

# **PUBLIC AGENDA**

## **SOUTHERN REGION WASTE RESOURCE AUTHORITY**

### **BOARD MEETING**

To be held on

**Monday 24 June 2013**

**5:00PM**

At

### **Southern Region Waste Resource Authority**

282 Main South Road Morphett Vale 5162

#### **Boardroom**

*(Light supper provided)*

*This meeting of the Board will NOT be conducted in a place open to the public (REF: - Charter 2.5.17)*

*All documents presented to, received at or derived from the meeting will remain confidential and not available for public inspection unless the Board otherwise resolves (REF: - Charter 2.5.21)*

**1. OPENING**

**2. ATTENDANCE RECORD**

2.1 Present

2.2 Apologies

**3. MINUTES OF MEETING**

**3.1 Ordinary Board Meeting  
Recommendation**

That the minutes of the Ordinary Meeting held on 6<sup>th</sup> May 2013 be confirmed as a true and accurate record.

**3.2 Audit Committee Meeting Recommendation**

That the minutes of the Audit Committee Meeting held on the 19<sup>th</sup> of March 2013 be received and noted.

**4. ITEMS OF BUSINESS**

**4.1 Action Reports**

- |       |                                          |                 |
|-------|------------------------------------------|-----------------|
| 4.1.1 | Work Health Safety Act                   | Report No.16/13 |
| 4.1.2 | In Confidence Resolutions, Annual Review | Report No.17/13 |
| 4.1.3 | 2013/2013 Business Plan and Budget       | Report No.18/13 |

**4.2 Finance Reports**

- |       |                                 |                 |
|-------|---------------------------------|-----------------|
| 4.2.1 | Finance Report May 2013         | Report No.19/13 |
| 4.2.2 | Long Term Financial Plan Review | Report No.20/13 |

**4.3 Information Reports**

- |       |                                                                                                              |                 |
|-------|--------------------------------------------------------------------------------------------------------------|-----------------|
| 4.3.1 | Business Continuity Plan, Emergency Response Plan, Emergency Preparedness Plan, upcoming review and training | Report No.21/13 |
| 4.3.2 | Executive Officer's Information Report                                                                       | Report No.22/13 |
| 4.3.3 | General Information Report                                                                                   | Report No.23/13 |

**5. OTHER BUSINESS**

**6. NEXT MEETING**

5<sup>th</sup> August 2013

**7. CLOSURE**

.....  
Ray Pincombe – Acting Executive Officer

<b>Agenda Item:</b>	<b>Items of Business (4.1.1)</b>
<b>Report Title:</b>	Work Health Safety Act
<b>Report Author:</b>	Operations Consultant
<b>Report No:</b>	<b>16/13</b>
<b>Date:</b>	24 June 2013
<b>Attachments:</b>	(A) KPI Audit 2012 Action Plan to address areas of non-compliance (B) SRWRA WHS and Injury Management (IM) Plan Actions May 2013. (C) Internal WHS Worksheet

### **EXECUTIVE SUMMARY**

This Report is provided to the Board at each meeting. It contains an update on implementation of two Actions Plans for WHS:

- KPI Audit 2012 Action Plan
- WHS & IM Plan Actions for May 2013.

It also provides information about the outcomes of the Internal Audit undertaken on the WHS documentation at the Landfill.

### **RECOMMENDATION**

- 1. The Report on Work Health Safety Act be noted.**
- 2. That the Board determine the minutes, reports and attachments relating to the Report No. 16/13 will be available to the public.**
- 3. That the Board determines Report 16/13 will be the subject of an information report to the Constituent Councils.**

### **REPORT**

#### KPI Audit Action Plan

As previously reported the draft Action Plan was submitted to the LGWCS in April demonstrating how each of these items will be addressed by SRWARA.

While LGWCS is yet to approve the Plan, implementation on it is occurring and those actions noted in Attachment (A).

It is anticipated that the WHS Consultant will have commenced work with SRWRA before the Board meeting.

#### Executive Update on WHS Actions Required for May 2013

A copy of the WHS and Injury Management Plan appears as attachment (B) with completion details noted in the 'Date Action Completed' column.

Internal Audit Landfill Operation

An Internal Audit of the WHS policies and procedures documentation at the Landfill has been undertaken. Areas of non-conformance and areas for improvement have been identified. High priorities/risks identified includes Confined Spaces management, Emergency Preparedness and Response Plans and Business Continuity (see separate report).

Action Planning and close-out on actions has already commenced and are scheduled to be concluded by end of August. All high risk tasks that were identified have been assessed and rectified.

A copy of the Internal Audit Report is provided as Attachment (C).

3.8	<b>ELEMENT 8 – Hazard Identification, Evaluation and Control</b>				
<p>Non-Conformance Audit Comments:</p> <p><b>Sub-Element 3.8.1: The organisation must ensure a hazard management process that includes identification, evaluation and control is in place.</b> Hazardous task risk assessments need to be conducted for all hazardous tasks, controls need to be based on hierarch of controls.</p> <ol style="list-style-type: none"> <li>1. All reasonable foreseeable hazards identified on hazard register.</li> <li>2. Hazard report does not include the Hierarch of control.</li> <li>3. Hierarch of control is in the risk assessment form.</li> <li>4. Sighted several task risk assessments.</li> <li>5. Hazard task risk assessment to be conducted.</li> <li>6. Program to be included in Plan 2013.</li> </ol>					
Sub Element 3.8.1.	Action Planned	Comments/ Progress notes	Responsible for Action	Scheduled Completion Date	Completed Embed or provide link to Evidence as well as date completed
1.	Identify all reasonable foreseeable hazards and list them in the Hazard Register.	SRWRA Comments June 2013: WHS Consultant scheduled to commence in late June 2013.	Landfill Manager and WHS Consultant	July 2013	
2.	Update the Hazard Report Form to include Hierarchy of Control.		WHS Consultant	July 2013	

Sub Element 3.8.1. Cont.	Action Planned	Comments/ Progress notes	Responsible for Action	Scheduled Completion Date	Completed Embed or provide link to Evidence as well as date completed
3.	3.1. Update the Incident Report Form and Risk Assessment Form to ensure the Hierarchy of Control is consistent with updated Hazard Report Form. 3.2 Review Procedure and Risk Register to ensure consistency with the new Forms. 3.3. Consult with staff via Toolbox meeting. 3.4 Provide training if required.	SRWRA Comments May 2013: Draft Incident Form is being trialled at the Landfill.	Landfill Manager and WHS Consultant	July 2013	
4.	See 3.8.3				
5.	Ensure task risk assessments are completed for all Hazards listed in the Hazard Register that are considered to be <b>high risk</b> .		Landfill Manager And WHS Consultant	August 2013	
6.	Develop a program outlining the proposed schedule of risk assessment to be done for hazards in the Hazard Register. This program is to be included in the 2013 Plan.		Landfill Manager and WHS Consultant	July 2013	

Non-Conformance Audit Comments:  
**Sub-Element 3.8.3: The organisation must ensure control measures are based on the hierarchical control process.**  
 Hazardous task risk assessments need to be conducted for all hazardous tasks, controls need to be based on hierarch of controls.  
 1. Task risk assessment to be reviewed.

Sub-Element 3.8.3	Action Planned	Comments/ Progress notes	Responsible for Action	Scheduled Completion Date	Completed Embed or provide link to Evidence as well as date completed
1.	Review risk assessments that have already been completed and ensure that the Hierarchy of Controls process was utilised.	SRWRA Comments April 2013: The current Hazard Register and Corrective Actions Registers already include a Hierarchy of Controls process, this was overlooked during the audit process by both SRWRA and LGAWCS.	Landfill Manager and WHS Consultant	August 2013	

Non-Conformance Audit Comments:

**Injury Management Question 5:** A non-conformance was received for question 5. Evidence of the IRC/IMC Position Descriptions reflect IM responsibilities.

1. The two staff members who were responsible for IM have left recently leaving a gap in this area. The staff member who is currently responsible for IM needs this responsibility adding to their Position Description.

IM Question 5	Action Planned	Comments/ Progress notes	Responsible for Action	Scheduled Completion Date	Completed Embed or provide link to Evidence as well as date completed
1	Staff responsible for IM attend training in IM.  Position Descriptions updated.  Position Descriptions signed and file.	Landfill Operations Manager and Senior Finance Admin Officer attended Injury Management and Return to Work Coordinator Training on 13 March 2013.  Position Descriptions updated 15 April 2013. Position Descriptions sent to staff for signing 24 April 2013.  Position Descriptions signed May 2013. New EO will require this training.	Executive Officer	30 April 2013	



## WHS ACTION PLAN 2013

MAY 2013

No	ACTION REQUIRED	RESPONSIBLE FOR ACTION	OUTCOMES	MEASUREMENTS	DATE ACTION COMPLETED
1.	Outstanding action plan items identified from previous month(s)	Executive Officer	All items scheduled for action monitored for completion	Outstanding items documented	15 May 2013
2.	Senior Management to review: <ul style="list-style-type: none"> <li>• WHS action plan</li> <li>• CATS Stats / KPI's</li> <li>• Items for action as advised by Executive Officer</li> </ul>	Senior Management Team	Senior Management aware of action plan requirements  CATS Statistics examined to ensure SRWRA meeting targets and key performance indicators	Included as permanent agenda item monthly, and minuted	15 May 2013 at Toolbox meeting.
3.	Toolbox WHS review: <ul style="list-style-type: none"> <li>• Action plan</li> <li>• Injury / incident data</li> <li>• Hazard register</li> <li>• CATS Statistics / KPI's</li> <li>• Safety inspections – o/s items</li> </ul>	Toolbox Meeting	Staff aware of items requiring attention  Trends identified  Training effective  CATS Statistics examined to ensure continuous improvement	Included as permanent agenda item for each meeting, and minuted	15 May 2013
4.	SRWRA's Budget allocation to include allocation for WHS Training	Senior Management Team	Sufficient funds allocated to implement WHS Training Plan	Funds approved within budget	24 May 2013

## INTERNAL WHS WORKSHEET

Internal OHSW Audits are scheduled in accordance with **OHSW 3.2 Internal WHS Audit Procedure**.

