

PUBLIC AGENDA
SOUTHERN REGION WASTE RESOURCE AUTHORITY
BOARD MEETING

To be held on

Monday 5th August 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 Guest Speaker – Mr Tony Macharper – Chief Officer, Policy & Legislation, SafeWork SA

2.3 Apologies

3. MINUTES OF MEETING

**3.1 Ordinary Board Meeting
Recommendation**

That the minutes of the Ordinary Meeting held on 24th June 2013 be confirmed as a true and accurate record.

3.2 Audit Committee Meeting

Recommendation

That the minutes of the Audit Committee Meeting held on the 26th June 2013 be received and noted.

4. ITEMS OF BUSINESS

4.1 Action Reports

4.1.1	Work Health Safety Act	Report No.24/13
4.1.2	Policy Reviews	Report No.25/13
4.1.3	Chairperson Allowance 2013-2014	Report No.26/13
4.1.4	Membership of SRC Advisory Committee	Report No.27/13
4.1.5	Annual General Meeting	Report No.28/13

4.2 Finance Reports

4.2.1	Finance Report June 2013	Report No.29/13
4.2.2	Investment Analysis	Report No.30/13

4.3 Information Reports

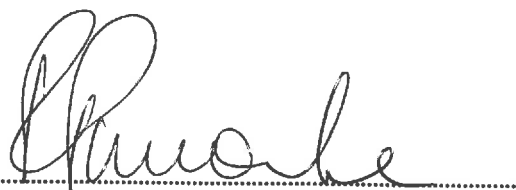
4.3.1	Executive Officer's Information Report	Report No.31/13
4.3.2	General Information Report	Report No.32/13

5. OTHER BUSINESS

6. NEXT MEETING

28th October 2013

7. CLOSURE



Ray Pincombe – Acting Executive Officer

Agenda Item:	Items of Business (4.1.1)
Report Title:	Work Health Safety Act
Report Author:	Operations Consultant
Report No:	24/13
Date:	5 August 2013
Attachments:	(A) Draft Addendum to WHS and Injury Management Plan 1 Jan to 31 Dec 2013 (includes update on KPI Audit 2012 Action Plan) (B) WHS Actions Required for July 2013, Toolbox Meeting Term of Reference and Agenda Template

EXECUTIVE SUMMARY

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

- KPI Audit 2012 Action Plan (included in Attachment A)
- WHS & IM Plan Actions for June and July 2013 (Attachment B)

In addition it provides draft Addendum to WHS and Injury Management Plan 1 Jan to 31 Dec 2013.

RECOMMENDATION

- 1. The Report on Work Health Safety Act be noted.**
- 2. The Draft Addendum to WHS and Injury Management Plan 1 Jan to 31 Dec 2013 (Attachment A) be endorsed.**
- 3. That the Board determine the minutes and report, (excluding attachments) relating to the Report No. 24/13 will be available to the public.**
- 4. That the Board determines Report 24/13 will be the subject of an information report to the Constituent Councils.**

REPORT

KPI Audit 2012 Action Plan and Draft Addendum to WHS and Injury Management Plan 1 Jan to 31 Dec

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

LGWCS recently approved and expressed satisfaction with the submitted SRWRA KPI Audit 2012 Action Plan.

However LGWCS provided further advice requiring SRWRA to submit to the Scheme for approval of the following:

- Targets and Performance Indicators for the areas of non-conformance identified in the KPI Audit; and
- Further Action Plans around Programs deemed to be conforming with the Standards, but that demonstrate a 'reasonable body of work'.

LGWCS has indicated the addition of these further agreed Programs will form an essential requirement, against which achievement of the full rebate will be assessed as at 20 September 2013.

Attachment A, is a proposed Addendum to WHS and Injury Management Plan 1 Jan to 31 Dec 2013 (it also includes an update on KPI Audit 2012 Action Plan). This Plan has 3 Programs:

Program 1:	Actions Arising from the KPI Audit 2012
Program 2:	<p>Actions Arising from Standards relating to Internal Audits, with audits planned for:</p> <ul style="list-style-type: none"> • OHSW 6.1 Emergency Management Procedure • OHSW 7.1 Confined Space Procedure • Sideliner, Standard Operating Procedure (SOP) • Compactor and Tarpomatic SOP's • Dump Truck operation in wet weather SOP
Program 3:	Actions Arising from the Standard relating to implementation and review of One System Policies and Procedures as result of WHS Legislative changes

The WHS Consultant will be meeting with the Scheme on Tuesday 30 July 2013 to seek their agreement to the Draft Addendum. Work has already commenced on the Action Plans.

Executive Update on WHS Actions Required for July 2013

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

A review of the effectiveness of the Landfill Toolbox Meetings has occurred. As a consequence a number of changes to the meeting are proposed to ensure better engagement of staff and achievement of outcomes.

A Terms of Reference for the new style Toolbox meeting has been prepared. The Acting Landfill Manager has already commenced chairing the new style meetings on a trial basis.

A copy of the Terms of Reference and Agenda Template are included in attachment (B)

Agenda Item: Items of Business (4.1.2)
Report Title: Policy Reviews
Report Author: Acting Executive Officer
Report No: 25/13
Date: 5 August 2013
Attachments: (A) Chairperson Allowance Review Policy

EXECUTIVE SUMMARY

The Acting Executive Officer has reviewed the Chairperson Allowance Review Policy and submits the policy for adoption without any changes.

RECOMMENDATION:

- 1. That SRWRA adopts the Chairperson Allowance Review Policy for a further 12 months.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.25 /13 will be available to the public.**
- 3. That the Board determines Report No.25/13 will be the subject of an information report to the Constituent Councils.**

REPORT

The Acting Executive Officer has reviewed the Chairperson Allowance Review Policy and considers that the policy considers all necessary issues and therefore submits the policy for adoption without any changes.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)**(PO-20) Chairperson Allowance Review Policy**

Date of 1st Adoption:	4th June 2007 - Report No. 47/07
Next Review Date:	June 2013
Reviewed:	4 th June 2012 (Annual Review) – Report No. 38/12 6 th June 2011 (Annual Review) – Report No. 44/11 7 th June 2010 (Annual Review) – Report No. 41/10 1 st June 2009 (Annual Review) – Report No.49/09 2 nd June 2008 (Annual Review) – Report No.67/08

POLICY STATEMENT**Aim**

This Policy has been developed and adopted by the Authority to guide the decision making process of the Board when reviewing the allowance payable to the Chairperson of the Board for his/her services during a financial year. This Policy is designed to ensure consistency and certainty in the review process from year to year.

Allowance

An allowance is payable to the Chairperson on an annual basis for the services he/she provides to the Authority during a financial year. The quantum of the allowance should reflect the level of expertise and services required from the Chairperson in discharging his/her duties of office. The allowance is payable in addition to any amounts paid to the Chairperson by way of reimbursement of expenses reasonably incurred in the exercise of his/her duties of office.

Determination of Allowance

The Board shall resolve on an annual basis as to the amount of the allowance payable to the Chairperson for his/her services in the current financial year (the relevant financial year).

The Chairperson is not entitled to be present for either the discussion or vote on such a resolution.

The issue of the Chairperson's allowance will be placed on the Agenda of the first ordinary meeting of the Board after May 31st in each year. Where the Board resolves to adjust the Chairperson's allowance then such adjustment will operate retrospectively from 1 July of the relevant financial year.

Considerations in determining quantum of allowance

When determining the quantum of the Chairperson's allowance, the Board will have regard to the following factors:

1. the allowance paid to the Chairperson in the preceding financial year;
2. the most recent annual Consumer Price Index ("CPI for Adelaide") as published by the Australian Bureau of Statistics;
3. the likely increase (or decrease) in the level of services required from the Chairperson in the relevant financial year;
4. the likely increase (or decrease) in the level of expertise required from the Chairperson in the relevant financial year;
5. the Market rate for similar positions; and
6. any other factor the Board considers relevant.

If the Board anticipates that there will be no substantial change in the level of services or expertise required from the Chairperson over the relevant financial year, then, unless there is some other reason to vary the Chairperson's allowance, the Board should resolve that the Chairperson's allowance will be the allowance paid in the preceding financial year increased only by CPI.

Grievance Procedure

If the Chairperson is dissatisfied with the decision of the Board in relation to any variation of (or decision not to vary) the Chairperson's allowance, then he/she may set out to the Board in writing the grounds upon which he/she considers that the allowance should be varied. The Board will consider the Chairperson's written submissions at its next ordinary meeting and in doing so, may seek independent advice. The Board may resolve to either affirm its original decision or to vary the allowance in light of the Chairperson's submissions. If the Board resolves to vary the Chairperson's allowance, the variation will apply retrospectively from 1 July of the relevant financial year.

Policy Review

This policy will be reviewed if any significant new information, legislative, or organisational change warrants an amendment to this document.

Agenda Item:	Items of Business (4.1.3)
Report Title:	Chairperson Allowance 2013 - 2014
Report Author:	Acting Executive Officer
Report No:	26/13
Date:	5 August 2013
Attachment:	(A) State Government Boards and Committees – Remuneration Framework (B) AME Report on Salary Benchmarking

EXECUTIVE SUMMARY

A review of the Chairperson's allowance is conducted at the first ordinary meeting of the Board after 31 May each year. The Board approved a revised Long Term Financial Plan (LTFP) in November 2010 and the LTFP included a reduction in the Chairperson's Allowance to a total payment of \$20,000 commencing in the 2011/12 financial year. Prior to the reduction the Chairperson's Allowance was \$31,554 (inclusive of 9% superannuation). The Board approved a Chairperson Allowance of \$20,360 (inclusive of 9% superannuation) at the February 2012 meeting. In the current circumstances with the pending appointment of the new Executive Officer, the transition to the new resource recycling facility and other issues such as the new emissions scheme it is important to review the allowance to ensure it is appropriate at the current level.

