

PUBLIC AGENDA
SOUTHERN REGION WASTE RESOURCE AUTHORITY
BOARD MEETING

To be held on

Monday 10th February 2014

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 Board Meetings
Recommendation**

That the minutes of the Ordinary Meeting held on 2nd December 2013 be confirmed as a true and accurate record.

3.2 Recommendation

That the minutes of the Special Meeting held on 20th December 2013 be confirmed as a true and accurate record.

3.3 Audit Committee Meeting

Recommendation

That the minutes of the Audit Committee Meeting held on the 10th December 2013 be received and noted.

4. ITEMS OF BUSINESS

4.1 Action Reports

4.1.1 Policy Reviews

Report No. 01/14

4.1.2 Les Perry Memorial Grants

Report No. 02/14

4.2 Finance Reports

4.2.1 Budget Review Two – Oct to Dec 2013

Report No. 03/14

4.3 Information Reports

4.3.1 Executive Officer's Information Report

Report No. 04/14

4.3.2 LGA Workers Comp Scheme KPI Audit

Report No. 05/14

4.3.3 LEMP Update & Northern Area As Constructed Report

Report No. 06/14

4.3.4 Landfill Managers Information Report

Report No. 07/14

4.3.5 General Information Report

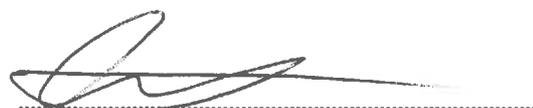
Report No. 08/14

5. OTHER BUSINESS

6. NEXT MEETING

5th May 2014

7. CLOSURE



Mark Hindmarsh – Executive Officer

Agenda Item:	Items of Business (4.1.1)
Report Title:	Policy Reviews
Report Author:	Executive Officer
Report No:	01/14
Date:	10th February 2014
Attachments:	(A) Risk Management Policy (B) Asset Management Policy (C) Internet & Email Policy (D) Investment Policy (E) Training & Development Policy (F) Whistleblower Protection Policy (G) Drug and Alcohol Policy

EXECUTIVE SUMMARY

The Executive Officer has reviewed the Risk Management Policy, Asset Management Policy, Internet & Email Policy, Investment Policy, and Training & Development Policy and submits the policies for adoption without any changes.

The [Independent Commissioner Against Corruption Act 2012](#) (SA) (the ICAC Act) was passed by the South Australian Parliament on 29 November 2012 and commenced operation on 1 September 2013.

The Local Government Association of South Australia (LGA SA) has produced a series of papers designed to be of practical assistance to all Local Government, including model policies.

The lead policy on Fraud and Corruption Prevention Policy was endorsed in December 2013.

The report seeks the endorsement a revised Whistleblower Protection Policy. It has been revised by the LGA in line with the ICAC Act.

The Executive Officer has presented the Drug and Alcohol Policy to the Landfill Toolbox Meeting on 18th December as requested by the Board and submits this policy for adoption without any changes.

RECOMMENDATION:

- 1. That SRWRA adopts the Risk Management Policy, Asset Management Policy, Internet & Email Policy, Investment Policy, Training & Development Policy, Whistleblower Protection Policy and Drug and Alcohol Policy for a further 12 months.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 01/14 will be available to the public.**
- 3. That the Board determines Report No. 01/14 will be the subject of an information report to the Constituent Councils.**

REPORT

The Executive Officer has reviewed the Risk Management Policy, Asset Management Policy, Internet & Email Policy, Investment Policy, and Training & Development Policy and considers that the policies consider all necessary issues and therefore submits the policies for adoption without any changes.

The Whistleblower Protection Policy has been prepared by adapting the LGA Model Policy. Advice and support was sought from the LGA in its finalisation. The adaptations are minor and do not change the intent of the Policy. They do however supersede the prior Policy

The Drug and Alcohol Policy was submitted to the Landfill Toolbox Meeting on 18th December by the Executive Officer as requested by the Board and submits this policy for adoption without any changes.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-07) RISK MANAGEMENT POLICY

Date of 1st Adoption:	7 th August 2006 - Report No. 55/06
Next Review Date:	October 2012
Reviewed:	14 th December 2011 (Annual Review) – Executive Officer 11 th October 2010 (Annual Review) – Report No.79/10 12 th October 2009 (Annual Review) – Executive Officer 13 th October 2008 (Annual Review) – Report No.131/08 29 th October 2007 (Annual Review) – Report No.77/07

POLICY STATEMENT

The SRWRA Board, Executive Officer, Management Team and staff are committed to the identification and management of all risks associated with the performance of the SRWRA functions and the delivery of SRWRA services.

The SRWRA recognises that management has a responsibility to identify and address all threats and opportunities associated with:

1. The provision of a safe and healthy operating environment for all employees, the general public and other stakeholders involved with the provision and use of SRWRA services.
2. The prudent management of SRWRA property, infrastructure and resources.

The SRWRA also recognises employees are responsible for ensuring that the intent of this policy is carried out.

The SRWRA will co-operate and consult with employees and external stakeholders, to ensure that the risks associated with all SRWRA services and facilities are formally identified, assessed and managed in accordance with the principles outlined in Australian Standard **AS/NZS 4360:2004 Risk Management**.

The SRWRA staff members have a duty of care to each other, SRWRA stakeholders and the general public. Amongst other things, SRWRA staff are accountable for the care of their own health and safety, and that of others affected by their actions whilst engaged on SRWRA business.

The SRWRA is also accountable for the proper and prudent management of property and assets in its care and control, to minimise loss, theft and damage and also to ensure that SRWRA property is managed in accordance with best practice asset management practices and SRWRA policies.

Contractors, committees and volunteers engaged in the provision of SRWRA services, or the management of SRWRA facilities and assets are also required to be conversant with, and to comply with, this policy.

The objective of the SRWRA Risk Management Policy is to ensure that sound Risk Management practices and procedures are in place and fully integrated into strategic and business planning processes and operational programs. This Policy will be supported by a complementary Risk Management Strategy. Together, the intent of these documents is to ensure that:

1. All SRWRA activities are clearly linked to and support one or more of the Strategic Objectives outlined in the SRWRA Strategic Plan 2010-2014.
2. Defined Key Performance Indicators (KPIs) are established for all SRWRA activities and incorporated into SRWRA plans, position descriptions and, where appropriate, staff evaluations.
3. The threats and opportunities associated with all KPIs are identified, evaluated, treated, monitored and communicated, in accordance with the processes described in **AS/NZS 4360:2004 Risk Management**.
4. The equipment and facilities used for the provision of SRWRA services are fit for their intended purpose.
5. Safe and secure systems of work are implemented and maintained.
6. Adequate information, training and supervision is provided to all staff, contractors, committees and volunteers.
7. The SRWRA services are provided in compliance with all Acts, Regulations, Codes and Standards.
8. All incidents and hazards are reported and investigated (either through the framework of the Occupational Health Safety and Welfare Policy or other SRWRA reporting systems).
9. Remedial actions identified as a result of incident investigations are evaluated and, where identified as appropriate and within budgetary parameters, adopted and communicated to prevent recurrence. Where budgetary constraints preclude the implementation of the identified initiatives, alternative treatment strategies will be considered and implemented.
10. The Risk Management program is effectively supported by consultation and communication at all levels of the organisation.
11. SRWRA staff members with specific risk management responsibilities are aware of, and effectively exercise, those responsibilities.
12. All members of staff of SRWRA, committees, contractors, business partners, volunteers and the public co-operate to create a safe living, business and leisure environment and preserve SRWRA assets for the future.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-08) ASSET MANAGEMENT POLICY

Date of 1st Adoption:	7 th August 2006 - Report No. 55/06
Next Review Date:	December 2012
Reviewed:	14 th December 2011 (Annual Review) – Executive Officer 11 th October 2010 (Annual Review) – Report No.79/10 16 th November 2009 (Annual Review) – Executive Officer 3 rd November 2008 (Annual Review) – Report No.145/08 3 rd December 2007 (Annual Review) - Report No. 92/07 11 th December 2006 (Annual Review) - Report No. 93/06

POLICY STATEMENT

This Asset Management Policy is designed as a guide to provide the SRWRA with a frame work to make informed decisions in the procurement of new assets, the cost effective utilisation of current assets and the valuing and recording of assets.

This policy supports the outlines and details of the SRWRA’s asset management procedures, practices and systems. The assets will be fit for purpose and in alignment with the SRWRA’s strategic plan.

All assets will be maintained in good order and be matched for the purpose in which they are being utilised. The age of the asset is to be assessed for its serviceability and compliance with all SRWRA policies.