**PURPOSE/SCOPE OF AUDIT: AUDIT NO: 201301**

To determine if the WHS documents at the Landfill site were up to date and to ascertain any issues associated with their implementation.

The Audit occurred as a direct result of enquiring of the Landfill Manager about knowledge and evidence of compliance with Confined Spaces, Emergency Management and Business Continuity Plans. It was apparent that the Manager knew about these documents, but did not know if other staff knew about them or if copies were on hand at the site.

We agreed an Audit was required to be done the following week to at least determine the extent of documentation held on site.

<b>Site/Work Area:</b> Landfill	<b>Date(s) Audit Carried Out:</b> 17 <sup>th</sup> April 2013
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**Name and Title of Auditor(s):** Michelle Bonnici, Operations Consultant, SRWRA and Kathy Dollman, Admin Officer, SRWRA

<b>Hazards to consider: (Please tick)</b>			
<i>Nil</i>			Other: (Please specify)

<b>Scoring Key:</b> C = Evidence of compliance NC = Requirements of the audit criteria have not been met (non-compliant). OFI = Opportunity for improvement				
<b>Performance Indicators and related Questions</b> 1.2.3. (see Evidence and Comments column)  <b>Documents/Folders reviewed are listed below.</b>	<b>Reference</b>	<b>Evidence</b>  1. are these folders up to date? 2. If so when were they updated?	<b>Conformance</b> <b>C/NC/OFI</b>	<b>Comments</b>  3. What comments if any does the auditor have regarding the documentation at for the Landfill site?
1. Chemical/Dangerous/Hazardous/Substances Register	Folder held at Office	Folder is out of date, but currently being updated by Admin Officer	NC	This folder is on the WHS list for an annual review.
2. Material Safety Data Sheets (2 folders)	Folder held at Weighbridge	Folder is obviously out of date.	NC	Loose sheets in front , no obvious index system, one folder is Caltex.
3. WHS – One System Policies, Procedures & Forms	Folder held at Weighbridge	Folder updated on 14/12/11	OFI	Some unfiled policies in Weighbridge. The new One System Policies review will resolve this.
4. Contractor Management Induction Folder	Folder held at Weighbridge	Looks up to date.	OFI	Needs to have a clear process for showing that this folder is up to date.
5. Safe Work Procedures	Folder held at Weighbridge	Is obviously out of date	NC	Folder not labelled correctly, there is out of date information in the folder, the master sheet/index is dated Oct 12, needs a major review/update.
6. Internal Policies and Procedures (3 folders)	Folder held at Weighbridge	Last updated 12/12	OFI	Some policies appear to be the same as One System folder ie filed in the wrong folder.
7. Electrical Testing Register	Folder held at Weighbridge	Last updated 11/11	OFI	Includes a mix of electrical Certificates of Compliance, Test results and Electrical Testing & Tagging. It also included the Confined Spaces Register. No Index. Not labelled correctly.
8. Asbestos Management Policy, Plan and Register	In Tray in Weighbridge	Last updated 18/5/11	OFI	Unclear if these documents have been reviewed annually.
9. Emergency Response Plan 10. Emergency Preparedness Plan	Folder held at Weighbridge	Last updated 2/11	OFI	Documents are out of date, as they have not been reviewed to reflect Acting EO etc.
11. Confined Spaces Register.	Folder held at Weighbridge	Not documented.	NC	It is clear that there is not compliance with the policy/procedure as there is no signage on the confined spaces and no permit system in place. The folder was found in the Electrical Testing Register, unlabeled.
12. Business Continuity Plan	No folder found	N/A	NC	

Recommendations from Audit Findings	Responsibility	Action taken	Action taken by:	Date
Notify Landfill Manager of Audit results areas of non-conformance, requesting further information especially re Confined Spaces non-conformance and filing of documents.	Michelle Bonnici. Operations Consultant	Notify Landfill Manager of Audit results areas of non-conformance, requesting further information especially re Confined Spaces non-conformance and filing of documents.	Michelle Bonnici	22 April 2013
All documents and folders need to be updated asap.  A new system for ensuring they are updated needs to be implemented.	Kathy Dollman, Admin Officer and Weighbridge Operator/s	All folders to be reviewed, updated and signed off by Ian Hoffmann as being correct.  One person at each site was appointed as being responsible for updating documents and folders. (Kathy and Weighbridge Operator/s)	Michelle Bonnici	May 2013
High priority for updating is:  <ul style="list-style-type: none"> <li>• Confined Spaces (including establishing compliance with the policy/procedure)</li> <li>• Emergency Preparedness and Response Plans</li> <li>• Business Continuity Plan</li> </ul>	Michelle Bonnici, Operations Consultant  With LGRS and Ian Hoffman, WHS Consultant  Landfill Manager.  With Michelle Bonnici, Operations Consultant and Ian Hoffmann, WHS Consultant	<ol style="list-style-type: none"> <li>1. Update the documents for: <ul style="list-style-type: none"> <li>• Emergency Preparedness and Response Plans</li> <li>• Business Continuity Plan</li> </ul> </li> <li>2. Deliver training to relevant staff and do full annual review, as they are out of date.</li> <li>3. Include as part of the WHS Program Action Plans for this year for LGWCS</li> <li>4. Do full review of current practices against the <b>Confined Spaces</b> policy and procedure and sign-off on this being compliant.</li> <li>5. Deliver training to relevant staff.</li> </ol>	Michelle Bonnici	May 2013  Toolbox meeting
Audit Results to go to the Toolbox meeting	Michelle Bonnici, Operations Consultant	Agenda for June meeting.		
Weighbridge housekeeping was poor, folders not in one place, some folders on an unstable shelf, covered in dust etc.	Weighbridge Operators	Quickly resolve the housekeeping issues in weighbridge and ensure all WHS documents are stored in a easy to find place, clearly labelled and obviously able to be found .	Weighbridge Operators	May 2013

<b>Agenda Item:</b>	<b>Items of Business (4.1.3)</b>
<b>Report Title:</b>	2013/2014 Business Plan & Budget
<b>Report No:</b>	<b>18/13</b>
<b>Report Author:</b>	Acting Executive Officer
<b>Date:</b>	24 June 2013
<b>Attachments:</b>	(A) Budgeted Statement of Comprehensive Income, Budgeted Balance Sheet, Budgeted Statement of Changes in Equity, Budgeted Statement of Cash Flows, Budgeted Financial Indicators & Budgeted Uniform Presentation of Finances (B) 2013/2014 Business Plan & Budget (C) SRWRA Gate Fees

#### **EXECUTIVE SUMMARY**

The draft 2013/2014 Statutory Budget was referred to the Constituent Councils on 21 May 2013 for comment by 17 June 2013. None of the Constituent Councils have provided any comments.

#### **RECOMMENDATION:**

- 1. That SRWRA adopts the 2013/2014 Business Plan & Budget.**
- 2. That SRWRA approves the 2013/2014 Gate Fees.**
- 3. That SRWRA adopts the Budgeted Statement of Comprehensive Income, Budgeted Balance Sheet, Budgeted Statement of Changes in Equity, Budgeted Statement of Cash Flows, Budgeted Financial Indicators and the Budgeted Uniform Presentation of Finances for the year ending 30 June 2014.**
- 4. That the minutes, reports and attachments (Budgeted Statement of Comprehensive Income, Budgeted Balance Sheet, Budgeted Statement of Changes in Equity, Budgeted Statement of Cash Flows, Budgeted Financial Indicators & Budgeted Uniform Presentation of Finances) relating to Report No. 18/13 be available to the public.**
- 5. That the Board determines Report No. 18/13 will be the subject of an information report to Constituent Councils.**

#### **REPORT**

The draft 2013/2014 Business Plan & Budget and Statutory Budgets were referred to the Constituent Councils on 21 May 2013 for comment by 17 June 2013. None of the Constituent Councils have provided any comments.

The draft 2013/2014 Business Plan was based on the LTFP with some minor amendments as identified in draft budget presented to the Board at the 6 May meeting. The following changes have been made to the draft 2013/2014 Budget presented to the May Board meeting:

- Split the Disposal Income to the following categories: Constituent Councils, Contract Customers and Other. The total amount did not change.
- Increased total consultancies from \$20,000 to \$40,000
- Amended Board Conference heading to Board Conference/Training
- Increased Chair Expense to \$20,870 from \$20,360
- Added the distribution of \$250,000 to Constituent Councils
- Added Landfill Salaries and Wages to the list of income and expense items to be reviewed
- Under the same heading changed Equipment Maintenance to Equipment Maintenance/ Hire

There is no carbon tax liability in the budget as we have yet to assess whether there is a potential liability for carbon tax for the 2012/13 year which would need to be paid in 2013/14. This matter is to be reviewed as discussed at the May Board meeting.