RECOMMENDATION:

- 1. That SRWRA approves a Board Chairperson Allowance of \$XXX (inclusive of 9% superannuation) for the 2013/14 financial year.**
- 2. That SRWRA approves a contribution of \$xxxx to the Independent Chair of the Southern Recycling Centre Advisory Committee.**
- 3. That the Board determines the minutes, reports and attachments relating to Report No.26/13 will be available to the public.**
- 4. That the Board determines Report No.26/13 will be the subject of an information report to the Constituent Councils.**

REPORT

SRWRA Board Chairperson Allowance

A review of the Chairperson's allowance is conducted at the first ordinary meeting of the Board after 31 May each year. The Board approved a revised Long Term Financial Plan (LTFP) in November 2010 and the LTFP included a reduction in the Chairperson's Allowance to a total payment of \$20,000 commencing in the 2011/12 financial year. In the 2010/11 financial year the Chairperson's Allowance was \$31,554 (inclusive of 9% superannuation). The Board approved a Chairperson Allowance of \$20,360 (inclusive of 9% superannuation) at the February 2012 meeting.

Provided the Board adopts the Chairperson Allowance Review Policy submitted in the previous report then the following factors need to be considered:

1. the allowance paid to the Chairperson in the preceding financial year;
2. the most recent annual Consumer Price Index (“CPI for Adelaide”) as published by the Australian Bureau of Statistics;
3. the likely increase (or decrease) in the level of services required from the Chairperson in the relevant financial year;
4. the likely increase (or decrease) in the level of expertise required from the Chairperson in the relevant financial year;
5. the Market rate for similar positions; and
6. any other factors the Board consider relevant.

The Executive Officer provides the following information:

- Current allowance is \$20,360 (inclusive of 9% superannuation)
- Adelaide CPI March 2013 2.2%

Level of services and expertise required

There has been additional time and expertise required from the Chairperson in the current financial year in relation to the negotiations to enter into a joint venture agreement to build and operate the new resource recovery facility. These negotiations have continued during 2012/13 and into the new financial year. It is expected that they will continue to be an important issue until the facility is operational and beyond that time. There will be many issues to consider in regard to the operation of the joint venture in conjunction with the operation of the SRWRA. In many ways this will be more time consuming than the negotiations to set up the agreement.

The impending appointment of a new Executive Officer will impact upon the time and expertise of the Chairperson. Other issues which will impact upon the Chairperson include the potential for an increase in airspace at the landfill and the necessity to consult with the constituent councils on this issue as well as the operation of the recycling facility.

Market rate for similar positions

Regional Subsidiaries

The Fleurieu Regional Waste Authority pays their independent Chair \$22,000 in accordance with the State Government’s Boards and Committees – Remuneration Framework. A copy of the current framework is provided to assist board members in their deliberations.

Additional benchmarking was undertaken in regard to Chairperson’s remuneration and this has provided benchmarks for the private sector, the government sector and the not for profit sector. This review of remuneration provides three levels for each of the categories.

It is difficult to find a clear comparison to the Chairperson’s role at the SRWRA. While it is a local government subsidiary owned by three local councils it operates in an industry which is extremely complex and competitive and requires the services of a chairperson with commercial expertise and the capacity to understand different elements of the operation. It often requires the involvement of the Chairperson at a

level not always anticipated in other subsidiaries. It is considered that the remuneration is lower than expected for this type of business. This may be due to the reduction in allowance in 2011. The board needs to consider this in light of the current issues the Chairperson is negotiating on their behalf.

Southern Recycling Centre Advisory Committee Chairperson Allowance

The Southern Recycling Centre Advisory Committee appointed the SRWRA Board Chairperson as the Chairperson of the advisory committee at the February 2012 meeting. The advisory committee considered the remuneration of the Chairperson at the May 2012 meeting and recommended an annual remuneration of \$20,000 for the 2012/13 financial year. SRWRA's share of the Southern Recycling Centre Advisory Committee's Chairperson's remuneration is 50% as IWS would contribute the remaining 50%. The Advisory Committee also agreed to use the SRWRA Chairperson's Allowance Policy as the mechanism to review this remuneration.

As the Advisory Committee has not met since February they will be requested to consider the allowance via email and will be asked to agree to an increase in line with CPI (Adelaide) of 2.2%. The new allowance will be \$20,440 and the SRWRA share is \$10,220. There is an amount allocated in the budget for this allowance.

Payment of Chairperson Allowances

The payment of the Chairperson Allowance for the SRWRA Board and the Southern Recycling Centre Advisory Committee are to be split as the Chairperson in the future may be different for each body.

Level	Criteria	Chair's fee (per annum)	Members' fee (per annum)
4	<ul style="list-style-type: none"> • Boards of management overseeing revenue or assets between \$100 million and \$250 million, profit between \$15 million and \$25 million or a combination of these criteria. • Boards of management meeting the financial criteria for level 5 but which are subject to levels of risk, autonomy from government and/or operating complexity to such a degree that the Chief Executive of the Department of the Premier and Cabinet considers they should be classified at level 4. • Boards of statutory authorities with governing or regulatory functions which have a state-wide impact and a broad focus. • Boards with a significant economic and social impact, a significant degree of operational independence from government, a state-wide or broad focus and/or requiring a high level of managerial or professional expertise. • Advisory boards providing advice to government on issues of great importance to the state as a whole or of the highest importance to a significant portion of the state. 	\$26,534	\$17,690
Committees:		\$3,980	\$2,653
5	<ul style="list-style-type: none"> • Boards of management overseeing revenue or assets of below \$100 million, profit of below \$15 million or a combination of these criteria. • Boards of management not meeting the financial criteria for level 5 but which are subject to levels of risk, autonomy from government and/or operating complexity to such a degree that the Chief Executive of the Department of the Premier and Cabinet considers they should be classified at this level. • Boards of statutory authorities with governing or regulatory functions which have a state-wide impact but with a narrow focus. • Boards with a medium-level economic or social impact, some operational independence from government, a regional or fairly narrow focus and/or requiring a medium level of managerial or professional expertise. • Advisory boards providing advice to government on issues of importance to the state as a whole or of great importance to a portion of the state. 	\$18,574	\$12,383
Committees:		\$2,786	\$1,857
6	<ul style="list-style-type: none"> • Governing boards of small low risk government businesses. • Governing boards of institutions with high levels of fixed assets. • Advisory boards providing advice to government on issues of importance to a portion of the state. • Boards with a moderate economic or social impact and/or some operational independence from government and/or requiring a level of managerial or professional expertise. 	\$10,614	\$7,076
Committees:		\$1,592	\$1,061



Southern Region Waste Resource Authority

Salary Benchmarking



July 2013



SALARY BENCHMARKING JULY 2013

SRWRA
Southern Region Waste Resource Authority

SRWRA
Southern Region Waste Resource Authority

Executive Summary

The following pages of this report summarises the results of a South Australian Remuneration Benchmarking Survey undertaken in July 2013 for Southern Region Waste Resource Authority.

The data collected and utilised in this report has come from a wide variety of sources including a sample group of organisations in the Local Government and Government Sector, the Not For Profit sector and other Unlisted Private Sector entities. Consideration was given to the revenue and employee numbers of the organisations surveyed to ensure synergies with Southern Region Waste Resource Authority. We have also consulted the results of larger annually collected and published national salary surveys, and remuneration data captured via AME's extensive database.

All salaries are reported as TEC which includes salary and superannuation. Benefits such as shares, share options or bonuses are not applicable to the segments of the market we surveyed.

We are confident, therefore, that the information contained in this report is indicative of current market conditions. We trust that this information will prove valuable.



Allison Ashby
Director
AME Recruitment Pty Ltd
18 July 2013

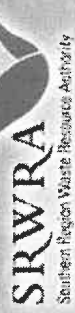


Phone: 08 8228 3800

Email: a.ashby@amerecruitment.com.au



SALARY BENCHMARKING
JULY 2013



Chairman

Private Sector

Private Sector	2013 TEC Salary
High	\$100,000
Most common	\$58,000 - \$70,000
Low	\$30,000 - \$35,000

Government Sector including Local Government

Government	2013 TEC Salary
High	\$100,000
Most common	\$70,000 - \$75,000
Low	\$35,000 - \$40,000

Not for Profit

Not for Profit	2013 TEC Salary
High	\$75,000
Most common	\$45,000-\$55,000
Low	\$15,000 - \$20,000



Phone: 08 8228 3800
 Email: a.ashby@amerecruitment.com.au

SALARY BENCHMARKING JULY 2013



Notes:

The salary quoted includes all Board and Committee meetings. A Chairman who would attend up to 3 meetings per month in addition to the Board meeting would be paid at the top of the salary range. Likewise a Chairman who has to play an active role in the management of the organization would also be paid at the top of the salary range.

Some Boards pay their members an hourly sitting fee. The most common is \$150 to \$250 per hour.

In addition to Board fees several Boards have an education allowance for Board members. One board quantifies it as \$10,000 per Board member across their three year term.

Others have a requirement for Board members to attend an industry conference once per year.

Others have no stipulated amount per year for education, however, Directors are encouraged to keep their skills updated and relevant. Therefore, AICD Courses and other relevant courses are funded by the organisation.

Boards where Directors had an education allowance are most likely to have a formal performance review process.



Phone: 08 8228 3800

Email: a.ashby@amerecruitment.com.au

Agenda Item:	Items of Business (4.1.4)
Report Title:	Membership of Southern Recycling Centre Advisory Committee
Report Author:	Acting Executive Officer
Report No:	27/13
Date:	5 August 2013

EXECUTIVE SUMMARY

Following the resignation of the City of Onkaparinga's representative on the Southern Recycling Centre Advisory Committee it is necessary to appoint a replacement member.

RECOMMENDATION:

- 1. That xxxxxx be appointed as the City of Onkaparinga representative on the Southern Recycling Centre Advisory Committee..**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.27/13 will be available to the public.**
- 3. That the Board determines Report No.27/13 will be the subject of an information report to the Constituent Councils.**

REPORT

It is necessary to appoint a new representative of the City of Onkaparinga on the Southern Recycling Centre Advisory Committee to replace Bruce Williams following his resignation from the SRWRA Board. This would provide an appropriate balance to the committee in regard to representation of the SRWRA Board and the constituent councils on the committee.

Agenda Item: **Items of Business (4.1.5)**

Report Title: Annual General Meeting

Report Author: Acting Executive Officer

Report No: **28/13**

Date: 5 August 2013

EXECUTIVE SUMMARY

The Board is required to determine the place and time of the Annual General Meeting by resolution.

