

PUBLISH DATE 07 MAY, 2024



STRICTLY PRIVATE & CONFIDENTIAL
DRAFT MINUTES OF GENERAL BOARD MEETING
HELD 14 MARCH 2024

BOARD SECRETARY
OFREG

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Utility Regulation and Competition Office

Board Meeting Minutes – General Board Meeting #3 of 2024

Minutes

Meeting Details

Team Name:	Board of Directors
Meeting Date:	14 March 2024
Time:	0930 hrs – 1630 hrs
Venue:	OfReg Conference Room
Attendees:	Samuel Jackson, Chair Frank Balderamos, Deputy Chair Stacy-Ann Kelly, Member Wrendon Timothy, Member Mike Gibbs, Member Gavin Baxendale, Member Natasha Bodden, Member Bonnie Anglin, Member Peter Gough, ICEO
Zoom Attendees:	Osbert Francis, Member
Apologies/excused:	None received
Minute Taker:	Joanne Conolly (BS)

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Agenda Details

AGENDA OVERVIEW
1. Welcome & Declarations of Interest
2. Minutes of Previous Meetings
3. ICEO Report
4. Legal Advice
5. Sector Matters
6. Board Matters
7. AOB

Meeting Minutes

1. Welcome & Declarations of Interest

The Chairman called the meeting to Order at 0937 hrs.

There were no conflicts of interest recorded.

The action items were detailed. The Board requested going forward that these were incorporated into the Sector Dashboards. **BS to instruct Sector Heads.**

2. Minutes of Last Meeting

The Minutes of the General Meeting held on 15 February 2024 were agreed as amended.

3. ICEO Report

ICEO discussed his report with the Members. Chair requested a new item 'Committees' on the Agenda moving forward. **BS to action.**

CFI job description – ICEO explained this had to be re-drafted due to changes in the position since the last advertisement. In particular the post no longer requires the holder to sit on the Board. Current salary grade remained an issue, and it was intended a consultation with the Ministry would go ahead to change the grading for the post. Recruitment had been discussed at the HR Committee Meeting earlier in the week. ICEO confirmed after questions from Members, that OfReg do use a recruitment agency.

Fuel Department vacant posts were discussed. One employee who had been on extended bereavement leave is now on medical leave, and another who had been on long-term medical leave was now no longer an employee. The Department currently only has 1 active inspector, with DCFI having to undertake field work also. The Fuel Inspector post is being advertised.

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S19(5)(b)

4. Sector Matters

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4.1.1 [Redacted]

[Redacted]

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4.2 Fuels

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4.2.2 [Redacted]

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Fuel Sector AOB

Refuel's importation of fuel was discussed by the Board. [Redacted]

[Redacted] They could effectively be bringing in any fuel of any quality at this time. DCFI said

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they were purchasing the fuel from 'jobbers' and not a specific supplier, and so they do not receive quality certificates on what they are purchasing. Effectively [REDACTED] argument for not supplying certificates is due to who he purchases from. There is a storage certificate issued to [REDACTED] for a site on Lagoon Drive in the industrial park, but this is only a small site. None of the two gas stations being run, have storage permits, however there is no gas currently stored on the new site behind the Ritz.

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S19(5)(a)

DCFI indicated the rationale behind his importing fuel was that the fuel would come onto the Island, be offloaded into the station and the empty totes returned to the Port, however the Port now claim they have no space to store them. OfReg speaks to the capacity of the tanks on regulated premises, whether they are empty or not. It was pointed out he also offers mobile fuelling. ICEO confirmed that he was appointed Acting CFI and had delegated signing responsibilities to DCFI.

5. Board Matters

5.1 IT Strategy

IT Manager came into the meeting and presented a plan for the change to OfReg's current technological requirement. Once the presentation was given to the Board, it was their view the IT department would need further staffing in order to function effectively. This project will be reviewed and reported up to the Board. GB believes this is a difficult migration and he would like to become involved in this, as some members of the Board had reservations about owing a second laptop and phone to deal solely with OfReg business.


5.2 Changes to Non-Disclosure and Restricted Deed Agreement

This would be dealt with by the BS sending a round robin email.


5.3 Proposed Amendment to WA Act

This will be deferred to the April meeting.

There being no other business, the meeting was brought to a close at 1800 hrs.

Signed: 

Samuel Jackson, Chairman

Signed: 

Joanne Conolly, Secretary