

# MINUTES

ORDINARY BOARD MEETING | 16 NOVEMBER 2023



**MINUTES OF THE MEETING:** Adelaide Hills Region Waste Management Authority Board held in the Mount Barker District Council Chambers, 6 Dutton Road, Mount Barker on Thursday 16 November 2023 at 10:30am.

**PRESENT:** Adrian Skull, Chair; John McArthur, Adelaide Hills Council; Cr Michael Scott, Alexandrina Council

via audio-visual means via Zoom webinar: Cr Tom Haig, Officer Rural City of Murray Bridge; Alex Oulianoff, General Manager Corporate Services, Mount Barker District Council;

**IN ATTENDANCE:** Leah Maxwell Executive Officer, AHRWMA; Sarah O’Flaherty Finance and Business Manager, AHRWMA; Catherine Stone, Circular Economy Officer, AHRWMA; Tracey Muirhead Administration Officer, AHRWMA

**APOLOGIES:** Cr Lucy Huxter, Adelaide Hills Council

## **1. MEETING COMMENCEMENT AND WELCOME**

The meeting opened with an Acknowledgement of Country.

## **2. REGISTERS**

2.1 Register of Interest  
As tabled.

2.2 Conflicts of Interest  
Nil.

## **3. CONFIRMATION OF MINUTES**

Moved John McArthur that the minutes for the ordinary board meeting held on 21 September 2023 be taken as read and confirmed.

Seconded: Alex Oulianoff

CARRIED  
OM20231116.01

## **4. BUSINESS ARISING**

Nil

# MINUTES

ORDINARY BOARD MEETING | 16 NOVEMBER 2023



## 5. RECOMMENDATIONS FROM ADVISORY COMMITTEES

### 5.1 Audit and Risk Committee Meeting

Moved John McArthur that the Board receive the Audit and Risk Committee Minutes and notes the Audit and Risk Committee recommendations.

Seconded: Alex Oulianoff

CARRIED  
OM20231116.02

## 6. REPORTS

### 6.1. FY2024 Budget Review One

Moved Alex Oulianoff that the Board receive and adopt FY2024 budget review one.

Seconded: John McArthur

CARRIED  
OM20231116.03

### 6.2. First Quarter Performance Report FY2024

Moved John McArthur that the Board receives and notes the First quarter Performance Report FY2024.

Seconded: Michael Scott

CARRIED  
OM20231116.04

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### 6.3. Draft Strategic Plan

Moved Alex Oulianoff that the Board receive and endorse the Draft Strategic Plan for consultation with Constituent Councils, with the EO to make minor amendments and formatting.

Seconded: Cr Tom Haig

CARRIED  
OM20231116.05

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### 6.4. Regional Education Plan

Moved John McArthur that the Draft Education Plan be endorsed by the Board for Council consultation with administration to make amendments in accordance with Board feedback.

Seconded: Michael Scott

CARRIED  
OM20231116.06

### 6.5. Board Approved Policies and Documents

Moved Alex Oulianoff that the Board:

1. Adopts the WHS & RTW Policy.
2. Adopts the Schedule of Authorities (AHR-DOC-920)v1.1

Seconded: Cr Tom Haig

CARRIED  
OM20231116.07

# MINUTES

ORDINARY BOARD MEETING | 16 NOVEMBER 2023



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## 6.6. Credit Card Policy Review

Moved John McArthur that the Board receive and adopts Credit Card Policy V2.0

Seconded: Michael Scott

CARRIED  
OM20231116.08

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## 6.7. Update – 2022 Risk Evaluation, WHS and IM System

Moved Alex Oulianoff that the Board receive the progress update on the 2022 Risk Evaluation of the WHS and IM System.

Seconded: John McArthur

CARRIED  
OM20231116.09

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## 7. INFORMATION REPORTS

Nil

## 8. CORRESPONDENCE

Nil

## 9. ANY OTHER BUSINESS

Nil

## 10. QUESTIONS WITH NOTICE

Nil

## 11. QUESTIONS WITHOUT NOTICE

Nil

## 12. MOTIONS WITH NOTICE

Nil

## 13. CONFIDENTIAL REPORTS

### 13.1 Executive Officer Performance Review

**AUTHOR:** Board Chair  
**Date of Meeting:** 16 November 2023  
Moved Michael Scott that the Board:

#### Section 90 (3) (a) Order

1. Pursuant to Section 90(3)(a)

# MINUTES

ORDINARY BOARD MEETING | 16 NOVEMBER 2023



Pursuant to Section 90(2) of the Local Government Act 1999 the Board orders that all members

of the public and AHRWMA staff be excluded from attendance at the meeting for Agenda Item 13.1 Executive Officer Performance Review.

The Board is satisfied that pursuant to Section 90(3)(a) of the Act, that this agenda item contains information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Executive Officer in that details of her performance review will be discussed which are sensitive and are details only known to those who have participated in the review process. The Board is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the Executive Officer's performance may prematurely be disclosed.

Seconded John McArthur

CARRIED UNANIMOUSLY  
*OM20231116.10*

Moved Alex Oulianoff that the Board:

Section 91(7) Order 5.

2. After having considered Agenda Item 13.1 Executive Officer's Performance Review in confidence under 90(2) and 3(a) of the Local Government Act 1999, the Board pursuant to Section 91(7) of the Act orders that
  - (a) the resolution, the report, attachments, the discussion and any other associated information submitted to this meeting and the minutes of this meeting in relation to the matter remain confidential and not available for public inspection until 16 October 2030.
  - (b) the confidentiality of the matter be reviewed annually;
  - (c) the Executive Officer be delegated the authority to review and revoke all or part of the order herein and directed to present a report containing the Item for which the confidentiality order has been revoked.

Seconded John McArthur

CARRIED UNANIMOUSLY  
*OM20231116.12*

**MEETING CLOSED AT 12:25pm**

**CHAIRPERSON** \_\_\_\_\_ **DATE** \_\_\_\_\_