SRWRA assets are recognised in the Balance Sheet and include property / land holdings, static infrastructure and mobile plant and equipment.

SRWRA owns and manages a major landfill servicing the local community, businesses and the Councils of the southern metropolitan areas of Adelaide and the Fleurieu Peninsula.

This policy considers the following:

1. The contemporary and ideal levels of service/facilities for the community, businesses and Councils.
2. The most cost effective method of providing these services/facilities.
3. The practices and procedures to accomplish this in the most proficient and effective way.
4. Responsible and impartial distribution of expenditure over the life of assets.

SRWRA’s Asset Management goal is “To provide, manage and maintain fit for purpose, cost effective assets for the SRWRA business.”

The Local Government Act has a requirement for the preparation of Asset Management Plans by the end of 2008. The fundamental principle of an asset management plan is to make a long term provision for the management of infrastructure and major assets. SRWRA’s major asset is the landfill site. SRWRA has a suite of plans that collectively constitute an Asset Management Plan.

Long Term Financial Plan (LTFP)

SRWRA adopted a LTFP in August 2008 and the plan was reviewed, updated and adopted by the Board in November 2010. The current plan incorporates:

- Cell construction timeframes and estimated costs
- Cell capping timeframes and costs
- Post closure timeframe and costs
- Estimated life of the landfill site
- Plant capital expenditure

Post Closure Management Plan (PCMP)

SRWRA prepared a PCMP in July 2001 and the plan was reviewed, updated and adopted by the Board in April 2009. The current plan incorporates:

- Long term requirements for maintenance of the cap and vegetation
- Landscaping plan
- Routine monitoring programs (groundwater/surface water/leachate/gas/settlement & erosion)
- Cost estimates and financial modelling

Landfill Environment Management Plan (LEMP)

SRWRA prepared a LEMP in February 2003 and SRWRA's Engineering Consultants have reviewed the plan and the EPA approved the LEMP in June 2011. The current plan incorporates:

- Environment management system
- Site management
- Leachate and groundwater management
- Surface water management
- Landfill gas management
- Closure management
- Soil erosion management
- Landscaping management
- Air quality and noise management

Other Land Holdings

A professional assessment of the landfill site excluding the active landfill area was undertaken to establish the best use of the land in the long term and best commercial return to SRWRA. The valuation and land use assessment was adopted by the Board in April 2009.

Plant & Equipment

A thorough review of SRWRA's plant and equipment was undertaken by the end of 2008 to produce a replacement and maintenance plan based on economic life principles. The Plant Asset Management Plan was adopted by the Board in May 2009 and the plan was reviewed, updated and adopted by the Board in August 2011.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-10) INTERNET AND EMAIL POLICY

Date of 1st Adoption:	11 th December 2006 - Report No. 94/06
Next Review Date:	December 2012
Reviewed:	14 th December 2011 (Annual Review) – Executive Officer 7 th February 2011 (Annual Review) – Report No. 6/11 16 th November 2009 (Annual Review) – Executive Officer 1 st December 2008 (Annual Review) – Report No. 158/08 3 rd December 2007 (Annual Review) – Report No.92/07

POLICY STATEMENT

SRWRA provides access to the Internet and electronic communications as required to fulfil the requirements of employee job responsibilities.

The SRWRA allows limited non-business related Internet and Email access for the employees, provided that it does not interfere with their responsibilities and daily requirements and the content to be of legal and professional substance and doesn't breach Equal Opportunity guidelines and legislation.

Staff shall be informed that the usage of the internet and emails is a privilege not a right. The contents of any/all information that is disbursed through the company system can and will be monitored.

Inappropriate use includes, but is not limited to:

1. Sending or forwarding emails or access internet sites containing offensive content of any kind, including pornographic material.
2. Sending or forwarding emails or access internet sites promoting discrimination on the basis of: race, gender, national origin, age, disability, religion, sexual orientation, marital status.
3. Sending or forwarding emails containing threats of violence or unwelcome behaviour.
4. Sending or forwarding emails containing messages of religious, political, or racial nature.
5. Accessing Internet gambling sites
6. Sending or forwarding emails for the purpose of personal financial gain (i.e share trading, private business).
7. Establishing and/or utilising spamming e-mail accounts from SRWRA's e-mail services or company machines.
8. Dispersing corporate data to SRWRA customers or clients without prior authorisation.
9. In addition, employee's shall not use the SRWRA internet or email services to view, download, save or receive (without deleting immediately) or send material related to or including any of the above.
10. Sending, forwarding, downloading or saving excessive frivolous emails to staff, material protected under copyright laws, excessive emails, containing sports, entertainment, or non SRWRA job information.
11. Downloading or installing software from the internet or external software without permission of the Executive Officer.
12. Downloading files from the internet having no SRWRA business relevance.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)**(PO-11) INVESTMENT POLICY**

Date of 1st Adoption:	7 th August 2006 – Report No.55/06
Next Review Date:	December 2012
Reviewed:	14 th December 2011 (Annual review) – Executive Officer 11 th October 2010 (Annual Review) – Report No.79/10 16 th November 2009 (Annual Review) – Executive Officer 1 st December 2008 (Annual Review) – Report No. 158/08 3 rd December 2007 (Annual Review) – Report No.92/07 11 th December 2006 (Annual Review) – Report No.93/06

POLICY STATEMENT**1. Introduction**

The Local Government Act 1999 (Schedule 2), introduced requirements for Local Government Subsidiaries to review and report on the performance of their investments. These requirements obligate the Officers who are responsible for investing Subsidiary funds to act with the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons and be aware of their responsibilities.

2. Policy Objectives

This Investment Policy will provide direction to management, staff and the Southern Region Waste Resource Authority (SRWRA) in relation to investments and establish an appropriate structure to ensure that:

- 2.1 SRWRA funds are preserved;
- 2.2 SRWRA maximises the return on surplus funds;
- 2.3 SRWRA funds are invested in accordance with its legislative and common law responsibilities; and
- 2.4 SRWRA complies with the requirements of the Local Government Act, 1999.

3. Investment Policy Statements**3.1 Approved Investments**

Without approval from the Board investments are limited to:

- 3.1.1 Deposits with the Local Government Finance Authority; ANZ, Commonwealth, Westpac, National and Bank SA.
- 3.1.2 Bank accepted / endorsed bank bills;
- 3.1.3 Bank negotiable Certificate of Deposits;
- 3.1.4 Bank interest bearing deposits;
- 3.1.5 State / Commonwealth Government Bonds; and
- 3.1.6 Institutions with a minimum rate of A1 per Standard & Poors.

3.2 Risk Minimisation

All investment activities will be undertaken in a manner that minimises risk to SRWRA.

In particular:

- 3.2.1 Board approval required for investments fixed for a period greater than 12 months.
- 3.2.2 Investment options limited to secure institutions. (refer 3.1.1)
- 3.2.3 There shall be appropriate reporting and monitoring of investments.
- 3.2.4 Funds must be invested in the name of the Authority and any redemption must be paid into the operating account of the Authority.

4. Nature & Scope of Investments

The Local Government Act 1999 (Schedule 2) requires the SRWRA Charter to define the scope and nature of any investment undertaken by the subsidiary.

The SRWRA Charter defines the Powers and Functions of the Authority under Section 1.6 and includes the following:

The powers, functions and duties of the Authority are to be exercised in the performance of the Authority's objects and purposes. The Authority shall have those powers, functions and duties delegated to it by the Constituent Councils from time to time which include but are not limited to:

- 1.6.1 accumulation of surplus funds for investment purposes;
- 1.6.2 investment of any of the funds of the Authority in any investment authorised by the Trustee Act 1936 or with the Local Government Finance Authority provided that:

- 1.6.2.1 *in exercising this power of investment the Authority must exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other person; and*
- 1.6.2.2 *the Authority must avoid investments that are speculative or hazardous in nature.*

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-12) TRAINING & DEVELOPMENT POLICY

Date of 1st Adoption:	11 th December 2006 – Report No.94/06
Next Review Date:	December 2012
Reviewed:	14 th December 2011 (Annual Review) – Executive Officer 7 th February 2011 (Annual Review) – Report No. 6/11 16 th November 2009 (Annual Review) – Executive Officer 1 st December 2008 (Annual Review) – Report No. 158/08 3 rd December 2007 (Annual Review) – Report No.92/07

POLICY OBJECTIVE

Training and development is a key part of SRWRA's strategic human resources plan that responds to present and future organisational needs. It aims to develop highly skilled, knowledgeable and committed employees, benefiting the individuals themselves, the SRWRA and the community.

