

AGENDA

SOUTHERN REGION WASTE RESOURCE AUTHORITY

BOARD MEETING

To be held on

Monday 4th March 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 10th December 2012 be confirmed as a true and accurate record.

4. ITEMS OF BUSINESS

4.1 Action Reports

- | | | |
|-------|---------------------------|------------------|
| 4.1.1 | Les Perry Memorial Grants | Report No. 01/13 |
| 4.1.2 | WHS Act | Report No. 02/13 |

4.2 Finance Reports

- | | | |
|-------|--|------------------|
| 4.2.1 | Budget Review Two - October to December 2012.2 | Report No. 03/13 |
| 4.2.2 | Financial Reports January 2013 | Report No. 04/13 |

4.3 Information Reports

- | | | |
|-------|--|------------------|
| 4.3.1 | Executive Officer's Information Report | Report No. 05/13 |
| 4.3.2 | General Information Report | Report No. 06/13 |

5. OTHER BUSINESS

- 5.1 Southern Recycling Centre – Location of Recycling Facility
- 5.2 Shared Services/EO Position
- 5.3 Landfill Manager - 360° Questionnaire

6. NEXT MEETING

15 April 2013 – Special Meeting to discuss

- Long Term Financial Plan
- Landfill Future Options
- Landfill Manager – Results of 360° Questionnaire

NEXT ORDINARY MEETING

6th May 2013

7. CLOSURE



Ray Pincombe – Acting Executive Officer

Agenda Item:	Items of Business (4.1.1)
Report Title:	Memorial Grants
Report Author:	Acting Executive Officer
Report No:	01/13
Date:	4 March 2013

EXECUTIVE SUMMARY

SRWRA has received four grant application requests totalling \$1 924.30. SRWRA has allocated \$1 500 in the 2012/13 budget for the Memorial Grant Funds. The Acting Executive Officer believes all the grant applications have merit and meet the Grant application's essential criteria and purpose. SRWRA has the following options:

- Decline one of the applications
- Approve all applications and increase the budget allocation by \$424.30
- Allocate the minimum amount for each project to proceed

RECOMMENDATION

- 1. That SRWRA approves the four Memorial Grant applications for a total grant allocation of \$1 924.30 noting that the grant amounts approved are the full amount requested for each project and an adjustment will need to be made to increase the budget allocation.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 01/13 will be available to the public.**
- 3. That the Board determines the minutes, reports and attachments will be the subject of an information report to Constituent Councils.**

REPORT

Background

The Board originally approved a Les Perry Memorial Grant Programme in 2010 to honour the late Les Perry. The Memorial Grant programme will again operate for the 2013 school year with an allocation of \$1 500 in the 2012/13 budget with \$500 to be allocated to primary schools (one or more) located in each of the Constituent Council areas. Every primary school within the Onkaparinga, Marion and Holdfast Bay Council districts has received a grant application pack.

Grant Applications

SRWRA has received four grant application requests totalling \$1 924.30. The four applications are from schools located in the Onkaparinga Council and Marion Council areas and two (Aberfoyle Park and Noarlunga Downs) have previously applied for and received a grant. The Acting Executive Officer believes all the grant applications have merit and meet the Grant application's essential criteria and purpose. SRWRA has the following options:

- Decline one or more of the applications
- Approve all the applications and increase the budget allocation by \$424.30
- Allocate the minimum amount for each project

Grant Application Summary

School	Council	Funds Sought	Other Funds	Total Project	Minimum Grant to Proceed	Brief Description
Clovelly Park	Marion	\$474.30	Nil	\$474.30	\$474.30	Establish a bank of worm farms to assist recycling fruit scraps
Aberfoyle Park	Onkaparinga	\$500	\$500	\$1 000	\$450	Produce a student training DVD to educate children and families re benefits of recycling
Braeview	Onkaparinga	\$500	\$51.25	\$551.25	\$450	Initiate collection of food scraps for composting & chicken feed.
Noarlunga Downs	Onkaparinga	\$450	Nil	\$450	\$450	Reduce amount of paper going into bins. Create new approach through recycling
TOTAL		\$1924.30			\$1824.30	

Summary

The grant applications are all focused on approaches to recycling and educating children in the importance of recycling and reusing different methods. All grants have merit and as they only exceed the budget by a small amount it is recommended they be approved for the full amount requested.

Agenda Item:	Items of Business (4.1.2)
Report Title:	Work Health Safety
Report Author:	Acting Executive Officer
Report No:	02/13
Date:	4 March 2013
Attachments:	(A) Legal Opinion – Board Responsibility (B) SafeWork SA Brochure (C) WHS and IM Plan 2013 (D) LGAWCS KPI Audit

EXECUTIVE SUMMARY

The new Work Health and Safety Act took effect on 1 January 2013. This Act is part of the national harmonisation of the workplace safety laws across Australia with only two states, Victoria and Western Australia yet to commit to the harmonisation process. While most of the principles are similar to the previous legislation there are some areas which have been amended. One particular area will have an impact on the members of the board is the definition of an “Officer”. The move from one designated responsible officer (usually the CEO) to a much wider range of people involved in the business including board members means that the board will have to pay much closer attention to the systems and performance of the organisation in workplace safety.

RECOMMENDATION

- 1. That the report be received and a report on workplace health and safety performance be included as a permanent agenda item at each board meeting.**
- 2. That the SRWRA WHS and IM plan for 2013 be endorsed**
- 3. That the LGAWCS KPI Audit be noted**
- 4. That the Board determines the minutes, reports and attachments (except attachment A) relating to Report No. 02/13 will be available to the public.**
- 5. That the Board determines the minutes, reports and attachments (except attachment A) will be the subject of an information report to Constituent Councils.**

REPORT

Background

While the Board has demonstrated an interest in workplace safety in the past by being involved in the development and implementation of work health and safety (WHS) plans and associated policies and procedures the new legislation places greater emphasis on the responsibility of individual board members and senior staff for the safety of their workforce.

The previous legislation required the identification of a Responsible Officer and in the case of SRWRA this was the Executive Officer. It also outlined penalties for any breach of responsibility under the act and this has also been amended.

In the past, while there were similarities between the states' legislation, there were also a number of differences. The harmonisation of the legislation is aimed at bringing the state legislation to a greater level of similarity.

Discussion

The update of the work health and safety legislation is a significant step toward the harmonisation of the legislation Australia wide. While the principles are similar to the previous legislation the move to nationally harmonised workplace safety laws means the legislation is similar in most states.

There are some new obligations in the legislation and these are set out in the attached outline provided by SafeWork SA. They are all important and will be part of a review of the system of safety processes in place at SRWRA to ensure that the best possible environment is provided for workers and that SRWRA is compliant with the legislation.

There are changes to the definition of the employer and the levels of responsibility for worker safety that will have an impact on the board members and senior staff. These changes, outlined below, will mean a greater involvement by the board in monitoring the operation of policies and procedures for worker safety and compliance with the legislation.

An employer under the Act is known as a Person Conducting a Business or Undertaking (PCBU). The primary duty of an employer is to ensure, so far as is reasonably practicable, that the safety of workers (and others like clients and customers) is not put at risk from the conduct of the business or undertaking.

An Officer under the Act is a person who makes or helps make decisions that affect the whole, or a substantial part, of a PCBU's activities. Officers are required to exercise due diligence to ensure PCBU health and safety duties are met.

Given the wide interpretation of an officer as part of the employer (PCBU) and the fact that all officers are responsible for worker safety rather than an appointed responsible officer it is important that all board members and staff members with responsibility for worker safety are fully aware of their responsibilities. It is also important that all officers are aware of and familiar with the systems and processes in place at SRWRA to protect the workers as far as practicable.

To ensure that Board had a clear understanding of their responsibility under the Act a legal opinion was sought and provided late last year. A copy of this opinion is provided as an attachment. It outlines the responsibility of members under the new legislation and is clear that all members of the board are officers.

WHS Arrangements

It is important to provide the Board with information to enable them to understand the current WHS arrangements at SRWRA to enable them to gain a better understanding of the system in place and the role they need to play in monitoring how the system is being implemented and updated.

The current WHS arrangements at SRWRA include the following:

- Reference in the Strategic Plan. This includes a stakeholder statement which is also included in the WHS & IM Plan and a key action (3.2) and a measure that the WHS KPIs are achieved.
- A WHS and Injury Management (IM) Plan which includes an action plan for each month and is part of the Toolbox meeting agenda.
- WHS policies
- WHS procedures
- WHS forms
- A monthly meeting, the Toolbox Meeting between the AEO, Landfill Manager and landfill staff which has a major focus on WHS. The minutes of these meetings are provided to each Board meeting.
- A monthly meeting involving the AEO, Landfill Manager and Administration staff. This also has a strong focus on WHS. This meeting was recently reinstated.
- A Business Continuity Plan
- Emergency Response and Preparedness Plans for the landfill and an
- Emergency Response plan for the Administration

The WHS and IM Plan is updated annually and provided to the Board for endorsement. As this is the first meeting for the year the plan is attached.

All WHS policies and procedures are updated annually and the previous process was that the board would endorse them every second year. Following the enactment of the new legislation all policies and procedures will be presented to the board as they will need to be reviewed and updated. The LGA is reviewing the documents for all councils and prescribed authorities (including SRWRA) and they should be provided to us by March/April. Once received they will be amended, where necessary, to suit SRWRA and presented to the board.

Being part of the Local Government Association Workers Compensation Scheme (LGAWCS) support is received from them and also via the resources of the LGA in regard to model policies and procedures. In December 2012 the LGAWCS conducted a KPI audit to test the performance of the health and safety system at SRWRA. While they did note three non conformances they also noted that the WHS system was good and it was clear that the employee interests were important to the SRWRA. An action plan has been prepared to correct the non conformances and they will be rectified before the LGAWCS timeline of September 2103.

SRWRA also has a good injury management record with very few injuries and very little lost time over the past 5 years. Data is received each month to identify SRWRA performance against other similar sized entities and is one of the best performers in this group. In March 2013 the LGAWCS will be undertaking another review of the WHS system and providing assistance to the SRWRA to upgrade the system.

While the WHS system does not guarantee that there will be no injuries in our operation the continual effort to engage with the staff and the use of well designed

policies and procedures does reduce their potential. The industry in which the SRWRA operates poses many risks and it is important that ongoing monitoring and engagement with all the key stakeholders continues.

Summary

The changes to the WHS legislation have identified the need to review the system and its management. The SRWRA Board needs to be more involved in the management and monitoring of the performance of the WHA system at the SRWRA. A regular update will be provided to the board to ensure that the system is being managed in a way that will minimise the risk to employees and demonstrate that the Board and senior management have the interests of the workforce as a high priority.



Familiar principles with a new approach.

The key principles of the *Work Health and Safety Act 2012 (SA)* are consistent with long established and familiar occupational health and safety standards. From 1 January 2013 the Act:

- establishes health and safety duties, including the primary duty to protect any person from exposure to hazards and risks that arise from work
- provides for worker representation, consultation and participation including through Health and Safety Representatives and Health and Safety Committees
- enables compliance and enforcement through SafeWork SA, the regulator, and
- provides for the creation of regulations and Codes of Practice.

Australia is a step closer to nationally harmonised workplace safety laws, and South Australia is on board.

To progress nationally consistent laws, Safe Work Australia, an Australian Government tripartite agency focused on improving work health and safety arrangements across Australia, developed a model *Work Health and Safety Act* that could be adopted by each state, territory and the Commonwealth.

