

# MINUTES

18 MARCH 2025



<b>Name:</b>	Adelaide Hills Region Waste Management Authority
<b>Date:</b>	Tuesday, 18 March 2025
<b>Time:</b>	10:30 am to 12:20 pm (ACDT)
<b>Location:</b>	MBDC - Oak Room, 6 Dutton Rd, Mount Barker, SA
<b>Board Members:</b>	Adrian Skull (Chair), Alex Oulianoff, Cr Chris Grant, Cr Michael Scott, Cr Tom Haig
<b>Attendees:</b>	Rob Gregory (Chief Executive Officer), Sarah O'Flaherty (Corporate Services Manager), Ben Tume (Operations Manager), Catherine Stone (Circular Economy Officer), Tamar Herron (Minute Secretary)

## 1. Opening Meeting

### 1.1 Acknowledgement to Country

## 2. REGISTERS

### 2.1 Interests Register

### 2.2 Conflicts of Interest

## 3. CONFIRM MINUTES

### 3.1 Confirm Minutes



#### OM20250318.1

That the minutes for the Board meeting held on 17 February 2025, provided in this agenda and as circulated to the Board, be taken as read and confirmed.

**Decision Date:** 18 Mar 2025  
**Mover:** Cr Tom Haig  
**Second:** Alex Oulianoff  
**Outcome:** Approved

## 4. BUSINESS ARISING

## 5. RECOMMENDATIONS FROM ADVISORY COMMITTEE

### 5.1 Audit and Risk Committee Meeting



#### OM20250318.2

That the Board receive the Audit and Risk Committee Minutes and notes the Audit and Risk Committee recommendations.

**Decision Date:** 18 Mar 2025  
**Mover:** Cr Chris Grant  
**Seconder:** Alex Oulianoff  
**Outcome:** Approved

## 6. GENERAL REPORTS

### 6.1 2025/26 Draft Annual Business Plan Report



#### OM20250318.3

That the Board:

1. Endorse the 2025/26 Draft Annual Business Plan.
2. Authorise the Chief Executive Officer to make minor amendments as required prior to distributing to Member Councils for feedback and endorsement.
3. The Board thanks the staff for producing an excellent annual business plan.

**Decision Date:** 18 Mar 2025  
**Mover:** Alex Oulianoff  
**Seconder:** Cr Tom Haig  
**Outcome:** Approved

### 6.2 Draft FY2026 Budget and LTFP Report



#### OM20250318.4

That the Board endorse the FY2026 draft annual budget, including long term financials.

**Decision Date:** 18 Mar 2025  
**Mover:** Alex Oulianoff  
**Seconder:** Cr Chris Grant

### 6.3 Credit Facility Review Report



#### OM20250318.5

The Board:

1. Adopt that the Credit Card Policy v2.1, provided at attachment 6.3b.
2. Endorse an increase in the credit facility from \$10,000 to \$15,000 in order to undertake the daily activities required of the Organisation.
3. Support the increase of the Executive Assistant's credit card limit to \$6,000 to accommodate monthly technology license and recurring charges.
4. Approve purchasing delegation to the Executive Assistant for \$2,500 and the Schedules of Authorities be updated accordingly.

**Decision Date:** 18 Mar 2025  
**Mover:** Cr Chris Grant  
**Seconder:** Cr Tom Haig  
**Outcome:** Approved

## 6.4 Board Approved Policies and Documents Report - Risk Management Policy



### OM20250318.6

The Board:

1. Adopts the reviewed Risk Management Policy.
2. Adopt the amendments made to the Risk Rating Matrix, considering them appropriate for the activities of the organisation and the current risk appetite., and that the new Chair and the Board work with the Risk and Audit Committee to agree on a Risk Rating Matrix from June 2025 onwards.
3. Notes and supports the initial draft list of Strategic Risks generated by Administration.

**Decision Date:** 18 Mar 2025  
**Mover:** Cr Chris Grant  
**Seconder:** Cr Tom Haig  
**Outcome:** Approved

## 7. INFORMATION REPORTS

### 7.1 Overview of Mayors & CEOs Strategy Day Report



#### OM20250318.7

That the Board receives and notes the information provided in relation to the 2025 Mayors & CEOs Strategy Day and notes the following commitments made on the day:

- Member Councils commit to being more engaged.
- Member Council staff with waste responsibilities to enhance engagement with Authority staff.
- Look to improve collective waste education projects/programs.
- Review Board structure moving towards a skill based Board.

**Decision Date:** 18 Mar 2025  
**Mover:** Alex Oulianoff  
**Seconder:** Cr Chris Grant  
**Outcome:** Approved

## 8. CORRESPONDENCE

### 8.1 Correspondence with GISA - Embedded Battery Arrangement

Letters were presented to the Board, from and to Green Industries South Australia, regarding an invite to participate in an ongoing embedded battery recycling program.

## 9. ANY OTHER BUSINESS

### 9.1 Independent Chair Update

It was discussed that the Authority has been approached by applicants of varying degrees of skill sets and skill levels. The application process closes on Friday, 21 March 2025. There has been a great response in terms of interest the role has generated, both within state and interstate.

## 9.2 RCMB Bin Rollout

Cr Haig expressed appreciation on behalf of RCMB for the excellent support provided to date by AHRWMA in providing advice and project managing the replacement bin roll out being undertaken.

## 10. QUESTIONS WITH NOTICE

## 11. QUESTIONS WITHOUT NOTICE

### 11.1 Question: Can existing Board Members apply for the Independent Chair role?

It was discussed that no acting member or employee of Member Councils are considered independent, as required by the Authority Charter.

### 11.2 Question: What is the process for recruiting a new Independent Chair?

Members were referred to the Agenda Item 6.4 from the February 2025 Board meeting which outlined the process which has subsequently been adopted by Member Council CEOs. In short, the Charter designates Member Council CEOs responsible for designing the process. The Authority has received approval from CEOs to form a panel to undertake the preliminary work of advertising for, interviewing and assessing, suitable applicants, and will present a candidate, or multiple candidates if appropriate, to Councils and Council CEO's for consideration.

## 12. PRESENTATIONS

### 12.1 One Hundred Day Reflection Presentation

The AHRWMA CEO shared his reflections on his first 100 days—key insights, early learnings, and priorities for the future.

## 13. CONFIDENTIAL REPORTS

## 14. Close Meeting

### 14.1 Close the meeting

**Next meeting:** AHRWMA Ordinary Board Meeting - 20 May 2025, 10:30 am

The meeting was closed at 12:20pm.

*AJSkull*

Signature: \_\_\_\_\_

Date: 20 May 2025