This policy provides for the approval of undertaking courses of study, attending formal training courses, attending seminars and conferences and other developmental initiatives.

POLICY STATEMENT

Training and development plans and programs that are linked to SRWRA's strategic plan, promote a 'learning organisation' philosophy, and ensure continued SRWRA development will be provided to employees across the organisation.

The training needs of employees will be identified through conducting regular skills audits, the annual performance development and review process, and during the normal course of an employee's work.

All employees have a right to access appropriate training and development opportunities to enable them to undertake their duties and enhance their careers.

SRWRA shall be flexible in determining training programs and policies, and Senior Management will consult with employees on their individual training requirements.

SRWRA is committed to providing a safe work environment and priority will be given to training that improves the operational skills and expertise of employees in their respective job roles and promotes the occupational health and safety of all employees.

NOTES

1. Training should be relevant to the services provided by the SRWRA, meaningful to the participants and directed at improving performance and safety on the job.
2. Training should recognise and comply with legislative requirements, in particular, Occupational Health Safety & Welfare, and Equal Employment Opportunity legislation.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)**(PO-40) WHISTLEBLOWER PROTECTION POLICY**

Date of 1 st Adoption:	5 th July 2010 – Report No.50/10
Related Procedure:	Whistleblower Procedure
Next Review Date:	July 2013
Reviewed:	20 th August 2012 (Annual Review) – Report No. 48/12 5 th July 2011 (Annual Review) Executive Officer

1. Introduction

- 1.1. Southern Region Waste Resource Authority (SRWRA) is committed to upholding the principles of transparency and accountability in its administrative and management practices and, therefore, encourages the making of disclosures that reveal public interest information.
- 1.2. The purpose of this Policy is to ensure that SRWRA:
- properly fulfils its responsibilities under the *Whistleblowers Protection Act 1993*;
 - encourages and facilitates Disclosures of Public Interest Information which may include occurrences of Maladministration and Waste within the SRWRA, and corrupt or illegal conduct in general, so that internal controls may be strengthened;
 - provides a process by which Disclosures may be made so that they are properly investigated;
 - provides appropriate protection for those who make Disclosures in accordance with the Act; and
 - recognises the need to appropriately support the Whistleblower, the Responsible Officer and, as appropriate, those Public Officers affected by any allegation that affects them.
- 1.3. The SRWRA will review and update this Policy each year as part of its annual policy review.

2. Scope

- 2.1. This Policy applies to appropriate Disclosures of Public Interest Information that are made in accordance with the Act by SRWRA Board Members, Employees of the SRWRA, and members of the public. This Policy is also intended to complement the reporting framework under the ICAC Act.

2.2. This Policy is designed to complement the existing communication channels within SRWRA, and operate in conjunction with existing policies, including:

- Fraud & Corruption Prevention Policy;
- Code of Conduct for Employees;
- Code of Conduct for Board Members.

2.3. The SRWRA is committed to:

- referring, as necessary, appropriate Disclosures to the Appropriate Authority, which, depending on the nature of the Disclosure include a Minister of the Crown, the SA Police, the Anti-Corruption Branch of the SA Police, the Auditor-General or the Ombudsman. Further, where the Disclosure relates to Corruption it must be reported directly to the OPI in accordance with the Directions and Guidelines. A report of Misconduct or Maladministration may be made to the OPI, but it **must** be reported to the OPI if the Disclosure gives rise to a reasonable suspicion of serious or systemic Misconduct and/or Maladministration unless there is knowledge that the Disclosure has already been reported to the State Ombudsman.
- otherwise facilitating the investigation of all appropriate Disclosures of Public Interest Information in a manner which promotes fair and objective treatment of those involved; and
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.

3. Definitions

For the purposes of this Policy the following definitions apply.

3.1. **Act** means the *Whistleblowers Protection Act 1993*.

3.2. An **Appropriate Authority** that receives disclosure of public interest information includes:

- a *Minister of the Crown*;
- a *member of the police force* - where the information relates to an illegal activity;
- the *Auditor-General* – where the information relates to the irregular or unauthorised use of public money;
- the *Ombudsman* – where the information relates to a public officer;
- a *Responsible Officer* - where the information relates to a matter falling within the sphere of responsibility of a Local Government body; or

- any other person¹ to whom, in the circumstances of the case, it is reasonable and appropriate to make the disclosure.

3.3. **Corruption in public administration** means:

3.3.1. an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:

- (i) bribery or corruption of public officers;
- (ii) threats or reprisals against public officers;
- (iii) abuse of public office;
- (iv) demanding or requiring benefit on basis of public office;
- (v) offences relating to appointment to public office.

3.3.2 any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or

3.3.3 any of the following in relation to an offence referred to in a preceding paragraph:

- (i) aiding, abetting, counselling or procuring the commission of the offence;
- (ii) inducing, whether by threats or promises or otherwise, the commission of the offence;
- (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
- (iv) conspiring with others to effect the commission of the offence

3.4. **Detriment** includes:

- injury, damage or loss; or
- intimidation or harassment; or

¹ Such a person may include:

- a SRWRA employee (such as the Executive Officer) to whom the whistleblower feels comfortable making the disclosure; and/or
- The OPI where the disclosure relates to corruption, maladministration or misconduct in public administration.

- discrimination, disadvantage or adverse treatment in relation to a person's employment; or
 - threats of reprisal.
- 3.5. **Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act, which are available on the Commissioner's website (www.icac.sa.gov.au).
- 3.6. **Disclosure** means an appropriate disclosure of public interest information made by the Whistleblower to an Appropriate Authority, including to a Responsible Officer.

A person makes an **appropriate disclosure** of public interest information if:

- (a) the person:
- i. believes on reasonable grounds that the information is true; or
 - ii. is not in a position to form a belief on reasonable grounds about the truth of the information but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and
- (b) the disclosure is made to an Appropriate Authority.
- 3.7. **Employee** refers to all the SRWRA's employees and includes trainees, work experience students, volunteers, and contractors whether they are working in a full-time, part-time or casual capacity.
- 3.8. **Fraud** is an intentional dishonest act or omission done with the purpose of deceiving.
- 3.9. **ICAC Act** is the *Independent Commissioner Against Corruption Act 2012*.
- 3.10. **Immunity** is an undertaking given by the SRWRA (in accordance with the Act) to a Whistleblower in relation to action it does not intend to take against a Whistleblower as a result of receiving an appropriate disclosure of public interest information from the Whistleblower.
- 3.11. **Independent Assessor** is the person responsible for investigating, a disclosure made to a Responsible Officer. The Independent Assessor will be appointed by the Responsible Officer on a case-by-case basis (depending upon the nature of the disclosure) in accordance with clause 7.3 of this Policy. The SRWRA may prepare a list of pre-approved persons who may be appointed as an Independent Assessor in any given circumstances, in which case, the Responsible Officer must have regard to this list in appointing the Independent Assessor.

3.12. **Maladministration** is defined in the *Whistleblowers Protection Act 1993* to include impropriety or negligence. Section 4 of the *Independent Commissioner Against Corruption Act 2012* defines **Maladministration in public administration** to mean:

- (i) 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
- (ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and

3.12.1. includes conduct resulting from impropriety, incompetence or negligence; and

3.12.2. is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.

3.13. **Misconduct** in public administration defined at Section 4 of the *ICAC Act* means:

3.13.1. contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or

3.13.2. other misconduct of a public officer while acting in his or her capacity as a public officer.

3.14. **Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:

3.14.1. receive and assess complaints about public administration from members of the public;

3.14.2. receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the SRWRA and public officers;

3.14.3. make recommendations as to whether and by whom complaints and reports should be investigated;

3.14.4. perform other functions assigned to the Office by the Commissioner.

3.15. **Public administration** defined at section 4 of the *ICAC Act* means without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

3.16. **Public interest information**² means information that tends to show:

3.16.1 that an adult person, SRWRA or other Government Agency, is or has been involved in:

- i. an illegal activity; or
- ii. an irregular and unauthorised use of public money; or
- iii. substantial mismanagement of public resources; or
- iv. conduct that causes a substantial risk to public health or safety, or to the environment; or

3.16.2. that a public officer is guilty of maladministration in or in relation to the performance of official functions.

3.17. **Public Officer** includes:

- a SRWRA Board Member; and
- an Employee of SRWRA;

3.18. **Responsible Officer** is a person appointed pursuant to Section 302B of the Local Government Act 1999 who is authorised to receive and act upon public interest information received from a Whistleblower³. SRWRA must ensure that a member of the staff of SRWRA (with qualifications prescribed by the Regulations⁴) is designated as a Responsible Officer for SRWRA for the purposes of the Act.