From 1 January 2013, South Australia's work health and safety legislation – which includes the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)*, supported by Codes of Practice – will align with New South Wales, Queensland, Tasmania, the Australian Capital Territory, the Northern Territory and the Commonwealth.

With the nationwide adoption of the model laws, workers across Australia can enjoy the same standard of health and safety protection regardless of where they work, or the work they do.

Find the *Work Health and Safety Act 2012 (SA)* online at www.safework.sa.gov.au

The *Work Health and Safety Regulations 2012 (SA)* identify the control measures that must be applied to specific work activities and hazards, for example machine guarding and noise exposure.

Find the *Work Health and Safety Regulations 2012 (SA)* online at www.safework.sa.gov.au

The Codes of Practice provide practical information, or guidance, on how to meet the requirements of the regulations. The Codes are not mandatory but provide information to help workplaces achieve safe systems of work.

Find the Codes of Practice online at www.safework.sa.gov.au

Making the transition

Any significantly new obligations in the regulations will have a transition period, giving businesses time to prepare. For example new obligations exist for work in or involving:

- asbestos
- construction, including the duties of a principal contractor
- diving
- electrical
- hazardous chemicals
- lead risk
- noise.

Health and Safety Representatives and Health and Safety Committee members who were elected before 1 January 2013 will continue to be recognised under the new laws for the remainder of their terms. Licences, registrations and other forms of authorisations will generally be recognised until the expiry date or 1 January 2014.

Prevention is better than penalty

Three categories of criminal offence penalties apply for breaches of work health and safety duties:

Category 1 covers reckless conduct that exposes an individual to a risk of death, serious injury or illness without reasonable excuse. Maximum penalty for a corporation is \$3 million.

Category 2 covers failure to comply with a health and safety duty that exposes an individual to a risk of death, serious injury or illness. Maximum penalty for a corporation is \$1.5 million.

Category 3 covers failure to comply with a health and safety duty. Maximum penalty for a corporation is \$500,000.

Enforceable undertakings

An Enforceable Undertaking is a legally binding agreement in which a person or organisation agrees to rectify a contravention or alleged contravention of the Act to improve work health and safety outcomes and performance. It is an alternative to prosecution.

Enforceable Undertakings enable on-site remedies to safety breaches following agreement between the regulator, an individual or the organisation.

Regulator responsibilities

Each state and territory has a work health and safety regulator whose inspectors are appointed to educate, ensure compliance and enforce the laws as necessary. In South Australia, SafeWork SA is the regulator.

Inspectors can issue Improvement, Prohibition, Non-Disturbance and Infringement Notices. If you disagree with an inspector's decision you can, in many cases, seek an internal or external review of the decision. SafeWork SA's Compliance and Enforcement Policy is available online.

Right of entry

Under certain circumstances, union officials can now enter a workplace to inquire into a suspected contravention of work health and safety laws, inspect worker records and consult with workers.

Union officials must follow strict procedures with penalties in place for any misuse of the Right of Entry.

It's all about people safe, fair, productive

Employers

An employer under the Act is known as a Person Conducting a Business or Undertaking (PCBU).

The primary duty of a PCBU is to ensure, so far as is reasonably practicable, that the health and safety of workers (and others like clients and customers) is not put at risk from the conduct of the business or undertaking.

This duty – essentially the same as previously existed – requires PCBUs to provide:

- a safe work environment
- safe plant and structures
- safe systems of work
- safe use and handling of plant, structures and substances
- adequate facilities to support the welfare of workers
- information, training, instruction or supervision
- monitoring of the health of workers and conditions at the workplace to prevent illness or injury of workers.

Officers

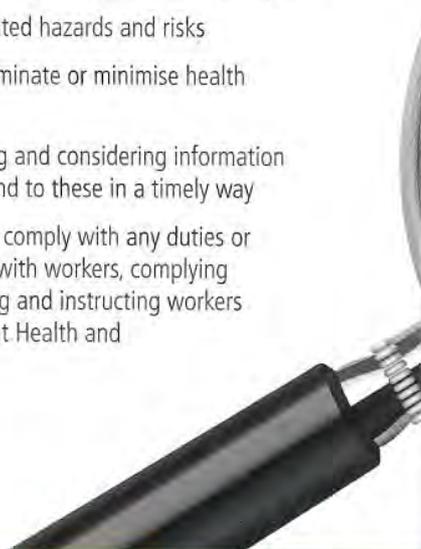
An Officer under the Act is a person who makes or helps make decisions that affect the whole, or a substantial part, of a PCBU's activities.

The Act requires Officers to exercise due diligence to ensure PCBU health and safety duties are met. An Officer must actively fulfil this duty and not assume that someone else has taken care of health and safety outcomes. There is no longer a need to appoint and train a Responsible Officer.

Due diligence – taking reasonable steps

Taking reasonable steps, or demonstrating due diligence, requires Officers to:

- acquire and maintain work health and safety knowledge relevant to their workplace
- understand the workplace's operations and associated hazards and risks
- ensure resources and processes are available to eliminate or minimise health and safety risks
- ensure there are appropriate processes for receiving and considering information about incidents, hazards and risks as well as respond to these in a timely way
- ensure the PCBU has and implements processes to comply with any duties or obligations such as reporting incidents, consulting with workers, complying with notices issued under the Act, providing training and instructing workers about work health and safety, and making sure that Health and Safety Representatives receive training.



le: ve working lives.

Health and Safety Representatives

Health and Safety Representatives (HSR) continue to have a key role. However, the laws are now less prescriptive about how work groups are determined and elections conducted, enabling more room for agreement between workers and PCBUs.

HSRs who have not completed the required training cannot issue Provisional Improvement Notices (PIN) – previously known as Default Notices – or direct workers to stop unsafe work.

HSRs are entitled to receive five days of training in the first year after their election, three days in the second year, and two days in the third year (previously five). Training should be provided to HSRs within three months of their election.

HSRs and Deputy HSRs elected before 1 January 2013 will continue their terms without the need for new elections. Where HSRs completed approved training before 1 January 2013, they do not need to attend the five-day training to exercise their duties in 2013. However, to continue to exercise those duties from 1 January 2014, they will need to undertake a bridging course before that date.

Workers

A worker is anyone who works for a PCBU as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. Your responsibility is to take reasonable care of yourself and others.

Volunteers

Volunteer associations who employ workers have a duty to both their workers and their volunteers.

Volunteer associations where nobody is employed are not covered by the nationally harmonised work health and safety laws.

Find out more

For more information about work health and safety visit
www.safework.sa.gov.au
 or call the SafeWork SA Help Centre
1300 365 255.



Government
of South Australia

SafeWork SA

**SOUTHERN REGION WASTE RESOURCE
AUTHORITY**

**WHS AND INJURY MANAGEMENT
PLAN**

1 JANUARY 2013 TO 31 DECEMBER 2013

**In partnership with the Local Government Association Workers
Compensation Scheme**

.....Adopted/...../.....

R PINCOMBE

ACTING EXECUTIVE OFFICER

SRWRA Work Health Safety and Injury Management Plan - 2013

1. INTRODUCTION

SRWRA is a Regional Subsidiary established by the Cities of Onkaparinga (55%), Marion (30%) and Holdfast Bay (15%), pursuant to Section 43 of the Local Government Act 1999.

Under its Charter, SRWRA is responsible for providing and operating waste management services on behalf of its Constituent Councils and ensuring that a long term Waste Management Strategy is developed in Adelaide.

At a practical level, its core business activity is the management of its wholly owned SRWRA landfill operation located at McLaren Vale, South Australia.

A Constituent Council Stakeholder Perception Survey conducted in June/July 2008 produced the following key priorities:

- Provide long term waste management services
- Ensure no operational or capital imposts to Constituent Councils
- Provide environmental outcomes (e.g. increased resource recovery)
- Provide a commercial return to Constituent Councils

The survey also identified strong support for filling the landfill slowly with the Constituent Councils to have priority use and for SRWRA to own and operate the landfill site. Changing state government policies followed by preventing site contamination were considered to be the current highest risks.

The Board's purpose in commissioning the Perception Survey was to ascertain the expectations and the views of key decision-makers within SRWRA's core stakeholder group to enable the preparation of SRWRA's Strategic Plan. SRWRA adopted a draft Strategic Plan 2009-2014 in March 2009.

In February 2010 SRWRA adopted a model of a 5 year Strategic Plan and annual Business Plan

SRWRA is required under its Charter to prepare a three year Business Plan linking the core business activities of the Authority to strategic, operational and organisational requirements with supporting financial projections setting out the estimates of revenue and expenditure as necessary for the period. The development of a five year Strategic Plan will set the future strategic direction of SRWRA and link to a one year Business Plan. The Strategic Plan was formulated from context information gathered through Constituent Council workshops and feedback via a Stakeholder Perception Survey. An analysis was also undertaken of the external environment, internal resources and stakeholder's expectations, including:

- Key Government legislation
- Government Strategic Plans (SA Government & Zero Waste)
- Constituent Council's Strategic Plans and other relevant plans
- Constituent Council's expectations (via Stakeholder Perception Survey)
- Waste volume/price/technology scenarios

VISION

SRWRA will provide sustainable long term waste management services and facilities for the benefit of the owners and the Southern region.

2. VALUES

Ethics

We will make decisions that are fair and equitable and diligently undertake our activities ensuring due process and accountability.

Leadership

We will demonstrate leadership, creating a vision and giving direction, managing resources and risks to achieve quality outcomes for our stakeholders.

Quality Service

We will continue to implement systems and processes that deliver quality waste management services.

Sustainability

We will make decisions that provide for our ongoing financial, environmental and social wellbeing.

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3. STAKEHOLDER STATEMENTS

Community

We respect the rights and interests of our community including the environmental and social impacts of our operations.

Customers

We will provide valued and cost effective waste management services.

Employees

We will provide a safe and rewarding workplace that encourages good performance and development.

Government

We will advocate for responsible waste management.

Owners

We will operate a sustainable business to add value and deliver an acceptable return on investment commensurate with the risk.

Governance

We will enhance our accountability to the stakeholders.

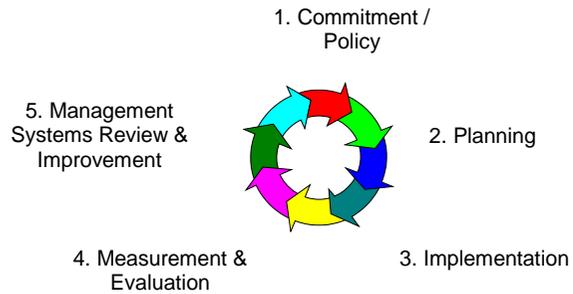
SRWRA Strategic Directions 2010-2014

1. Operate and manage the SRWRA services and facilities in a financially, environmentally and socially sustainable manner.
2. Operate the McLaren Vale landfill in a manner to ensure we maintain the appropriate EPA licence.
3. Apply the principles of good governance to all of our operations.
4. SRWRA explores best practice in waste management services and facilities.

The 2013 WHS Plan has been prepared taking into account the key Strategic Directions and the following Parameters:

- (i) The WHS Plan is prepared on the basis that it is consistent with the objectives of the Strategic Plan.
- (ii) Operations are based on a business approach.
- (iii) Meet all the legislative requirements i.e. WHS, EPA, Zero Waste, Licence conditions.
- (iv) The plan is reviewed in conjunction with the Strategic and Business Plans.

CONTINUOUS IMPROVEMENT OF PERFORMANCE STANDARDS FOR SELF INSURERS



- Continuous improvement continues to underpin SRWRA's approach to all its activities.
- The Strategic Plan allows SRWRA to measure its success and provide feedback needed to improve performance.
- Key output areas illustrate SRWRA's ongoing commitment to identifying WHS and Injury Management problems and finding solutions.