RECOMMENDATION:

- 1. That SRWRA determines the Annual General Meeting will be held at the SRWRA office, 282 Main South Road, Morphett Vale on Monday 28 October 2013 at 5.00pm.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.28/13 will be available to the public.**
- 3. That the Board determines Report No.28/13 will be the subject of an information report to the Constituent Councils.**

REPORT

The Annual General Meeting must be held prior to November at a place and time determined by a resolution of the Board in accordance with Charter Clause 2.6.1. SRWRA has already determined that a Board meeting will be held on Monday 28 October 2013 and the AGM will be held prior to the October Board meeting.

Agenda Item: Items of Business (Finance 4.2.1)

Report Title: Finance Report June 2013

Report Author: Senior Finance/Administration Officer

Report No: 29/13

Date: 5 August 2013

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

EXECUTIVE SUMMARY

The attached unaudited draft Income and Expenditure Statement indicates an increase to the projected budget surplus, but it should be noted there may be amendments to these figures.

RECOMMENDATION

- 1. That the Finance Report for June 2013 including explanatory notes and attachments be received.**
- 2. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No.29/13 will be available to the public.**
- 3. That the Board determines Report No.29/13 will be the subject of an information report to Constituent Councils.**

REPORT

The MYOB data files for the year ending 30th June 2013 have been forwarded to Dean Newbery who have prepared the draft Statutory Financial Statements in readiness for auditing by Edwards Marshall. A draft version of the Audited Financial Statements will be presented to the Audit Committee on the 19th of August before being presented to the Board for adoption. Due to no Board Meeting being scheduled for September, this will be done electronically.

The attached unaudited draft Income and Expenditure Statement indicates an increase to the projected budget surplus, but it should be noted there may be amendments to these figures. Dean Newbery has provided updated figures for amortisation, depreciation and other expenses and these have been included in the figures provided.

NOTES

- 1. Total Operating Income** exceeded budget by \$337k. Disposal income included extra tonnages received in the last quarter as well as \$125k received as an insurance payout on SRWRA's fidelity claim.
- 2. Total Operating Expenditure** came in under budget by approximately \$107k. Repairs and Maintenance were under budget by \$36k. Fuel was under budget \$42k.
- 3. Operating Surplus/(Deficit)** exceeded budget by \$444k, noting there may be some amendments to come.

4. Capital Expenditure: Total Capital Expenditure was less than budgeted by \$684k. Northern Area Capping is currently \$882k under budget with planting yet to be completed. Cell 2 capping is over budget by \$250k due to advanced works being performed during June. Cell 4 construction exceeded budget by \$50k due to sideline work.

EPA WASTE LEVY

SRWRA has received advice from the EPA regarding the Waste Levy being \$47.00 for the 2013-2014 year.

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

	YTD Actuals	YTD Budget	Adopted 2012/13 Budget	BR1 Sept 2012	BR2 Dec 2012	BR3 Mar 2013
INCOME						
User Charges	9,721,785	9,392,190	8,883,802	9,585,312	9,749,292	9,392,190
Investment Income	666,637	657,748	481,000	481,000	590,000	657,748
Other Income	2,037,927	2,038,912	35,600	34,585	2,040,087	2,038,912
Total Income	12,426,349	12,088,850	9,400,402	10,100,897	12,379,379	12,088,850
EXPENDITURE						
Employee Costs	1,012,455	987,500	1,043,000	1,043,000	1,043,000	987,500
Material Contracts & Other Expenses	6,059,167	6,150,103	5,807,660	6,262,960	6,478,830	6,150,103
Depreciation, Amortisation & Impairment	2,044,401	2,085,134	1,815,621	1,839,422	2,127,454	2,085,134
Other Expenses	161,186	161,186	382,135	382,135	161,186	161,186
Total Operating Expenses	9,277,209	9,383,923	9,048,416	9,527,517	9,810,470	9,383,923
Profit/Loss on sale of assets	46,950	46,950	-	-	46,950	46,950
Operating Surplus/(deficit)	3,196,091	2,751,877	351,986	573,380	2,615,859	2,751,877

Gross Monthly Tonnes Received at SRWRA Landfill Operation

Customer	YTD Actual 2012/2013	BR3 YTD Budget 2012/2013	Original Budget Tonnes 2012/2013	BR1 Sept	BR2 Dec	BR3 Mar
				2012	2012	2013
Onkaparinga	38,259	38,000	38,000	38,000	38000	38,000
Onkaparinga Spoil	2,189	0				
Marion	17,625	17,000	16,300	16,300	16300	17,000
Marion Spoil	112	0				
Holdfast Bay	7,742	7,500	7,500	7,500	7500	7,500
Fleurieu Regional Waste (FRWA)	10,898	10,500	10,000	10,000	10000	10,500
All Bulk Waste	19,632	20,000	20,000	20,000	20000	20,000
All Bulk Waste - Spoil	127	0				
Concrete	0	0	4,000	0	0	0
Lonsdale Waste	8,790	9,000	9,000	9,000	9000	9,000
Sita	43	0		0		0
Veolia	10,124	10,000	3,000	8,000	12000	10,000
Veolia Spoil	253	0				
Other	10,411	10,000	5,000	10,000	10000	10,000
Other - Spoil	11,266	15,000	30,000	20,000	20000	15,000
Total	137,471	137,000	142,800	138,800	142800	137,000
Ave Gross per day	410.36	375.34	391.23	380.27	391.23	375.34

	YTD Actual	YTD Budget	Original Budget	BR1	BR3
* Other (waste only)	10,411	10,000	5,000	10,000	10000
* Spoil (All Spoil)	13,947	15,000	30,000	20,000	15000
	24,357	25,000	35,000	30,000	25000

Product Summary	YTD 12/13
Building Rubble	29
Deep Burial	53
Demolition	1060
Mixed	115620
Spoil *	13947
Vegetation	922
Recyclables(Concrete,Pavers etc)	5839
Total Gross Tonnes	137471
Total Net Tonnes	117684

Machine	Year Manuf	YTD Actual 2012/2013	YTD Budget 2012/2013	Adopted Budget	BR2 Dec 2012	BR3 Mar 2013
Mitsubishi Pajero Wagon (T'In Sept 12)	2009	-	-	750	750	-
Volvo A25 Articulated Water Truck (S/H)	1996	3,711	5,000	10,500	10,500	5,000
Mitsubishi Triton Utility (Trade In Sept 12)	2008	-	-	0	-	-
John Deere Gator All Terrain Vehicle	2009	-	400	400	400	400
Komatsu D155AX-6 Bulldozer	2007	13,773	15,000	9,000	9,000	15,000
Komatsu WF550T-3 Landfill Compactor	2008	14,720	14,720	35,000	35,000	14,720
Komatsu PC300LC-8 Excavator	2009	26,010	30,000	15,000	15,000	30,000
Euclid R35-313TD Dump Truck	1986	5,256	10,000	20,600	20,600	10,000
Komatsu HM400 Articulated Dump Truck	2008	466	5,000	5,000	5,000	5,000
Finlay 393 Screening Plant	1998	4,392	6,000	12,000	12,000	6,000
Komatsu PC200-8th Hyd Excavator	2006	13,577	12,500	12,500	12,500	12,500
Komatsu WA380-6H Wheel Loader	2006	13,446	17,000	17,000	17,000	17,000
Komatsu WA200PT-5 Wheel Loader	2006	1,077	2,000	6,500	6,500	2,000
Komatsu WF 450T-3 Compactor	2001	106,951	109,000	29,000	29,000	109,000
Volvo FL7 Service Truck	1992	21,774	23,000	11,000	11,000	23,000
Toyota Prado	2012	269	750	750	750	750
Mitsubishi Triton Utility	2012	1,295	1,800	0	-	1,800
Tarpomatic	2012	2,590	2,500	0	-	2,500
Caterpillar 826H	2013	291	-			
Service Costs		68,937	80,000	92,500	92,500	80,000
Total		298,534	334,670	277,500	277,500	334,670

Agenda Item:	Items of Business (Finance 4.2.2)
Report Title:	Investment Analysis
Report Author:	Senior Finance/Administration Officer
Report No:	30/13
Date:	5 August 2013

EXECUTIVE SUMMARY

Section 140 of the Local Government Act requires SRWRA to review the performance of its investments on an annual basis. This report provides information relating to the return on investments for the 2012/2013 financial year against an accepted industry benchmark.

RECOMMENDATION

- 1. That the Investment Performance 2012/2013 Report be received.**
- 2. That the Board determines the minutes and reports relating to Report No.30/13 will be available to the public.**
- 3. That the Board determines Report No.30/13 will be subject to an information report to the Constituent Councils.**

REPORT

SRWRA invests surplus funds during the year above the immediate requirements to pay suppliers, employees and other costs. Investment options set in SRWRA's Investment Policy support maximising return on investments.

SRWRA utilises the Local Government Finance Authority of South Australia (LGFA) for the placement of funds. The LGFA is a statutory authority established for the benefit of Councils in South Australia. Using the LGFA provides an efficient means of investing surplus funds and a source of competitive interest rates. The Treasurer of South Australia guarantees all deposits made with the LGFA.

During 2012/2013 all surplus funds were invested with the LGFA and ANZ Bank.