3.19. **Victimisation** occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of public interest information.

3.20. **Waste** refers to the waste of public resources (including public money), which occurs as a result of the substantial mismanagement, irregular or unauthorised use of public resources.

3.21. **Whistleblower** is any person who makes an appropriate disclosure of public interest information.

² This definition captures conduct that constitutes corruption, misconduct and maladministration in public administration.

³ It is recommended that the Responsible Officer is one or two Board members and is not the Executive Officer, or a SRWRA Committee. Furthermore the Responsible Officer is an administrative role and the principles of good governance require division between the administrative and governing bodies of SRWRA.

⁴ Regulation 21B of the *Local Government (General) Regulations 1999*, states that the prescribed qualifications are the qualifications determined by the Minister. The Minister has not yet made any determination.

4. Confidentiality

- 4.1. The identity of a Whistleblower will be maintained as confidential in accordance with the Act. Confidentiality will remain in all circumstances, unless the Whistleblower consents to his/her identity being disclosed or, disclosure is otherwise required so that the matter may be properly investigated. The Act does not expressly require any other information relating to a Disclosure (i.e. the nature of the allegations) to be maintained as confidential.
- 4.2. A Whistleblower may wish to remain anonymous. In the event that an anonymous Disclosure is made, the Whistleblower must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated. Accordingly, if an allegation is not supported by sufficient evidence it will not be investigated under the provisions of the Act.

5. Disclosure Process

- 5.1. A Disclosure is to be made to the Responsible Officer. A Whistleblower may alternatively choose to disclose Public Interest Information directly to an Appropriate Authority.
- 5.2. The following are relevant considerations for the Whistleblower in determining where to direct a Disclosure:
 - 5.2.1. subject to this clause, when choosing to make a Disclosure internally, Disclosures relating to a Board Member or a member of SRWRA staff, other than the Executive Officer (or person acting in that position), should be made to a Responsible Officer;
 - 5.2.2. any Disclosure relating to a person appointed as a Responsible Officer should be made to the other person appointed as a Responsible Officer or failing this, to an Appropriate Authority external to the SRWRA;
 - 5.2.3. any Disclosure relating to the Executive Officer should be made external to the SRWRA to the Ombudsman or, where it relates to Corruption in public administration to the OPI;
 - 5.2.4. any Disclosure relating to Maladministration or Misconduct in public administration may be reported in accordance with the ICAC Act or, if there is a reasonable suspicion that the Maladministration or Misconduct is serious or systemic, it must be reported to the OPI in accordance with the Directions and Guidelines;
 - 5.2.5. if a Disclosure contains allegations of Fraud or Corruption, the Whistleblower should report the matter in accordance with the SRWRA's Fraud and Corruption Policy. That is, if the Disclosure relates to Corruption in public administration it should be reported to the OPI in the

first instance⁵. If the Disclosure relates to Fraud, it may be reported to the Responsible Officer or direct to SAPOL.

- 5.2.6. Any allegations of Fraud or Corruption and/or criminal conduct will **not** be investigated by an Independent Assessor under this Policy.
- 5.3. Nothing in this Policy prevents a person from making a Disclosure to an Appropriate Authority external to the SRWRA (i.e. the Ombudsman or the OPI). This is a choice to be made by the Whistleblower at his/her discretion.
- 5.4. A Disclosure made to the Responsible Officer may be made in person, by telephone or in writing. The relevant contact details are:
- Telephone: 8326 7044
 - Email: info@srwra.com.au
 - Address: Confidential
Whistleblowers, SRWRA
PO Box 221
Morphett Vale SA 5162
- 5.5. Where a Disclosure is made by telephone, the Responsible Officer must take notes of the conversation and, where possible ask the Whistleblower to verify and sign the notes.

6. The Role of the Responsible Officer

- 6.1. Upon the receipt of a Disclosure, the Responsible Officer will:
- 6.1.1. undertake a preliminary assessment in accordance with Part 7 of this Policy below to determine the nature of the Public Interest Information contained within the Disclosure; and
 - 6.1.2. either refer the Disclosure to the Appropriate Authority (where it is appropriate to do so), or proceed with the an investigation process outlined in Part 8 of this Policy.
- 6.2. If the Disclosure relates to the Executive Officer (or a person acting in that position), the Responsible Officer will immediately refer it to the Ombudsman for investigation as the Ombudsman deems appropriate. Alternatively, if the Disclosure relates to Corruption in public administration, the Responsible Officer must immediately report the matter to the OPI in accordance with the Directions and Guidelines.
- 6.3. In making any determination under this Policy (i.e. such as to refer a disclosure to the Appropriate Authority or proceed with an assessment or otherwise determining whether to pursue an investigation) :

⁵ The OPI is the authority charged with receiving complaints and reports relating to such information. However, it remains open to the Whistleblower to make a disclosure relating to corruption in public administration to the Responsible Officer if he/she feels more comfortable doing so.

- 6.3.1. the Responsible Officer may seek legal advice from SRWRA's lawyers and/or seek guidance from SAPOL or the Ombudsman in relation to the best course of action to pursue; and
- 6.3.2. is authorised to incur costs in accordance with the SRWRA's Budget for this purpose.
- 6.4. In the event that the Responsible Officer determines that the Disclosure warrants further investigation by SRWRA, the Responsible Officer will appoint an Independent Assessor for these purposes under paragraph 7.3 of this Policy.
- 6.5. The Responsible Officer will liaise with the Independent Assessor and the Whistleblower in relation to any ensuing investigation process and will ensure that the Whistleblower is provided with adequate support and protection as necessary.
- 6.6. The Whistleblower will be notified of the progress of any investigation by the Responsible Officer and, wherever practicable and in accordance with the law, of the final outcome.

7. Preliminary Assessment of Complaint

- 7.1. Where the identity of the Whistleblower is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will acknowledge receipt of the Disclosure within 2 days and in doing so, will provide a copy of this Policy to the Whistleblower.
- 7.2. Upon receipt of a disclosure, the Responsible Officer will undertake a preliminary assessment to determine whether it:
 - 7.2.1. is frivolous, vexatious or trivial, in which case, no further action will be taken in relation to the complaint; or
 - 7.2.2. warrants referral to an Independent Assessor for a formal investigation and report to SRWRA; or
 - 7.2.3. requires referral to an Appropriate Authority external to SRWRA;
- 7.3. The Responsible Officer must report the outcome of his/her determination under paragraph 7.2 above to the Executive Officer (unless the disclosure relates to the Executive Officer in which case it is to be dealt with pursuant to clause 6.2 above and must not be investigated by an Independent Assessor). Where the Responsible Officer determines the disclosure warrants investigation, the Responsible Officer will, having regard to available resources, appoint the Independent Assessor and refer the Disclosure to the Independent Assessor for investigation.
- 7.4. Where the Responsible Officer determines the Disclosure warrants referral to an external body, the Responsible Officer will undertake the referral.
- 7.5. The Responsible Officer will inform the Whistleblower of the outcome of his/her determination under paragraph 7.2 above in writing as soon as is reasonably practicable after the determination has been made.

- 7.6. If the Whistleblower is dissatisfied with the Responsible Officer's determination it is open to him/her to report the Disclosure to an Appropriate Authority external to SRWRA.

8. Investigation Procedure

- 8.1. The objectives of the investigation process are:
 - 8.1.1. to investigate the substance of the disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made;
 - 8.1.2. to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
 - 8.1.3. to consider the information collected and to draw conclusions objectively and impartially;
 - 8.1.4. to observe procedural fairness in the treatment of any person who is subject of the disclosure;
 - 8.1.5. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action; and
- 8.2. The Independent Assessor will observe the principles of natural justice throughout the investigation process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.
- 8.3. The Act requires that the Whistleblower assist with certain investigations that may result from his/her Disclosure. In the event that the Whistleblower fails, without reasonable excuse, to assist with an investigation process the protection afforded to him/her under the Act may be forfeited⁶.
- 8.4. Upon receipt of a Disclosure, the Independent Assessor will bring the fact of the Disclosure to the attention of the person who is the subject of it in writing within 5 days, and provide them with an opportunity to respond to the disclosure within a reasonable timeframe (either in writing or in person). The full details of any allegations contained in the Disclosure need not be brought to the person's attention if the Independent Assessor considers that doing so will compromise the success of the investigation.
- 8.5. At any time the Independent Assessor is required to communicate with the person subject of the Disclosure, the Whistleblower and/or other witnesses for the purposes of the investigation, the Independent Assessor will ensure the relevant person is aware of the reason for and purpose of the communication. Such notification will be provided to the relevant person at least 48 hours before such communication is to take place.
- 8.6. During any interview with the Independent Assessor, the person who is the subject of a Disclosure may be accompanied by any person providing support to him/her (including a lawyer) as he/she considers fit. Any costs incurred in relation

⁶ Refer section 6(3) of the Act.

to obtaining the assistance of a support person are the personal expenses of the person subject of the Disclosure. The support person is bound by a duty of confidentiality in relation to any matter discussed during such interview.