PERFORMANCE STANDARDS FOR SELF INSURERS

<u>No</u>	<u>Performance Standard</u>	<u>Aim</u>
1	Commitment and Policy	SRWRA defines its WHS, Rehabilitation and Claims Management policy and supporting procedures in consultation with employees and their representatives.
2	Planning	SRWRA plans to fulfil its policies, objectives and targets in consultation with employees and their representatives.
3	Implementation	SRWRA demonstrates the capabilities and support mechanisms that are necessary to achieve policy objectives and targets, in consultation with employees and their representatives.
4	Measurement & Evaluation	SRWRA measures, monitors and evaluates its performance in consultation with its employees and their representatives and takes corrective action when necessary.
5	Management Systems, Review & Improvement	SRWRA regularly reviews its WHS, Rehabilitation and Claims management systems, in consultation with its employees and their representatives, with the object of improving its overall performance.

WHS STRATEGIC PLAN

STANDARD	OBJECTIVES	STRATEGIES	KEY PERFORMANCE INDICATORS	SUPPORTING ACTION PLAN
1. COMMITMENT AND POLICY	Provide policies, procedures and programs that: <ul style="list-style-type: none"> • comply with the Performance Standards for Self-Insurers • comply with Legislative requirements • are appropriate for the needs of SRWRA 	<ul style="list-style-type: none"> • Review all policies and procedures biennially annually (or as required by changes in Legislation) • Develop new policies and procedures if / when required 	<ul style="list-style-type: none"> • Policies and procedures reviewed in 2012 • Permanent agenda item at Toolbox WHS meetings • Implementation of the 20 new One System procedures 	<ul style="list-style-type: none"> • Yes • Monthly
2. PLANNING	Provide an effective planning process for WHS and Injury Management systems and training	<ul style="list-style-type: none"> • Ensure the implementation and maintenance of an effective planning process that has defined and measurable outcomes 	<ul style="list-style-type: none"> • All elements of WHS and Injury Management systems have defined objectives and measures • WHS and Injury Management Training needs monitored for all employees • Accident/incident forms reviewed monthly • Worksite safety inspections completed 	<ul style="list-style-type: none"> • Yes • Yes •Yes •Yes
3. IMPLEMENTATION	Provide adequate supporting mechanisms to meet WHS policy objectives and targets	<ul style="list-style-type: none"> • Adequate resources available to integrate WHS into daily SRWRA Management practices and systems • WHS and Injury Management responsibilities are defined and understood • Managers and Employees held accountable 	<ul style="list-style-type: none"> • SRWRA provides appropriate resources to support the Strategic Plan • Position descriptions include WHS statement relevant to position and seniority 	<ul style="list-style-type: none"> • Yes • Yes

Implementation continued.....

WHS STRATEGIC PLAN

STANDARD	OBJECTIVES	STRATEGIES	KEY PERFORMANCE INDICATORS	SUPPORTING ACTION PLAN
IMPLEMENTATION (cont'd)		<ul style="list-style-type: none"> • All employees provided with safety training that is relevant to their work • Supporting mechanisms in place to achieve WHS policy objectives and targets 	<ul style="list-style-type: none"> • Annual Training program developed and monitored for relevance • Full Legislative compliance • Documentation and systems reviewed annually / as required 	<ul style="list-style-type: none"> • Yes • Yes • Yes
4. MEASUREMENT AND EVALUATION	Measure, monitor and evaluate WHS performance and take any corrective action as required	<ul style="list-style-type: none"> • Measure performance against policy, objectives, targets, performance standards, legislation and industry standards • Senior Management to utilise statistical information to measure performance 	<ul style="list-style-type: none"> • Identify performance measures annually in December • Audit outcomes documented, corrective action identified and implemented • CATS (claims) statistics examined and interpreted monthly • Injury Statistics reviewed at least bi-monthly 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes
5. MANAGEMENT SYSTEMS REVIEW AND IMPROVEMENT	Continuous review and improvement process in WHS and Injury Management	<ul style="list-style-type: none"> • Review scope and content of policy statement and supporting policies/procedures to ensure continued relevance and effectiveness • Conduct Legislative audits every 12 months by LGAWCS consultant) • Utilise CATS (Claims) database for continuous review and improvement process 	<ul style="list-style-type: none"> • Management and Staff awareness of content and intent of Policies and Procedures and the subsequent responsibilities • Legislative audit conducted • Claims statistics reviewed by Senior Management 	<ul style="list-style-type: none"> • Yes • Yes • Yes

KEY PERFORMANCE INDICATORS – CLAIMS STATISTICS

Objective:

To continuously maintain SRWRA's level of performance in the following Key Performance indicators.

Key Performance Indicators	2011 Fund Year Actual Statistics achieved (1/7/10 – 30/6/11)	2012 Fund Year Actual Statistics achieved (1/7/11 – 30/6/12)	2013 Fund Year Target Range (1/7/12 – 30/6/13)
Claims	2	1	Nil
Primary Lost Time Injuries	1	1	Nil
Lost Time Injury Days (i.e. one full shift or more)	7	3	Nil
Claims greater than 5 days	1	Nil	Nil
Claims greater than one year	Nil	Nil	Nil

To complete Administration Office worksite safety inspections six monthly and landfill site safety inspections bi-monthly.

To conduct a toolbox meeting every month.

WHS ACTION PLAN 2013

JANUARY 2013

No	ACTION REQUIRED	RESPONSIBLE FOR ACTION	OUTCOMES	MEASUREMENTS	DATE ACTION COMPLETED
1.	Outstanding items from the 2012 OHS&W KPI System Audit incorporated into the 2013 Action Plan	Executive Officer	All items scheduled for action monitored for completion	Outstanding items tabled at Toolbox OHS&W meeting	17 January
2	Senior Management and staff endorse action plan for 2013	Senior Mgt and staff	Awareness of requirements of Action Plan	2013 Action Plan endorsed. Minuted at Toolbox and Admin WHS meetings	17 January
3	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action • 2013 Work Health and Safety Act 	Senior Management Team	Senior Management aware of action plan requirements CATS Statistics examined to ensure SRWRA meeting targets and key performance indicators New Act and Regulations reviewed for impact on WHS system	Outstanding items tabled at Toolbox WHS meeting (minutes of meeting available) 2013 Act and Regulations reviewed and schedule for amendments developed	17 January 22 January
4	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	Toolbox OHS&W	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	17 January
5	WHS Policy review: <ul style="list-style-type: none"> • Review policies for change • Make amendments to policies • Circulate copies of policies to Toolbox WHS meeting for review • Present to Board for adoption 	Executive Officer	WHS policies are reviewed All employees have opportunity to review policies	Employees signify they have had opportunity to review policies Timely review of policies	EO meeting with Ian Hoffmann 22/1/13 to develop plan to update policies and procedures.
6	Hazard Identification	Senior Management Team	Hazards are identified and risk assessments undertaken	Hazard Register is developed	Deferred to March 2013

WHS ACTION PLAN 2013

FEBRUARY 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	Senior Management Team	Senior Management aware of action plan requirements CATS Statistics examined to ensure SRWRA meeting targets and key performance indicators	Outstanding items tabled at Toolbox WHS meeting (minutes of meeting available)	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
4.	Develop WHS Training plan	Landfill Manager & Senior Admin/Finance Officer	Develop training needs analysis for each role Training needs prioritised Training relevant to work performed Outstanding training identified Core competencies are identified for each role	Training plan endorsed by Senior Management	
5.	Conduct Safety inspections for <ul style="list-style-type: none"> • Landfill site 	Landfill Manager	Outstanding items identified for corrective action	Outstanding items reported to and minuted at Toolbox meeting	
6.	Emergency procedures and documentation reviewed	Executive Officer, Landfill Manager & Senior Admin/Finance Officer	Emergency procedures established for all designated areas Manuals and posters reviewed Program set for evacuation exercise in 2013	Documentation displayed	
7.	Safe work procedures to be reviewed	Landfill Manager & Admin Officer	Safe work procedures are reviewed based on the element of risk Employees consulted Safe work procedures prominently displayed/register available for users	Safe work procedures completed Register compiled	
8.	Material Safety Data Sheets for chemicals to be reviewed	Landfill Manager & Admin Officer	Material Safety Data Sheets are held for all chemicals	Chemical management system is established	
9.	Contractor audits	Senior Management Team	Outstanding items identified for corrective action	Outstanding items are identified and followed up with Contractor	

WHS ACTION PLAN 2013

MARCH 2013

No	ACTION REQUIRED	RESPONSIBLE FOR ACTION	OUTCOMES	MEASUREMENTS	DATE ACTION COMPLETED
1.	Outstanding action plan items identified from previous month(s)	Executive Officer WHS Co-ordinator	All items scheduled for action monitored for completion	Outstanding items documented	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
4.	VDU workstations assessed Identify all workstations not assessed to ensure 100% completed	Senior Management	Items for action identified	Workstation assessment forms completed	
5.	Plant hazard assessments/register reviewed	Landfill Manager	Plant hazard assessments carried out on all plant Staff (users) consulted	Register completed	
6.	Complete review of hazards and implement new Hazard Management Procedure	Senior Management	Hazard assessments are carried out	Hazards are identified and controls put in place	

WHS ACTION PLAN 2013

APRIL 2013

No	ACTION REQUIRED	RESPONSIBLE FOR ACTION	OUTCOMES	MEASUREMENTS	DATE ACTION COMPLETED
1.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
2.	Outstanding action plan items identified from previous month(s)	Executive Officer	All items scheduled for action monitored for completion	Outstanding items documented	
2.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
3.	WHS Procedure review <ul style="list-style-type: none"> • Review procedures for change • Make amendments to procedures • Circulate copies of the procedures to Toolbox Meeting for review 	Executive Officer	WHS procedures are reviewed All employees have opportunity to review procedures	Employees signify they have had opportunity to review procedures Timely review of procedures	

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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
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	

WHS ACTION PLAN 2013

JUNE 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
4.	Conduct Safety inspections for <ul style="list-style-type: none"> • Landfill site • Office 	Landfill Manager and Senior Finance and Administration Officer	Outstanding items identified for corrective action	Outstanding items reported to and minuted at WHS committee meeting	

WHS ACTION PLAN 2013

JULY 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	

WHS ACTION PLAN 2013

AUGUST 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
4.	Confined Space: <ul style="list-style-type: none"> • Register reviewed 	Landfill Manager	Register updated	Register reviewed Senior Management Team minutes	

WHS ACTION PLAN 2013

SEPTEMBER 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	Toolbox WHS	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	
4.	Review accident / incident reporting process	Toolbox OHS&W	Process relevant Modifications made as required	Toolbox meeting minutes	
5.	Electrical testing and tagging system reviewed	Landfill Manager	Register reviewed Outstanding items identified New items tested and tagged prior to use	100% Electrical items tested and tagged Residual Current Devices are push button trip tested in accordance with AS 3760 Toolbox meeting minutes	
6.	Contractor Audits	Senior Management	Outstanding items identified for corrective action	Outstanding items are identified and followed up with Contractor	

WHS ACTION PLAN 2013

OCTOBER 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
4.	Conduct Safety inspections for <ul style="list-style-type: none"> • Office • Landfill site 	Landfill Manager and Senior Finance and Administration Officer	Outstanding items identified for corrective action	Outstanding items reported to and minuted at Toolbox meeting	
5.	Plant assessments / register reviewed	Senior Management	Staff (users) consulted Risks eliminated / reduced Risk assessments conducted prior to purchase/hire/lease of plant	Register completed (include decibel reading from plant) Memo issued re pre-purchase / hire/ lease requirements	
6.	Manual Handling <ul style="list-style-type: none"> • Annual training at Landfill site 	Landfill Manager	All manual handling risks identified Tasks redesigned to reduce / eliminate risks	Training conducted Risk assessments finalised	

WHS ACTION PLAN 2013

NOVEMBER 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	
2.	Outstanding items from 2013 Action Plan identified for inclusion in 2014 plan	Executive Officer	All outstanding items identified All outstanding items carried forward and included in 2013 action plan	Toolbox OHS&W meeting minutes details outstanding items	
3.	Senior Management Admin Meeting and Toolbox meeting endorse action plan for 2014	Senior Mgt Team Toolbox Meeting Admin Meeting	Awareness of requirements of Action Plan	2014 Action Plan endorsed. Minuted at Toolbox meeting	
4.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
5.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
6.	Annual Electrical Testing and Tagging of all equipment	Landfill Manager	To ensure that all electrical equipment is annually tested and tagged as per legislative requirements	All electrical equipment is tested and tagged Electrical register is updated to reflect annual testing.	