## SOUTHERN REGION WASTE RESOURCE AUTHORITY

(BUDGETED) UNIFORM PRESENTATION OF FINANCES FOR THE YEAR ENDED 30 JUNE 2014

	2013/14 \$'000 ORIGINAL BUDGET
Operating Revenues	11,330
less Operating Expenses	<u>(10,705)</u>
<b>Operating Surplus/(Deficit) before Capital Amounts</b>	<b>625</b>
<b>less Net Outlays on Existing Assets</b>	
Capital Expenditure on renewal and replacement of Existing Assets	102
less Depreciation, Amortisation, Impairment and Movement in Landfill Provisions	2,431
less Proceeds from Sales of Replaced Assets	<u>-</u>
	<b>(2,329)</b>
<b>less Net Outlays on New and Upgraded Assets</b>	
Capital Expenditure on New and Upgraded Assets	2,750
less Amounts received specifically for New and Upgraded Assets	-
less Proceeds from Sales of Replaced Assets	<u>-</u>
	<b>2,750</b>
<b>Net Lending/(Borrowing) for Financial Year</b>	<b><u>204</u></b>

(BUDGETED) STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2014

2012/13 BUDGET \$'000		2013/14 ORIGINAL BUDGET \$'000
<b>INCOME</b>		
9,392	User Charges	10,762
658	Investment Income	535
2,039	Other	33
<b>12,089</b>	<b>TOTAL OPERATING REVENUE</b>	<b>11,330</b>
<b>EXPENSES</b>		
988	Employee Costs	1,087
6,362	Materials, Contracts & Other Expenses	7,187
-	Finance Costs	-
2,085	Depreciation, Amortisation & Impairment	2,263
161	Other Expenses	168
<b>9,596</b>	<b>TOTAL EXPENSES</b>	<b>10,705</b>
<b>2,493</b>	<b>OPERATING SURPLUS/ (DEFICIT)</b>	<b>625</b>
47.00	Net Gain/(Loss) on Disposal of Assets	-
-	Physical Resources Received Free of Charge	-
<b>2,540</b>	<b>NET SURPLUS/ (DEFICIT)</b>	<b>625</b>
-	Other Comprehensive Income	-
<b>2,540</b>	<b>TOTAL COMPREHENSIVE INCOME</b>	<b>625</b>



(BUDGETED) STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2014

2012/13 BUDGET \$'000		2013/14 ORIGINAL BUDGET \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>RECEIPTS</b>		
9,429	Operating Receipts	10,795
658	Investment Receipts	535
<b>PAYMENTS</b>		
(8,950)	Operating Payments to Suppliers and Employees	(8,774)
<b>1,137</b>	<b>NET CASH RECEIVED IN OPERATING ACTIVITIES</b>	<b>2,556</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<b>RECEIPTS</b>		
388	Sale of Surplus Assets	-
<b>PAYMENTS</b>		
(1,198)	Expenditure on Renewal/Replacement Assets	(102)
(250)	Expenditure on New/Upgraded Assets	(2,750)
-	Purchase of Investments	-
(1,060)	<b>NET CASH USED IN FINANCING ACTIVITIES</b>	(2,852)
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>		
<b>PAYMENTS</b>		
-	Distribution to Constituent Councils	(250)
-	<b>NET CASH USED IN INVESTMENT ACTIVITIES</b>	(250)
77	<b>NET INCREASE (DECREASE) IN CASH HELD</b>	(546)
14,732	<b>CASH AT BEGINNING OF REPORTING PERIOD</b>	14,809
<b>14,809</b>	<b>CASH AT END OF REPORTING PERIOD</b>	<b>14,263</b>

(BUDGETED) BALANCE SHEET AS AT 30 JUNE 2014

2012/13 ACTUAL \$'000		2013/14 ORIGINAL BUDGET \$'000
<b>CURRENT ASSETS</b>		
14,809	Cash & Cash Equivalents	14,263
924	Trade & Other Receivables	924
-	Other Financial Assets	-
278	Other Current Assets	278
<b>16,011</b>	<b>TOTAL CURRENT ASSETS</b>	<b>15,465</b>
<b>NON-CURRENT ASSETS</b>		
100	Investment in Joint Venture	2,000
20,818	Infrastructure, Property, Plant & Equipment	20,185
-	Other Non-Current Assets	-
<b>20,918</b>	<b>TOTAL NON-CURRENT ASSETS</b>	<b>22,185</b>
<b>36,929</b>	<b>TOTAL ASSETS</b>	<b>37,650</b>
<b>CURRENT LIABILITIES</b>		
1,009	Trade & Other Payables	1,009
-	Borrowings	-
1,362	Provisions	-
<b>2,371</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>1,009</b>
<b>NON-CURRENT LIABILITIES</b>		
-	Trade & Other Payables	-
19,143	Provisions	20,851
-	Borrowings	-
-	Other Non-Current Liabilities	-
<b>19,143</b>	<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>20,851</b>
<b>21,514</b>	<b>TOTAL LIABILITIES</b>	<b>21,860</b>
<b>15,415</b>	<b>NET ASSETS</b>	<b>15,790</b>
<b>EQUITY</b>		
11,937	Accumulated Surplus	12,312
2,966	Asset Revaluation Reserve	2,966
512	Other Reserves	512
<b>15,415</b>	<b>TOTAL EQUITY</b>	<b>15,790</b>

(BUDGETED) STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2014

2012/13 BUDGET \$'000		2013/14 ORIGINAL BUDGET \$'000
	<b>ACCUMULATED SURPLUS</b>	
9,397	Balance at beginning of period	11,937
2,540	Net Surplus/(Deficit)	625
-	Transfers from reserves	-
-	Transfers to reserves	-
-	Distribution to Councils	(250)
<b>11,937</b>	<b>Balance at end of period</b>	<b>12,312</b>
	<b>ASSET REVALUATION RESERVE</b>	
2,966	Balance at beginning of period	2,966
-	Gain on Revaluation of Infrastructure, Property, Plant & Equipment	-
<b>2,966</b>	<b>Balance at end of period</b>	<b>2,966</b>
	<b>WASTE MANAGEMENT RESERVE</b>	
512	Balance at beginning of period	512
-	Transfers to reserve	-
-	Transfers from reserve	-
<b>512</b>	<b>Balance at end of period</b>	<b>512</b>
<b>15,415</b>	<b>TOTAL EQUITY</b>	<b>15,790</b>

**SOUTHERN REGION WASTE RESOURCE AUTHORITY**

(BUDGETED) FINANCIAL INDICATORS FOR THE YEAR ENDED 30 JUNE 2014

	2013/14 ORIGINAL BUDGET \$'000
<b>Operating Surplus</b> <i>Being the operating surplus (deficit) before capital amounts</i>	\$ 625
<b>Operating Surplus Ratio</b> <u>Operating Surplus</u> User Charges - general & other	6%
<b>Net Financial Liabilities</b> <i>Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments)</i>	\$ 6,673
<b>Net Financial Liabilities Ratio</b> <u>Net Financial Liabilities</u>	59%
<b>Interest Cover Ratio</b> <u>Net Interest Expense</u>	N/A
<b>Asset Sustainability Ratio</b> <u>Net Asset Renewals</u> Depreciation Expense <i>Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.</i>	5%

<b>Agenda Item:</b>	<b>Items of Business (Finance Reports 4.2.1)</b>
<b>Report Title:</b>	Finance Report May 2013
<b>Report Author:</b>	Senior Finance/Administration Officer
<b>Report No:</b>	<b>19/13</b>
<b>Date:</b>	24 June 2013
<b>Attachments:</b>	(A) Unaudited Income & Expenditure Statements (B) Tonnage Projections & Volume Trends (C) Repairs & Maintenance Schedule

### **EXECUTIVE SUMMARY**

The attached unaudited Income and Expenditure Statements indicate an increase in the projected budget surplus. This is because an error in the previous Statement endorsed at BR3 has been identified.

A reduction in BR3 budgeted EPA levy income was not correctly linked to budgeted EPA levy expenditure. EPA levy expenditure was still showing the higher amount that was approved in BR2. These income and expenditure amounts are always the same. The Landfill budget for expenses was therefore overstated in BR3 by \$212,100.

This error has been rectified in the May Unaudited Income and Expenditure Statements, Attachment (A). The changes are highlighted in yellow.

### **RECOMMENDATION**

- 1. That the Finance Report for May 2013 including explanatory notes and attachments be received.**
- 2. That an amendment to the budget for EPA levy expenditure be approved.**
- 3. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 19/13 will be available to the public.**
- 4. That the Board determines Report No. 19/13 will be the subject of an information report to Constituent Councils.**

### **REPORT**

The attached unaudited Income and Expenditure Statements indicate an increase in the projected budget surplus. This is because an error in the previous Statement endorsed at BR3 has been identified.

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This error has been rectified in the May Unaudited Income and Expenditure Statements, Attachment (A). The changes are highlighted in yellow.

Year to date total waste tonnages are currently higher, while spoil tonnages are lower. This is reflected in an increase in revenue year to date.

**Southern Region Waste Resource Authority  
Statutory Income and Expenditure Statement  
May-13**

	YTD Actuals	YTD Budget	Adopted 2012/13 Budget	BR1 Sept 2012	BR2 Dec 2012	BR3 Mar 2013
<b>INCOME</b>						
User Charges	9,014,386	8,609,508	8,883,802	9,585,312	9,749,292	9,392,190
Investment Income	615,027	606,248	481,000	481,000	590,000	657,748
Other Income	2,036,526	2,037,708	35,600	34,585	2,040,087	2,038,912
<b>Total Income</b>	<b>11,665,939</b>	<b>11,253,463</b>	<b>9,400,402</b>	<b>10,100,897</b>	<b>12,379,379</b>	<b>12,088,850</b>
<b>EXPENDITURE</b>						
Employee Costs	903,024	905,208	1,043,000	1,043,000	1,043,000	987,500
Material Contracts & Other Expenses	5,583,717	5,634,053	5,807,660	6,262,960	6,478,830	6,150,103
Depreciation, Amortisation & Impairment	1,906,022	1,911,373	1,815,621	1,839,422	2,127,454	2,085,134
Other Expenses	147,753	147,754	382,135	382,135	161,186	161,186
<b>Total Operating Expenses</b>	<b>8,540,516</b>	<b>8,598,388</b>	<b>9,048,416</b>	<b>9,527,517</b>	<b>9,810,470</b>	<b>9,383,923</b>
<b>Profit/Loss on sale of assets</b>	<b>46,950</b>	<b>46,950</b>	<b>-</b>	<b>-</b>	<b>46,950</b>	<b>46,950</b>
<b>Operating Surplus/(deficit)</b>	<b>3,172,374</b>	<b>2,702,026</b>	<b>351,986</b>	<b>573,380</b>	<b>2,615,859</b>	<b>2,751,877</b>