- 8.7. The investigation will be undertaken in confidence. The Independent Assessor will keep the identity of the Whistleblower confidential unless Disclosure of his/her identity is necessary to ensure that the proper investigation of the Disclosure.
- 8.8. The Independent Assessor will keep the Responsible Officer informed of the expected timeframes for completion of the investigation and the provision of a report to SRWRA.

9. Final Report and Recommendation

- 9.1. Upon finalising a detailed investigation the Independent Assessor must prepare a report that will contain the following:
 - 9.1.1. the allegation(s);
 - 9.1.2. an account of all relevant information received including any rejected evidence, and the reasons why the rejection occurred;
 - 9.1.3. the conclusions reached and the basis for them;
 - 9.1.4. any recommendations arising from the conclusions; and
 - 9.1.5. any remedial action which should be taken by SRWRA.
- 9.2. The report will be accompanied by:
 - 9.2.1. the transcript or other record of any verbal evidence taken, including tape recordings; and
 - 9.2.2. all documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.
- 9.3. The report will not disclose particulars that will or are likely to lead to the identification of the Whistleblower.
- 9.4. The report must be provided to the Executive Officer to action as he/she considers appropriate.

10. Handling of Information

- 10.1. The Independent Assessor must ensure accurate records of the investigation process are maintained including notes of all discussions, phone calls, and interviews. It is recommended that the interviewee sign written records of interviews and interviews be taped, but only where the interviewee has consented to this. Witness statements should also be signed.
- 10.2. In performing his/her duties, the Independent Assessor will maintain a confidential file of information (including written documents, disks, tapes, film or other objects that contain information) that relates to a disclosure and/or is a product of the associated investigation/reporting process. All such information

will be recorded in a register which is to remain confidential and be securely stored⁷.

11. Information to SRWRA Board Members

- 11.1. As a matter of discretion, the Executive Officer may inform the Board members, on a confidential basis, of the fact an investigation of a Disclosure took place and the outcome of the investigation.
- 11.2. Factors the Executive Officer will take into account in determining whether to inform the Board Members under paragraph 11.1 above and the level of detail provided in doing so are as follows:
 - 11.2.1. the identity of the person subject of the Disclosure;
 - 11.2.2. the impact (if any) of the investigation upon the SRWRA's achievement of its objectives under its Strategic Plan and/or policies; and
 - 11.2.3. the nature of the impact of any action taken to finalise the matter upon the SRWRA's operations and/or budget.
- 11.3. In the event the Disclosure and investigation process is confined only to issues impacting upon SRWRA staff and human resource processes, the Executive Officer will not inform the Board Members of the fact of the Disclosure and/or investigation since these matters fall outside the roles and responsibilities of Board Members under the SRWRA Charter and the *Local Government Act 1999*.

12. Protection for the Whistleblower

- 12.1. The Act provides immunity from criminal or civil liability for Whistleblowers, and protection for Whistleblowers against victimisation. Accordingly SRWRA will take action as appropriate to protect Whistleblowers from victimisation. Furthermore, in the event that a Whistleblower is victimised, SRWRA will, immediately refer the matter to the SA Police.
- 12.2. The Act does not provide any protection to people who knowingly make false disclosures or are reckless as to whether their disclosures are true.
- 12.3. A person who knowingly makes a false disclosure or is reckless as to whether the disclosure is true is guilty of an offence and may be prosecuted.
- 12.4. A Public Officer who knowingly makes a false disclosure, or is reckless as to whether the disclosure is true, in addition to being guilty of an offence under the Act, may face disciplinary action taken by SRWRA.

⁷ The Responsible Officer, in conjunction with the independent assessor will ensure all information relating to an appropriate disclosure is maintained as confidential and as such, will be solely responsible for the secure storage of this information. It is recommended that the information be stored separately from SRWRA's records. In the event that a person's appointment as a Responsible Officer is terminated, the person must provide this information to the newly-appointed Responsible Officer and having done so will continue to be bound by a duty of confidentiality in respect of the Whistleblower's identity and the information received.

13. Availability of the Policy

- 13.1. This Policy will be available for inspection at SRWRA's Offices during ordinary business hours and via the SRWRA website www.srwra.com.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with SRWRA's Schedule of Fees and Charges.

Draft

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-XX) DRUG AND ALCOHOL POLICY

Date of 1st Adoption:	xx/xx/xx - Report No. xxxx
Next Review Date:	
Reviewed:	

1. INTRODUCTION

SRWRA is committed to ensuring a healthy and safe workplace and expects that all employees and contractors uphold the highest possible standard of health and safety in the workplace.

All individuals have a right to be safe at a SRWRA workplace and as such SRWRA has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol and drugs.

2. PURPOSE

This Policy outlines the strategies and processes that will be used by SRWRA to manage the risks associated with use, or recent use, of alcohol and/or other drugs by persons in the workplace.

Procedures to be adopted by SRWRA for controlling the risks associated with the improper use of drugs and alcohol include: education, counseling (including possible referral to Employee Assistance Program (EAP), drug and alcohol testing and subsequent actions for alcohol and laboratory confirmed positive test results.

Actions for refusing to participate in the program or for exceeding the alcohol and non-prescribed drug levels stipulated in this policy include an initial warning on the first offence, final warning on the second offence and summary dismissal for employees on the third offence or any attempt to tamper with a sample or to falsify results.

The continued engagement of contractors exceeding these levels will be considered by the Executive Officer.

3. RESPONSIBILITIES

It is the responsibility of SRWRA and Senior Staff to implement and monitor the Drug and Alcohol Policy.

It is the responsibility of all SRWRA employees, contractors and visitors to ensure they are not, by the consumption of alcohol or a drug/s, in such a state as to endanger the employee's own or any other person's safety at work.

4. **LEGISLATION & REFERENCES**

SA Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Road Traffic Act 1961 and Road Traffic Regulations

Australian Standard: AS3547:1977 “Breath Alcohol testing Devices for Personal Use”
Australian Standard AS4760 “Procedures for Specimen collection and the detection and quantitation of drugs in oral fluid”
Australian Standard AS/NZS 4308:2008 “Procedure for the collection, detection and quantitation of drugs of abuse in urine”

5. **REVIEW**

It is the responsibility of the Executive Officer to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by SRWRA at least bi-annually.

Agenda Item:	Items of Business (4.1.2)
Report Title:	Les Perry Memorial Grants
Report Author:	Executive Officer
Report No:	02/14
Date:	10th February 2014

EXECUTIVE SUMMARY

SRWRA has received three grant application requests totalling \$1,440.65. SRWRA has allocated \$1,500 in the 2013/14 budget for the Memorial Grant Funds. The Executive Officer believes all the grant applications have merit and meet the Grant application's essential criteria and purpose.

RECOMMENDATION

- 1. That SRWRA approves the three Memorial Grant applications for a total grant allocation of \$1440.65.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 02/14 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 2014 school year with an allocation of \$1,500 in the 2013/14 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 three grant application requests totalling \$1440.65. The three applications are from schools located in the Onkaparinga Council area. The Executive Officer believes all the grant applications have merit and meet the Grant application's essential criteria and purpose.

Grant Application Summary

School	Council	Funds Sought	Other Funds	Total Project	Minimum Grant to Proceed	Brief Description
Lonsdale Heights School – Preschool 7	Onkaparinga	\$444	\$0	\$444	\$444	Set up classroom recycling and composting of food scraps
Old Noarlunga Primary School	Onkaparinga	\$500	\$1500	\$2000	\$500	Design and construct a “chook house” to recycle food scraps
Seaford Rise Primary School	Onkaparinga	\$496.65	\$0	\$496.65	\$496.65	Construct a herb and flower garden as a learning area

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 so it is recommended they be approved for the full amount requested.

Agenda Item: Items of Business (Finance Reports 4.2.1)

Report Title: Budget Review Two – Oct to Dec 2013

Report Author: Senior Finance Admin Officer

Report No: 03/14

Date: 10th February 2014

Attachments:

- (A) Unaudited Income & Expenditure Statements
- (B) Tonnage Projections & Volume Trends
- (C) Repairs & Maintenance Schedule
- (D) Capital Expenditure
- (E) Statutory Income & Expenditure Statement
- (F) Cash Balances
- (G) EFT Payments Register/Bpay payment History
- (H) Statutory Budget

EXECUTIVE SUMMARY

Local Government Financial Management (LGM) 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 LGM 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 business days after its adoption.