Interest on Investments

Interest on investments for 2012/2013 was \$666,637. Recent interest on investment history reveals the following:

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Interest on Investments	\$591,098	\$459,865	\$374,617	\$654,762	\$719,386	\$666,637

The Reserve Bank (RBA) cash rates fell from 7.25% to 3% during the 2008/2009 year (*weighted average 4.79%*) and gradually increased to a rate of 4.5% during the 2009/2010 year (*weighted average 3.67%*). During the 2010/2011 year there was a total increase of 0.25% (*weighted average 4.75%*). During 2011-2012 there was another decline in rates down to 3.5% as at 30th June 2012 (*weighted average 4.34%*). During 2012-2013 there was a continued decline in interest rates down to 2.75% as at 30th June (*weighted average 3.13%*)

Annual Rate of Return on Investments

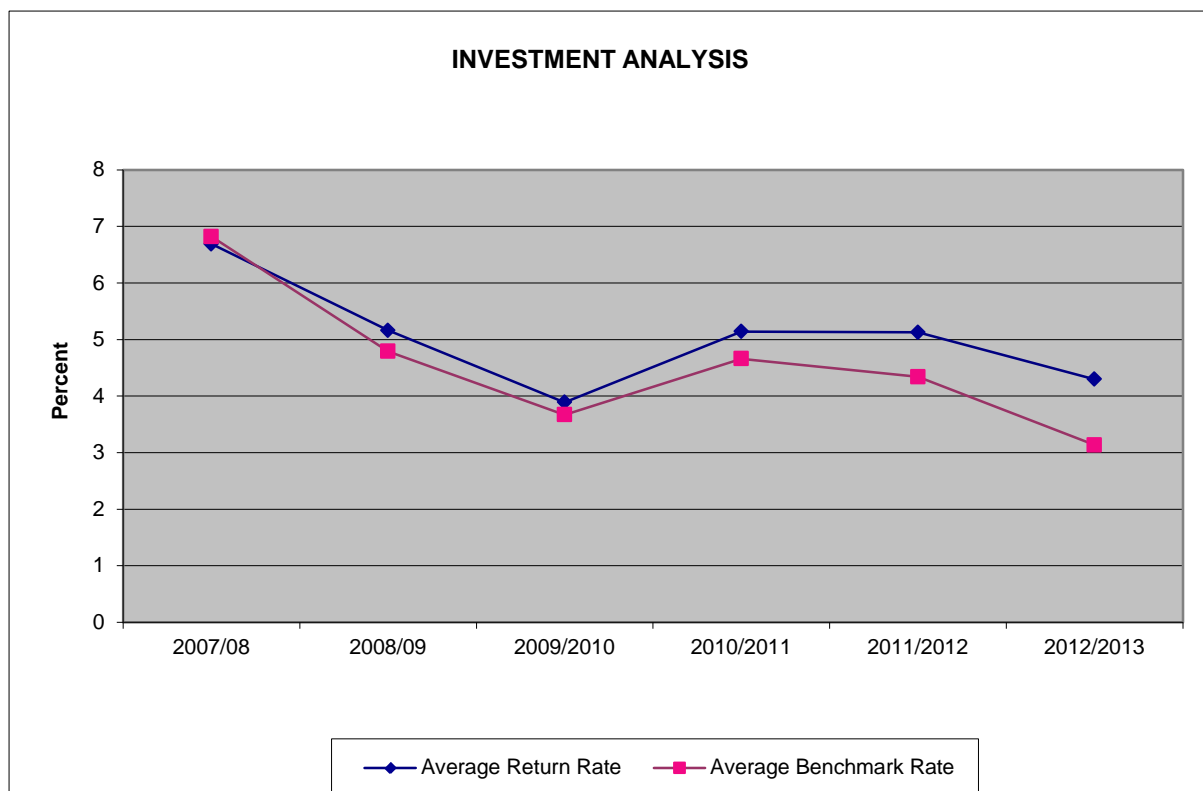
SRWRA’s investment performance is measured against a recommended benchmark and submitted for consideration by SRWRA on an annual basis. This is in accordance with guidelines contained in the “Investment Policy & Review of Investments” document, published by the South Australian Local Government Financial Management Group.

The benchmark indicator referred to above to measure our investment performance is the average annual Reserve Bank cash rate.

The Annual rate of return on investment for SRWRA in 2012/2013 was 4.3%. The following table and graph summarises SRWRA’s history of annual rate of return on investments over a six year period.

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Annual Rate of Return	6.69%	5.16%	3.89%	5.14%	5.13%	4.3%
Average Reserve Bank Cash Rate	6.82%	4.79%	3.67%	4.66%	4.34%	3.13%
Benchmark Variation	-0.13%	+0.37%	+0.22%	+0.48%	+0.79%	+1.17%

A negative variation of up to 0.25% is considered acceptable due to banking requirements. Not all funds can be transferred for investment, as a certain amount of funds are required in the operation bank account to satisfy day to day cash flow requirements. SRWRA’s operational bank account was included in the benchmark result and for the 2012/2013 the result was favourable.



SRWRA's annual rate of return also includes the annual bonus paid by SRWRA's principal investment financial institution – LGFA. The bonus amount paid is based on SRWRA investments for the prior year. In 2012/2013 SRWRA received a payment of \$39,748 which equates to approximately 0.3% additional interest earned.

Throughout the financial year investment income was reviewed at each budget review with the final revised budget estimate being \$657,748. The actual result was \$666,637. The result was mainly due to capital expenditure not being expensed as projected and a longer investment period of funds.

SUMMARY

SRWRA's main investments (term deposits with LGFA and an Internet Saver account with the ANZ Bank) have performed satisfactorily when compared to the relevant benchmark indicator (*refer table below*).

Financial Institution	Average Holding \$	Average Return	Interest \$
LGFA term deposits, Plus ANZ Internet Saver (including LGFA 24 Hour Accounts and bonus interest)	15,499,163	4.3%	666,637
ANZ Cheque Account	47,434	0.39%	186
Total Interest			666,823
Average Annual Reserve Bank Cash Rate		3.13%	

It is expected that during 2013/2014 significant capital expenditure will be required for projects including the construction of the Southern Recycling Centre and the relocation of the SRWRA administration office. It is anticipated that the LGFA term deposits will be reduced to meet these needs which in turn will have an effect on the overall return.

Investments are placed exercising due care and diligence and in accordance with SRWRA's Investment Policy.

This report is submitted annually and requires no further action.

Agenda Item:	Items of Business (4.3.1)
Report Title:	Executive Officer's Information Report
Report Author:	Acting Executive Officer
Report No:	31/13
Date:	5 August 2013
Attachments:	(A) Independent Commission Against Corruption Act, Companion Paper Overview, Feb 2013, LGA SA (B) 2012/13 Business Plan

EXECUTIVE SUMMARY

The Executive Officer has provided an update on matters concerning:

1. EPA Licence Renewal
2. EPA Levy on Bitumen
3. ICAC Legislation
4. Carbon Tax
5. Development Application for Recycling Facility
6. EDL Agreement
7. Business Plan Review for 2012/13
8. Staff Tour of IWS Facilities
9. Landfill Enterprise Agreement
10. Waste Disposal Contracts
11. Future Landfill Air Space Options
12. Acting Landfill Managers Report

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.31/13 excluding the Carbon Tax, EDL Agreement and Landfill Future Air Space Options will be available to the public.**
3. **That the Board determines Report No.31/13 will be the subject of an information report to Constituent Councils.**

REPORT

1. EPA Licence Renewal

The renewal of the EPA Licence in 2013 is a major issue as it is the start of a new five year cycle for the licence and the EPA have revamped the licence conditions while not making many significant changes to the licence. The AEO and the Operations Consultant have worked with Tonkin Consulting in regard to the changes and are still negotiating the final licence with the EPA. A letter has been sent to the EPA identifying the licence is finalised.

One of the issues being negotiated is the re-circulation of leachate which has been an area of contention between the EPA and SRWRA as reported to the June Board

meeting. A management plan will be developed to identify the reasons for using this system and the process of monitoring if leachate is re-circulated. Until a decision is made on the plan by the EPA the SRWRA will not be re-circulating leachate into the landfill. When it is necessary leachate will be sent off site for disposal. The remaining issues are mainly focused on technical and administrative questions.

A response from the EPA is expected soon as the licence renewal date is 31 July 2013. A further update will be provided to the Board at the meeting.

2. EPA Levy on Bitumen

As reported to the last meeting there have been ongoing negotiations with the EPA about their perceived view that SRWRA should be charging an EPA Levy on Bitumen being received at the Landfill. Two customers have been notified of this potential and alternate options are being pursued. This matter should be resolved soon as advice has been received from the EPA that they will be providing formal notification of their position.

SRWRA will prepare a recovered products plan to identify the use of bitumen as a recycled product either for internal use or for use by external parties. This plan will be forwarded to the EPA as part of the response to their position on the matter, when it is received.

If the EPA advice is received prior to the Board meeting a further update will be provided.

3. ICAC Legislation

The Independent Commission Against Corruption Act (SA) 2012 (the ICAC Act) was passed on 29 November 2012.

The Act applies to all Councils including Council Subsidiaries.

A copy of the LGA Paper on the ICAC appears as Attachment (A).

More information is also available on the LGA's website at

<http://www.lga.sa.gov.au/goto/ICAC>

5. Development Application for Recycling Facility

The Development Application (DA) has been lodged with Onkaparinga Council. The council has requested advice from the DAC in regard to their position as the assessment agency and this advice should be received soon. Once this issue is resolved the DA will go out to consultation and then through the assessment process.

Depending on the response from any representors and the DAP the DA should be assessed by the end of October. In the meantime the tender for the construction process will be undertaken to enable a quick start once approval is received.

In regard to the finalisation of the lease the new arrangements are finalised for sign off by the joint venture partners and once that occurs the lease will be brought back to the Board for resolution.

7. Business Plan review for 2012/13

The final review of the 2012/13 Business Plan has been undertaken and a copy of the review is attached to this report. Most objectives were fully achieved with only a small number deferred to 2013/14 as outlined in the review.

8. Staff tour of IWS Facilities

In order to give the staff an opportunity to gain a better understanding of the operation of a recycling facility and the working of another landfill a tour of IWS Wingfield and Dublin was arranged. Six staff members including two from the Landfill and the Administrative staff attended the tour. In addition the premises of Adelaide Resource Recovery (ARR) were visited to observe their crushing equipment.

It was a valuable experience for the staff to observe what happens at a different site and the generosity of IWS in making the time available is appreciated.

9. Landfill Enterprise Agreement

The Landfill Enterprise Agreement is due to nominally expire as at 31 October 2013. In normal circumstances this agreement would be re-negotiated for a period of up to three years. Given that a new Executive Officer (EO) will be commencing in a very short time and the new recycling facility will be operational during the early part of 2014, the importance of focusing the negotiations on what might be a very different operation cannot be understated. This will enable a better transition to how the SRWRA Landfill operation works in conjunction with the recycling facility. It also allows the new EO to quickly gain a much better understanding of the needs of the business.

The current agreement is in need of review as there are many clauses in need of modification. The AEO will discuss this in more detail at the meeting.

10. Waste Disposal Contracts

As advised at the last meeting the contract to receive waste from Lonsdale Waste ended on 30 June 2013 and their waste is being disposed at another landfill. While discussions were held with Lonsdale Waste in regard to renewing the contract the SRWRA was unable to meet the requirements of the customer.

