



Eastern Waste Management Authority Special Board Meeting

Agenda

Thursday 5 June 2025

Notice is hereby given that a special meeting of the Board of the Eastern Waste Management Authority
will be held via MS Teams
on Thursday 5 June 2025 commencing at 4:00pm.

Acknowledgement of Country

We would like to acknowledge this land that we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are as important to the living Kaurna people today.



Agenda

Eastern Waste Management Authority Special Meeting of the Board of Management

Meeting to be held on Thursday 5 June 2025 commencing at 4:00pm,
via MS Teams:

[Join the meeting now](#)

Meeting ID: 462 937 687 950 2

Passcode: RS72Tt3p

1. Present

2. Acknowledgement of Country

3. Apologies

4. Conflicts of Interest

5. Reports

- | | | |
|-----|--|---------|
| 5.1 | Appointment to General Manager Recruitment and Selection Committee | Page 4 |
| 5.2 | Extension of Appointment of Acting General Manager East Waste | Page 11 |

6. Confidential Reports

7. Next Meeting of the Board

The next Ordinary Board Meeting is proposed to be held on:

Thursday 26 June 2025, at the Mayor's Parlour, City of Norwood, Payneham & St Peters,
175 The Parade, Norwood

7. Closure of Meeting

5.1 Appointment to GM Selection and Recruitment Committee

Report Author Executive Assistant

Attachments A: General Manager Selection and Recruitment Committee Terms of Reference

Purpose and Context

The purpose of this report is to update and confirm the members of the the General Manager Selection and Recruitment Committee (the Committee.) In preparation for recruitment/selection of the new East Waste General Manager.

Recommendation

That the East Waste Board:

- 1. appoints _____ to the General Manager Selection and Recruitment Committee.***
- 2. requests that Administration amend the General Manager Selection and Committee Terms of Reference accordingly.***

Strategic Link

Objective 5. Provide leadership

Strategy 5.4 Quality and transparent Corporate (Governance & Financial) Activities)

Background

At the Special Meeting of the East Waste Board of Management held on 29 October 2024 the East Waste Board considered the establishment of the General Manager Selection and Recruitment Committee with the Board resolving as follows:

- 2. Appoints Mr Fraser Bell as Chair of the General Manager Selection and Recruitment Committee.*
- 3. Appoints Cr Lucy Huxter and Mayor Heather-Holmes Ross to the General Manager Selection and Recruitment Committee.*
- 4. Adopts the Terms of Reference for the General Manager Selection and Recruitment Committee as presented in Attachment A.*

The Terms of Reference for the Committee are included with this report at **Attachment A**.

In January 2025, Mayor Heather Holmes-Ross resigned from the East Waste Board. In accordance with clause 3.3.3 of the Committee's Terms of Reference, her resignation has resulted

in a vacancy on the Committee. As such, the Board is now required to consider the composition of the Committee before progressing further with the recruitment process.

Report

At the Special Board Meeting of 18 December 2024 the East Waste Board resolved (in part) *‘That the East Waste Board delegates the Acting General Manager of East Waste the authority in accordance with Section 36(1) of the Local Government Act 1999, to procure and appoint a suitably qualified consultancy firm to undertake the work outlined in the Consultancy Brief, in accordance with East Waste’s procurement policies and procedures.’*

The following firms submitted an expression of interest in assisting East Waste recruit a suitable General Manager:

- Davies Stewart
- Hender Consulting
- Perks People Solutions
- Stillwell Recruitment

with Hender Consulting having been awarded the contract.

In accordance with Section 96(4) of the *Local Government Act 1999* the role of Committee is to assess applications for the position of General Manager, to recommend readvertisement or other additional steps (if necessary), and to make recommendations to the Board on an appointment.

The current members of the Committee are the Chairperson, Mr Fraser Bell, and Cr Lucy Huxter.

The Terms of Reference for the Committee stipulate that the Committee shall consist of three (3) members comprising of:

- The Independent Chair of the Board; and
- Two Members determined by the Board to have experience relevant to the functions of the Committee.

Conclusion

To ensure the continued integrity and functionality of the General Manager recruitment process, it is essential that the Committee be restored to its full membership. The Board is therefore required to appoint a suitably qualified member to fill the current vacancy. This will enable the Committee to effectively carry out its responsibilities and progress with the recruitment process in a timely and compliant manner.

Terms of Reference

General Manager Recruitment and Selection Committee

1. Establishment and Purpose

- 1.1. The East Waste General Manager Selection and Recruitment Committee (the Committee) has been established by the East Waste Board (the Board) in accordance with Clause 10.7 of the Eastern Waste Management Authority Charter (as gazetted on 28 June 2022) and section 98(4) of the *Local Government Act 1999* (the Act).
- 1.2. The purpose of the Committee is to:
 - 1.2.1. perform the functions of a selection panel pursuant to section 98(4) of the Act.
 - 1.2.2. recommend to the East Waste Board a qualified independent person to provide advice to the Committee pursuant to Section 98(4a) of the Act.
 - 1.2.3. consider the advice of a qualified independent person on the assessment of applications and recommendations of appointment.
 - 1.2.4. having considered the advice of the qualified independent person, make a recommendation to the Board as to the appointment of a General Manager.
- 1.3. The Committee reports to the Board and provides appropriate advice and recommendations on matters relevant to its Terms of Reference and statutory functions to facilitate informed decision making in relation to the discharge of the Board's responsibilities.