The Second budget review to 31st December indicates an increase in Operating Surplus funds from \$748k to \$758k.

RECOMMENDATION

- 1. That the Budget Review Two Report including explanatory notes and attachments be received.**
- 2. That the Budget Review Report incorporating recommended variations be adopted.**
- 3. That the Statutory Budget incorporating recommended variations be adopted.**
- 4. That the Board determines the minutes, reports and attachments (summaries only) relating to Report No. 03/14 will be available to the public.**
- 5. That the Board determines Report No. 03/14 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 2013. When the Budget is reviewed, a budget result is determined indicating either a surplus or a deficit.

**Southern Region Waste Resource Authority
Statutory Income and Expenditure Statement
2013-2014**

	YTD Actuals	YTD Budget	Adopted Budget	BR1	BR2	LTFP
INCOME						
User Charges	4,816,608	4,946,774	10,762,120	9,893,548	9,656,019	10,800,484
Investment Income	337,662	289,300	534,800	534,800	603,761	530,487
Other Income	35,851	156,921	33,366	166,114	98,700	29,546
Total Income	5,190,121	5,392,995	11,330,286	10,594,462	10,358,481	11,360,517
EXPENDITURE						
Employee Costs	520,400	524,000	1,087,000	1,048,000	1,038,000	1,135,680
Material Contracts & Other Expenses	2,985,380	3,234,787	7,187,192	6,467,133	6,449,642	7,338,728
Depreciation, Amortisation & Impairment	1,091,115	1,091,539	2,263,156	2,163,313	1,944,933	2,130,960
Other Expenses	98,016	84,000	168,000	168,000	168,000	196,485
Total Operating Expenses	4,694,911	4,934,326	10,705,348	9,846,446	9,600,575	10,801,853
Profit/Loss on sale of assets			-			46,950
Operating Surplus/(deficit)	495,210	458,669	624,938	748,016	757,906	605,614
Distribution to Constituent Councils			250,000	250,000	250,000	250,000
Net Surplus following Distribution to Councils	495,210	458,669	374,938	498,016	507,906	355,614

Gross Monthly Tonnes Received at SRWRA Landfill Operation

Customer	YTD Actual 2013/2014	YTD Budget 2013/2014	Original Budget Tonnes 2013/2014	BR1 Sept 2013	BR2 Dec 2013	SRWRA BR2 Tonnes	SRC Recycled Tonnes
Onkaparinga	19,877.98	19,408	38,500	38,500	38500	38465	35
Onkaparinga Spoil	1,729.88						
Onka Recyclables(concrete etc)	71.28						
Marion	9,119.58	8,570	17,000	17,000	17000	17000	
Marion Spoil	-						
Holdfast Bay	3,929.46	4,285	8,500	8,500	8500	8500	
Fleurieu Regional Waste (FRWA)	5,651.90	6,301	12,500	12,500	12500	12500	
All Bulk Waste	10,125.76	10,082	20,000	20,000	20000	19970	30
All Bulk Waste - Spoil	-						
Lonsdale Waste	1.60	2	9,000	2	2	2	
Veolia	4,036.24	5,041	10,000	10,000	10000	9120	880
Veolia Spoil	34.68						
Veolia Recyclables(concrete etc)	192.98						
Other	3,038.44	5,797	10,000	11,500	6000	4400	1600
Other - Spoil	3,418.38	7,562	15,000	15,000	12000	2484	9516
Other Recyclables(concrete etc)	1,335.93						
Total	62,564.09	67,049	140,500	133,001.60	124,502.00	112,441.00	12,061.00
Ave Gross per day	340.02	364.39	384.93	364.39	341.10		

5,182.94

Product Summary	YTD 13/14
Building Rubble	112.90
Deep Burial	1.98
Demolition	391.92
Mixed	55,115.11
Spoil *	5,182.94
Vegetation	159.05
Recyclables(Concrete,Pavers etc)	1,600.19
Total Gross Tonnes	62,564.09
Total Net Tonnes (Less Spoil , Les	55,780.96

5,182.94

No EPA Levy

SRWRA Landfill Operation - Repairs & Maintenance

Budget vs Actual for year ending 30th June 2014

Machine	Year Manuf	YTD Actual 2013/2014	YTD Budget	Adopted Budget	BR1	BR2
1 Euclid R35-313TD Dump Truck	1986	16,509	27,400		44,870	44,870
2 Volvo FL7 Service Truck	1992	10,560	4,550		11,800	31,800
3 Volvo A25 Articulated Water Truck (S/H)	1996	1,241	9,800		21,150	21,150
4 Finlay 393 Screening Plant	1998	903	-		2,000	2,000
5 Komatsu WF 450T-3 Compactor	2001	1,853	20,830		27,930	27,930
6 Komatsu PC200-8th Hyd Excavator	2006	11,370	14,370		35,790	35,790
7 Komatsu WA380-6H Wheel Loader	2006	12,897	20,850		40,820	40,820
8 Komatsu WA200PT-5 Wheel Loader	2006	5,478	2,430		8,630	8,630
9 Komatsu D155AX-6 Bulldozer	2007	-	9,450		18,070	18,070
10 Komatsu HM400 Articulated Dump Truck	2008	7856	5,150		16220	16,220
11 John Deere Gator All Terrain Vehicle	2009	-	1,000		1,000	1,000
12 Komatsu PC300LC-8 Excavator	2009	14,936	21,950		36,415	36,415
13 Toyota Prado 4wd	2012	497	-		800	800
14 Mitsubishi Triton 4wd Utility	2012	1,549	-		500	500
15 Tarpomatic	2012	1,225	550		2,550	2,550
16 Caterpillar 826H Compactor	2013	7,068	3,400		5,950	5,950
Total		93,940	141,730	250,000	274,495	294,495

Suspension Safety Issues - Urgent

Agenda Item:	Items of Business (Information Report 4.3.1)
Report Title:	Executive Officer's Information Report
Report Author:	Executive Officer
Report No:	04/14
Date:	10th February 2014

EXECUTIVE SUMMARY

The Executive Officer has provided an update on matters concerning:

1. Constituent Councils Development Opportunities
2. SRWRA RRP (Resource Recovery Plan) Update
3. Hagley Road Developments
4. Wheaton Road Property/Land Acquisition
5. Southern Recycling Centre Joint Venture Development

RECOMMENDATION:

1. **That the Executive Officer's information report be received.**
2. **That the Board determines the minutes, reports and attachments relating items 1, 2 and 3 in Report No. 04/14 will be available to the public with items 4 and 5 to remain confidential.**
3. **That the Board determines Report No. 04/14 will be the subject of an information report to Constituent Councils with the exception of the confidential matters.**

REPORT

1. Constituent Councils Development Opportunities.

Over the past few months I have been working with my various colleagues within our respective constituent councils who look after waste management and civil infrastructure. Our strategy for each council is to see how we can assist and develop the business within our community, based around the developments at the Landfill and future operations.

This has primarily been to promote the potential of the SRWRA business and to bolster the reciprocal business opportunities we can provide to our councils. The feedback received has been excellent with many opportunities being discussed in line with the Southern Recycling Centre Developments.

As part of our ongoing discussions, the City of Onkaparinga have expressed an interest in working with SRWRA to store approximately 7000 x tonnes of Bitumen/Asphalt at the Landfill, with a view to utilising some of our capacity to store and treat/screen this material on an ongoing basis for re-use within the City of Onkaparinga road developments.

This works well for SRWRA as we have capacity to handle and store this material without affecting our Landfill Environmental Management Plan (LEMP), or Resource Recovery Plan (RRP).

At the moment I am working on a pricing model for this potential opportunity in conjunction with City of Onkaparinga.

2. SRWRA RRP (Resource Recovery Plan) Update

In recent communications we have been in consultation with the EPA to develop the SRWRA RRP (Resource Recovery Plan) to cover the site operations. The EPA has consulted upon draft Guidelines on handling wastes recovered from landfill operations or associated waste treatment processes. The EPA is continuing to revise these draft guidelines taking into account new standards for the handling of wastes. The guidelines will be made available once finalized. We have received support and reference information from IWS (Integrated Waste Services) in this regard.

The EPA will also be supporting the recovery of waste by seeking data reporting and resource recovery plans from a range of facilities using license or approval conditions.