Gross Monthly Tonnes Received at SRWRA Landfill Operation

Customer	Jan-13 31			Feb-13 28			Mar-13 31			Apr-13 30			May-13 31			YTD Actual 2012/2013	BR3 YTD Budget 2012/2013	Original Budget Tonnes 2012/2013	BR1 Sept 2012	BR2 Dec 2012	BR3 Mar 2013
	Waste	Spoil	Total	Waste	Spoil	Total	Waste	Spoil	Total	Waste	Spoil	Total	Waste	Spoil	Total						
<b>Total</b>	<b>10,570.48</b>	<b>824.83</b>	<b>11,395.31</b>	<b>10,146.67</b>	<b>836.87</b>	<b>10,983.54</b>	<b>9,456.18</b>	<b>801.58</b>	<b>10,257.76</b>	<b>10,092.29</b>	<b>732.39</b>	<b>10,824.68</b>	<b>10,524.08</b>	<b>1,099.35</b>	<b>11,623.43</b>	<b>127,215.64</b>	<b>125,740</b>	<b>142,800</b>	<b>138,800</b>	<b>142800</b>	<b>137,000</b>
Ave Gross per day	340.98	26.61	367.59	362.38	29.89	392.27	305.04	25.86	330.90	336.41	24.41	360.82	339.49	35.46	374.95	379.75	375.34	391.23	380.27	391.23	375.34

- \* Other (waste only)
- \* Spoil (All Spoil)

YTD Actual	YTD Budget	Original Budget	BR1	BR3
9,768.33	9,178	5,000	10,000	10000
12,748.99	13,767	30,000	20,000	15000
22,517.32	22,945	35,000	30,000	25000

Product Summary	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	YTD 12/13
Building Rubble	4.40	2.00	14.70	2.10	3.40	-	-	0.7	0	0	0		27.30
Deep Burial	1.58	-	-	-	-	8.06	13.70	2.96	0	24.46	2.58		53.34
Demolition	81.07	50.22	133.40	136.36	149.10	62.99	60.04	80.08	64.14	53.68	116.1		987.18
Mixed	9,581.08	9,853.05	9,462.85	9,901.60	9,838.53	10,216.74	9,981.09	9,204.55	9,139.22	9,697.57	10,049.23		106,925.51
<b>Spoil</b>	<b>1,655.03</b>	<b>1,516.20</b>	<b>1,481.84</b>	<b>1,719.00</b>	<b>1,569.30</b>	<b>512.60</b>	<b>824.83</b>	<b>836.87</b>	<b>801.58</b>	<b>732.92</b>	<b>1099.35</b>		<b>12,749.52</b>
Vegetation	76.66	74.54	63.88	31.26	480.20	48.72	22.14	23.32	24.86	36.88	26.02		908.48
Recyclables(Concrete,Pave	619.28	450.21	501.35	537.79	368.21	921.62	493.51	835.06	227.96	279.17	330.15		5,564.31
<b>Total Gross Tonnes</b>	<b>12,019.10</b>	<b>11,946.22</b>	<b>11,658.02</b>	<b>12,328.11</b>	<b>12,408.74</b>	<b>11,770.73</b>	<b>11,395.31</b>	<b>10,983.54</b>	<b>10,257.76</b>	<b>10,824.68</b>	<b>11,623.43</b>	<b>-</b>	<b>127,215.64</b>
<b>Total Net Tonnes (Less S</b>	<b>9,744.79</b>	<b>9,979.81</b>	<b>9,674.83</b>	<b>10,071.32</b>	<b>10,471.23</b>	<b>10,336.51</b>	<b>10,076.97</b>	<b>9,311.61</b>	<b>9,456.18</b>	<b>10,091.76</b>	<b>10,193.93</b>	<b>-</b>	<b>108,901.81</b>

<b>Machine</b>	<b>Year Manuf</b>	<b>YTD Actual 2012/2013</b>	<b>YTD Budget 2012/2013</b>	<b>Adopted Budget</b>	<b>BR2 Dec 2012</b>	<b>BR3 Mar 2013</b>
Mitsubishi Pajero Wagon (T'In Sept 12)	2009	-	-	750	750	-
Volvo A25 Articulated Water Truck (S/H)	1996	3,711	4,000	10,500	10,500	5,000
Mitsubishi Triton Utility (Trade In Sept 12)	2008	-	-	0	-	-
John Deere Gator All Terrain Vehicle	2009	-	-	400	400	400
Komatsu D155AX-6 Bulldozer	2007	13,773	9,000	9,000	9,000	15,000
Komatsu WF550T-3 Landfill Compactor	2008	14,720	14,720	35,000	35,000	14,720
Komatsu PC300LC-8 Excavator	2009	26,010	26,000	15,000	15,000	30,000
Euclid R35-313TD Dump Truck	1986	4,778	1,600	20,600	20,600	10,000
Komatsu HM400 Articulated Dump Truck	2008	466	2,500	5,000	5,000	5,000
Finlay 393 Screening Plant	1998	4,392	6,000	12,000	12,000	6,000
Komatsu PC200-8th Hyd Excavator	2006	12,482	12,500	12,500	12,500	12,500
Komatsu WA380-6H Wheel Loader	2006	13,446	10,000	17,000	17,000	17,000
Komatsu WA200PT-5 Wheel Loader	2006	399	2,000	6,500	6,500	2,000
Komatsu WF 450T-3 Compactor	2001	106,802	109,000	29,000	29,000	109,000
Volvo FL7 Service Truck	1992	21,774	11,000	11,000	11,000	23,000
Toyota Prado	2012	269	750	750	750	750
Mitsubishi Triton Utility	2012	1,295	1,295	0	-	1,800
Tarpomatic	2012	2,590	2,500	0	-	2,500
Caterpillar 826H	2013	172	-			
Service Costs		64,618	80,000	92,500	92,500	80,000
<b>Total</b>		<b>291,698</b>	<b>292,865</b>	<b>277,500</b>	<b>277,500</b>	<b>334,670</b>



<b>Agenda Item:</b>	<b>Information Report (4.3.1)</b>
<b>Report Title:</b>	Business Continuity Plan, Emergency Response Plan and Emergency Preparedness Plan – Upcoming Review and Training
<b>Report Author:</b>	Operations Consultant
<b>Report No:</b>	21/13
<b>Date:</b>	24 June 2013

### EXECUTIVE SUMMARY

This report provides information to inform the Board on:

- The purpose of the three interconnected Plans; Business Continuity Plan (BCP) Emergency Preparedness Plan (Landfill Operations) and Emergency Response Plan (Landfill Operations).
- The Action Plan for the review and training process.

### RECOMMENDATION

1. **The Report on Business Continuity Plan, Emergency Response Plan and Emergency Preparedness Plan – Upcoming Review and Training be received.**
2. **The Board determines that the minutes, amended reports and attachments relating to Report No 21/13 will be available to the public.**
3. **That the Board determines the minutes and report will be the subject of an information report to Constituent Councils.**

### REPORT

The relationship between these Plans can be summarised as follows:

<b>Preparedness</b>	<b>Emergency Event</b>	<b>Business Disruption Event</b>	<b>Recovery from Event</b>
Plans are put in place to foresee potential Emergency and Business Disruptions events that are likely to occur. These Plans help us to prepare for events and to have the right equipment to respond. Regular review of Plans, staff training and maintenance programs for equipment occur annually.	When an Emergency occurs staff are therefore better prepared, trained and equipped to respond.	When a Business Disruption occurs (and this may be as a consequence of an Emergency event) staff are therefore better prepared, trained and equipped to respond.	Because we have been well prepared, recovery from the Emergency and Business Disruption event is likely to be quicker and cost/damage minimised.

### **Emergency Preparedness Plan (Landfill Operations)**

This Plan outlines the:

- Potential Emergencies affecting SRWRA such as contaminated stormwater and grass fire during the dry season
- Emergency detection activities
- On site equipment and information requirements for preparedness
- An Emergency Assessment Summary.

### **Emergency Response Plan (Landfill Operations)**

This Plan is a quick reference guide/checklist for staff to use in the event of an Emergency. It outlines:

- Contact Details for key internal staff and external agencies
- Staff Roles and Responsibilities
- Where on site documentation likely to be required in emergency event is located
- Guidance Sheets for identified likely Emergency Events
- Emergency Evacuation Plan and Procedure
- Emergency Steps.

### **Business Continuity Plan (whole of SRWRA)**

This Plan outlines the:

- Potential critical business disruption events that could affect SRWRA across all of its business functions ie Administration, Governance and Landfill
- Business resumption plans for potential critical business disruptions
- Actions to be taken to build resilience within in the organisation ie SOP's for manual systems etc
- Roles and responsibilities for key staff and contact lists
- Annual Review processes.

### **Review Process for the Plans**

This year SRWRA will undertake a more comprehensive review process on these Plans than usually occurs. This is particularly important to the Induction process for the new Executive Officer and Acting Landfill Manager.