The 2013/14 budget included the receipt of this waste and will be adjusted as part of Budget Review 1 as at 30 September 2013. This will enable an examination of the overall budget to identify potential savings in expenses and to show the impact of the lost income.

Another contract with All Bulk Waste is due for completion as at 30 June 2014 and the company representatives have requested early discussions with the SRWRA. At present the market for Commercial and Industrial and Construction and Demolition waste is extremely competitive in all areas of Adelaide, including the south. It is

important that a review of the pricing process is undertaken during this year especially given the commencement of the recycling facility during this financial year.

This is a matter for further discussion and review by the board.

12. Acting Landfill Managers Report (by Lindsay Minchin)

Northern Area Capping

The Northern Area Capping was completed on Saturday 29th June, 2013. 26,224 tonnes of Clay was carted and placed by 1192 truckloads with 45,800 tonnes of topsoil carted and placed by 2290 truckloads. Seeding and planting will commence when the weather permits and should be completed within 7 days of the start date.

Cell 2 Capping

Cell 2 Capping is currently 70% completed. As we have received 70.2mm of rain at the site since the 1st July the project has been delayed. At this stage the aim is to complete the capping process as soon as possible however the vegetation may be delayed for some months.

Environment Protection Authority- Site Visit

Brian White (Co-ordinator) and Roderic Szetu (Waste Levy Officer) visited the site on Monday 15 July 2013. Brian White was interested in viewing the Northern Area Capping and Cell 2 Capping projects. He was impressed with the work that had been completed so far. The entire site was inspected and Brian White commented that the site was free of litter and very tidy.

Vandalism/eWaste

Vandals smashed the locks on the E-Waste containers to gain entry. It was mainly cables and copper that was stolen.

The Police were notified and a Forensic Officer attended. Some finger prints were found on the container; unfortunately they were not clear enough to be used. In order to deter future break ins, staff are placing 4 x 600 kilogram blocks in front of the container doors at the close of business each day. It will not be possible to access the eWaste containers without the use of heavy machinery.

City of Onkaparinga Tour Buses

Lynda Wedding (Waste and Recycling Education Officer) has informed SRWRA of the positive feedback generated by the visits to the Landfill Site of their tour buses. The buses mainly carry residents from Retirement Villages and special interest groups.

The key highlights are:

- Very interesting and enjoyable with the presenter giving an informative and helpful talk in ensuring an understanding of the organisation and running of a Landfill Site and the importance of recycling.
- Future developments are well explained.
- Visitors had a particular interest in the fact the Landfill is their local landfill and also the outcome when the site is filled.
- Interesting to see different sections of land being employed in a variety of ways - like the roses!
- Great to see so much recycling down south.

Incident Report

On Tuesday 23 July, 2013 at 11.55am a Lucas Earthmovers 40 Tonne Dump Truck (Hired) locked the back wheels and slid down into a storm water drain on the eastern side of the site due to the wet and slippery conditions of the Haul road.

Following due process of a risk assessment two Excavators and a Dozer were used to extricate the truck out of the drain. The Operator of the Dump Truck (external) was not injured and there was no damage to the Truck.

SafeWork SA was notified of the incident and they advised SRWRA there will be no action on their part.

The need to be extremely vigilant has been reinforced to all operators (both staff and operators of hired vehicles) of the heavy earth moving equipment in the wet conditions.

INDEPENDENT COMMISSIONER AGAINST CORRUPTION ACT

COMPANION PAPER - OVERVIEW

February 2013

This Information Paper has been prepared by the Local Government Association of SA (LGA) with the assistance of Norman Waterhouse Lawyers for the guidance of and use by member Councils. The LGA is the statutory peak body for Local Government in South Australia, representing all 68 Councils in the State. The Information Paper was first issued in February 2013.

INTRODUCTION

The [Independent Commissioner Against Corruption Act \(SA\) 2012](#) (the **ICAC Act**) was passed by the Parliament on 29 November 2012. It received Royal assent on 6 December 2012 and will commence operation on a date or dates to be set by proclamation.

The [ICAC Act](#) establishes a legislative scheme for the identification and investigation of corruption, misconduct and maladministration in public administration.

The most significant feature of the [ICAC Act](#) is the establishment of the Office of the Independent Commissioner Against Corruption (**the Commissioner**) an independent person focused on identifying and investigating corruption in public administration and assisting inquiry agencies and public authorities to deal with misconduct and maladministration. The Commissioner has a range of other functions designed to prevent or minimise corruption, misconduct and maladministration and will provide an important role in scrutinising performance and ensuring accountability.

Key terms

The [ICAC Act](#) has broad application to the South Australian public sector. However, this Paper concentrates on the [ICAC Act](#)'s relevance to Local Government. This paper should be read bearing in mind the particular meaning of these terms, for Local Government:

- Corruption in Public Administration ('corruption') includes conduct that constitutes:
 - an offence against Part 7 Division 4 of the [Criminal Law Consolidation Act 1935](#) which relates to offences relating to public officers such as bribery or corruption of public officers, abuse of public office and others;
 - any other offence committed (or an attempt to commit such an offence) by:
 - a public officer while acting in his/her capacity as a public officer; or
 - a former public officer and related to his/her former capacity as a public officer; or
 - a person before becoming a public officer and related to his/her capacity as a public officer;
 - in relation to the above offences:
 - aiding, abetting, counselling or procuring the commission of the offence;
 - inducing (either by threats or promises or otherwise) the commission of the offence;
 - being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
 - conspiring with others to effect the commission of the offence;
- **'Council'** includes a Council subsidiary established under the [Local Government Act 1999](#). Where this Paper uses the term "Council" it also refers to a Councils subsidiary.

- ***'Inquiry Agency'*** means the Ombudsman, the Police Ombudsman, the Commissioner for Public Sector Employment or any other person so declared by regulation. The Ombudsman is the inquiry agency that will usually make inquiries of Local Government.
- **Maladministration in Public Administration (*'maladministration'*)** means:
 - conduct of a public officer; or
 - a practice, policy or procedure of a public authority,

that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or

 - conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and
 - includes conduct resulting from impropriety, incompetence or negligence;
- **Misconduct in Public Administration (*'misconduct'*)** means:
 - contravention of a code of conduct by a public officer while acting in his/her capacity as a public officer that constitutes a ground for disciplinary action against the officer; and
 - other misconduct of a public officer while acting in his/her capacity as a public officer;
- **'Public Authority'** includes a Council, a Council subsidiary
- **'Public Officer'** includes:
 - a Council Member;
 - an officer or employee of a Council, or the Local Government Association ;
 - a person who has been delegated a function or power of a public authority or a public officer;
 - a person performing contract work for a public authority (e.g. a building certifier);
 - a person who is, in accordance with an Act, assisting a public officer in the enforcement of an Act;
 - a person declared by regulation to be a public officer (no regulations as at the date of this Paper).

Even a volunteer may be a “public officer” if, for example, he or she has been delegated a function or power, or is assisting a Council public officer.

Note that the [ICAC Act](#) does not create a general offence of corruption or indeed any new offences related to corruption but merely draws together several existing offences under the umbrella term ‘corruption’.

Note also the special definitions of ***'misconduct'*** and ***'maladministration'***. These are not as serious as ‘corruption’ – hence they are not criminal offences. Nevertheless they can have serious consequences, including disciplinary action, for those involved. The

Act gives the Commissioner a role to assist Councils (and other public authorities) in identifying, dealing with, preventing or minimising both 'misconduct' and 'maladministration.'

Purpose of this Paper

The purpose of this paper is to provide a general overview of the [ICAC Act](#) and is designed to be read in conjunction with [the LGA's other ICAC-related papers](#)¹ as follows:

- Paper 1: Information for Council Members and Chief Executive Officers;
- Paper 2: Information for Governance Managers;
- Paper 3: Information for Planning & Development Managers and Council Development Assessment Panel Members;
- Paper 4: Information for Rates Administrators;
- Paper 5: Information for Financial Managers;
- Paper 6: Information for Procurement Managers;
- Paper 7: Information for Infrastructure and Engineering Managers;
- Paper 8: Information for Regulatory and Inspectorial Managers;
- Paper 9: Information for Human Resources Managers; and
- Paper 10: ICAC Act Related Amendments.

ICAC Act - Overview

Terms used in this paper have the same meaning as those used in the [ICAC Act](#).

The primary objects of the [ICAC Act](#) are:

- to establish the Commissioner;
- to establish the Office for Public Integrity (**the OPI**);
- to achieve an appropriate balance between:
 - the public interest in exposing corruption, misconduct and maladministration; and
 - the public interest in avoiding undue prejudice to a person's reputation.

Application of ICAC Act

The Commissioner may investigate a matter relating to conduct that occurred before the commencement of the [ICAC Act](#) and/or conduct that occurs outside South Australia. Specifically, the [ICAC Act](#) applies to conduct that:

- occurred before the [ICAC Act](#) commenced;
- occurs outside South Australia;
- comprises a failure to act;
- is conduct of a person who was a public officer at the time of its occurrence but has since ceased to be a public officer;

¹ Published at <http://www.lga.sa.gov.au/goto/ICAC>

- is conduct of a person who was not a public officer at the time of its occurrence but has since become a public officer.

Whilst the [ICAC Act](#) enables the Commissioner to investigate corruption, misconduct or maladministration, it is intended that the Commissioner's main focus will be:

- to investigate serious or systemic corruption; and
- to refer serious or systemic misconduct or maladministration to the relevant body.

However, to the extent that misconduct and/or maladministration may be indicative of an increased risk of corruption, the Commissioner may investigate and otherwise perform his/her functions in relation to misconduct and maladministration.

What are the Functions of the Commissioner?

The functions of the Commissioner are:

- to identify and investigate corruption and refer it for prosecution;
- to assist the Ombudsman and Councils to identify and deal with misconduct and maladministration. This may involve giving directions or guidance, or exercising the powers of the Ombudsman and Councils;
- to evaluate the practices, policies and procedures of the Ombudsman and Councils with the aim of preventing or minimising corruption, misconduct and maladministration;
- to conduct, or facilitate the conduct of, educational programs designed to prevent or minimise corruption, misconduct and maladministration;
- to perform such other functions as may be conferred on the Commissioner.