Due to the changes within the SRWRA organization specifically with the recycling joint venture, the SRWRA RRP will be developed in line with the new EPA guidelines and in line with the requirements of the Southern Recycling Centre moving forward. This is now expected to be complete and working in synergy with the LEMP by September 2014.

3. Hagley Road Developments.

Over the years the property at 6 Hagley Road has sat within the zoning area for the Landfill, meaning we could not rent/lease the property to any parties not associated with the SRWRA operation. This was also a condition of the licence. This buffer zoning arrangement and licence condition has now changed.

On a recent inspection of the property we have established that the property is suffering from White-Ant infestations which will require treatment.

My objective moving forward is to invest in an overhaul of the property to bring it up to a suitable standard to be rented out as part of the SRWRA property portfolio.

A further report on the costs of bringing the property up to a reasonable standard will be brought to the board in due course.

Agenda Item: Items of Business (Information Report 4.3.2)

Report Title: LGA Workers Compensation Scheme KPI Audit

Report Author: Executive Officer

Report No: 05/14

Date: 10th February 2014

EXECUTIVE SUMMARY

SRWRA were selected as a member of the LGA to have a KPI Audit. The 2013 audit was conducted in late November 2013. The Auditor forwarded the results to SRWRA on 13 January 2014 in two Summary Reports, (KPI Audit and Injury Management Audit).

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. 05/14 will be available to the public.**
- 3. That the Board determines Report No. 05/14 will be the subject of an information report to Constituent Councils.**

REPORT

SRWRA were selected as a member of the LGA to have a KPI Audit. The 2013 audit was conducted by Kay Loechel (Auditor) from the LGA Workers Scheme from 25th to the 27th November 2013.

The Auditors role was to assess SRWRA's conformance with selected Elements from the WorkCover Performance Standards for Self Insurers (PSSI).

The Auditor forwarded the results to SRWRA on 13 January 2014 in two Summary Reports, (KPI Audit and Injury Management Audit).

The KPI Audit reported 3 Non-conformances and 2 Observations against selected elements in Performance Standards for Self Insurers (PSSI) Standards 1-3.

The Injury Management Report acknowledged full compliance.

KPI Audit 2013 – (3 Non-Conformances and 2 Observations)			
Non-Conformance	Sub-element	Issue (Summary)	Notes
1	2.1.1	1) One System Policies and Procedures do not reference new legislations, (WHS Act 2012 and WHS Regulations 2012). 2) There is currently no system in place for tracking legislatively mandated checks and tests.	1) The LGAWCS has been progressively releasing new model documents over 2013. In fact the LGA itself and most councils were found non-compliant in this sub-element. The updating of Policies and Procedures with new legislative references is a work in progress and the opportunity has been taken to undertake a forensic review of all Procedures in the process. 2) A tool will be developed and implemented to manage the currency of mandated checks and tests.
2	3.8.1	A Risk Assessment program has been commenced but there are still tasks and items of plant which have not been formally risk assessed.	The tasks and plant yet to be risk-assessed had already been identified by SRWRA prior to the audit and a schedule had been created for risk assessments and resultant Safe Work Instructions. This process is underway.
3	4.1.1	The Current WHS&IM Plan has no provision for recording the completion of WHS actions, and therefore lacks the facility for an effective review of performance against KPIs, objectives and targets.	The WHS&IM Plan 2014 will be re-designed to enable the recording of the completion of WHS actions. Review and monitoring mechanisms will be built in to the new plan.
Observations			
1	4.2.1	The Internal Auditor training has been completed and a schedule for audits implemented. Assessment of the success of this program will need to be measured as Internal Audits are completed.	The Internal Audit program had already commenced at SRWRA prior to the audit, and evidence of its effectiveness will be measurable as the schedule is rolled out.

2	4.3.1	Corrective Actions deriving from Internal Audits will need to be enacted and monitored to provide a body of evidence of the effectiveness of the program.	The Internal Audit program had already commenced at SRWRA prior to the audit, and as audits are conducted and corrective actions identified the effectiveness of the program will be measurable.
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The audit result reflects the momentum of continuous WHS improvement at SRWRA. The bulk of actions to address the non-conformances and observations are already in progress. These actions will form a program in the WHS&IM Plan 2014 so that they can be measured, monitored and reported, and will be achievable in the calendar year 2014 in my assessment.

The Conclusion of the auditor noted:

“The audit provided good evidence of the diligence of the SRWRA in developing and maintaining WHS and IM systems for the safety and wellbeing of its workers. The commitment evident throughout the organisation is commendable.”

Agenda Item: Items of Business (Information Report 4.3.3)

Report Title: LEMP Update & Northern Area As Constructed Report

Report Author: Executive Officer

Report No: 06/14

Date: 10th February 2014

EXECUTIVE SUMMARY

The Executive Officer has provided an update on matters concerning:

1. Landfill Environmental Management Plan (LEMP) Update and Northern Area As Constructed 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. 06/14 will be available to the public.
3. That the Board determines Report No. 06/14 will be the subject of an information report to Constituent Councils.

REPORT

1. Landfill Environmental Management Plan (LEMP) Update and Northern Area As Constructed Report.

The SRWRA LEMP document update project, which was awarded to Tonkin Consulting has now been completed. The LEMP update is a substantial document of 500 + pages and covers the following points; and can be viewed at the SRWRA offices upon request:

- License conditions, updated to correlate with any new conditions in the draft license.
- Review of remaining airspace and lifespan for all cells.
- Updated description of current operations in Zones A-F.
- Updated site development timeline.
- Updated changes to the public access area and refer to the resource recovery facility in a separate document.
- Updated leachate management section.
- Check groundwater, leachate and surface water monitoring schedules against license.
- Updated landfill gas management section, modeling done in 2006 may be outdated.

- Updated closure management Section to summarize phyto-capping in Northern Area and Cell 2.
- SRWRA Emergency Response Plan updated by SRWRA with current site contacts and phone numbers.
- Surface water management (and references to the SWMP).
- Complete references to as constructed details (i.e. Cell 4 and piggy back liner).

We are required by the EPA to view review the LEMP every three years or in line with any significant site changes/developments. The EPA must be provided with a copy of the updated report which will be reviewed in conjunction with our site specific license.

Tonkin have also provided an As Constructed Report which finalizes the works completed on the Northern Area. This has been submitted to the EPA and should take 6 to 8 weeks for the EPA to draft a final sign-off response.

Agenda Item: Items of Business (Information Report 4.3.4)

Report Title: Landfill Managers Information Report

Report Author: Acting Landfill Manager

Report No: 07/14

Date: 10th February 2014

EXECUTIVE SUMMARY

The Acting Landfill Manager has provided an update on matters concerning Mains Water Pipe, Northern Area and Cell 2 plantings and the relocation of the workshop to Area 1.

RECOMMENDATION:

- 1. That the Acting Landfill Managers Report information report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 07/14 will be available to the public.**
- 3. That the Board determines Report No. 07/14 will be the subject of an information report to Constituent Councils.**

REPORT

Mains Water Pressure Pipe: New 50 mm mains water pressure pipe has been laid across the Northern area, from Hagley Road to the Western side of the site, approximately 700 meters. The old existing pipe, which I believe has been leaking for many years has resulted in significantly high water bills for the site.

To complete these works, we will be horizontal boring across Ostrich Farm Road and installing new 25mm pipe, which will join with the meter, which meters the property adjacent the main gate.

A spur line is also in place to feed the workshop when it is moved to area one trailer pad. The design, trench excavation and laying of the pipe has been completed internally.

A meeting was held with Mr Chappel who owns the property adjacent the front gate, and he is delighted that after 12 years something is being done to resolve the problem with the water supply.

The water pipe has been surveyed and mapped for future reference. The costs relating to this water pipe has been covered in the Site Maintenance Budget.

Northern Area and Cell 2 Plants: Inspections of these areas are done on a weekly basis to gauge the growth and condition of the plants.

I am pleased to report that the plants in general are doing very well, growth of some varieties are exceeding expectations. Seasonal hot weather has forced Landfill staff to hand water at regular intervals.

Photo attached:



Relocation of Workshop is currently under review and will potentially be dismantled and erected in area 1, formerly the public trailer pad. At the moment we are in the process of costing out the different elements which will be presented to the board in due course.

This area is ideal for this purpose as it has an existing concrete pad and bitumen apron. This will minimise the cost of laying a new concrete pad if it was to be built in another location.

Photo Attached:



Trailer Pad (Area 1 – Public): Public Trailer Pad will be moved to area 2, allocated green waste stockpile. Bays will be constructed with concrete blocks, Public will be directed to place material in designated bays for example, timber, gyprock, steel, and cardboard etc. This will significantly reduce machine and labour costs in the recycling of these products.