**Action Plan and Timeline for Review of Plans**

<b>Action</b>	<b>Completion Date</b>	<b>Comment/Responsibility</b>
<b>BCP and Emergency Plans</b> – briefing for Acting Landfill Manager	May 2013	Michelle Bonnici, Operations Consultant
<b>BCP and Emergency Plans</b> - update Contacts	May 2013	Michelle Bonnici, Operations Consultant
<b>BCP and Emergency Plans</b> - reissue updated documents to Landfill and key Management staff	May 2013	Michelle Bonnici, Operations Consultant
<b>Emergency Plan/s</b> – training held at Toolbox meeting.	May 2013	Michelle Bonnici, Operations Consultant
<b>Emergency Plans</b> –feedback sought from Landfill staff on Plans and Action List compiled to ensure compliance with Plans.	June 2013	Lindsay Minchin, Acting Landfill Manager and Michelle Bonnici, Operations Consultant
<b>Emergency Evacuation-</b> trialled and feedback for improvement sought from team. Any required Actions added to Action List.	June 2013	Lindsay Minchin, Acting Landfill Manager
<b>Emergency Plans</b> - reviewed by WHS Consultant	June 2013	Michelle Bonnici, Operations Consultant and WHS Consultant
<b>BCP</b> <ul style="list-style-type: none"> <li>• refresher training for EO, Landfill Manager and key staff</li> <li>• onsite desk top review of the Plan, involving EO, Landfill Manager and key staff</li> </ul>	July or August 2013	To be completed as part of the Executive Officer Induction process.  Local Government Risk Services
<b>BCP and Emergency Response Plan</b> – Major Emergency and Business Disruption Event Exercise	July or August 2013	To: <ul style="list-style-type: none"> <li>• Test the current level of knowledge on BC Planning and Emergency Response to refresh the roles and responsibilities of the leadership team.</li> <li>• Identify any gaps or improvements to be made.</li> </ul> Local Government Risk Services
<b>BCP and Emergency Plans</b> updated, approved and distributed. Any further training to occur through Toolbox and Administration Meetings.	August 2013	Executive Officer

A copy of this report will be provided to both the Board and Audit Committee.

<b>Agenda Item:</b>	<b>Items of Business (4.3.2)</b>
<b>Report Title:</b>	Executive Officer's Information Report
<b>Report Author:</b>	Acting Executive Officer
<b>Report No:</b>	<b>22/13</b>
<b>Date:</b>	24 June 2013
<b>Attachments:</b>	(A) Formal Warning from Environment Protection Authority dated 28 May 2013 regarding failure to comply with Clause 12(1) of the Environmental Protection (Waste to Resources) Policy 2010 (B) Correspondence to Environment Protection Authority dated 19 April 2013 regarding Leachate Management (C) Correspondence from Environment Protection Authority dated 11 June 2013 regarding fee reduction on Licence

### **EXECUTIVE SUMMARY**

The Executive Officer has provided an update on matters concerning:

1. EPA Formal Warning
2. EPA Levy on Bitumen
3. Appointment of Second Deputy to SRWRA Board by City of Marion
4. Carbon Tax
5. Recycling Facility
6. Application to EPA for Reduced Fee on Licence
7. Acting Landfill Managers Report
  - o Compactor
  - o Capping Northern Area
  - o Cell 2
  - o Litter proposal

### **RECOMMENDATION:**

- 1. That the Executive Officer's information report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 22/13 will be available to the public.**
- 3. That the Board determines Report No. 22/13 will be the subject of an information report to Constituent Councils.**

### **REPORT**

#### **1. EPA Formal Warning**

The EPA issued a formal warning to SRWRA on 28 May 2013 regarding a land gas extraction well with a connection used for the injection of leachate into waste disposal cell pumped from the leachate evaporation pond on site. A copy of the letter of warning is Attachment (A).

The warning comes after consideration of SRWRA's comprehensive response dated 19 April 2013 to the alleged breach. A copy of the correspondence from SRWRA to EPA appears as Attachment (B).

This issue appears to have been an ongoing matter of discussion between EPA, Tonkins and SRWRA since 2011.

The practice of injecting the leachate has ceased.

## **2. EPA Levy on Bitumen**

Over the past month there have been ongoing negotiations with the EPA about their perceived view that SRWRA should be charging an EPA Levy on bitumen being received at the Landfill. Two customers have been notified of this potential and alternate options are being pursued. This should be resolved within a month. Potentially this has two risks for SRWRA, both relatively minor. The first risk is that SRWRA may be required to pay the EPA Levy on the stockpile of bitumen, estimated at \$10,000. The second risk is potential loss of the customers.

A subsequent email from EPA was received after distribution of the Agenda. In this email the stockpile of bitumen was re-estimated as \$108,000. This was reported verbally at the meeting.

## **3. Appointment of Second Deputy to SRWRA Board by City of Marion**

City of Marion has appointed Vincent Mifsud, Director City of Marion, as Second Deputy to the Board.

With this appointment Marion's board representatives will be:

Cr Carol Bouwens  
Mr Jeff Rittberger  
Cr Cheryl Connor     First Deputy  
Mr Vincent Mifsud     Second Deputy

## **4. Carbon Tax**

Ongoing discussions have occurred with the Clean Energy Regulator (CER) about the process for determining potential liability FYE2014 and registration processes for Liable Entities (registration for SRWRA is due by 31 August 2013).

- The annual Measurement Determination has been released
- The Solid Waste Calculator is not yet available.
- The landfill data FYE2013 is used to calculate the potential liability. Therefore it is not yet possible to estimate the FYE2014 Liability accurately.

In addition, during discussing with the CER they raised concern that there was a finding by our consultants that the increase in CO<sub>2</sub>-e had resulted from of the changes to the Measurement Determination (according to our consultants).

As a consequence of this concern both our consultants and the CER have reviewed the NGER reporting FYE 2012 to ascertain if this finding was accurate.

It has now been determined that two errors were made. One relating to the findings about the outcome of the Measurement Determination changes and the other relating to data input inconsistencies relating to historical waste data.

We are awaiting a revised consultant report. Once the revised report is received and the Solid Waste Calculator is released then further work will occur to secure a suitably qualified consultant to determine the potential liability for the FYE 2014 period.

#### **5. Recycling Facility**

The Development Application is ready for pre-lodgement discussions with Onkaparinga Council. Following this, the Application will be lodged. It is estimated that an approval could be received by August 2013.

The lease arrangements are almost finalised for sign off by the joint venture partners.

#### **6. Application to EPA for Reduced Fee on Licence**

A request to the EPA for a reduced fee on the Licence has been declined. The rationale for the EPA decision is:

*Following assessment of your application for a fee reduction the EPA wishes to advise that you were unsuccessful due to historic disposal cells not capped and rehabilitated to the current EPA standard which does not meet requirements as described above for a fee reduction.*

A copy of the letter appears as Attachment (C).

#### **7. Acting Landfill Managers Report (by Lindsay Minchin)**

##### **Caterpillar 826H Trash Compactor**

The new compactor arrived on site on the 15.4.13 and was put into operation on the 16.4.13.

Features of this machine are:

- A Fire Suppression Unit
- Swing out grill in front of radiator to enable easy access to radiators to clean
- Reverse Camera – this gives operator clear vision of the area behind the machine
- Wheels on the machine have CAT plus tips welded to them which give a higher compaction than the WF550T Compactor. Even though the 826H weighs the same as the Komatsu WF550T it is 1 kilometre faster which increases production. Therefore daily hours are reduced which is a saving on fuel and wear and tear on the machine.
  - Two belly plates on the underside of the machine can be lowered or raised by hydraulic rams with the press of a button which allows easy and quick access for cleaning and servicing.

Feedback from staff operating the machine has been very positive.



### **Northern Area Capping**

A work program has been put in place for the Northern Area Capping. To ensure this schedule is maintained a 40 Tonne Articulated Dump Truck has been hired. Weather permitting, the Northern Area Capping is scheduled for completion in late June 2013. When the capping is completed, seeding and planting of trees will start immediately.



**Cell 2 Capping**

A works program has also been put in place for Cell 2 Capping. This has been a difficult project due to steep batters and the minimization of compaction. The first layer of crushed rock (700mm thick) has been placed with the 2nd layer of clay (600mm thick) currently being placed. The capping is currently 50% finished. The expected finish date is mid July 2013, also weather permitting.

**Litter**

Litter has always been a concern, especially with extreme weather conditions. A practical method of containing litter is to erect transportable fencing panels as opposed to a permanent litter fence. Therefore 3 quotes will be obtained for transportable fencing panels. These panels are approximately 5m wide by 4m high and can be erected anywhere on site, depending on direction of wind.

**Internal Audit**

The Landfill Manager has been working closely with the Operations Consultant to:

- Review and ensure compliance with the Emergency Response Plan, Emergency Preparedness Plan, Business Continuity Plan and Confined Spaces Policy and Procedure.
- Ensure that the Action Plan from the Internal Audit is implemented.



EPA 16264

Southern Region Waste Resource Authority  
Mr Ray Pincombe  
PO Box 221  
MORPHETT VALE SA 5162

Dear Mr Pincombe

**FORMAL WARNING REGARDING FAILURE TO COMPLY WITH CLAUSE 12(1) OF THE ENVIRONMENT PROTECTION (WASTE TO RESOURCES) POLICY 2010**

I write in follow up to an inspection conducted by three Authorised Officers of the Environment Protection Authority (EPA) on 4 April 2013. During this inspection of the landfill facility located at Wheaton road, MCLAREN VALE (EPA Authorisation 16264)(the Site) that occurred between 11:30am and 1:30pm on that day, the Authorised EPA officers witnessed:

- A landfill gas extraction well with a connection used for the injection of leachate into waste disposal cell pumped from the leachate evaporation pond on-site.

I also refer to your letter, dated 19 April 2013, whereby you confirm that the Southern Region Waste Resource Authority (SRWRA) undertook the recirculation of leachate to landfill cells.

**Clause 12(1)** of the Environment Protection (Waste to Resources) Policy 2010 states;  
*"A person must not dispose of waste at a landfill depot if the waste was produced in an area for which the waste is prohibited landfill waste.*

***Mandatory Provision: Category B offence***".

You, the Southern Region Waste Resource Authority have breached Clause 12(1) of the Environment Protection Waste to Resources Policy 2010 by causing the disposal of liquid waste through the injection of leachate into waste disposal cells at the Site.

**This letter is a formal warning and will be recorded on the Public Register in accordance with regulation 16(1)(h) of the *Environment Protection Regulations, 2009.***

For further information on this matter, please contact Brian White on (08) 8204 8124 or [brian.white@epa.sa.gov.au](mailto:brian.white@epa.sa.gov.au).