WHS ACTION PLAN 2013

DECEMBER 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	
2.	Senior Management to review: <ul style="list-style-type: none"> • WHS action plan • CATS Stats / KPI's • Items for action as advised by Executive Officer 	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	
3.	Toolbox WHS review: <ul style="list-style-type: none"> • Action plan • Injury / incident data • Hazard register • CATS Statistics / KPI's • Safety inspections – o/s items 	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	
4.	Key Performance Indicators to be set to 2014 plan	Executive Officer	Outcomes and targets set Corrective action implemented for negative trends	KPI's established for 2014 Action Plan	
5.	Contractor Audits	Senior Management	Outstanding items identified for corrective action	Outstanding items are identified and followed up with Contractor	

Client: Southern Region Wasted Authority

Auditor: Vicky Smith OHS Consultant LGAWCS

Audit Objective/s:

To complete an annual audit of LGAWCS Councils and test compliance against the WorkCover Code of Conduct for Self Insured Employers and specifically nominated elements within the Performance Standards for Self Insurers.

Audit Scope:

The audit scope was agreed to cover the following locations/departments:

- Southern Region Wasted Authority (SRWA) Head Office
- Training
- Injury Management

The audit was completed over the following agreed time period:

7/12/2012

Name of Auditor/s: Vicky Smith

Report Provided By: Vicky Smith

RRC/OHSC Name: Vicky Smith

Position Title: OHS Consultant

Region: Metro

On:

Table of Contents

1.	Introduction	3
2.	Methodology	4
3.	Performance	Error! Bookmark not defined.
4.	Summary of Non-Compliances	12
5.	Conclusion	12
6.	Comments and Recommendations	13

Copy of KPI Audit Checklist provided to Acting CE

1. Introduction

Vicky Smith OHS Consultant Metro Region on behalf of the Local Government Association Workers Compensation Scheme conducted an audit of Southern Region Waste Authority OHS&W & IM Management Systems on 7/12/2012.

The objective of the annual KPI Audit is:

To complete an annual audit of LGAWCS Councils and test compliance against the WorkCover Code of Conduct for Self Insured Employers and specifically nominated elements within the Performance Standards for Self Insurers.

The scope of the audit including a site visit to SRWA Head Office and the degree of testing and sampling that occurred is outlined below.

The KPI Audit sample included:

Section 1

Standard 1 Commitment and Policy

SCOPE: This standard requires the organisation to define its Occupational Health Safety and Welfare, rehabilitation and claims management policy and supporting procedures in consultation with employees or their representatives.

Standard 2 Planning

SCOPE: This Standard requires the organisation to plan in order to fulfil its policy, objectives and targets in consultation with employees or their representatives.

Standard 3 Implementation

SCOPE: This standard requires the organisation to demonstrate the capabilities and support mechanisms that are necessary to achieve its policy objectives and targets, in consultation with employees or their representatives.

Section 2

Injury Management

This section included 10 questions on the policy and procedure, training, reporting and client file management.

2. Methodology

The audit of SRWA OHS&W & IM Management System included a review of existing documentation and a meeting with the acting CE. Comments and recommendations, including action items will provide SRWA with some suggested ways to improve their OHS&W and Injury Management systems. It may be appropriate to implement an alternative action and this is at the discretion of each individual organisation and their management team.

Employee's involved in the audit process included:

Ray Pincombe Acting CE

Ian Hoffmann external OHS Consultant

Documentation Review

The review included looking at policies, procedures and supporting documentation within the SRWA OHS&W & IM Management System.

It should be recognised that the findings of this report should be used for:

- Planning and continuous improvement by SRWA of their Occupational Health, Safety and Welfare, and Injury Management Systems
- Compliance with the WorkCover Corporation Performance Standards for Self Insurers

3. Audit findings

Q1	Does the Council have a current endorsed and distributed Principal OHSW and IM policy statement that addresses all of the requirements under element 1.1?	Council has adopted the LGAWCS peak policy.	Conformance
Q2	Has the organisation identified all of the relevant procedures needed for its OHSMS (including contingency requirements)? Are they current, endorsed and implemented?	SRWRA had adopted all of the LGAWCS "One System" policies and procedures, and adapted where required to suit the operational/business objectives of the organisation.	Conformance
Q3	Are legislative requirements identified, documented, addressed and tested?	<p>BCP in place covers:</p> <ul style="list-style-type: none"> • Land fill fire • Loss of IT • Loss of Key personnel <p>First Aid procedure in place</p> <p>Plan in place for rescue in the event of an employee falling in to water (Leachate pond).</p>	Conformance
Q4	Does the planning process involve consultation with employees (That is documented)?	<p>SRWA is kept up to date via LGAWCS, LGA, OHS Consultant LGAWCS and WMAA.</p> <p>Staff are informed of legislative change through tool box meetings.</p> <p>Land fill Manger is kept inform via e-mails.</p> <p>There is a Confine space, Workplace inspection and Electrical register</p> <p>SRWRA has adopted the "One System" Procedures with the understanding that all legislative requirements are researched and embedded by the LGAWCS.</p> <p>OHS & IM plan consulted on via tool box meetings November</p>	Conformance

Q5	Does the planning process require programs to be set? Do they have Objectives, targets and performance indicators? Do the PI's address the targets do the targets address the objectives?	OHS Plan in place however Plan is aligned to PSSI not to organisational issues. Plan will be reviewed.	Conformance with an Observation
Q6	Are corrective action plans in place to address identified Non-conformances?	Action plan attached to OHS&IM Plan. Corrective actions from the workplace inspection are recorded in the tool box minutes any outstanding actions are discussed at the next tool box meet. Hard copy folder which records workplace inspections. Internal audit of this process identified that the process is conforming There is a corrective action register to record non-conformances from hazard reports and incident reports.	Conformance
Q7	Are procedures and processes in place to Identify, evaluate and control hazards?	One System hazard management Policy and Procedure in place	Conformance
Q8	Are corrective action plans in place to address issues identified through the accident/investigation process?	Corrective action plan in place.	Conformance
Q9	Has the SMT considered what the Organisational strategic goals are that the OHSMS is working towards? Are they documented?	Strategic plan-strategic direction 3: key action 3.3 "Ensure a safe and health working environment that embraces the zero harm concepts" Key direction embedded in Business plan	Conformance
Q10	Has the SMT considered how the goals as per 2.2.1 will be measured monitored and reviewed?	OHS & IM plan is monitored by the EO to ensure measures are being met. There is an annual review of the plan in December.	Conformance

Q11	<p>Is a training process in place (and able to be documented) that addresses the aspects identified below?</p> <p>The organisation must ensure training plan(s) have been developed.</p>	TNA and Training plan in place	Conformance
Q12	<p>Does the system identify (or have the facility to identify) the resources required to allow it to operate effectively (including specialist advice)?</p>	<p>SRWRA engaged external consultant (Ian Hoffmann) to coordinate the adoption and implementation of "One System". Ian Hoffmann had since provided training and support as required on a needs basis.</p> <p>EO is responsible for OHS systems</p> <p>LM Manger responsible for daily at OHS at land fill site.</p> <p>SRWRA engaged external consultant (Ian Hoffmann) to coordinate the adoption and implementation of "One System"</p> <p>Ian Hoffmann had since provided training and support as required on a needs basis.</p> <p>Plant assessor is used for Plant Risk Assessment.</p>	Conformance
Q13	<p>Is the process identified in 2.3 being implemented?</p>	The TNA is also the training plan and training record	Conformance
Q14	<p>Are employees (at all levels) made responsible for aspects of the OHS system, informed of this and held accountable for the outcomes?</p>	<p>All policies and procedures have a section outlining Responsibilities for managers, supervisors and employees.</p> <p>Training on system policies and procedure occurs evidence visa the training records.</p> <p>During induction staff are made aware of their responsibilities, sited induction pack. Sighted new employee completed induction checklist.</p> <p>At employee level, these are communicated and discussed at monthly Toolbox Meetings.</p> <p>Accountabilities addressed via Tool boxes, Code of conduct and HR Policy</p>	Conformance

Q15	Does the organisation manage OHS activities or aspects through other organisational processes? (if so what and how)	Strategic plan Business plan TNA is organisational. JD address OHS Supporting policies and procedures in place.	Conformance
Q16	How does the organisation consult with staff and get them involved in the OHS system?	Toolbox Meetings are conducted monthly at the Landfill Site	Conformance
Q17	How does the organisation communicate regarding OHS?	Tool box , Land Fill Notice board and e-mails	Conformance
Q18	How does the organisation test the contingency arrangements set out in 1.2.2 to ensure they are effective?	BCP testing planned for 2013 in 2014 there will be a simulation exercise. Review of BCP October 2012 Sighted e-mails from LGRS 13/10/2012. Plan in place for rescue in the event of an employee falling in to water (Leachate pond).	Conformance

<p>Q19</p>	<p>How does the organisation manage hazards in line with the hierarchy of control (including communicating with affected employees)?</p>	<p>All reasonable foreseeable hazards identified and record on hazard register.</p> <p>Hazard report does not include the Hierarchy of control.</p> <p>HoC is in the risk assessment form.</p> <p>Sighted several task risk assessments.</p> <p>Hazardous task risk assessment to be conducted.</p> <p>Program to be included in plan 2013.</p> <p>Employees are involved in workplace inspection and task risk assessments</p> <p>Task risk assessment to be reviewed</p>	<p>Non Conformance</p> <p>Conformance</p> <p>Non Conformance</p>
<p>Q20</p>	<p>How does the organisation Manage change in the workplace?</p>	<p>Loading up soil cover with a loader using soil to cover the land fill face each day, has been replaced with tarpomatic.</p> <p>Not documented</p> <p>There is evidence of OHS consideration in tender for compactor. Tender number 14.</p> <p>SRWRA uses Plant Assessor for all new plant acquisitions</p>	<p>Conformance</p>

Q21	How does the organisation Manage the risk to other people in the workplace (Contractors, Volunteers or visitors)?	Contractors are inducted using a contractor's induction form. Preferred contractors list.	Conformance
Q22	How does the organisation investigate accidents incidents and what is the process for corrective actions?	Accident and incident report form. Any actions from accidents are recorded on the corrective action register. Two incidents reported in 2012.	Conformance
Q23	What inspections take place, who does them and how are the inspections managed (Scheduled, monitored and corrective actions addressed)?	Workplace inspections happening for Admin area and Land Fill Site. Action schedule attached to OHS&IM Plan includes: Electrical testing, Asbestos, Confine Spaces First Aid Kits, Fire Equipment RCDs Workplace inspection action plan OHS&IM Plans action plan Hazard report form Risk assessment form All above signed off also check kept on action close out via tool boxes meeting.	Conformance

Q24	How are the aspects of the organisations plans and policies and procedures implemented?	Draft System documents are tabled at the tool box meeting. Employees are asked to read procedure after each procedure has been discussed. Employees given a summary booklet of documents. Documents are passed by the board.	Conformance
Q25	Are there records of activities undertaken as part of your OHSMS?	OHS Folder on the admin drive.	Conformance
Q26	Does the organisation have effective document control processes in place?	Document control system in place	Conformance

4. Summary of Non-Conformances

A Non-Conformance was received in the following sub-elements:

3.8.1 The organisation must ensure a hazard management process that includes identification, evaluation and control is in place.