Agenda Item: Items of Business (Information Report 4.3.5)

Report Title: General Information Report

Report Author: Senior Finance Admin Officer

Report No: 08/13

Date: 10th February 2014

Attachments: (A) Incoming e-Waste for December & January
(B) Collection Report
(C) Tool Box Meeting Minutes 18/12/13
(D) Tool Box Meeting Minutes 22/01/14

EXECUTIVE SUMMARY

General Information is provided on:

- Incoming E-Waste for December & January
- Collection Report for July to December
- Tool Box Meeting Minutes 18/12/13
- Tool Box Meeting Minutes 22/01/14

RECOMMENDATION

- 1. That the General Information Report be received.**
- 2. That the Board determines the minutes, reports and attachments relating to Report No. 08/14 will be available to the public.**
- 3. That the Board determines Report No. 08/14 will be the subject of an information report to Constituent Councils.**

REPORT

Incoming e-Waste

Spreadsheet of incoming e-Waste for December & January (*Attachment A*)

Collection Report for November & December

Report outlining recycled material collected from SRWRA Landfill Operations for period July to December (*Attachment B*)

Tool Box Meeting Minutes

Tool Box meeting minutes for 18/12/13 (*Attachment C*)

Tool Box meeting minutes for 22/01/14 (*Attachment D*)

Incoming E Waste for December 2013

POSTCODE STATISTICS FOR INCOMING E WASTE - DECEMBER																			Daily Total	
	5158	5159	5160	5161	5162	5163	5164	5165	5166	5167	5168	5169	5170	5171	5172	5173	5174	Other		
	Sheidow Pk	Happy Valley etc	Lonsdale	Reynella	Morphett Vale	Hackham	Christie Downs	Christies Beach	O'Sullivan s Bch	Pt Noarlung a	Noarlung a	Seaford	Maslin Bch	McLaren Vale	Willunga	Aldinga	Sellicks			
1/12/2013					1							2		2		1		1	7	
2/12/2013															1				1	
3/12/2013												2			2	1			5	
4/12/2013																1			1	
5/12/2013														1		3		1	5	
6/12/2013												2		1		2	2		7	
7/12/2013							1					2				2		1	5	
8/12/2013												1		1		2			5	
9/12/2013															1	2			2	
10/12/2013															1	2			3	
11/12/2013													1			1			1	
12/12/2013															1	1			2	
13/12/2013												1		1	1	1	1		5	
14/12/2013							2		1										3	
15/12/2013										1		1							3	
16/12/2013		1					1							1	1				4	
17/12/2013						1											4	1	6	
18/12/2013																			0	
19/12/2013						1						1		1		1	1	1	5	
20/12/2013													1	1		4			6	
21/12/2013												1			1	1			3	
22/12/2013															1	1		1	2	
23/12/2013						1			1		1				1	1			5	
24/12/2013						1							1	1		3			6	
25/12/2013																		0	0	
26/12/2013																		0	0	
27/12/2013																		0	0	
28/12/2013						2				1		1							4	
29/12/2013												1					1		3	
30/12/2013														1		1			4	
31/12/2013																			3	
Daily Total	0	3	0	0	8	4	0	2	0	3	0	17	3	11	10	35	5	5	106	
																			Monthly Total	106

Incoming E Waste for January 2014

POSTCODE STATISTICS FOR INCOMING E WASTE - JANUARY																			Daily Total	
	5158	5159	5160	5161	5162	5163	5164	5165	5166	5167	5168	5169	5170	5171	5172	5173	5174	Other		
	Sheidow Pk	Happy Valley etc	Lonsdale	Reynella	Morphett Vale	Hackham	Christie Downs	Christies Beach	O'Sullivan s Bch	Pt Noarlung a	Noarlung a	Seaford	Maslin Bch	McLaren Vale	Willunga	Aldinga	Sellicks			
1/01/2014															2				0	
2/01/2014															1		5		2	
3/01/2014																			6	
4/01/2014												2		3		2			7	
5/01/2014													1	2		1			4	
6/01/2014		1				1			1			1				3			7	
7/01/2014										1					1	1		1	5	
8/01/2014												1			2	1		1	5	
9/01/2014												3		2	1	1			7	
10/01/2014																			0	
11/01/2014						1	1			1		1		1					5	
12/01/2014					1						1				1				3	
13/01/2014													1			1			2	
14/01/2014															1	2			3	
15/01/2014														1		1			2	
16/01/2014															1	1		1	3	
17/01/2014														1		1			2	
18/01/2014						1			1			3						1	6	
19/01/2014																		1	1	
20/01/2014							1									1			2	
21/01/2014						1				1					1	1			4	
22/01/2014													1		1	1			4	
23/01/2014													2		1				3	
24/01/2014			1										1		2	1			5	
25/01/2014									1		1				1	1			5	
26/01/2014						1										1			2	
27/01/2014																		0	0	
28/01/2014							1										1		2	
29/01/2014																		1	1	
30/01/2014																	3	0	3	
31/01/2014																	2		2	
Daily Total	1	1	1	0	5	3	0	3	1	4	1	17	2	16	12	30	4	2	103	
																			Monthly Total	103



**Southern Region Waste Resource Authority
TechCollect Site ID: SAMM0015**

COLLECTION PARTNER REPORT

As at 31 December 2013

Quantity recycled per month for the period ending 31 December 2013						
July	August	September	October	November	December	SITE TOTALS (KG):
0	0	15,340	0	16,600	7,540	39,480

Recycled Product - by Regulatory Class				
TV Class (%):	Computer Class (%):	TV Class (KG):	Computer Class (KG):	SITE TOTALS (KG):
79%	21%	31,031	8,449	39,480

Thank you for being a part of the TechCollect program. This e-waste has been responsibly recycled with the material recovered put into the resource stream for new products. Together we are making a difference.

Landfill TOOL BOX MEETING Minutes

Wednesday 18th December, 2013

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

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.			
2.			
3.			
4.			

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"> • Nil
3.2.	Policy Reviews	<ul style="list-style-type: none"> • Drug & Alcohol Policy
3.3.	Procedure Reviews	<p><i>The following Safe Work Procedures were reviewed:</i></p> <ul style="list-style-type: none"> • Portable Air Compressor - accepted • Waste Oil Recycling – Accepted • Water Transfer Pump – Accepted • Security System – Weighbridge & Boomgate - Accepted
3.4.	Site Work Health Safety Concerns	

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	
4.2.	Problems	
4.3.	Potentials (includes suggestions for improvement)	
4.4.	Planning Ahead	

Action List resulting from this meeting (landfill staff)			
Agreed Action:		Person Responsible for the Action:	Dated for Completion by:
Incomplete Actions from previous meeting/s			
1.	Organise Confined Spaces further training for Paul K & Lindsay	Ian Hoffman	December
2.	Commence work with WHS Consultant	Lindsay Minchin	December
3.	Unauthorized persons entering sit. Fix fences & security signage to be placed on fences.	Lindsay Minchin	December
4.			
Actions agreed at this meeting			
2.			
3.			
4.			

Landfill TOOL BOX MEETING Minutes

Wednesday 22nd January, 2014

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

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 <u>Last</u> Meeting:	Person Responsible for the Action:	Dated for Completion by:	Yes/No (only discuss tasks not completed)
1.			
2.			
3.			
4.			

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"> • Nil
3.2.	Policy Reviews	<ul style="list-style-type: none"> • Nil
3.3.	Procedure Reviews	<p><i>The following Safe Work Procedures were reviewed:</i></p> <ul style="list-style-type: none"> • Working on Embankments - accepted • Soils & Mulches Procedure - accepted • Two Way Radio Communications (VHF & UHF) - accepted • Q Box Electro fusion Control Unit (Welder) – accepted
3.4.	Site Work Health Safety Concerns	<ul style="list-style-type: none"> • Children seen on site – coming in with trucks (Bin trucks)

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	
4.2.	Problems	
4.3.	Potentials (includes suggestions for improvement)	
4.4.	Planning Ahead	

Action List resulting from this meeting (landfill staff)			
Agreed Action:		Person Responsible for the Action:	Dated for Completion by:
Incomplete Actions from previous meeting/s			
1.	Organise Confined Spaces further training for Paul K & Lindsay	Ian Hoffman	On Going
2.			
3.			
4.			
Actions agreed at this meeting			
1.	Children from Bin Trucks walking around Area 3, talked to truck driver. Reminded the driver that children are to remain in the truck at all times.		
2.			
3.			
4.			

5. OTHER BUSINESS

6. NEXT MEETING
Monday 5th May 2014

7. CLOSURE