Yours sincerely,



Steven Sergi  
DELEGATE  
ENVIRONMENT PROTECTION AUTHORITY

Date: 28 May 2013

RECEIVED  
29/5/13

19 April 2013

Environment Protection Authority  
GPO BOX 2607  
Adelaide SA 5001

Attention: Steven Sergi

**WITHOUT PREJUDICE**

Dear Steven,

**SRWRA LANDFILL OPERATION – LEACHATE MANAGEMENT**

We refer to your letter dated 9 April 2013 (from Steven Sergi to Colin McArdle) in relation to the alleged breach by SRWRA of the Environment Protection (Waste to Resources) Policy 2010 (“the Policy”) (Ref: EPA 16264).

SRWRA acknowledges that a system is in place for pumping leachate from the lined leachate evaporation lagoon at its landfill located at Wheaton Road, McLaren Vale back into the landfill.

However, for the reasons which follow, SRWRA does not consider that this incident should be the subject of a prosecution pursuant to section 34 of the *Environment Protection Act 1993* (“the Act”):

1. SRWRA was not made aware that leachate recirculation into the landfill constituted a breach of the Policy, despite the EPA being aware, since at least 2011 that this practice was occurring (as explained below). In this way, any breach of the Policy (and, consequently the Act) is and was unintentional. Now that SRWRA has been made aware of this fact by the EPA, we will ensure that all relevant personnel at the site receive appropriate training regarding the Policy and the Act, to ensure that there are no further unintentional breaches of the Policy occurring.
2. SRWRA’s licence (EPA 16264) is silent on the requirements for leachate management and disposal. SRWRA advises that pump and sprinkler system infrastructure adjacent to the upper leachate pond has been in place and approved for the use of leachate recirculation since approximately 2000. It should be noted that the sprinkler or other means of dispersing leachate have never been used in an unlined area.
3. The EPA has been made aware of SRWRA’s leachate management and disposal practices since at least 2011, in the context of negotiations between the EPA, SRWRA and SRWRA’s consultant, Tonkin, regarding the conditions attached to SRWRA’s licence.
  - 3.1. Between 2011 and 2012, correspondence regarding the variation of licence conditions had been exchanged between SRWRA, Tonkin (consultants for SRWRA) and the EPA (via Andrew Manning). However, as discussed below, no agreed variations to the draft conditions relating to leachate recirculation were reached. Primarily, this was because the EPA was desirous of imposing a condition to the effect that leachate could not be recirculated back to landfill cells, while SRWRA was reluctant to accept such a condition.
  - 3.2. One of the draft licence conditions proposed by the EPA (67-720) stated that SRWRA was “not permitted to re-circulate leachate back to landfill cells”. On behalf of SRWRA, Tonkin Consulting, on behalf of SRWRA, responded to that proposed licence condition on 16 September 2011 (Ref:20110825LA2) with a request that it be amended to enable SRWRA to continue to

recirculate leachate as a contingency action in the event of an emergency and for the flushing and maintenance of the landfill gas extraction system.

- 3.3. On 20 March 2012 the EPA responded to this proposed modification by stating that *"The recirculation of leachate is strictly prohibited unless approved otherwise by the EPA. To seek approval for leachate recirculation application must be made to the EPA however note appropriate design of landfill cells will be required for recirculation to be approved. In the event of an emergency the EPA will liaise with SRWRA to determine the most appropriate action to manage leachate. Condition 67-720 will remain unchanged"*.
- 3.4. On 8 June 2012, Tonkin, on behalf of SRWRA, responded to the EPA email dated 20 March 2012 (Ref: 20110825L3B). This included a request that the current approved practice of recirculation of leachate remain approved as an interim measure until an application to operate an upgraded system was prepared and submitted to the EPA for approval. The current system involves:
- storage of leachate in the upper leachate pond, pumping of leachate via pipework and application of leachate to designated areas via a sprinkler and / or an injection system. This infrastructure has been in place and approved since 2000;
  - leachate application only occurring within cells with EPA approved base lining and leachate collection systems (Cells 2, 3 and 4);
  - temperature monitoring of the HDPE layer contained within the geocomposite lining systems within Cell 3 (and is proposed for Cell 4). This precautionary monitoring provides an indication of conditions within the cells and the suitability for intermittent application of leachate at the surface of the waste mass; and
  - pumping and application of leachate only being used as a contingent operational measure when significant leachate generation occurs, for example during commissioning of an approved cell which can potentially generate large volumes of leachate as runoff from rainfall.
- 3.5. Neither SRWRA nor Tonkin have received a response from the EPA to the letter. Therefore, SRWRA was not made aware that the existing approved practices of leachate recirculation were no longer considered acceptable by the EPA, let alone that they constituted a breach of the Policy.
- 3.6. SRWRA has not intentionally contravened the Policy and has been open with EPA officers about current leachate management practices during their recent inspection at the site on 4 April 2013.
4. The primary reason that SRWRA has been injecting leachate into the landfill is to provide a capacity buffer in the lower leachate evaporation pond prior to the change of season and impending winter rainfall. Leachate levels in the lower leachate evaporation pond had been relatively high during 2012 prior to the commencement of waste filling in Cell 4.
5. Following receipt of the 9 April 2013 letter, SRWRA acted to immediately cease injection of leachate into the landfill gas extraction well, as advised by Colin McArdle on 11 April 2013 and has ceased leachate recirculation into the landfill. SRWRA will not recommence this practice unless approval is granted by the EPA to do so.

Finally, SRWRA advises that the Cell 4 baseliner is now largely covered with waste and leachate generation impacted by precipitation is expected to decline into the future as the cell is progressively filled and other cells are capped, limiting infiltration through the waste mass. Therefore, SRWRA does not foresee any long term issues regarding the management of leachate storage and disposal at the site. SRWRA considers that the utilization of the upper leachate pond as a contingency measure will be adequate to provide emergency storage if required.

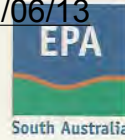
SRWRA will actively monitor leachate levels in the lower leachate evaporation pond and will plan accordingly to pump to the upper leachate pond in times of high leachate generation.

Based upon all of the above, the position of SRWRA is that there should not be any action taken against it of any manner by the EPA. The circumstances evidence a collaborative relationship with the EPA in relation to the matter of concern and an absence of any known or intentional breach of the Policy by SRWRA. Further, SRWRA acted with all due expedition when notified by the EPA of the Policy concern it had identified. These facts are not mitigation but demonstrable good faith in all of our joint dealings and clearly show there is no culpability on the part of SRWRA which justify any action being taken.

Please contact the writer if you have any further questions regarding the above response.

Yours sincerely

Colin McArdle  
Landfill Manager  
Southern Region Waste Resource Authority



EPA Reference 16264

Ray Pincombe  
 Southern Region Waste Resource Authority  
 PO Box 221  
 MORPHETT VALE SA 5162

Dear Mr Pincombe,

Thank you for your application for a fee reduction for your licence 16264 operating as a 3(3) Waste or Recycling Depot ('landfill facility') for your Landfill located at Wheaton Road, McLaren Vale ('the premises').

The licence fee system provides landfill operators with the opportunity to reduce fees based on environmental performance. Fee reductions can be granted for landfill facilities with a leachate and landfill gas management system that complies with the guideline entitled '*Environmental management of landfill facilities (municipal solid waste and commercial industrial general waste)*' as issued by the Environment Protection Authority ('EPA') in January 2007 ('the guidelines'). This includes the requirement for:

- A liner system for the landfill and leachate pond/s for the collection and containment of leachate to a standard approved by the EPA. This applies to any new landfill cell or stage developed since publication of the guidelines and any existing or new leachate ponds. The liner must meet the standards specified within the guideline or an alternative approved in writing by the EPA in accordance with section 14 of the guidelines; and
- An effective landfill gas management system; and
- Landfill closure to a standard approved by the Authority that includes:
  - Closure, capping and rehabilitation of historic waste disposal cells; or
  - Development and implementation of an approved capping plan to progressively close, cap and rehabilitate operating or future landfill cells upon completion.

Following assessment of your application for a fee reduction the EPA wishes to advise that you were unsuccessful due to historic disposal cells not capped and rehabilitated to the current EPA standard, which does not meet requirements as described above for a fee reduction.

If you would like to further discuss the actions required in order to achieve compliance and questions regarding eligibility for discounts under the new fee structure, please contact Brian White on 8204 8124 or [brian.white@epa.sa.gov.au](mailto:brian.white@epa.sa.gov.au).

Yours sincerely

Steven Sergi

**MANAGER WASTE TO RESOURCES  
 REGULATION & COMPLIANCE DIVISION  
 ENVIRONMENT PROTECTION AUTHORITY**

11 June 2013

**RECEIVED**  
 13/6/13

<b>Agenda Item:</b>	<b>Items of Business (Information Report 4.3.3)</b>
<b>Report Title:</b>	General Information Report
<b>Report Author:</b>	Acting Executive Officer
<b>Report No:</b>	<b>23/13</b>
<b>Date:</b>	24 June 2013
<b>Attachments:</b>	(A) Tool Box Meeting Minutes 15 <sup>th</sup> May 2013 (B) Adjoining Landowners Meeting Minutes 13 <sup>th</sup> May 2013 (C) Incoming e-Waste for May

### **EXECUTIVE SUMMARY**

General Information is provided on:

- Tool Box Meeting Minutes
- Adjoining Landowners Meeting Minutes
- Incoming E-Waste for May

### **RECOMMENDATION**

- 1. That the General Information Report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 23/13 will be available to the public.**
- 3. That the Board determines Report No. 23/13 will be the subject of an information report to Constituent Councils.**

### **REPORT**

#### **Tool Box Meeting Minutes**

Summary of the Tool Box Meeting held on 15<sup>th</sup> May (*Attachment A*)

#### **Adjoining Landowners Meeting Minutes**

Summary of the Adjoining Landowners Meeting held on 13<sup>th</sup> May 2013 (*Attachment B*)

#### **Incoming e-Waste**

Spreadsheet of incoming e-Waste for May (*Attachment C*)



**TOOL BOX MEETING MINUTES**

<b>Workplace:</b> Landfill Operation		<b>Date:</b> 15 <sup>th</sup> May 2013
<b>Supervisor/ Presenter:</b>	Ray Pincombe/Lindsay Minchin	
<b>Staff Present:</b>	Mark Carey, Paul Kruse, Lindsay Minchin. Michelle Bonnici, Paul Collins, Jack Fidge, Fran Allan, Ray Pincombe	
<b>Absent:</b>	Steve George (apology) – not rostered on.	
<b>Monthly Safety Topic:</b>	General Safety	
<b>Review of accidents/incidents/near misses since last meeting:</b>	Nil	
<b>Process/procedural changes since last meeting:</b>	Staff should note that the confined spaces process is being adapted to match the written procedure	Lindsay to action – signage organised – if any contractor required to access a confined space – consult Lindsay – training will occur shortly.

