

MOTOR TRADE ASSOCIATION OF SOUTH AUSTRALIA

GREEN STAMP PLUS

ENVIRONMENTAL ACCREDITATION

FOR

AUTO PARTS RECYCLERS



Australian Government
Department of the Environment,
Water, Heritage and the Arts

The Green Stamp Plus Programme is a joint initiative of
MTA-SA and the Australian Government
Department of the Environment, Water, Heritage and the Arts.



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Green Stamp Plus Program

Green Stamp Plus is an environmental program that is conducted in each state and territory of Australia through Motor Trade Associations. The program is funded by the Federal Government Department of Water, Environment, Heritage and the Arts. Green Stamp Plus aims to ensure businesses in the automotive industry have access to information and tools to achieve environmental compliance and beyond.

The Program assists small to medium business in the automotive trades to improve environmental management through incorporating processes and practices which minimise waste disposal and increase resource efficiency.

The Green Stamp Plus Program provides MTA members with:

Resources:

- Environmental fact sheets
- Ecomapping CD
- Environmental Management System Guide for the Motor Trade
- DVDs, CDs, Videos for loan

Environmental services:

- Free confidential environmental compliance assessments
- The development and implementation of Environmental Management Systems
- Assistance with Ecomapping your business
- Telephone advice

Information:

- Energy, water and other resource conservation
- Spill management to prevent liquid substances reaching ground or stormwater systems
- Minimising waste disposal to landfill
- Air quality management
- Storage practices for hazardous substances
- Waste water management

Green Stamp Plus services, with the exception of accreditation, are FREE MTA services to members.

Green Stamp Plus Environmental Accreditation - What it is

The Green Stamp Plus Environmental Accreditation program is a marketing tool for automotive businesses to demonstrate to their customers their commitment to good environmental management. The Green Stamp Plus Environmental Accreditation encourages automotive businesses to comply with environmental laws and more importantly, acknowledges the many that have gone beyond the legislative requirements.

Environmental Accreditation – the benefits to your business

An increasing concern for the environment by business owners and consumers in recent years has seen a general shift in attitude and practice in the motor trade. A growing number of businesses operate their processes or manage particular wastes to a standard never previously achieved in Australia.

Despite these achievements the industry is still often recognised as being a significant polluter due to the obvious impact many traditional practices continue to have.

The Green Stamp Plus program aims to raise awareness among consumers about the ways many workshops include environmental considerations in their everyday operations and work towards environmentally sustainable practices.

Levels of Accreditation

Businesses can meet one or all of the three levels of Accreditation. Each level specifies particular requirements. After meeting the requirements of each stage a certificate of accreditation are issued which can be displayed to customers identifying an individual business' level of achievement.

Level 1 – Compliance

The basic entry requirement into the Green Stamp Plus Accreditation program. The environmental criteria in Level 1 Compliance establishes that businesses hold all relevant permits and licenses and operate in a manner that meets all legislative requirements. The criteria detailed in Level 1 have been designed to incorporate other important considerations contained within relevant industry Codes of Practice. See page 6. If particular criteria are not applicable to your business you can still receive accreditation by meeting all other relevant criteria.

Please note that achieving Level 1 – Compliance does not grant your business Accreditation. Accreditation is only awarded to businesses that achieve Level 2 – Beyond Compliance.

Level 2 – Beyond Compliance

Businesses must achieve the Level 1 requirements plus demonstrate that they have moved beyond compliance to incorporate a minimum number of sound environmental management practices into their day-to-day operations. This could include the recycling of particular wastes or installing energy efficient lighting. Thirteen areas in the Level 2 – Beyond Compliance checklist must be achieved to earn this level of accreditation. See page 7.

Level 3 – Best Practice

This is the final level of accreditation. It is based on the principle of continuous improvement and requires businesses to develop and implement an environmental management plan to help monitor and review their current practices and set objectives or targets for further improvement. Four areas in the Level 3 – Best Practice checklist must be achieved to earn this level of accreditation. See page 8.

Need more help?

The Green Stamp Plus program offers a range of resources and services to assist small to medium automotive businesses to check their level of legal compliance and to identify and improve their eligibility for the Green Stamp Plus Accreditation. In this regard, businesses that may currently not satisfy the requirements of the Green Stamp Plus Accreditation can use the following services to assist them to do so:

Environmental assessments

An assessment can be conducted on your businesses by the MTA's Environmental Project Officer to identify any current environmental impacts and provide practical solutions and follow-up support to assist in their implementation. These assessments are obligation-free, strictly confidential and are available free of charge to MTA members.