2. Definitions

Unless the context indicates otherwise, the following terms have the following meanings in these Terms of Reference:

Act means the *Local Government Act 1999* (SA).

Board means the Board of Directors of the Eastern Waste Management Authority.

Chairperson means the chairperson of the Committee, appointed in accordance with clause 5 of these Terms of Reference.

Code of Practice – Meeting Procedures means the Board's Code of Practice –Meeting Procedures or any replacement Code of Practice adopted by the Board for the purpose of the *Local Government (Procedures at Meetings) Regulation 2013*.

Committee means the General Manager Selection and Recruitment Committee established by resolution of the East Waste Board, to be governed by these Terms of Reference.

Member means a member of the Committee.

Regulations includes *Local Government (Procedures at Meetings) Regulations 2013*.

3. Membership

- 3.1. Members of the Committee shall be appointed by the Board of East Waste in accordance with these Terms of Reference.
- 3.2. The Committee shall consist of three (3) members; comprising of;
 - 3.2.1. The Independent Chair of the Board
 - 3.2.2. Two (2) Members determined by the Board to have experience relevant to the functions of the Committee.
- 3.3. A person ceases to be a Member of the Committee upon any of the following circumstances occurring:
 - 3.3.1. the Member's term of office expires and they are not reappointed.
 - 3.3.2. the Member resigns by written notice to the Board.
 - 3.3.3. the Member ceases to hold the office which entitles them to be a member.
 - 3.3.4. the Member dies or becomes of unsound mind.
 - 3.3.5. the Board disbands the Committee
- 3.4. Any member of the Committee may be removed on the grounds that the member has been absent without leave from two (2) or more consecutive meetings or is not performing duties as required within the objectives and functions of the Committee
- 3.5. Nothing in these Terms of Reference gives rise to any right of procedural fairness or otherwise derogates from the Board's ability to remove a Member of the Committee by resolution.

4. Chairperson

- 4.1. The Chairperson will be appointed by the Board and is to be the Independent Chairperson of the Board.
- 4.2. If the Chairperson is absent from a meeting of the Committee a Member will be chosen from those present to preside at the meeting as the Acting Chairperson.
- 4.3. The Chairperson is to:
 - 4.3.1. Oversee the orderly conduct of meetings in accordance with the Act, the Regulations and the Procedures at Meetings Code of Practice.
 - 4.3.2. Ensure that all Members have an opportunity to participate in discussions in an open and responsible manner.
 - 4.3.3. Liaise with East Waste administration between meetings regarding the preparation of the Committee's agenda and minutes.

5. Sitting and Professional Fees

- 5.1. There are no sitting fees for Board Members appointed to the Committee.

6. Meetings

6.1. Frequency of Meetings

- 6.1.1. The Committee shall meet as required.

6.2. Notice of Meetings

- 6.2.1. In accordance with Section 87 of the Act, a notice of each meeting confirming the venue, time, and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee no later than three (3) clear days before the date of the meetings. Supporting papers shall, whenever possible, be sent to Committee Members (and to other attendees as appropriate) at the same time.

6.3. Meeting Procedures

- 6.3.1. Meetings will be conducted in accordance with East Waste's Code of Practice – Procedures at Meetings.
- 6.3.2. Members of the public can attend Committee meetings unless prohibited by resolution of the Committee in accordance with section 90(2) of the Act.
- 6.3.3. A Member of the Committee may attend via electronic means provided that advance notice has been provided to the General Manager and facilities are available.

6.4. Voting

- 6.4.1. Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision. The Chairperson has a deliberative vote but does not, in the event of an equality of votes, have a casting vote.
- 6.4.2. All decisions of the Committee shall be made based on the majority decision of the members present.
- 6.4.3. If a vote is tied, the matter may be referred back to the Committee (with or without additional information to inform the debate and decision making) or referred to the Board for decision.

6.5. Meeting Minutes

- 6.5.1. Conflict of Interest declarations are required pursuant to sections 73 – 75D of the Act and will be recorded in the minutes.
- 6.5.2. The Acting General Manager shall ensure that minutes are kept of the proceedings and resolutions of all meetings of the Committee and that the minutes comply with the requirements of the Regulations and the Code of Practice - Procedures at Meetings.
- 6.5.3. Minutes of Committee meetings shall be circulated within seven (7) days after a meeting to all Members of the Committee.
- 6.5.4. Minutes of the Committee meeting will be placed on the East Waste website.

