

DECISION/DIRECTION NOTE

Title: Review of Robin Hood Bay Waste Management Facility – Scale House Operations

Date Prepared: August 22, 2019

Report To: Audit Committee

Councillor and Role: Councillor Debbie Hanlon, Chair

Ward: N/A

Decision/Direction Required:

To approve the Review of Robin Hood Bay Waste Management Facility – Scale House Operations report and the associated action plans put forth by management.

Discussion – Background and Current Status:

In accordance with the City's approved audit plan, the Office of the City Internal Auditor recently completed a review of scale house operations at the Robin Hood Bay Waste Management Facility in the Environmental Services Division of the Department of Public Works.

The review identified several areas for improvement. Details of these opportunities and related recommendations can be found in the attached audit report. Management have provided action plans and implementation dates for all recommendations.

The Office of the City Internal Auditor would like to thank the DCM, Public Works, the Director, Environmental Services, the Waste Management Engineer and all staff involved in scale house operations for their help and time during this review.

Key Considerations/Implications:

1. Budget/Financial Implications
 - There may be budget implications depending on how management decides to mitigate the risks highlighted in the report.
2. Partners or Other Stakeholders
 - City staff involved in scale house operations

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- Users of the Robin Hood Bay Waste Management Facility
- 3. Alignment with Strategic Directions/Adopted Plans
 - N/A
- 4. Legal or Policy Implications
 - Policies and/or procedures have been recommended throughout this report
- 5. Privacy Implications
 - There may be privacy implementations depending on how management decides to mitigate the risks highlighted in the report.
- 6. Engagement and Communications Considerations
 - There may be engagement and communications considerations depending on how management decides to mitigate the risks highlighted in the report.
- 7. Human Resource Implications
 - There may be human resource implications depending on how management decides to mitigate the risks highlighted in the report.
- 8. Procurement Implications
 - There may be procurement implications depending on how management decides to mitigate the risks highlighted in the report.
- 9. Information Technology Implications
 - There may be information technology implications depending on how management decides to mitigate the risks highlighted in the report.
- 10. Other Implications
 - There may be other implications depending on how management decides to mitigate the risks highlighted in the report.

Recommendation:

To approve the Review of Robin Hood Bay Waste Management Facility – Scale House Operations report and the associated action plans put forth by management.

Prepared by/Date: Sean Janes, City Internal Auditor / August 22, 2019

Reviewed by/Date: Sean Janes, City Internal Auditor / August 22, 2019

Approved by/Date: Sean Janes, City Internal Auditor / August 22, 2019

Attachments: Review of Robin Hood Bay Waste Management Facility – Scale House Operations report