Environmental fact sheets

Industry-specific fact sheets that identify environmental issues relevant to the motor trades, suggest practical solutions that can assist in their mitigation are available through Green Stamp Plus. A broad range of guidelines are available including bunds and bunding, waste management, oil management and energy. If you have a particular concern, there is a specific guideline to answer your questions.

Ecomapping CD

Ecomapping is a quick, effective, do-it-yourself way to identify and manage environmental issues such as energy use, noise, water and waste management. It uses a series of checklists to help quickly identify each area on a hand drawn map of the premises. You can then develop action plans to implement changes to eliminate or minimise any environmental risk.

Journal and newsletter articles

Articles on environmental issues can be found in the MTA Motor Trade bi-monthly journal and monthly 'Update' newsletter. Articles provide information on relevant environmental issues, new legislation and the great efforts of members in environmental management.

For further information contact the MTA Environmental Project Officer on 8291 2000, environment@mta-sa.asn.au or visit www.mta-sa.asn.au

Are you eligible for Accreditation?

Before arranging for an onsite inspection, complete the accreditation self assessments in this information book to ensure your business meets all the criteria for Level 1 and at least Level 2. See pages 5, 6 and 7.

Please note that achieving level 1 – Compliance does not grant your business Accreditation.

Accreditation is only awarded to businesses that achieve at least Level 2 – Beyond Compliance.

Accreditation Level 1 – Compliance

All applicable criteria in Level 1 must be met to be compliant with legislative requirements.

Please note that achieving Level 1 – compliance does not grant your business Accreditation.

Accreditation is only awarded to businesses that achieve at least Level 2 – Beyond compliance.

Assessment			Criteria	Additional information
Environmental Management				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Management and staff are aware of environmental responsibilities	This could be carried out by a staff induction, on the job training or staff meetings
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Material Safety Data Sheets (MSDS) are held onsite for all hazardous chemicals Copies must be sighted at time of audit	MSDS are available from your suppliers and provide information on the chemicals and safety requirements
Resource Efficiency				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Lights are switched off after hours or when not required	Consider signs to remind staff to switch off lights when not required
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The compressor is turned off after hours	Consider signs to remind staff to switch off the compressor after hours
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Computers are switched off after hours	Consider signs to remind staff to switch off computers when they are not in use for over an hour
Preventing Water Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Stormwater drains are clear of oily plumes and litter	There should be no signs of contaminants near the stormwater drains
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Large quantities (>250l) of hazardous liquids are stored in a bunded area	A bund is a low wall or construction that prevents liquid from leaving a liquid storage area. A bund needs to be capable of containing a spill if it were to occur.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All hazardous substances are stored in a bunded undercover area on sealed ground	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Parts containing liquid are stored in a bunded, undercover area on sealed ground	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Batteries are stored in a bunded, undercover area on sealed ground, or in a sealed battery box, battery acid is left inside the batteries and the batteries are collected by a licenced contractor copy of 3 receipts required	Batteries can not be disposed of to landfill. They must be handled and stored carefully for collection by a licenced contractor
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	End of life vehicles are drained of: <input type="checkbox"/> coolant <input type="checkbox"/> fuel <input type="checkbox"/> brake fluid <input type="checkbox"/> transmission and differential oil	Draining end of life vehicles is essential to prevent land contamination. Ensure that liquids removed from vehicles are disposed of appropriately
Preventing Air Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If decommissioning air conditioning systems, an ARCTick licence is held by the business and relevant technicians Licenses must be sighted at time of audit	Licences are required for handling refrigerant and decommissioning air conditioning systems
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Reclaimed refrigerants are removed for appropriate disposal by a licenced company Copy of 3 receipts required	Store refrigerants in a recovery cylinder and return to a licenced wholesaler
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	LPG tanks are emptied by a licenced LPG mechanic	A licenced LPG mechanic can remove LPG from a tank. LPG should not be released into the atmosphere
Managing Wastewater				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Any wastewater from the workshop floor or a washbay is collected and removed for disposal by a licensed contractor or disposed of through an oil water separator to sewer Copy of 3 receipts required	All waste water must be collected for disposal or put through an oil water separator
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If an oil water separator is used and waste water is sent to the sewer a trade waste permit should be held Copy of permit required	Trade waste permits are issued by SA Water and permit the discharge of waste water to the sewer
Managing Wastes				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Liquid wastes are removed for disposal by a licensed contractor this includes coolant, waste oil, caustic, solvents, brake fluid and fuel Copy of 3 receipts required	Liquid wastes must be disposed of appropriately to reduce soil and water contamination Receipts should be provided by the licenced contractor that removes the liquid wastes
Preventing Noise Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Noisy activity is limited to Council permitted hours	Only operating in normal business hours prevents noise complaints

Accreditation Level 2 – Beyond Compliance

To achieve Level 2 – beyond compliance, **thirteen** criteria must be met. Accreditation is only awarded to businesses that achieve at least Level 2 – Beyond Compliance.

