling initiatives and future recycling markets for its Constituent Councils.

Seconded Cr Reynolds                      **Carried**

***Confidential Resolution removed***

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

Seconded Cr Reynolds                      **Carried**

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

Seconded Cr Marsh                          **Carried**

**7.2. Recyclables Processing Contract RFT 2018/01 (Accession Request)**

1. Moved Cr Reynolds 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, attachments, resolution and discussion confidential

Seconded Cr Woodman                      **Carried**

***Confidential Resolution removed***

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

Seconded Cr Koch                          **Carried**

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

Seconded Cr Woodman                      **Carried**

*Chief Financial Officer left the meeting at 6.26pm and returned at 6.29pm.*

**7.3. Landfill Alternative Project**

1. Mr Mansueto 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, attachment, discussion and resolution confidential.

Seconded Cr Reynolds **Carried**

***Confidential Resolution removed***

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

Seconded Cr Marsh **Carried**

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

Seconded Cr Koch **Carried**

**7.4. Draft Resourcing Strategy Update**

*The Chair advised that this Item is not required to be Confidential*

Moved Cr Reynolds that the Report is received and noted.

Seconded Mr Mansueto **Carried**

*Chair left the meeting at 6.43pm and returned at 6.44pm*

**7.5. Operational Report**

1. 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 February 2021 are noted.

Seconded Mr Mansueto **Carried**

3. Moved Cr Marsh 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 Woodman that the meeting moves out of confidence

Seconded Cr Reynolds **Carried**

*Chief Operations Officer, Chief Financial Officer and Executive Assistant left the meeting at 6.48pm*

**7.6. CEO Performance and Development Committee**

1. 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 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, attachments, discussion and resolution confidential.

Seconded Mr Inat **Carried**

***Confidential Resolution removed***

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

Seconded Cr Koch **Carried**

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

Seconded Cr Koch **Carried**

*Chief Operations Officer, Chief Financial Officer and Executive Assistant returned to the meeting at 6.53pm*

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

### **Reports for Decision**

#### **8.1. FY20/21 Budget Review Two (BR2)**

Moved Mr Green that:

1. the Report is received and noted, and
2. Budget Review Two (BR2) Uniform Presentation of Finances is adopted, and;
3. the Board endorse Management to provide Budget Review Two (BR2) Uniform Presentation of Finances to Constituent Councils.

Seconded Cr Marsh **Carried**

#### **8.2. 2021/2022 Draft Budget**

Moved Mr Mansueto that:

1. the Report containing Draft Budget assumptions, key drivers and other commentary be received and noted,
2. the Board endorse the Draft 2021/2022 Budget for consultation with Constituent Councils prior to being returned for the NAWMA Board to reconsider and adopt at the June 2021 Board Meeting, and;
3. NAWMA's Chief Executive Officer and Independent Chairman offer to present the Draft 2021/2022 Budget to each respective Constituent Council.

Seconded Cr Koch **Carried**

*Mr Inat left the meeting at 7.14pm and returned at 7.16pm*

#### **8.3. Audit Committee Remuneration Report**

Moved Mr Green that the Report is received and noted, and the remuneration remain at its current level for all Independent Members.

Seconded Cr Koch **Carried**

#### **8.4. NAWMA Committee Nominations**

1. Moved Cr Reynolds that Mr Mansueto be appointed to the NAWMA Audit Committee for a period of two (2) years from 1 March 2021



Seconded Mr Green **Carried**

2. Moved Cr Reynolds that Mr Inat be appointed to the CEO Performance Committee for a period of two (2) years from 1 March 2021

Seconded Mr Green **Carried**

3. Moved Cr Koch that Cr Little be appointed to the Balefill Management Consultative Committee for a period of two (2) years from 1 March 2021

Seconded Cr Reynolds **Carried**

4. Moved Cr Marsh that Cr Koch be appointed as Deputy Board Chairman for a period of two (2) years from the date of this resolution

Seconded Mr Inat **Carried**

*Mr Mansueto left the meeting at 7.19pm and did not return*

## **Reports for Information**

### **8.5. Business Continuity Plan and IT Disaster Recovery Plan Update**

Moved Mr Green that the Board receive the Report, and note the progress on the development of both the Business Continuity Plan and IT Disaster Recovery Plan

Seconded Cr Koch **Carried**

### **8.6. Draft Corporate Risk Register**

Moved Mr Green that:

1. a further Report be tabled at a subsequent Meeting for the Board to provide critique and input into the Draft Corporate Risk Register, and;
2. once finalised, the Board endorsed Corporate Risk Register remain a live document, and a standing item on the NAWMA Audit Committee Agenda for review, reporting and amendments as the risks, actions, and controls mature (or emerge) in time.

Seconded Cr Koch **Carried**

### **8.7. Internal Control Review**

Moved Mr Green that the Board endorse NAWMA Management's proposed approach to undertake the financial Internal Control Review.

Seconded Cr Koch **Carried**

### **8.8. 2020/2021 Annual Business Plan progress report (standing item)**

Moved Mr Green that the Report is received and noted.

Seconded Cr Koch **Carried**

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

Move Mr Green that the Report is received and noted

Seconded Cr Koch **Carried**

## **9. OTHER BUSINESS**

### **9.1. NAWMA all-sites tour (verbal only)**

The Executive Assistant advised that the tour previously scheduled for November 2020 has been rescheduled to April 2021 (subject to Members availability), before the joint meeting of the NAWMA Board and Audit Committee.

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

The next meeting of the Board is to be held on Thursday, 29 April 2021 at 4.00pm in the NAWMA Education Centre (71-75 Woomera Avenue, Edinburgh) and is a Joint Meeting with the NAWMA Audit Committee.



## **11. CLOSURE OF THE MEETING**

The meeting closed at 7.24pm.