<b>Review of Actions from Last Toolbox Meeting</b>	<b>Status</b>	<b>Who to action</b>
Accident /Incident Report	Review of April minutes to review action taken and any outstanding actions	Ray Pincombe
WHS Training Plan	To be reviewed and updated for 2013	See below

<b>OHS&amp;W – Each Month outstanding items from action plan will be included in agenda</b>		
<b>Monthly Items</b>	<b>Status</b>	<b>Who to Action</b>
➤ CATS Injury Statistics	One recurring claim currently in progress	Ray Pincombe
➤ KPI's	Monthly Tool Box Meeting is conducted and actions executed	
<b>Monthly Items</b>	<b>Status</b>	<b>Who to Action</b>
➤ Action Plan	Contractor Audits	Ray Pincombe/ Lindsay Minchin/Michelle Ray setting up a meeting next week to discuss with Michelle.
	New Workplace Health & Safety Act 2012 in force	All policies & procedures to be reviewed & training provided. Ian Hoffmann will be working with us soon. Michelle to organise.
➤ Training	Training Plan to be reviewed	Ray /Henny and Lindsay to review/identify training needs by April meeting. – Ray is setting up a meeting for next week with Henny/Lindsay
	Senior First Aid Training for Colin McArdle	Deferred until Colin returns from leave – to be put on Agenda for Feb 2014
➤ Hazard Register/Corrective Actions register	Action Plan to be developed by end of April (From LGA KPI Audit)	Lindsay Minchin/Michelle Bonnici – Ian Hoffmann will work on this with the team.



<p>➤ OHS&amp;W Document Reviews</p>	<p>All One System Documents to be reviewed. Updated policies received from LGAWCS 11 April. Ian Hoffman and Michelle Bonnici to follow up.</p>	<p>AEO/ Ian Hoffmann– Ian Hoffmann will work on this with the team.</p>
<p>➤ OHS&amp;W Policies &amp; Procedures</p>	<p>All to be reviewed in coming months</p>	<p>To be reviewed now updated model policies (see above) received. – Ian Hoffmann will work on this with the team.</p>
<p>➤ OHS&amp;W Hazard Identification &amp; Assessment</p>	<p>To be undertaken this quarter – discussion to be held at May Tool Box Meeting</p>	<p>AEO/ Ian Hoffmann– Ian Hoffmann will work on this with the team.</p>
<p>➤ OHS&amp;W Issues – Other</p>	<p>One System- Update schedule to be developed for policies and procedures</p>	<p>AEO/Ian Hoffmann– Ian Hoffmann will work on this with the team.</p>
<p>➤ Asbestos</p>		
<p>➤ Emergency Response Plan/Emergency Response Training</p>	<p>To be reviewed before May Toolbox meeting. Meeting of Emergency Committee to be held.</p>	<p>AEO/Michelle Bonnici – Training delivered – Kathy to file attendance sheet. All staff provided with copies – Are there any questions? Are there any Tasks/Actions required to comply with the Plan? Lindsay to collate feedback &amp; meet with Michelle to do an action plan.                      Today's feedback</p> <ul style="list-style-type: none"> <li>• Radio response – there is a black spot in Northern Area – we relay messages during the week but not possible on weekends.</li> </ul>

		<ul style="list-style-type: none"> <li>• Need to check if mobiles effected (note staff keep phones in their bags sometimes)</li> <li>• Concern – first alarm will not/cannot be heard (machinery noise &amp; size of site)</li> </ul>
<b>Monthly Items</b>	<b>Status</b>	<b>Who to Action</b>
<ul style="list-style-type: none"> <li>➤ Annual Review of Safe Work Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Komatsu PC300LC – Paul to review over the week – put on agenda for June.</li> <li>• Komatsu WA200PT – is ok</li> <li>• Komatsu WA380-6H –is ok</li> <li>• Komatsu WF450-3 – is ok</li> <li>• Volvo A25 Articulated Water Truck – is ok but noted the confined space signage will go on in next 24 hours.</li> <li>• Caterpillar 826H – note that a minor modification made – a cardboard cover has been put on the fire suppression – does not hinder access but prevents vandalism. Note that if it is/has been raining to minimise travel on floor or unsealed space. Will also need another machine to clean up – i.e. loader</li> </ul>	Toolbox Meeting Members
<ul style="list-style-type: none"> <li>➤ Internal Audit Procedure Schedule</li> </ul>	Deferred to 2nd Quarter 2013 due to new WHS Act 2012. Discussion to be held on timing and responsibility at April meeting	Lindsay Minchin/Ray Pincombe/Michelle Bonnici – To discuss next week.

<b>Consultative Committee</b>		
➤ Topics Discussed	Minor repairs on equipment - forms developed and now in place.	Lindsay Minchin – finalised.
➤ Unresolved Issues		
<b>New Issues</b>		
➤ EDL -	Progress of drilling programme	Lindsay Minchin - finalised
➤ eWaste Agreement	Update on promotion, recording, vandalism and number of units collected.  Its slowing down.	Lindsay Minchin
➤ Chemical/Dangerous Substances Register	Register location – staff awareness – as per email to Ray  Kathy is working on this & is nearly finished. Please try to buy the same products when replacing materials as it saves a loy of admin time.	Lindsay Minchin
➤ Suggestions for Improvements		

<b>Employee Collective Agreement</b>	Portion of wage increase is dependent upon reaching the following criteria – Additional 0.25% if no lost time injuries.	No Lost Time Injuries in first nine months of 2012/2013.
<ul style="list-style-type: none"> <li>• Staff need to form consultative group.</li> <li>• EB document is in weighbridge for review.</li> <li>• List any potential changes for discussion.</li> </ul>		
<b>Other Matters</b>	<b>Status</b>	<b>Who to Action</b>
<ul style="list-style-type: none"> <li>➤ Litter fences</li> </ul>	<p>Monthly agenda item to discuss issues &amp; review effectiveness.</p> <p>Ray attended landowners meeting &amp; litter was raised.</p> <p>Ray will write to landowners confirming we will respond promptly to any concerns etc.</p> <p>Jack confirmed when he got a recent phone call there was 5 papers inside fence and 5 papers outside fence.</p> <p>Jim (landowner) says there is litter over his way near the bike track.</p> <p>Jack confirmed this is correct - we will respond and monitor this.</p> <p>If it's a blowey day, when the truck tips waste some will become airborne &amp; if it does we send someone to clean it up.</p>	All Staff
<ul style="list-style-type: none"> <li>➤ Resource Recovery Facility</li> </ul>	<p>Update to be provided.</p> <ul style="list-style-type: none"> <li>• DA almost completed for lodgement</li> <li>• Construction expected to commence Aug/Sept &amp; conclude Jan/Feb</li> </ul>	Ray Pincombe

➤ Capping	Update to be provided on Northern Area & Cell 2 <ul style="list-style-type: none"> <li>• Cell 2 – crushed rock placed.</li> <li>• Surveyors on site – if height right then clay tomorrow.</li> <li>• Awaiting a call from Shane at Lucas.</li> </ul>	Lindsay Minchin
➤ Cell Construction.	Update to be provided <ul style="list-style-type: none"> <li>• Sideliner Cell 4 – awaiting GCL rolls.</li> <li>• Will be done in next fortnight.</li> </ul>	Lindsay Minchin
➤ EO Replacement	Update to be provided <ul style="list-style-type: none"> <li>• Expect a decision in 2 weeks.</li> <li>• Potential start in early July.</li> </ul>	Ray Pincombe
➤ RDOs /Leave	Discussion on importance of taking RDOs/Leave <ul style="list-style-type: none"> <li>• Just make a plan to take RDO's/leave. i.e a leave plan.</li> </ul>	Ray Pincombe
➤ Tenders/Quotes for ongoing work	Process to follow policy	Ray Pincombe/Lindsay Minchin Discuss this later
➤ Notification to Admin office if private information to be requested by others	All staff are to advise the Admin office if personal information will be requested by others e.g. financial institution.	All Staff
➤ Other Business	Caterpillar 826H - Lindsay reported John Cross is able to do the servicing – supplier is confirming in writing.  Flu Shots – Staff can go to clinic or Doctor & SRWRA will reimburse cost (if any).8	

## Summary

### 1. Issues from previous meeting

#### Capping

Work is almost completed on the Northern area capping and should be finalised before the end of June. Once the first layer of shale is completed for Cell 2 then the excess clay will be moved to Cell 2. Once that has happened then the Northern Area capping can be completed by the laying of topsoil.

- The materials to be used for the capping of Cell 2 have been approved by the EPA and the project is underway. A further update on this project will be provided at this meeting.
- A question was raised in regard to the vegetation plan for both capping projects. This will be followed up and discussed at the next meeting. A further question was asked in regard to the re-vegetation of the area near the gateway opposite 31 Hagley Road and this will be taken up with the Acting Landfill Manager.

#### **Reporting**

##### 1.1 **Landfill gas**

##### 1.2 **Groundwater**

##### 1.3 **EPA Licence**

##### 1.4 **Dust**

No reports since the last meeting.