7. Delegation

- 7.1. Beyond what is prescribed in this Terms of Reference, the Board has not delegated any of its powers to the Committee. Accordingly, all decisions of the Committee constitute recommendations to the Board.
- 7.2. The Committee has delegated authority to invite applications (for the position of General Manager) including advertising on a website pursuant to section 98(3) of the Act.

8. Tenure

The Committee will continue in existence in accordance with the Act.

9. Legislation

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

10. Related Documents

East Waste Code of Practice – Procedures at Meetings
Procurement Policy.

11. Review

- 11.1. The Committee shall, at least every five (5) years, review its Terms of Reference, so that it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval
- 11.2. The Board may review and amend these Terms of Reference at any time.

Signed _____
General Manager

Date ____/____/____

Signed _____
Chairperson of the Board

Date ____/____/____

12. Document History

Version No:	Issue Date:	Description of Change:
1.0		
2.0		Content updated and placed in new format

5.2 Extension of Acting General Manager Appointment

Report Author Executive Assistant

Attachments Nil.

Purpose and Context

The purpose of this report is to seek the East Waste Board's consideration for extending the appointment of David Maywald as Acting General Manager, until the newly appointed General Manager formally commences in the role.

Recommendation

That the East Waste Board:

- 1. Notes that the recruitment for a General Manager of East Waste is underway.***
- 2. Amends the resolution to Item 5.1(in part) of the Special Board Meeting of 29 October 2024 from:***

Appoints Mr David Maywald as Acting General Manager effective from 9 November 2024 (or an alternate date aligned with the General Manager's departure) to no later than 30 June 2024.

To read:

Appoints Mr David Maywald as Acting General Manager effective from 9 November 2024 (or an alternate date aligned with the General Manager's departure) to the date of the commencement of employment of the General Manager East Waste.

Strategic Link

Objective 5. Provide leadership

Strategy 5.4 Quality and transparent Corporate (Governance & Financial) Activities)

Background

In accordance with Clause 29.6 of East Waste's Charter, the Authority must, as far as practicable, have a General Manager in place at all times. The departure of Mr Rob Gregory in late 2024 created a leadership gap that required the temporary appointment of an Acting General Manager to maintain continuity in governance, strategic direction, and operational stability.

At its Special Meeting held on 29 October 2024, the East Waste Board appointed Mr David Maywald as Acting General Manager, effective from 9 November 2024 (or an alternate date aligned with the General Manager's departure), for a term concluding no later than 30 June 2024.

The process to recruit a new General Manager is currently underway, as outlined in Item 5.1 of this agenda. To ensure ongoing organisational stability, it is recommended that Mr Maywald's appointment as Acting General Manager be extended until the commencement date of the new General Manager.

Report

The recruitment of a new General Manager is anticipated to take between 1-2 months. Clause 29.6 of the *East Waste Charter* states:

29.6 In the absence of the Chief Executive Officer for any period exceeding one week, the Chief Executive Officer shall appoint a suitable person as Acting Chief Executive Officer. If the Chief Executive Officer does not make or is incapable of making such an appointment, a suitable person must be appointed by the Board.

Mr. Maywald has been employed by East Waste as Manager Business Services since August 2021 and as Acting General Manager since November 2024. Given his experience and understanding of East Waste's operations, governance framework, and strategic priorities, Mr. Maywald has provided stability, ensuring that critical projects progress (including FY25 Annual Plan delivery, Strategic Plan review, Financial Framework review, development of the FY26 Annual Business Plan and budget and commencement of the Recycling and Organics tender processes) and day-to-day operations continued smoothly with minimal disruption.

Mr Maywald had originally indicated that he desires to return to his substantive position of Manager Business Services on 1 July 2025. Hence, The Board's resolution of 29 October 2024 that his appointment as Acting General Manager cease on 30 June 2025. Given that the appointment of new General Manager is 'within sight', if the Board so please, Mr Maywald is willing to continue in the position of Acting General manager until the new General Manager commences employment with East Waste.

By reappointing Mr Maywald to this role with all relevant delegations outlined in the Charter and East Waste's Register of Delegations, the Board will ensure that East Waste continues to operate effectively while allowing adequate time to conduct a comprehensive recruitment process for the permanent General Manager.

Should the Board determine to continue the appointment of Mr Maywald it is recommended that it amends the resolution to Agenda Item 5.2 of 29 October 2024 and replaces the highlighted words as follows:

Appoints Mr David Maywald as Acting General Manager effective from 9 November 2024 (or an alternate date aligned with the General Manager's departure) to no later than 30 June 2024.

To read:

Appoints Mr David Maywald as Acting General Manager effective from 9 November 2024 (or an alternate date aligned with the General Manager's departure) to the date of the commencement of employment of the General Manager East Waste.

Conclusion

The appointment of an Acting General Manager is essential to ensure compliance with East Waste's Charter and maintain continuity of leadership and operations following the departure of the current General Manager. David Maywald, Manager Business Services, is well-positioned to assume the role of Acting General Manager, providing stability and strategic oversight during this transition.