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 task, controls need to be based on hierarchy of controls.

Injury Management

A non-conformance was received for question 5 Evidence the IRC/IMC Position Descriptions reflect IM responsibilities.

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.

5. Conclusion

During the audit it was apparent that the Southern Region Waste Authority is committed to the safety and wellbeing of its staff.

It was also evident that the Executive at SRWA take safety seriously and that they are the drivers of the OHS & IM Management System and that Executive are also dedicated to ensuring the implementation of the OHS &IM system.

The audit results reflect SRWA commitment to safety by only scoring two non-conformances in OHS Hazard Management. The IM non-conformance was due to staff changes

I would like to acknowledge the SRWA commitment to safety and IM and thank them for their participation in the KPI Audit.

6. Comments and Recommendations

Hazard Identification, Evaluation and Control

Hazards Management is being addressed via the hazard register, risk assessments are being conducted and controls are being put in places. Improvements to the system can be made by ensuring that all hazardous tasks are risk assessed and that the controls that are put in place are based on the hierarchy of Controls.

N.B THE ABOVE ARE RECOMMENDATIONS ONLY. THE RESPONSIBILITY SITS WITH COUNCIL TO IDENTIFY SYSTEMIC CORRECTIVE ACTIONS THAT ADDRESS THE NON-CONFORMANCE AND MEET THEIR BUSINESS NEEDS

Agenda Item: Items of Business (Finance Reports 4.2.1)

Report Title: Budget Review Two October to December 2012

Report Author: Senior Finance Admin Officer

Report No: 03/13

Date: 4 March 2013

Attachments: (A) Unaudited Income & Expenditure Statements
(B) Tonnage Projections & Volume Trends
(C) Repairs & Maintenance Schedule
(D) EFT Payments Register/BPay Payment History
(E) Statutory Budget

EXECUTIVE SUMMARY

Local Government Financial Management. (LGFM) Regulations 2011 Regulation 9 (Review of Budgets) requires that a regional subsidiary must prepare and consider a budget review report at least twice between 30th September and 31st may (both dates inclusive) in the relevant financial year..

Regulation 8 of the LGFM Regulations 2011 and Clause 4.4.5 of the SRWRA Charter requires that a copy of the budget/budget review must be provided to the Chief Executive Officer of the relevant Constituent Councils within five days after its adoption.

The Second budget review to 31st December indicates an increase in Operating Surplus funds from \$573,380 to \$2,615,859.

RECOMMENDATION

- 1. That the Monthly Financial Report including explanatory notes and attachments be received.**
- 2. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 03/13 will be available to the public.**
- 3. That the Board determines Report No. 03/13 will be the subject of an information report to Constituent Councils.**

REPORT

This report presents the second Budget Review for the period ending 31st December 2012. When the Budget is reviewed, a budget result is determined indicating either a surplus or a deficit.

All Variations included in Budget Review Two are detailed in the attached financial reports.

Significant Items and Variations in Budget Review Two

Note Income

1 **Tonnage Income**

Tonnage Income has increased based on revised tonnages :-
 An increase in tonnages to come from Veolia (increase from 8,000 to 10,000) based on actual to date
 Tonnage Income budget has therefore increased from \$4,572,512 to \$4,647,492
 Additionally, EPA levy income increases proportionally from \$4,779,600 to \$4,863,600

2 **Sale of recyclables**

Income has exceeded expectation to date, budget has therefore been increased from \$15k to \$20k

3 **Interest Income**

LGFA Interest to date is currently well above budget. This is partly due to the original budget being based on 4% for the full year.
 We achieved 4.5% on investments in the first quarter and 4% in the second quarter with little capital expenditure.
 Although interest rates are still trending downwards, there has been a further delay of capital expenditure regarding the Joint Venture and Northern area capping
 Budgeted interest income has therefore been increased from \$481k to \$590k

4 **Water Usage Reimbursement**

An adjoining landowner has a water meter that runs off a SRWRA meter and is on charged quarterly according to use
 Original estimates were based on previous year's usage. Budget has been increased from \$2k to \$5k based on current usage.

5 **Sundry Income**

Movement in Provisions as per revised Tonkin Consulting estimates, consist of the following significant movements.

	Opening Balance as at 1/07/2012	New Balance Per Tonkin Consulting Dec-12	Movement
Provision for Northern Area	4,031,539	1,353,824	-2,677,715 Operating
Provision for Cell 3-1 & 3-2 capping	828,022	2,438,255	1,610,233 Operating
Provision for future restoration	5,067,078	5,067,078	0 Operating
Provision Cell 3-3 capping	672,187	672,186	-1 Operating
Provision Cell 4	2,843,464	2,843,464	0 Operating
Provision Cell 2 capping	2,428,146	1,493,125	-935,021 Operating
Provision for Site Rehabilitation	3,974,971	7,317,114	3,342,143 Capital
		Total Movement	1,339,639

The movement in provisions which have an impact on the Operating result (decreased expense of \$2,002,502) have been included as Sundry Income in December and BR2
 Other Capital movements have been reflected on the Balance sheet consistent with how they have been treated in prior years in the audited financial statements.

Incorporating the recommended changes, the Total Operating Income will increase from \$10.1m to \$12.39m

Note **Landfill Expenditure**

6 **Amortisation**

Amortisation has been updated based on the revised tonnages and CAPEX forecasts

7 **Computer Maintenance/Consumables**

3 Additional modules for Tipsite were purchased in November
Audit Trail, Reporting, Manual Transactions log, plus support for these 3 modules

8 **Consultancies**

Estimated expenditure for consultancies has already exceeded the full year budget.
Significant costs to date include Capex updates by Tonkins of \$15k, National Pollutant Inventory by Golders \$4k and Compactor Tender Consultancies of \$3k

9 **Depreciation**

Adjusted as per revised asset Register November 2012
Note: The WF550t Compactor was disposed of and written off.
Plus Depreciation estimate for New compactor due for delivery in March

10 **Electricity**

Actual costs are higher than originally anticipated. Adjusted based on actual year to date.

11 **EPA Levy**

Due to tonnage adjustments as mentioned in Note 1 above, the total EPA levy income has increased to \$4.863m.
Accordingly the EPA levy payment has been increased to \$4.863m.

12 **Equipment Hire**

SRWRA has had to hire a compactor due to the WF550t compactor being destroyed and the WA450T compactor requiring major repairs.

13 **Green Waste Processing**

A higher than originally anticipated volume of green waste has been processed to date.

14 **Other Expenses - Provision Nthrn Area C2 C3**

Due to Northern Capping anticipated to be completed by June 2013 this is no longer a component of this provision
This has resulted in a significant change in this provision

15 **Protective Clothing/Safety Equipment**

Budget has been exceeded as at December. Need to allow for new weighbridge operator plus replacements.

16 **Repairs and Maintenance**

The total budget for Repairs and Maintenance has increased by \$81,270
The most significant contributor to this increase is the WA450T which was the backup compactor to the WF500t (destroyed by fire).
The increase is due to a Transmission failure requiring a rebuild and a differential failure requiring major repairs

Note **Administration Expenditure**

17 **Subscriptions**

A new account code has been set up for subscriptions
Budget has come out of Contingencies

18 **Consultancies**

The budget for consultancies has been increased based on actual expenditure to date.
Total to date includes \$10,500 for Shared Services plus \$6k for Carbon Tax presentation

19 **Depreciation**

Adjusted as per revised asset Register November 2012

20 **Legal Fees**

The budget for legal fees has been increased based on actual expenditure to date

Incorporating the recommended changes, the Total Operating Expenditure will increase from \$9.527m to \$9.810m

21 **Other Income**

Net gain after disposing of 550 Compactor, Mitsubishi Ute and 104 Pajero
Disposal of 550 Compactor resulted in Insurance payout that exceeded written down value

**Incorporating all recommended changes to Expenditure and Income the Net Profit increases from \$573k to \$2.6million
This is predominantly due to the decrease in cost to undertake the Northern Area Capping works - a decrease of \$2.7 million**

Capital Expenditure

Northern Area Capping has been revised down from \$4million to \$1.3 million as per Tonkins revision
The Following projects have been deferred to the 13/14 year:-

Roof Over Oil Collection Area
Wheel Wash concrete slab
New Entrance Gate
Fencing along Bakewell Drive to new Gate

A new compactor has been ordered as per Board Approval at the Board Meeting on 10th December

**Southern Region Waste Resource Authority
Statutory Income and Expenditure Statement
Dec-12**

	YTD Actuals	YTD Budget	Adopted 2012/13 Budget	BR1 Sept 2012	BR2 Dec 2012
INCOME					
User Charges	4,989,465	4,792,656	8,883,802	9,585,312	9,749,292
Investment Income	351,354	260,500	481,000	481,000	590,000
Other Income	2,025,781	25,535	35,600	34,585	2,040,087
Total Income	7,366,600	5,078,691	9,400,402	10,100,897	12,379,379
EXPENDITURE					
Employee Costs	526,216	521,500	1,043,000	1,043,000	1,043,000
Material Contracts & Other Expenses	3,149,294	3,131,480	5,807,660	6,262,960	6,478,830
Depreciation, Amortisation & Impairment	1,037,731	919,711	1,815,621	1,839,422	2,127,454
Other Expenses	80,593	191,068	382,135	382,135	161,186
Total Operating Expenses	4,793,833	4,763,759	9,048,416	9,527,517	9,810,470
Profit/Loss on sale of assets	46,950	-	-	-	46,950
Operating Surplus/(deficit)	2,619,716	314,932	351,986	573,380	2,615,859

Agenda Item: Items of Business (Finance Reports 4.2.2)

Report Title: Finance Report January 2013

Report Author: Senior Finance Admin Officer

Report No: 04/13

Date: 4 March 2013

Attachments:

- (A) Unaudited Income & Expenditure Statements
- (B) Tonnage Projections & Volume Trends
- (C) Repairs & Maintenance Schedule
- (D) EFT Payments Register/BPay Payment History
- (E) Email from Adciv Pty Ltd liquidators

EXECUTIVE SUMMARY

The attached unaudited Income and Expenditure Statements indicate an increase in the projected budget surplus. Budget figures represented in these reports are those adopted at Budget Review 1. In June 2012 a provision for doubtful debts was taken up on advice by SRWRA auditors. The amount is \$35,911.87 and relates to the customer Adciv Pty Ltd. Recent information from liquidators indicate that no dividend will be paid to unsecured creditors.