### 2. **Site Development/ Management/ Works**

#### Resource Recovery Facility

The design and final location of the recycling facility have been agreed and the Development Application (DA) is being finalized for submission to the Onkaparinga Council. As this will not be finalized until after this meeting a special meeting of the Residents is proposed to discuss the DA as indicated at the February meeting. This meeting should be held in June and advice of the date will be provided once the DA is submitted.

Once the application is submitted for approval it is expected that this process will take up to 3 months and approval is not expected until at least August 2013. The next step is to appoint the construction contractor who will commence the construction once the development application is approved. Construction is expected to start following development consent.

A copy of the Development Application (DA) and 3D modeling of the facility will be provided to the landowners at the special meeting outlined above.

## **Other Issues**

### Waste Compactor

A new Caterpillar 826H Compactor is now in operation and working well. The current back up Compactor is now being used in that role and operations are back to normal.

### E Waste

Electronic waste (TVs and computers and peripherals) have been collected for a number of months. Around 140 units were collected in March and 450 in April. The service is being promoted locally via SRWRA, Onkaparinga Council and the collection agent.

### Executive Officer (EO) Replacement

The SRWRA is currently in the process of recruiting a new EO. It is expected that an EO will be appointed within the next 3-4 weeks to commence in July or August.

### Landfill Manager

Those present were advised that the Landfill Manager was on extended leave and Lindsay Minchin is Acting Landfill Manager for the present time. Lindsay can be contacted at the weighbridge on 8366 0273 or on Mobile 0428 825 738.

### Other Issues

- Air pump in leachate dam. Is it malfunctioning as it is making noises at night
- Litter – the comment was made about an increase in litter and whether the Tarpomatic was effective or was the litter coming from other areas with inadequate cover? There have been a number of windy days and litter is picked up during these days from the area where waste is being dumped. The tarpomatic is only placed on the landfill at the end of the working day and is effective when it is covering the waste. A staff member is employed to pick up litter and this is done regularly.
- Is there adequate cover at the bottom end of Cell 4?
- Are the litter fences removed during the levelling of the original RF area going to be replaced?

## **Next Meeting**

Special meeting to discuss DA June 2013 (date to be confirmed)

Regular meeting Monday 12 August 2013 (to be confirmed)

POSTCODE STATISTICS FOR INCOMING E WASTE - MAY																		Daily Total	
	5158	5159	5160	5161	5162	5163	5164	5165	5166	5167	5168	5169	5170	5171	5172	5173	5174	Other	
	Sheidow Pk	Happy Valley etc	Lonsdale	Reynella	Morphett Vale	Hackham	Christie Downs	Christies Beach	O'Sullivan's Bch	Pt Noarlunga	Noarlunga	Seaford	Maslin Bch	McLaren Vale	Willunga	Aldinga	Sellicks		
1/05/2013												4			1	2			7
2/05/2013						1								1		4			6
3/05/2013				2	1					1		2		1	2				9
4/05/2013										2		1	2	1	1	4			11
5/05/2013	1		1				1					1	1	1		1			7
6/05/2013					1	1			1	1		6		1		1			12
7/05/2013	1									1				2	1	1	3		9
8/05/2013										2			3			1	1	1	8
9/05/2013					1								2	2		2	1	1	8
10/05/2013		2											1	2	1		1	1	7
11/05/2013	1			1			3			1			5	1			4		16
12/05/2013													1				1		2
13/05/2013					1	1	1			1	1	2		1				1	8
14/05/2013						1								1					2
15/05/2013											1	1	1	1		1	1		6
16/05/2013							1							1	3	1			6
17/05/2013															1	5			6
18/05/2013						1							1	3					5
19/05/2013											1				1	2			4
20/05/2013																1			1
21/05/2013													1		4	2			7
22/05/2013															1	1			2
23/05/2013		1			1										1	1			4
24/05/2013								1						1	1				3
25/05/2013												2					1	1	3
26/05/2013							1				1					2			4
27/05/2013		1																	1
28/05/2013							1					2	1		1		1		6
29/05/2013						1				1	1	1					1		5
30/05/2013														1	2	1			4
31/05/2013						1						1	1			1			0
<b>Daily Total</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>14</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>5</b>	<b>35</b>	<b>13</b>	<b>18</b>	<b>21</b>	<b>44</b>	<b>4</b>	<b>4</b>	<b>179</b>
<b>Monthly Total</b>																			<b>179</b>



**5. OTHER BUSINESS**

**6. NEXT MEETING**  
Monday 5<sup>th</sup> August 2013

**7. CLOSURE**

# Public Minutes

## SOUTHERN REGION WASTE RESOURCE AUTHORITY

### BOARD MEETING

Held on

**Monday 24 June 2013**

**Meeting commenced at 5:10PM**

At

**Southern Region Waste Resource Authority**

282 Main South Road Morphett Vale 5162

### **Boardroom**

*(Light supper provided)*

*This meeting of the Board will NOT be conducted in a place open to the public (REF: - Charter 2.5.17)*

*All documents presented to, received at or derived from the meeting will remain confidential and not available for public inspection unless the Board otherwise resolves (REF: - Charter 2.5.21)*

**1. OPENING**

**2. ATTENDANCE RECORD**

**PRESENT:**

Mark Booth	-	Chairman
Steve Mathewson	-	Member
Carol Bouwens	-	Member
Jim Huckstepp	-	Member
Ian Walker	-	Member
Jeff Rittberger	-	Member
Vincent Mifsud	-	Deputy Member
Lynda Yates	-	Deputy Member (left at 5:51pm)

**IN ATTENDANCE:**

Ray Pincombe	-	Acting Executive Officer
Lindsay Minchin	-	Acting Landfill Manager
Michelle Bonnici	-	Operations Consultant

**APOLOGIES**

Terry Sutcliffe	-	Member
Sharon Nash	-	Deputy Member
Cheryl Connor	-	Deputy Member
Henny Redden	-	Senior Finance/Admin Officer

**3. MINUTES OF MEETING**

**3.1 Ordinary Board Meeting**

**Moved:** Jim Huckstepp

**Seconded:** Steve Mathewson

That the minutes of the Ordinary Meeting held on 6<sup>th</sup> May 2013 be confirmed as a true and accurate record.

**CARRIED**

**3.2 Audit Committee Meeting**

**Moved:** Jeff Rittberger

**Seconded:** Carol Bouwens

That the minutes of the Audit Committee Meeting held on the 19<sup>th</sup> of March 2013 be received and noted.

**4. ITEMS OF BUSINESS**

**4.1 Action Reports**

**4.1.1 Work Health Safety Act**

**Moved:** Jim Huckstepp

**Seconded:** Jeff Rittberger

- 1. The Report on Work Health Safety Act be noted.**
- 2. That the Board determine the minutes, reports and attachments relating to the Report No. 16/13 will be available to the public.**
- 3. That the Board determines Report 16/13 will be the subject of an information report to the Constituent Councils.**

**CARRIED**

#### **4.1.3 2013/2013 Business Plan and Budget**

**Moved:** Jeff Rittberger

**Seconded:** Ian Walker

- 1. That SRWRA adopts the 2013/2014 amended Business Plan & Budget.**
- 2. That SRWRA approves the 2013/2014 Gate Fees.**
- 3. That SRWRA adopts the Budgeted Statement of Comprehensive Income, Budgeted Balance Sheet, Budgeted Statement of Changes in Equity, Budgeted Statement of Cash Flows, Budgeted Financial Indicators and the Budgeted Uniform Presentation of Finances for the year ending 30 June 2014.**
- 4. That the minutes, reports and attachments (Budgeted Statement of Comprehensive Income, Budgeted Balance Sheet, Budgeted Statement of Changes in Equity, Budgeted Statement of Cash Flows, Budgeted Financial Indicators & Budgeted Uniform Presentation of Finances) relating to Report No. 18/13 be available to the public.**
- 5. That the Board determines Report No. 18/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

#### **4.2 Finance Reports**

##### **4.2.1 Finance Report May 2013**

**Moved:** Jim Huckstepp

**Seconded:** Ian Walker

- 1. That the Finance Report for May 2013 including explanatory notes and attachments be received.**
- 2. That an amendment to the budget for EPA levy expenditure be approved.**
- 3. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 19/13 will be available to the public.**
- 4. That the Board determines Report No. 19/13 will be the subject of an information report to Constituent Councils**

**CARRIED**

#### **4.3 Information Reports**

- 4.3.1 Business Continuity Plan, Emergency Response Plan, Emergency Preparedness Plan, upcoming review and training**

**Moved:** Carol Bouwens

**Seconded:** Ian Walker

- 1. **The Report on Business Continuity Plan, Emergency Response Plan and Emergency Preparedness Plan – Upcoming Review and Training be received.**
- 2. **The Board determines that the minutes, amended reports and attachments relating to Report No 21/13 will be available to the public.**
- 3. **That the Board determines the minutes and report will be the subject of an information report to Constituent Councils.**

**CARRIED**

**4.3.2 Executive Officer’s Information Report**

**Moved:** Carol Bouwens

**Seconded:** Ian Walker

- 1. **That the Executive Officer’s information report be received.**
- 2. **That the Board determines the minutes, amended reports and attachments relating to Report No. 22/13 will be available to the public.**
- 3. **That the Board determines Report No. 22/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

**4.3.3 General Information Report**

**Moved:** Jim Huckstepp

**Seconded:** Steve Mathewson

- 1. **That the General Information Report be received.**
- 2. **That the Board determines the minutes, reports and attachments relating to Report No. 23/13 will be available to the public.**
- 3. **That the Board determines Report No. 23/13 will be the subject of an information report to Constituent Councils.**

**CARRIED**

**6. NEXT MEETING**

5<sup>th</sup> August 2013

**7. CLOSURE**

Meeting closed at 7:15pm

<p>.....</p> <p>Chairperson</p> <p>Date    /    /</p>
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