The Commissioner may also, at the request of the Attorney-General, review a legislative scheme related to public administration and make recommendations for change.

What is the OPI and what are its Functions?

The OPI is responsible to the Commissioner and will:

- receive and assess complaints from the public about public administration;
- receive and assess reports from the Ombudsman, Councils and public officers about corruption, misconduct and maladministration;
- make recommendations to the Commissioner as to whether and by whom complaints should be investigated;
- perform other functions assigned to it by the Commissioner.

Complaints and Reporting

A system for the receipt of complaints will be established and the Commissioner will prepare directions and guidelines regarding the reporting of matters that the Ombudsman, a Council or a public officer reasonably suspects involves corruption, misconduct or maladministration. This will include mandatory reporting of specified matters and guidance on how to report such matters.

It is an offence to prevent another person from, or hinder or obstruct another person in, making a complaint or report. The maximum penalty is \$10,000 or two years imprisonment.

Likewise, it is an offence for a person to make a statement that is false or misleading in information provided in a complaint or report or to make a complaint or report knowing that

there are no grounds for making the complaint or report. The maximum penalty is \$10,000 or two years imprisonment.

Action on Receipt of a Complaint or Report

If a matter is assessed as raising a potential issue of corruption it must be investigated by the Commissioner or referred to the South Australian Police (or Police Ombudsman if it concerns a police officer or special constable) or other law enforcement agency e.g. Australian Federal Police.

If a matter is assessed as raising a potential issue of misconduct or maladministration, it must either be referred to the Ombudsman or the Council concerned.

The Commissioner may issue directions and guidance to the Ombudsman or the Council in respect of the misconduct or maladministration matter referred to it.

This means, in effect, that the Commissioner can direct a Council how to respond to any misconduct or maladministration.

In relation to a matter which raises other issues that should be dealt with by the Ombudsman, the Council or a public officer, the matter must be referred to the Ombudsman or the Council as appropriate.

No action needs to be taken in relation to matters which are assessed as trivial, vexatious or frivolous. Likewise, if a matter has previously been dealt with by the Ombudsman or a Council and there is no reason to re-examine it or there is other good reason why no action should be taken, then no action need be taken.

It is possible for the same matter or different aspects of the same matter to be dealt with at the same time by different bodies or persons.

The Commissioner is able to make a public statement in relation to a matter if in the Commissioner's opinion it is appropriate to do so in the public interest. However, before doing so the Commissioner is required to take into account various matters including the risk of prejudice to a person's reputation and whether the statement is necessary to prevent or minimise the risk of prejudice to a person's reputation.

Investigation of Corruption

The Commissioner must oversee all investigations into a potential issue of corruption. However, he/she may appoint the Deputy Commissioner as an investigator or an examiner to head the investigation.

The person heading an investigation may require a Council or public officer to produce a written statement of information and it is an offence to:

- refuse or fail to provide a statement of information; or
- include information in a statement of information knowing it is false or misleading; or
- without lawful excuse, fail to comply with a requirement or direction of an investigator; or
- alter, destroy, conceal or fabricate a document or other thing knowing it is likely to be required by an investigator; or
- otherwise hinder or obstruct an investigator or person assisting an investigator.

The maximum penalty is \$10,000 or two years imprisonment.

The Commissioner may require a Council to refrain from taking action in respect of a matter being investigated by the Commissioner or to conduct a joint investigation with the Commissioner.

Examination

An examination may be conducted for the purposes of an ICAC investigation into corruption.

Whilst an examiner may regulate the conduct of proceedings at an examination as he/she thinks fit, an examination must be held in private and the examiner may give directions as to who may be present.

A person's right to refuse to answer questions on the ground of self-incrimination does not apply in relation to answers given at an examination or documents or things produced at an examination. It is an offence to give evidence at an examination that the person knows is false or misleading. The maximum penalty is \$20,000 or four years imprisonment.

Completion of Investigation

On completing an investigation, the Commissioner may refer the matter to the relevant law enforcement agency for further investigation and potential prosecution and/or refer the matter to a Council for further investigation and potential disciplinary action against a public officer.

Referral to Council

The Commissioner may refer a matter to a Council, but only after consulting with and taking into account the Council's views.

Where potential issues of misconduct or maladministration are referred to a Council, the Commissioner may issue directions or guidance including:

- that the Council submit a report(s) on action taken in respect of the matter; and
- recommendations as to action that should be taken by the authority and the period within which it should be taken.

If the Commissioner is not satisfied the Council has duly and properly taken action in relation to a matter referred to it, the Commissioner must inform the Council and give the Council an opportunity to comment. If, after considering those comments, the Commissioner is still not satisfied, the Commissioner may submit a report to the Minister.

Evaluation of Council Practices

If the Commissioner decides to evaluate the practices, policies and procedures of a Council, it must inform the Council of the nature and timing of the evaluation and the Council must assist the Commissioner in the evaluation.

The Commissioner may recommend a Council:

- change or review practices, policies or procedures; or
- conduct or participate in specified educational programs.

The Commissioner must prepare a report of the evaluation and recommendations and provide a copy to Parliament.

If the Commissioner is not satisfied that a Council has complied with the Commissioner's recommendation, the Commissioner must inform the Council and give the Council an

opportunity to comment. If, after considering those comments, the Commissioner is still not satisfied, the Commissioner may submit a report to the Minister.

Council Must Assist its Public Officers to Comply

A Council must assist its public officers to comply with requirements and directions of the Commissioner, Deputy Commissioner, an examiner or an investigator and must regard compliance as an official duty to be performed during normal working hours.

If a public officer attends at a place at the direction of the Commissioner, Deputy Commissioner, examiner or investigator, the public officer:

- will not be taken to be absent from work for that period; and
- will be entitled to be reimbursed by the Council responsible for the public officer for expenses regarding travel, accommodation and meals.

Publication of Information and Evidence

A person must not, except as authorised by the Commissioner publish, or cause to be published:

- information tending to suggest a particular person is, has been, may be or may have been, the subject of a complaint, report, assessment, investigation or referral under the [ICAC Act](#); or
- information that might enable a person who has made a complaint or report to be identified or located; or
- the fact a person has made or may be about to make a complaint or report; or
- information that might enable a person who has given or may be about to give information or other evidence to be identified or located; or
- the fact a person has given or may be about to give evidence.

Victimisation

A person commits an act of victimisation if he/she causes detriment (such as injury, damage, loss, intimidation, harassment, discrimination, disadvantage or adverse treatment in relation to a person's employment or threats of reprisals) on the ground that the other person or a third person has made, or intends to make, a complaint or report or has provided, or intends to provide, information or other assistance to the Commissioner.

It is an offence for a person to commit an act of victimisation. The maximum penalty is \$10,000.

Amendments to Other Legislation

The [ICAC Act](#) amends a number of pieces of legislation including the [Local Government Act 1999](#), [Ombudsman Act 1972](#) and the [Public Finance and Audit Act 1987](#). The effect of the amendments to some of those other pieces of legislation is set out in the ICAC Act Related Amendments Paper, prepared by the LGA and available [on the LGA's website](#).

Related Information

The Papers in [the LGA's ICAC series](#) are:

- *Paper 1: Information for Council Members and Chief Executive Officers;*
- *Paper 2: Information for Governance Managers;*
- *Paper 3: Information for Planning & Development Managers and Council Development Assessment Panel Members;*
- *Paper 4: Information for Rates Administrators;*
- *Paper 5: Information for Financial Managers;*
- *Paper 6: Information for Procurement Managers;*
- *Paper 7: Information for Infrastructure and Engineering Managers;*
- *Paper 8: Information for Regulatory and Inspectorial Managers;*
- *Paper 9: Information for Human Resources Managers; and*
- *Paper 10: ICAC Act Related Amendments.*

All these Papers are available on the LGA's website at <http://www.lga.sa.gov.au/goto/ICAC>

SRWRA Strategic Directions, Key Actions, Key Performance Indicators and Time Frames

Strategic Direction 1:

Operate and manage the SRWRA services and facilities in a financially, environmentally and socially sustainable manner.

Key Action	Key Performance Indicators	Time Frame	Results to Date 30 June 2013
1.1 Financial and asset management plans are prepared and reviewed.	1.1.1 Long Term Financial Plan is reviewed annually and when significant financial issues are considered. 1.1.2 Annual budget is prepared and adopted in accordance with adopted budget parameters. 1.1.3 Asset Management Plan is reviewed.	Annually Annually Annually	1.1.1 Draft review of the Long Term Financial Plan has been completed and was reported to the Board as part of 13/14 Business Plan and Budget process 1.1.2 Annual budget adopted 24 June 2013. 1.1.3 Plant Asset Management Plan adopted 20 August 2012.
1.2 Landfill management plans are prepared and reviewed.	1.2.1 Landfill Environment Management Plan review is approved by the EPA.	December 2012	1.2.1 Landfill Environment Management Plan is still to be reviewed. Current plan still in place and being implemented
1.3 Ensure the best short term and long term uses of the landfill site.	1.3.1 Options for the non-landfill land and closed/capped Northern area are identified. 1.3.2 Options for electricity generation to be explored when the carbon pricing scheme is developed or within a lead time of 2 years before the EDL contract expires.	Ongoing Ongoing	1.3.1 No progress on this issue until resolution of the McLaren Vale district protection process. 1.3.2 This project was checked in the last quarter of 2012/13 and discussions with EDL to commence in July 2013.
1.4 Ensure the key plans, pre and post closure of the site, are prepared and reviewed.	1.4.1 Post Closure Landfill Management Plan cost is reviewed annually.	September 2012	1.4.1 Post Closure Landfill Management Plan is under review and will be completed once Capping Construction projects and costs are finalised.