RECOMMENDATION

- 1. That the Monthly Financial Report including explanatory notes and attachments be received.**
- 2. That the balance owing by Adciv Pty Ltd of \$35,911.87 be written off as a bad debt.**
- 3. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 04/13 will be available to the public.**
- 4. That the Board determines Report No. 04/13 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. Budget figures represented in these reports are those adopted at Budget Review 1. When Budget Review 2 has been considered and adopted, the budget amounts in MYOB will be updated. There are no significant movements to report for January 2013. In June 2012 a provision for doubtful debts was taken up on advice by SRWRA auditors. The amount is \$35,911.87 and relates to the customer Adciv Pty Ltd. Recent information from liquidators indicate that no dividend will be paid to unsecured creditors. On advice from SRWRA external accountants it is recommended that the outstanding balance now be written off as a bad debt.

Machine	Year Manuf	YTD Actual	YTD	Adopted	BR2 Dec
		2012/2013	Budget 2012/2013	Budget	2012
Mitsubishi Pajero Wagon (T'In Sept 12)	2009	-	750	750	-
Volvo A25 Articulated Water Truck (S/H)	1996	2,147	8,500	10,500	10,500
Mitsubishi Triton Utility (Trade In Sept 12)	2008	-	-	0	-
John Deere Gator All Terrain Vehicle	2009	-	-	400	400
Komatsu D155AX-6 Bulldozer	2007	11,501	3,500	9,000	15,000
Komatsu WF550T-3 Landfill Compactor	2008	7,720	29,000	35,000	7,720
Komatsu PC300LC-8 Excavator	2009	20,249	5,000	15,000	22,000
Euclid R35-313TD Dump Truck	1986	2,269	7,600	20,600	20,600
Komatsu HM400 Articulated Dump Truck	2008	216	2,500	5,000	5,000
Finlay 393 Screening Plant	1998	3,333	5,000	12,000	12,000
Komatsu PC200-8th Hyd Excavator	2006	10,217	7,500	12,500	12,500
Komatsu WA380-6H Wheel Loader	2006	12,313	8,500	17,000	17,000
Komatsu WA200PT-5 Wheel Loader	2006	399	4,000	6,500	6,500
Komatsu WF 450T-3 Compactor	2001	46,565	4,000	29,000	109,000
Volvo FL7 Service Truck	1992	18,879	4,500	11,000	23,000
Toyota Prado	2012	269	-	750	750
Mitsubishi Triton Utility	2012	1,295	-	0	1,800
Tarpomatic	2012	763	-	0	2,500
Service Costs		32,487	46,208	92,500	92,500
Total		170,622	136,558	277,500	358,770

Agenda Item:	Items of Business (4.3.1)
Report Title:	Executive Officer's Information Report
Report Author:	Acting Executive Officer
Report No:	05/13
Date:	4 March 2013

EXECUTIVE SUMMARY

The Executive Officer has provided an update on matters concerning:

- Landowners Meeting
- eWaste Contract Update
- Capping Projects
- Carbon Tax – Impact of extra tonnes

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. 05/13 will be available to the public.**
- 3. That the Board determines Report No. 05/13 will be the subject of an information report to Constituent Councils.**

REPORT

Landowners Meeting

A meeting of the Landowners Group was held on 11 February. The meeting focused on the capping of the Northern Area and the development of the Southern Recycling Centre. Paul Bowden and Matthew Edwards of IWS attended the meeting and gave an outline of the operation of IWS and their commitment to the joint venture. The progress on the capping of the Northern Area was well received by those present. No issues of concern were raised by the landowners.

eWaste Contract Update

The new arrangements for ewaste are operational and the venture is being promoted in the local press by the joint partners. The Landfill Manager has advised that while the uptake was slow initially it has increased and the new arrangement is currently well supported. Once statistics are provided they will be included in future updates to the board.

Capping Projects Update

At the December Board meeting a number of questions were raised in regard to progress on the Northern Area Capping project. It is pleasing to note that substantial progress has been made on this project since that time. The Landfill Manager will provide some photographic evidence at the board meeting and a further update on the estimated time of completing all elements of the project excepting the planting.

In regard to the preliminary stage of Cell 2 negotiations are proceeding with the EPA to approve the use of materials to be used in the cap and a further update will be provided by the Landfill Manager at the meeting.

Carbon Tax- Impact of Increased Tonnages

As there is a further increase in tonnages reported in BR2 then this will increase the potential for exceeding the carbon tax threshold by 2014/15. Further work will be done to analyse the impact of increased tonnages and will form part of the 2013/14 Budget and Business Plan discussions. It will be important to consider the position of the SRWRA at that time in order to decide whether to maintain the current position on the carbon tax.

Agenda Item:	Items of Business (Information Report 4.3.2)
Report Title:	General Information Report
Report Author:	Acting Executive Officer
Report No:	06/13
Date:	4 March 2013
Attachments:	(A) Tool Box Meeting Minutes 19 December 2012 (B) Tool Box Meeting Minutes 16 January 2013 (C) Tool Box Meeting Minutes 21 February 2013 (D) Adjoining Landowners Minutes 11 February 2013 (E) Southern Recycling Centre Minutes 10 December 2012

EXECUTIVE SUMMARY

General Information is provided on:

- Tool Box Meeting Minutes
- Tool Box Meeting Minutes
- Tool Box Meeting Minutes
- Adjoining Landowners Minutes
- Adjoining Landowners Minutes
- Southern Recycling Centre Minutes

RECOMMENDATION

- 1. That the General Information Report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 06/13 will be available to the public.**
- 3. That the Board determines Report No. 06/13 will be the subject of an information report to Constituent Councils.**

REPORT

Tool Box Meeting Minutes

Summary of the Tool Box Meeting held on 19 December 2012(*Attachment A*)

Summary of the Tool Box Meeting held on 16 January 2013(*Attachment B*)

Summary of the Tool Box Meeting held on 21 February 2013 (*Attachment C*)

Adjoining Landowners Minutes

Summary of the Adjoining landowners Meeting on 11 February 2013 (*Attachment D*)

Southern Recycling Centre Minutes

Summary of Southern Recycling Centre Meeting held on 10 December 2012(*Attachment E*)



Tool Box Meeting Minutes

Workplace: Landfill Operation

Date: 19.12.12

Supervisor/presenter: Ray Pincombe & Colin McArdle

Monthly Safety Topic: General Safety

Review of Accident/Incidents and Near Hits since last meeting:

Nil

Process/Procedural changes/driver information since last toolbox:

Nil

Review of actions from last toolbox meeting:	Status:
Accident/Incident Report	nil
OHSW Training Plan	For discussion February 2013

OHW&S

Each month outstanding items from action plan will be included in the tool box meeting agenda.

Outstanding Items:

Monthly OHS&W Items

- CATS Injury Statistics – Now available and part of the agenda. No accidents to date this year.
- KPI's

Monthly tool box meeting is being conducted.

Action Plan - 2012 plan reviewed and outstanding items referred to 2013 plan

- Endorsed Action Plan 2013

Training (Monthly Item)

Training plan is due to be reviewed. Colin to review plan and identify upcoming training and amendments before the meeting in February. Update on progress to be provided.

Manual Handling Training provided December 2012. This needs to be logged in Training Plan Action Colin/Fran with Attendance form to be sent to Fran.

Hazard Register/Corrective Actions Register

This is a high priority item in January/ February

OHS&W Document Reviews

The following documents need to be reviewed in the coming months:

All one system documents due to new Work Health Safety Act

OHS&W Policies/Procedures

The following policies were reviewed and accepted for operation.

- None for this month

OHS&W Hazard Identification & Assessment

The identification and assessment of all the OHS&W hazards has started. The draft identification and assessment of OHS&W hazards will come back to the Toolbox meetings in the first quarter of 2013 for discussion with the staff.

Other OHS&W Issues

Nil

Asbestos

Any asbestos issues.

Plant Risk Assessment (Monthly Item)

Tarpomatic Risk Assessment. The risk assessment is not yet completed. It is a high priority item and is due to be completed 14 January 2013. The expectation is that all employees involved in the operation of the tarpomatic will have been consulted. The risk assessment will be discussed at the January meeting. Action Colin/Lindsay

Annual Review of Safe Work Procedures

Five safe work procedures were reviewed and endorsed.

- Cash Handling- Risk Minimisation
- Fry Pan
- Over Sink Electric Urn
- Electric Kettle
- Microwave Oven

One new safe work procedure was presented discussed reviewed and adopted.

- Automatic Tarping Machine

Internal Audit Procedure

SRWRA must undertake internal audits in accordance with the Internal Audit Procedure to assess how effectively the OHS&W system (includes structure, policies, activities, resourcing, operating procedures, work practices) is working. An audit schedule was prepared for the audit of the following procedures:

7/12/12 Hazard Management Procedure

7/12/12 Electrical Safety Procedure

7/3/13 Workplace Injury Management Procedure

7/6/13 Document Control Procedure

The first two audits take place this month and advice presented to the Toolbox in January. Action Colin/Lindsay

Consultative Committee

Topics Discussed

Unresolved Issues

Speeding trucks.

Waste on Bakewell Drive. Cleaned by SRWRA staff December

Leave requirements over Christmas. Staff Replacements – Replacement staff sourced

Office will close on Friday 21 December 2012 and reopen Wednesday 2 January 2013. Staff will be paid for 2 weeks on Wednesday 19/12 with second week being a standard pay for landfill staff with extra time being paid on Wednesday 2 January 2013.

Vandalism on site is still an issue of concern. Ewaste was damaged by vandals and will now be stored in locked containers each day. A portable camera will be purchased if the level of vandalism continues. Use of security guards was raised but advice was that the vandals would avoid times when guards were on and the cost of permanent security was significant.

New Issues

Sick leave ok

Issue of the danger of bins being left on Bakewell Drive was raised. Drivers advised and improvement in approach noted.

e Waste agreement

Training took place w/c 10/12 (needs to be recorded)

Daily sheets are being used to record the material received each day.

Still finalising arrangements with Infoactiv

Signs are up advising we are taking ewaste and directing customers to the right area.

Shredding Trials.

Colin advised that the trial has commenced and will finish 21/12/12. The owners want to leave it on site until the second stage of trials commence in the new year. Colin will advise owners by email re end of hire 21/12/12. We will need to analyse data at the end of the trial. Action Colin to organise. Insurance has been arranged.

Landfill Compactor tender.

New Caterpillar ordered (Cat 826H) due to be delivered by end of March. The current compactor Komatsu 450T is out of action and may not be working for a few weeks. A Tana 320 machine has been hired from AHRWMA for around 6 weeks. This machine will be reviewed at the end of the hire.

Tarpomatic

A question was raised in regard to the chance of fire now that we were using the tarpomatic and no longer using any soil cover. Advice was that the tarpomatic is very tight and smothers the site and doesn't move. It works well because of its tightness and the chainsholding it down. Not much chance of the wind getting underneath and creating a fire.

Employees Suggestions for Improvements

The Issue of a separate area for Contractor Bins will be considered once the Recycling Project is underway.

Employee Collective Agreement

Portion of wage increase is dependent upon reaching the following criteria:

Additional 0.25% if no lost time injuries.

No lost time injuries in the first five months of 12/13 financial year.

LGAWCS provides statistics for SRWRA for comparisons to Councils. SRWRA is below the number of claims for Councils in our group as we have not had a claim to date.

Other Matters

Litter Fences

This item will now be a monthly agenda item to discuss any issues with the existing litter fences and review their effectiveness.

New Resource Recovery Facility

Staff were updated on the review of the site for the SRC and the background to this review. They

were advised that a decision would be made on the location in January and then design finalised and DA lodged. Following that the construction contractor will be appointed. Commencement and completion times would be known once the new shed is approved for construction.

Northern Area Capping

The northern area cap is due to start and the aim is to complete the bulk of the work in the next couple of months.



Tool Box Meeting Minutes

Workplace: Landfill Operation

Date: 16.01.13

Supervisor/presenter: Ray Pincombe & Colin McArdle

Staff In Attendance: Colin McArdle, Lindsay Minchin, Paul Kruse, Steve George, Mark Carey, John Fidge, Ray Dewhurst and Ray Pincombe

Monthly Safety Topic: General Safety

Review of Accident/Incidents and Near Hits since last meeting:

Nil

Process/Procedural changes/driver information since last toolbox:

Nil

Review of actions from last toolbox meeting:	Status:
Accident/Incident Report	nil
OHSW Training Plan	To be reviewed and updated for 2013. Action Colin to review and present to February meeting.

OHW&S

Each month outstanding items from action plan will be included in the tool box meeting agenda.

Outstanding Items:

Monthly OHS&W Items

- CATS Injury Statistics – Now available and part of the agenda. No accidents to date this year.
- KPI's

Monthly tool box meeting is being conducted.

Action Plan - Electrical Tagging

- Action Plan 2013 endorsed at December 2012 meeting
- Contractor Audits
- Safety Inspections o/s items
- New Workplace Health and Safety Act 2013 now in force. All policies and procedures to be reviewed and training provided

Training (Monthly Item)

Training plan is due to be reviewed. Colin to review plan and identify upcoming training and amendments before the meeting in February. Update on progress to be provided.

Manual Handling Training. Completed December 2012- to be recorded.

Senior First Aid Training to be arranged for Colin McArdle, and Paul Kruse- action Colin McArdle. Mark Carey undertook his training in March 2012 with Lindsay Minchin.

Hazard Register/Corrective Actions Register

Action Plan to be developed by 31 January 2013 (Action from LGA KPI Audit December 2012). To be discussed with Ian Hoffmann at meeting 22 January 2013.

OHS&W Document Reviews

The following documents need to be reviewed in the coming months: All one system documents to be reviewed due to enactment of new Work Health and Safety Act 2012 on 1 January 2013.

OHS&W Policies/Procedures

The following policies were reviewed and accepted for operation.

- None for this month as all will be reviewed in the coming months.

OHS&W Hazard Identification & Assessment

The identification and assessment of OHS&W hazards will be undertaken this quarter. The draft identification and assessment of OHS&W hazards will come back to the Toolbox meetings in the first quarter of 2013 for discussion with the staff. Colin and Ray to review current position and develop timetable.

Other OHS&W Issues

All One system policies and procedures to be reviewed and updated over the coming months due to the new Workplace Health and Safety Act 2013. EO is meeting with consultant Ian Hoffmann to develop a schedule of review and training 22/1/13.

Asbestos

Nil

Plant Risk Assessment (Monthly Item)

Tarpomatic Risk Assessment. This will be presented by Colin and discussed. The expectation is that all employees involved in the operation of the tarpomatic will have been consulted. The risk assessment will be carried out 17 January 2013.

Annual Review of Safe Work Procedures

Three safe work procedures were reviewed and endorsed.

- Bake n Grill Toaster Oven
- Refrigerator
- Laser/Cartridge Printer

Internal Audit Procedure

SRWRA must undertake internal audits in accordance with the Internal Audit Procedure to assess how effectively the OHS&W system (includes structure, policies, activities, resourcing, operating procedures, work practices) is working. An audit schedule was prepared for the audit of the following procedures:

7/12/12 Hazard Management Procedure These issues have been deferred to 1st qtr 2013 due to

7/12/12 Electrical Safety Procedure new WHS Act 2013

7/3/13 Workplace Injury Management Procedure

7/6/13 Document Control Procedure

Consultative CommitteeTopics DiscussedUnresolved Issues

Speeding trucks. Ok

Vandalism on site. Still continuing and being monitored

New Issues

EDL- new drilling program being developed. Colin M to discuss with Chris Parsons(EDL)re timing and extent of program.

e Waste agreement

Update on promotion, recording, vandalism and number of units collected. Onkaparinga are commencing a promotional program in two weeks which will focus on bringing ewaste to SRWRA. The importance of collecting ewaste for the new program was emphasised as was the fact that ewaste can no longer be landfilled.

Training forms provided so training on ewaste will be recorded.

Shredding Trials.

Colin is discussing the recent trial with equipment providers especially the breakdown and damage to the belt and responsibility for repairs. Further trials are also being discussed. Preliminary results indicate a good saving in airspace (approx. 25%) The capital cost is around \$600k and the annual maintenance approx. \$500k.

Landfill Compactor.

Update on current situation at landfill. Rented Tans is currently working the site. Still waiting for parts for the Komatsu 450T. It will be around 2 weeks before it is back on site. The new Caterpillar 826H is expected in early April.

Employees Suggestions for Improvements

The Issue of a separate area for Contractor Bins will be considered once the Recycling Project is underway.

Employee Collective Agreement

Portion of wage increase is dependent upon reaching the following criteria:

Additional 0.25% if no lost time injuries.

No lost time injuries in the first six months of 12/13 financial year.

LGAWCS provides statistics for SRWRA for comparisons to Councils. SRWRA is below the number of claims for Councils in our group.

Other MattersRecycling

Steel into Sims bins – presence of rubbish - deduction in return. All reminded to check and remove rubbish. (need to get Sims to define rubbish)

Litter Fences

This item will now be a monthly agenda item to discuss any issues with the existing litter fences and review their effectiveness.

New Resource Recovery Facility

Geological survey and mapping exercise being undertaken on site. Next SRC meeting deferred

to February waiting for the survey and potential drilling of borelogs on the SRC site. The meeting will be a forum to discuss location, cost and timing.

Capping

Northern area underway. Waiting for approval in principle for cell 2 capping so we move surplus clay on northern area to cell 2.

Cell Construction

Design work still being underway by Tonkins in conjunction with SRWRA.

Next meeting will be held on Wednesday 20 February 2013



TOOL BOX MEETING MINUTES

Workplace: Landfill Operation

Date: 21st February 2013

Supervisor/ Presenter:

Ray Pincombe/Colin McArdle

Staff Present:

Ray Pincombe, Colin McArdle, Lindsay Minchin, Paul Kruse, Paul Collins, Mark Carey, Francine Allan, Rob Cooper (Workpac)

Staff Absent:

John Fidge (Annual Leave), Stephen George (Rostered Off)

Monthly Safety Topic:

General Safety

Review of accidents/incidents/near misses since last meeting:

One (to be updated at next meeting)

Process/procedural changes since last meeting:

Nil

Review of Actions from Last Toolbox Meeting

Accident /Incident Report
WHS Training Plan

Status

Nil
To be reviewed and updated for 2013

Action

Review with staff to be undertaken. 2 new issues raised plus "Officer" training option. Colin to check currency of training and allocate necessary training inc timing by 7th March 2013. Bring to next tool box meeting for finalisation.

Responsibility

Colin

OHS&W – Each Month outstanding items from action plan will be included in agenda				
Monthly Items		Status	Action	Responsibility
➤ CATS Injury Statistics		No statistics provided for January	2 months to be brought to next meeting	Ray Pincombe
➤ KPI's		Monthly Tool Box Meeting is conducted.		Ray Pincombe
Monthly Items		Status	Action	Responsibility
➤ Action Plan		Contractor Audits	To Be discussed and Action Plan developed at next Admin Meeting.	Ray Pincombe/ Colin McArdle
		New Workplace Health & Safety Act 2012 in force	All policies & procedures to be reviewed & training provided. This needs to occur by end April 2013	Ray Pincombe
➤ Training		Training Plan to be reviewed	Review/identify training needs by Feb meeting. – See page 1	Colin McArdle/ Henny Redden
		Senior First Aid Training for Colin McArdle & Paul Kruse	Kathy Dollman to check availability of dates	Colin McArdle
➤ Hazard Register/Corrective Actions register		Action Plan to be developed by 31.01.13 (From LGA KPI Audit)	Copy of registers to be discussed at next meeting of AEO & LM	Colin McArdle

➤ OHS&W Document Reviews	All One System Documents to be reviewed. EO to meet with Ian Hoffman on 23.01.13 to develop schedule.	Meeting held on 22/01. LGA developing updated policies which should be available in March 2013. Ian Hoffman to be engaged once LGA policies & procedures received.	Ray Pincombe
➤ OHS&W Policies & Procedures	All to be reviewed in coming months	To be reviewed once updated policies (see above) are received.	Ray Pincombe
➤ OHS&W Hazard Identification & Assessment	To be undertaken this quarter – draft to come to next Tool Box Meeting for staff discussion	Hazard Identification process to be undertaken and forms & actions to be completed	Colin McArdle & Lindsay Minchin
➤ OHS&W Issues – Other	One System	Awaiting updated policies – to be received in late March	Ray Pincombe
➤ Asbestos			
Monthly Items	Status	Action	Responsibility
➤ Annual Review of Safe Work Procedures	None due in February	Landfill Manager to be responsible for organising next group	Colin McArdle
➤ Internal Audit Procedure Schedule	Deferred to 1st Quarter 2013 due to new WHS Act 2012	Internal Audit Procedure to be reviewed Internal Audits to be undertaken March 2013	Ray Pincombe Colin McArdle

Consultative Committee		Status	Action	Responsibility
➤ Topics Discussed	New	Paul Collins – raised a number of minor repairs on equipment. Paul Kruse – as above Note : forms to be used to identify these actions with follow up acknowledged.	Lindsay Minchin	
➤ Unresolved Issues				
New Issues				
➤ EDL -	Follow up by Colin McArdle re new drilling programme.	On site currently – progressing. We will be involved to ensure SRWRA liners aren't damaged. 5 – 6 weeks in total	Colin McArdle	
➤ eWaste Agreement	Update on promotion, recording, vandalism and number of units collected.	Increase in drop off – approx. 10/day since promotion. Also requires formal noting of items received.	Colin McArdle	
➤ Shredding Trials	Update to be provided by Colin McArdle including arrangements for further	DKSH – visited re belt repairs. Repairers need to be inducted. No further trials to be undertaken	Colin McArdle	

	trials	Machine to be taken away. Review to be done	
➤ Landfill Compactor	Update on current situation	<p>1. New compactor should be here by end of March –the put together and brought to site.</p> <p>2. Assessing 550T for refurbishing V other 2nd hand equipment. Also considering options for 450T.</p>	Colin McArdle
➤ Suggestions for Improvements			
Employee Collective Agreement	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 seven months of 2012/2013 yr.	
Other Matters	Status	Action	Responsibility
➤ Recycling	Steel into Sims bins – feedback from Sims re rubbish	Reinforced action – Gas Bottles and gas tanks (from cars) are not to be put into	Colin McArdle

	classification.	Sims Bins.	
➤ Litter fences	Monthly agenda item to discuss issues & review effectiveness.	All Staff – All Ok this month	
➤ Resource Recovery Facility	Update to be provided.	Drilling rig to be on RF site Tuesday 26 Feb. Meeting to be held 27 Feb to decide location of SRC shed.	Ray Pincombe
➤ Capping	Update to be provided on Northern Area & Cell 2	Progressing well – design is being reviewed to suit the need of the cap. Hope to spread top soil in months. Clay residual to be identified asap.	Colin McArdle
➤ Cell Construction.		Sideliner work has been undertaken – 60 lineal metres	Colin McArdle

Summary

Ray Pincombe (Acting Executive Officer) opened the meeting and welcomed the Landowners present. Mark Booth, Chair SRWRA, Colin McArdle Landfill Manager SRWRA, Paul Bowden General Manager IWS and Matthew Edwards Operations Team member IWS were also present

1. Issues from previous meeting

Capping

- Work has commenced on the Northern area capping and is progressing well. It is expected that the majority of the work will be completed by the end of February. SRWRA is still negotiating the approval of Cell 2 capping to enable movement of excess clay from the Northern Area to Cell 2. The plantings will not take place until June or later to ensure the vegetation will survive
- A question was raised in regard to the large amount of material on top of cell 2. This material will be part of the capping of cell 2 and is being stored there pending approval from the EPA. The proposed Cell 2 Capping Program has been submitted to the EPA for approval. Once we have approval this project will commence. A further update on the timetable for this project at this meeting.
- The material on Cell 2 has been spread out to improve appearance and access to the cell to start the cap construction.