<p>1.5 Ensure the best return from the potential sale of SRWRA's adjoining land and landfill site land by ensuring that land uses on SRWRA land do not adversely impact upon the long term (i.e. post landfill closure) value of the land.</p>	<p>1.5.1 Guidelines/protocols are developed for approaches to use and/or purchase SRWRA land.</p>	<p>September 2012</p>	<p>1.5.1 Land use guidelines approved by the Board September 2010. The options for the use of SRWRA's adjoining land could change substantially with the McLaren Vale Protection District legislation. This legislation will be reviewed in 2013/14.</p>
<p>1.6 Ensure the zoning and legislation relevant to all of SRWRA's land is reviewed not less than once in every five years.</p>	<p>1.6.1 Zoning and legislation relevant to all of SRWRA's land is reviewed.</p>	<p>Every five years</p>	<p>1.6.1 Various Board reports concerning the protection of the McLaren Vale district legislation. The updated City of Onkaparinga Development Plan will be reviewed in 2013/14.</p>

Strategic Direction 2:**Operate the McLaren Vale landfill site in a manner to ensure we maintain the appropriate EPA licence.**

Key Action	Key Performance Indicators	Time Frame	Results to Date 30 June 2013
2.1 Legislative and statutory requirements are met.	2.1.1 SRWRA staff to complete daily checks that the landfill operates within the EPA licence conditions. 2.1.2 No EPA licence condition notices received.	Daily Ongoing	2.1.1 Daily checks undertaken by landfill staff. 2.1.2 One EPA warning notice received in relation to leachate re-circulation. One year exemption received for recycling depot. A further exemption has been requested.
2.2 Strong relationships with stakeholders are developed and maintained.	2.2.1 Relationship with the landowners to be maintained via regular Quarterly meetings.	Quarterly	2.2.1 Regular quarterly meetings held with landowners and positive relationship with landowners maintained.
2.3 Ensure the timely provision of landfill air space.	2.3.1 Landfill airspace is constructed to ensure six months airspace is available at any time.	Ongoing	2.3.1 Cell 4 construction was completed December 2011 and more than six months airspace is available. Work has continued on Cell 4 to develop to its full extent. Future airspace options are being examined and will be discussed in 2013/14

Strategic Direction 3:**Apply the principles of good governance to all of our operations.**

Key Action	Key Performance Indicators	Time Frame	Results to Date 30 June 2013
3.1 Have the appropriate policies, procedures and codes of practice to enable appropriate delegation, prompt decisions and compliance with relevant legislation.	3.1.1 Policies, procedures and codes of practice are reviewed annually and if any significant new information, legislative or organisational change warrants an amendment.	Ongoing	3.1.1 Policies/procedures/codes reviewed monthly by EO and reports submitted to the Board for adoption. New WHS Act will require a complete review of policies and procedures. This is under review and expected to be completed by late August 2013.
3.2 Conduct feasibility studies to evaluate SRWRA's major projects.	3.2.1 Major projects are delivered on time and within budget.	Ongoing	3.2.1 Tarpomatic received and operational late September 2012. Capping of Northern Area substantially underway. New compactor delivered and operational from April 2013.
3.3 Ensure a safe and healthy working environment that embraces the zero harm concepts.	3.3.1 OHS&W KPI's are achieved.	September Annually	3.3.1 WHS KPIs achieved year to date. KPI audit undertaken by LGAWCS which provided very good outcome. Only 3 non-conformances were identified. Action Plan to correct the non-conformances developed and presented to the board May 2013.
3.4 Ensure open communication channels exist with our stakeholders.	3.4.1 Workshops and meetings are conducted and the stakeholders are involved in SRWRA's strategic planning.	Ongoing	3.4.1 Presentations to each Council on the joint venture and carbon tax last year. Financial Statements and Annual Report provided to each council. Strategic Plan Review completed and updated plan adopted June 2013.

3.5 Operate in a transparent and accountable manner.	<p>3.5.1 SRWRA has policies, procedures and codes of practice that address current needs and expectations.</p> <p>3.5.2 The number of confidential meeting resolutions are reviewed six monthly.</p>	<p>Ongoing</p> <p>Six Monthly</p>	<p>3.5.1 EO assesses policies/procedures/codes to ensure the documents are meeting SRWRA's needs.</p> <p>3.5.2 Report submitted to the Board annually. Reported in June 2013.</p>
3.6 Apply a risk management framework to our activities.	<p>3.6.1 The Business Continuity Plan is implemented.</p> <p>3.6.2 Risk Register is updated.</p>	<p>Completed</p> <p>February 2011</p>	<p>3.6.1 Business Continuity Plan review undertaken 10 October 2012 and desktop exercise in 2013. Report presented to Board in June 2013.</p> <p>3.6.2 Business Risk Assessment Review was adopted by the Board August 2012 and was presented to the Audit Committee for review in March 2013.</p> <p>3.6.3 Risk Register is under review and will be presented to the board in 2013/14.</p>

Strategic Direction 4:**SRWRA explores best practice in waste management services and facilities.**

Key Action	Key Performance Indicators	Time Frame	Results to Date 30 June 2013
4.1 Monitor developments in waste management services and facilities.	4.1.1 The Board is updated on the latest developments in waste management services and facilities.	Ongoing	4.1.1 AEO has reported on the material recovery facility and the resource sharing feasibility. The joint venture has finalised location and will proceed with DA lodgement in July 2013.
4.2 Work collaboratively with the waste management industry to achieve improved waste management outcomes.	4.2.1 Establish and maintain waste industry contacts (Zero Waste/Landfill SA/EPA etc.) and report to the Board the potential benefits.	Ongoing	4.2.1 EO and LM hold meetings and attend briefings/workshops with both Zero Waste and the EPA on a number of common issues (EPP). Funding submission made to Zero Waste for Recycling Facility.
4.3 Advocate and respond to emerging State and Federal Government legislation.	4.3.1 Key State and Federal Government legislation is identified and SRWRA participates in legislative consultation or reviews.	Ongoing	4.3.1 EO has reported on Carbon Tax, McLaren Vale Character Preservation Bill and WHS legislation. The formation of the ICAC and its implications will be reported in August 2013.
4.4 Engage with the EPA to determine trends and requirements in waste management.	4.4.1 Establish and maintain EPA contacts and provide reports to the Board on waste industry trends.	Ongoing	4.4.1 Contacts have been maintained and licence issues are progressing.
4.5 Investigate alternative waste treatments and resource recovery opportunities.	4.5.1 Investigate the recommendations from the Improve the Sustainability of SRWRA's Landfill Operations report and implement where warranted.	Ongoing	4.5.1 Tarpomatic purchased and installed in late September. The shredder trial undertaken December 2012.

	4.5.2 New Resource Recovery Facility is constructed.		4.5.2 Design and location finalised in March. DA to be submitted in July 2013.
4.6 Develop or facilitate activities or enterprises that result in the beneficial use of the landfill footprint and the other land holdings (pre & post closure).	4.6.1 Landfill footprint and other land is utilised for beneficial activities or enterprises.	Ongoing	4.6.1 Material Recovery Facility to be constructed in 2013. Cell capping projects reported December 2012. Northern Area capping substantially complete June 2013 with landscaping to commence in the next few weeks. Cell 2 capping 50% complete June 2013. Further information to be provided on landfill airspace options in the first quarter of 2013/14.
4.7 Inform our stakeholders.	4.7.1 Workshops, forums and meeting are held regularly with SRWRA's stakeholders.	Ongoing	4.7.1 EO provided presentation to the Councils on the new joint venture. Information provided to Constituent Councils from each meeting of SRWRA.

Agenda Item: **Items of Business (Information Report 4.3.2)**

Report Title: General Information Report

Report Author: Acting Executive Officer

Report No: **32/13**

Date: 5 August 2013

Attachments: (A) Tool Box Meeting Minutes 19 June 2013
(B) Tool Box Meeting Minutes 17 July 2013
(C) Incoming e-Waste for June

EXECUTIVE SUMMARY

General Information is provided on:

- Tool Box Meeting Minutes
- Incoming E-Waste for June

RECOMMENDATION

- 1. That the General Information Report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No.32/13 will be available to the public.**
- 3. That the Board determines Report No.32/13 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 June (*Attachment A*)

Summary of the Tool Box Meeting held on 17 July (*Attachment B*)

Incoming e-Waste

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



TOOL BOX MEETING Minutes

Workplace: Landfill Operation		Date: 19 th June 2013
Supervisor/ Presenter:	Michelle Bonnici/Lindsay Minchin	
Present:	Michelle Bonnici, Lindsay Minchin, Ray Pincombe, Mark Carey, Paul Kruse, Paul Collins, Jack Fidge, Steve George	
Apologies:	Fran Allan	
Monthly Safety Topic:	General Safety	
Review of accidents/incidents/near misses since last meeting:	Dump Truck Brakes caught fire on 17 June 2013. See Report Form, attached to minutes. Action: staff need training in how to use Fire Extinguishers this is to occur at the next Toolbox Meeting. Lindsay to organise.	This was the first time we had trialled the draft Incident Form. Action: Michelle to ask the WHS Consultant to Review the completed form for the incident.
Process/procedural changes since last meeting:	Confined spaces awareness of the procedure (training held at this meeting)	

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

OHS&W – Each Month outstanding items from action plan will be included in agenda		
Monthly Items	Status	Action Required
➤ CATS Injury Statistics	One recurring claim currently in progress	Ray Pincombe
➤ KPI's	Monthly Tool Box Meeting is conducted and actions executed	Please make sure if you have an action arising, do not wait until the next meeting, do the action immediately.
Monthly Items	Status	Action Required
➤ Action Plan	Contractor Audits it was noted that a tidy up of the Contractor Audits has occurred, but that more work is to be done when the WHS Consultant commences, which should be next week.	WHS Consultant to review Contractor Audit with key staff in Weighbridge, Landfill Manager and Administration Assistant.
	New Workplace Health & Safety Act 2012 in force. All policies & procedures to be reviewed & training provided	WHS Consultant with key staff.
➤ Training	Training Plan to be reviewed. This task has been outstanding for some time, as staff are not sure how to complete it.	WHS Consultant to work with key staff to complete this.
	Lindsay has undertaken an audit of the Confined Spaces practices against the procedure and identified actions that needed to be done ie permit system put in place and signage on spaced. Steve showed the team the Confined Spaces Register, the Policy/procedure folder and the new permit system folders. Michelle presented the Confined Spaces Awareness Training and handed out a copy of the procedure. Staff noted that there needs to be two people training in a more comprehensive manner to manage the permit system. All agreed that they understood the importance of not entering a confined space and ensuring that if a contractor is called to enter a confined space that only a person trained to oversee this could attend to the issuing of the permit. In the interim Lindsay would contact Ian Hoffmann if we needed to this to occur. Group wanted to know what the dimensions of a Confined Space was. Question was asked. "Do we need White Cards to work on this site".	<p>WHS Consultant to be asked to organise further Confined Spaces Training for Lindsay and Paul Kruse so that they can manage the Permit System for contractors.</p> <p>All Staff note no person is to enter a Confined Space without going through the issuing of a permit, and this could only be done person training to issue the permit.</p> <p>Michelle to find out what the dimensions of a Confined Space was and report back at next toolbox meeting and to determine if we need White Cards.</p> <p>Lindsay to ensure that Fran reviews the procedure and signs off on a training attendance form and returns it to Kathy promptly</p>