Reporting

- 1.1 **Landfill gas**
- 1.2 **Groundwater**
- 1.3 **EPA Licence**
- 1.4 **Dust**

No reports.

2. Site Development/ Management/ Works

Resource Recovery Facility

Paul Bowden gave an overview of IWS and discussed their role as a joint venture partner with SRWRA. Negotiations are continuing on the design and final location of the recycling facility. A meeting will be held on Wednesday 27 February 2013 to discuss this matter. Once the design is completed it will be incorporated into the planning process by the planning consultants appointed for completion of development applications. The application will then be submitted for approval. It is expected that this process will take up to 3 months and approval is not expected until at least June 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 time the DA is lodged.

Other Issues

Waste Compactor

On Friday 19 October the Komatsu Landfill Compactor was extensively damaged by fire and is now inoperable. The SRWRA has purchased a replacement compactor which is expected to be operational in the middle of April. In the meantime the backup compactor is being used to compact the waste and the Tarpomatic is still being used to cover the waste.

E Waste

Electronic waste (TVs and computers and peripherals) is now being received at the landfill and collected for recycling.

Vandalism

The landfill site has been subject to ongoing vandalism and we are working with the authorities to reduce the level and impact of the vandalism.

Other Issues

The issue of crows at the landfill was raised by a landowner. No action was proposed at this time.

Next Meeting Proposed Monday 13 May 2013.

SOUTHERN RECYCLING CENTRE ADVISORY COMMITTEE**MINUTES**9.30 AM MONDAY 10TH DECEMBER 2012

CITY OF MARION - COMMITTEE ROOM 2 - 245 STURT ROAD STURT

Members: Mark Booth (BRM Holdich), Joe Borrelli (IWS), Laurie Kozlovic (Veolia), Jeff Rittberger (Marion), Ian Walker (Holdfast), David Whitbread (IWS) and Bruce Williams (Onkaparinga)

Attendees: Paul Bowden (IWS), Ray Pincombe (SRWRA) and Colin McArdle (SRWRA),

Minutes: Elise Brumby (IWS)

Observer: Carol Bouwens (SRWRA Board member)

Mark Booth welcomed to the SRC Advisory Committee Adrian Skull's replacement, Jeff Rittberger, a SRWRA Board member and City of Marion representative.

1. Minutes of the Previous Meeting

The minutes of the previous meeting were ratified by the Committee and signed by the Chair.

2. Business Arising from Previous Meetings**2.1 Tender Review**

Bruce Williams advised that the relevant documentation has not been provided as yet; Paul Bowden reported that a contractor for designing services has now been appointed therefore the sample contract is no longer required. The Committee agreed this action is closed.

3. General Business**3.1 Outcomes of Initial Planning Approval Meetings**

Paul Bowden spoke to his report (Attachment 3 of the SRC Agenda) detailing:

- the purpose of the design team and what they have completed to date,
- the reasons for suggesting the relocation of the SRC entrance to the existing SRWRA gatehouse area, which included improved operational efficiency, less impact on residents due to vehicle movements and the rock in the original location,
- potential cost savings,
- time saving measures (Category 2 planning application in place of Category 3, a simpler and faster process),
- the need to appoint a traffic engineer, and
- discussions with City of Onkaparinga regarding the road being on SRWRA land.

Mark Booth questioned how the relocation would impact on SRWRA's day to day operations. Paul Bowden suggested that:

- during demolition a temporary gatehouse and transportable toilet be positioned in front of the existing weighbridge,
- a new office/gatehouse area would then be constructed on the other side of the IN weighbridge and the OUT weighbridge installed, and
- the old gatehouse and weighbridge would then be demolished and the new OUT weighbridge and gatehouse utilised during IN Weighbridge removal and installation.

Colin McArdle raised some issues and suggested alternative options for the weighbridge. Bruce Williams also noted that this is an opportunity to include changes in the area which will enable better traffic flow, especially with B Doubles. These issues will be further discussed with the design team.

Paul Bowden then tabled the weighbridge/gatehouse drawings (Attachments 1 and 2) for inclusion in the minutes and stated that a planning application cannot be submitted without first producing detailed documentation regarding the entry and roadway design, therefore the decision to relocate will need to be approved as soon as practicable.

Paul Bowden also reported that:

- the planning application will be lodged with the City of Onkaparinga who will then forward it to the Department of Premier and Cabinet who in turn will make a decision as to whom will be the approving authority,
- the design team is concerned that if the application is given back to the City of Onkaparinga it could lead to comments of 'conflict of interest' which could potentially undermine the application process, and
- to this end Griffin Lawyers have been retained to advise, from an independent legal perspective, who the assessing authority should be, this will be lodged with the Development Application.

This process has been implemented to limit the potential for any future litigation.

3.2 Preliminary Design Options as part of the Initial Design Team Meetings

3.2.1 Shed Sizing, Configuration and Operational Requirements

Paul Bowden spoke to his report (Attachment 4 of the SRC Agenda) advising the design team had investigated three options:

1. The original 70m x 70m shed from plans used throughout the tendering process.

Then to enable reduction in up front capital costs:

2. A 60m x 40m shed with the ability to undertake modular expansion. The reason for the 40m option is that this span width is deemed to be the most cost efficient.

3. Slightly longer shed, 80m x 40m, which utilises the more cost efficient 40m span and has only slightly less internal space than Option 1. This design also includes modular expansion capability.

During this process a m2 cost was prepared by the design team's structural engineer and it was clear that, with a minor adjustment to the span from 40m to 45m (which can be done without impacting on steel costs), a shed 80m x 45m was the most practical, operationally effective, safe and cost efficient size.

Mark Booth asked whether there was any downside to changing the configuration of the shed, Paul Bowden responded that this size, combined with an 'out the back' reloading lean to, will provide an operationally effective space.

Laurie Kozlovic queried the storage and processing capacity and Paul Bowden responded that with the outside concrete pad, rear reloading and skip bin area there will be more than enough capacity. The recycling shed at IWS Wingfield can process up to 60,000 tonnes per annum; the new SRC facility will accommodate at least this amount and more. There is also the capacity for modular expansion if demand substantially increases.

3.2.2 Original Location Costings and Newly Proposed Location Costings

Paul Bowden referred to his report (Attachment 5 of the SRC Agenda), discussion included:

- A robust debate within the design team resulted in an exercise being undertaken to check if the recommended position of the SRC is the most cost effective.
- The original shed was at the back of the SRWRA site, therefore road length, expansion of services over a greater distance and the ability to monitor the area were all reviewed.
- From this exercise it was found that there would be considerable cost saving (again refer Attachment 5 of Agenda) if the shed was relocated to the area where the SRWRA workshop is currently located and the workshop shifted.
- Katnich Dodd SA were also approached and concluded it would be advantageous to have the shed 6 metres from the boundary.
- An electrician has reviewed the area and reported there are significant savings by placing the transformer at the front of the site.
- Less road construction cost, with the roadway to the shed being much shorter, combined with the added bonus of a shorter turn around time for clients.
- Additionally there would be time saving with the transport of recycled material from the shed to its bulk storage location.
- More effective stormwater management.
- Being co-located with the office facilities will result in a smaller Gatehouse with only one toilet and reduced kitchen/sink area required.

The SRC Advisory Committee then discussed the cost savings as set out in Paul Bowden's report, comments included:

- Relocation represents a better position that maximises opportunities.
- There is a need to consider the sight line of the new shed against the sight line of the original position in regard to neighbouring properties.
- The new position could be submitted to the local resident's as a more effective option, especially if improved visual amenities are offered, eg tree planting, increased batter slopes, etc.
- Potential cost increases for earthworks and workshop relocation; are they offset by the potential savings?
- New location of the workshop, suggestion of current trailer area.
- Preliminary construction costs were \$5m, which were reduced during the tendering process to \$4.2m and are now around \$3.2m (these costs exclude services).
- It must be kept in mind that costs may change once engineered drawings are completed with more savings possible.

Joe Borrelli then asked if SRWRA have any future plans for the far boundary. Colin McArdle responded that there is the capping of cell 2 which requires some landscaping. Joe Borrelli then suggested an upgrade in landscaping, increasing the height of the mounds, planting more trees, etc. This should assist when approaching the Resident's Committee with the change in location.

Paul Bowden stated that the planning application needs to be lodged by the end of January and he is working towards this outcome.

Outcome:

The SRC Advisory Committee unanimously decided to recommend to the SRWRA Board further investigation by the SRC design team into the relocation of the main shed.

Action:

- Paul Bowden to undertake a detailed assessment of what visual impact the relocation would have to the front of the site.
- Once this assessment is undertaken, Mark Booth to approach the Resident's Committee with an update, prior to the lodgement of the planning application.

4. OHSE Systems

No discussion this meeting, item to be retained as an Agenda item.

5. Other Business

5.1 Financial Model

Paul Bowden tabled a spread sheet (Attachment 3). In summary:

- The combined cost of recycling centre, roads, weighbridge, etc is sitting at \$3.5m.

- This cost will reduce slightly with further savings in construction.
- How we progress forward with machinery may provide savings on top of the original model.
- Tonnes inwards are conservative with no aggressive marketing plan at present.
- This model, originally prepared by Deloittes, was presented to SRWRA board and now includes updated cost forecasts.
- The spreadsheet will be maintained and updated as the project progresses.
- Zero Waste funding of at least \$300k currently not included but will be in the next update.

Actions:

- Paul Bowden to advise Alistair Atkinson of IWS to update the spreadsheet to include the first round of funding from Zero Waste.
- Mark Booth to organise a meeting with Vaughan Levitzke of Zero Waste, prior to the next SRC Advisory Committee meeting on 23rd January 2012, to discuss further funding of \$600k

Joe Borrelli reported that he is progressing discussions, which are in their early stages, with AMCOR and Visy regarding their possible co-location (sub tenancy) on the SRC site.

Bruce Williams also noted that the Fleurieu Regional Waste Authority is eager to utilise the SRC and have factored it into their future recycling plans.

5.2 Signage

Joe Borrelli raised the issue of signage for the SRC; Mark Booth responded that the Committee cannot go ahead with any signage until development approval has been granted. In preparation for approval Joe Borrelli advised he will discuss signage with the design committee including wording, design, etc and come back to the SRC Advisory Committee with suggestions.

6. Next Meeting,

There will be no meeting on Wednesday 26th December 2012 due to public holidays; therefore the next meeting will be on Wednesday 23rd January 2013 unless otherwise advised.

Meeting closed at 10.30 am

Minutes of the Meeting accepted as correct.

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Mark Booth nominated Chairman of
the Southern Recycling Centre
Advisory Committee

5. OTHER BUSINESS

6. NEXT MEETING
Monday 6th May 2013

7. CLOSURE