<ul style="list-style-type: none"> ➤ Hazard Register/Corrective Actions Register 	<p>An Action Plan has been developed and a WHS Consultant is about to commence this task, as well as other tasks.</p> <p>Michelle is coordinating this with Lindsay and Kathy Dollman.</p>	<p>WHS Consultant to work with key staff to complete this.</p>
<ul style="list-style-type: none"> ➤ WHS Document Reviews ➤ WHS Policies & Procedures 	<p>An Action Plan has been developed and a WHS Consultant is about to commence this task, as well as other tasks.</p> <p>Michelle is coordinating this with Lindsay and Kathy Dollman.</p>	<p>WHS Consultant to work with key staff to complete this.</p>
<ul style="list-style-type: none"> ➤ WHS Hazard Identification & Assessment 	<p>An Action Plan has been developed and a WHS Consultant is about to commence this task, as well as other tasks.</p> <p>Michelle is coordinating this with Lindsay and Kathy Dollman.</p>	<p>WHS Consultant to work with key staff to complete this.</p>
<ul style="list-style-type: none"> ➤ WHS Issues – Other 	<p>The Asbestos Register is due for review. Kathy Dollman has organised the consultant to do this. They will be onsite in a few weeks. There is Asbestos in the Weighbridge, House and Workshop.</p>	<p>Kathy Dollman has organised the review of the Asbestos Register.</p>
<ul style="list-style-type: none"> ➤ Emergency Response and Preparedness Plans/Training 	<p>All feedback has been received for staff, subsequent to last month's training. Thank you. The Emergency Evacuation went well, with feedback for improvement noted and on file.</p>	<p>WHS Consultant will review proposed changes to the Emergency Response and Preparedness Plans and then the final documents will be reissued.</p>
	<p>e.g. Fire Extinguisher training required at next toolbox meeting</p>	<p>Lindsay Minchin to organise the Fire Extinguisher training for next toolbox meeting. WHS Consultant can probably recommend a provider.</p>

Monthly Items	Status	Action Required
<ul style="list-style-type: none"> ➤ Annual Review of Safe Work Procedures 	<p>The following SOP's were reviewed and all found to be satisfactory.</p> <ul style="list-style-type: none"> • Komatsu PC300LC – held over from last meeting • Volvo Articulated Water Truck • Volvo Service Truck • John Deere Gator • Kubota Generator 	<p>No action</p>
<ul style="list-style-type: none"> ➤ Internal Audit Procedure Schedule 	<p>Michelle & Kathy have undertaken audit of the WHS documentation in the Weighbridge. Non Compliance were identified and much work has occurred to correct this already. There is still more work to be done.</p> <p>The group were asked to identify 2 or 3 audits to be undertaken on either high risk or high frequency tasks. They identified that the following Internal Audits would be undertaken over the next 6 months:</p> <ul style="list-style-type: none"> • Sideliner SOP • Compactor and Tarpomatic SOP • Dump Truck operation especially in wet weather SOP <p>It was agreed that the following staff would be trained by the WHS Consultant to undertake the Audits:</p> <ul style="list-style-type: none"> • Lindsay Minchin • Mark Carey 	<p>Kathy to put the Weighbridge Audit on the next Agenda and to circulate the Audit results with the Agenda.</p> <p>Michelle to ask the WHS Consultant to train Lindsay and Mark to do Internal Audits.</p>
New Issues		Action Required
<ul style="list-style-type: none"> ➤ eWaste Agreement 	<p>Noted that eWaste has slowed up</p>	<p>No actions</p>
<ul style="list-style-type: none"> ➤ Chemical/Dangerous Substances Register 	<p>MSDS Registers updated, for Weighbridge and Workshop. Master copy at Admin Office.</p>	<p>No further Actions.</p>
<ul style="list-style-type: none"> ➤ Suggestions for Improvements 	<p>Not discussed</p>	<p>Kathy schedule this for next meeting.</p>
<ul style="list-style-type: none"> ➤ Scavenging at Landfill Site 	<p>Develop guidelines in regard to scavenging material at the landfill site.</p> <p>Contract re collection of waste oil and empty gas bottles?</p>	<p>Not discussed. Kathy Schedule for a future meeting perhaps August.</p>

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 ten months of 2012/2013.
Consultative group to be formed to begin reviewing EB document. Any potential changes to be listed.		Not discussed. Ray to set up a meeting in early July.
Other Matters	Status	Who to Action
➤ Litter fences	Monthly agenda item to discuss issues & review effectiveness. Follow- up with landowner re issues raised at last meeting? Response to windy days and subsequent litter. Lindsay has suggested that we get transportable fencing panels. Staff noted they need to be easy to move and do not blow over.	No further action at this stage. Board will be discussing it.
➤ Resource Recovery Facility	Update to provided.	No action
➤ Capping	Update to provided on Northern Area & Cell 2	No action
➤ Cell Construction.	Update to provided	No action
➤ EO Replacement	Update to provided	No action
➤ RDOs /Leave	No discussion	No action
➤ Other Business	Bitumen – EPA pushing hard about the EPA Levy on Bitumen. We are talking to EPA about this. Tour to IWS – Crusher – Ray noted that we may be looking at buying a crusher and we will look at this when we visit IWS	Action for next Agenda – Kathy and Lindsay Chem Alert, Monte DVD Lindsay and Mark to go on this tour

Landfill TOOL BOX MEETING Minutes

Chairperson: Lindsay Minchin
 Attendees: Paul Kruse, John Fidge, Paul Collins, Mark Carey, Fran Allan
 Absent: Steve George
 Date: 17.7.13 Workplace: Landfill Operation
 Minute Taker: Fran Allan

1. Review Minutes of last Toolbox meeting

The minutes were reviewed and found to be correct.

2. Review of Action List from Last Meeting (Landfill Staff)

Agreed Action from Last Meeting:		Person Responsible for the Action:	Dated for Completion by:	Yes/No (only discuss tasks not completed)
1.	Attend/organise Confined Spaces further training	Paul K and Lindsay	Not identified	No
2.	Review Incident Form (Dump Truck Fire)	Lindsay with Michelle and WHS Consultant	3.7.13	Yes
3.	Commence work with WHS Consultant on range of issues	Lindsay and Michelle	Ongoing	Commenced but not completed
4.	Sign Training Attendance Form for Confined Spaces	Fran	3.7.13	Yes
5.	Landfill Asbestos Register contractor to attend site		9.7.13	Yes
6.	Organise Fire Extinguisher Training	Lindsay	16.7.13 – 19.7.13	Yes
7.	Internal Audit Results, Montie DVS, Suggestions for Improvements deferred to next Agenda	Lindsay	17 July 2013	Yes
8.	Attend/organize training in internal auditing	Lindsay and Mark	Not identified	No
9.	Scavenging at Landfill	Lindsay	August agenda	No
10	ChemAlert	Lindsay	August agenda	No

3. Work Health Safety		Summary of Items discussed, suggestions and decisions made. Actions noted on the Action list at the end of the minutes.
3.1.	Training	<ul style="list-style-type: none"> • Data projector being repaired. Could not show DVD this July Meeting. • Monte Safety DVD to be screened on data projector next Toolbox Meeting on Confined Spaces. • Fire Training commenced at Landfill Site on 16th July and will conclude on the 19th July, 2013. • Fran to do basic First Aid Training.
3.2.	Policy Reviews	Not on agenda
3.3.	Procedure Reviews	<p>The following SOP's were reviewed:</p> <ul style="list-style-type: none"> • Angle Grinder • Grease Pump • Cordless Drill • Cropmister • Electric Drill <p>No Changes were suggested as the SOP's are all OK and consistent with our current practices at the Landfill.</p>
3.4.	Site Work Health Safety Concerns	<ul style="list-style-type: none"> • Local Government Association Health Assessments were discussed. No one to take up offer.

4. Site Issues		Summary of Items discussed, suggestions and decisions made. Actions noted on the Action list at the end of the minutes
4.1.	Projects	<p>Finished Northern Area. Survey on Topsoil came back all ok. Compaction Tests – good.</p> <p>Cell 2 – 70% completed</p>
4.2.	Problems	One of the neighbours has raised concerns about viewing rubbish during the day. The Acting Landfill Manager has liaised with the neighbour and will monitor their concerns.
4.3.	Potentials (includes suggestions for improvement)	The Acting Landfill Manager is obtaining 3 quotes for fencing panels. We have not been able to identify a supplier for purchase, only hire. Further research is occurring.
4.4.	Planning Ahead	Lindsay reported that Staff from the Office and Acting Landfill Manager and Plant Operator had a tour of the Resource Facility and Landfill Operations of IWS facility at Wingfield.

Action List resulting from this meeting (landfill staff)

Agreed Action:	Person Responsible for the Action:	Dated for Completion by:
Incomplete Action from last meeting/s		
1.	Attend/organise Confined Spaces further training	Paul K and Lindsay
2.	Commence work with WHS Consultant on range of issues	Lindsay and Michelle
3.	Attend/organize training in internal auditing	Lindsay and Mark
4.	Review the issue of scavenging at Landfill	Lindsay
5.	Implement the new ChemAlert software and provide briefing for the staff	Lindsay
Actions agreed at this meeting		
6.	Show the Confined Spaces Monte DVD at a meeting in August	Lindsay Minchin
7.	Organise Internal Audit Training for the 2 staff selected at the last Toolbox Meeting	Lindsay Minchin
8.	Schedule the Internal Audit Results: Weighbridge Document Audit and Action Plan	Lindsay

5. OTHER BUSINESS

6. NEXT MEETING
Monday 28 October 2013

7. CLOSURE