Assessment			Criteria	Additional information
Environmental Management				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	COMPULSORY CRITERIA The business has an environmental management system in place Copy of EMS required	An EMS provides a business with goals and an action plan for environmental management. Contact the MTA for an EMS guide
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The business has and displays an environmental management policy Location _____	An EMP declares a businesses commitment to the environment and can be displayed in a reception area or similar to demonstrate the commitment to customers and staff
Resource Efficiency				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Skylights or natural light is used to reduce energy consumption	Skylights can increase the natural light and reduce the need for artificial lighting
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Energy efficient equipment is used Equipment: _____	Equipment with a high energy rating can be used to reduce your energy consumption
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Recycled paper is used for printing Brand: _____	Printing paper made from recycled content reduces landfill
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Energy efficient lighting is used Type of globe _____	Energy efficient globes such as T5 fluoro or LEDs reduce energy consumption
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Plastic bumper bars/headlights are repaired where possible	These items can be repaired onsite and reused, thereby reducing landfill
Preventing Water Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All external openings of the workshop are bunded or the floor is sloped inwards	Bunding external openings or sloping floor inwards stops liquids from leaving the workshop
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	An adequate number of emergency spill kits are available and easily accessible	Spill kits contain absorbents and protective equipment to aid in spill clean up
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Staff are trained in spill management and spill clean up instructions are easily accessible Spill instructions must be sighted at time of audit	For information on spill management use the MTA Environmental fact sheet in your MTA Handbook or obtain instructions from your spill kit provider
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Stormwater drains are clearly marked to discourage pollution disposal into drains	Drains can be marked using painted slogans such as "only rain goes down this drain"
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All dismantling work is conducted inside the workshop or in a bunded undercover area	To prevent water pollution, all dismantling work should be conducted inside
Preventing Air Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Lids are kept on liquid containers	Air pollution can occur through odours and evaporation. To minimise this keep the lids on chemical containers such as solvent. If necessary display signs to remind staff
Managing Wastewater				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If a separator is used to manage wastewater, it is serviced regularly and a log is kept of services Service log must be sighted at time of audit	Most separators need to be serviced quarterly. Receipts of service can be kept as a log. Logs demonstrate responsible maintenance
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Parts are washed in a dedicated area, using biodegradable detergent or non-solvent parts washer	Water or steam based parts washers are available for parts washing with solvents
Managing Wastes				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The following metals are separated and collected for recycling: <input type="checkbox"/> alloy wheels <input type="checkbox"/> copper radiators <input type="checkbox"/> aluminium <input type="checkbox"/> catalytic converters <input type="checkbox"/> alternators / starter motors <input type="checkbox"/> oil filters <input type="checkbox"/> air conditioning cores <input type="checkbox"/> steel	By separating wastes and having scrap metal removed by a scrap metal merchant less waste is added to landfill and it is more likely that these materials will be recycled
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The following items are separated and collected for recycling: <input type="checkbox"/> paper <input type="checkbox"/> cardboard <input type="checkbox"/> plastic bumper bars <input type="checkbox"/> headlights <input type="checkbox"/> plastic panels and windscreen <input type="checkbox"/> glass	By recycling wastes you will reduce the amount added to landfill and save energy as well
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Waste drums and containers are clearly labelled	To aid waste separation label containers clearly
Preventing Noise Pollution				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Equipment is serviced and maintained to reduce noise	Well maintained equipment is less noisy

Accreditation Level 3 – Best Practice

Once Level 2 – Beyond compliance has been achieved, business can aim for Level 3 – Best Practice. To achieve Level 3 - Best Practice **four** criteria must be met.

Assessment			Criteria	Additional information
Environmental Management				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	COMPULSORY CRITERIA The environmental management system is used to ensure the ongoing environmental performance through a self assessment checklist that monitors environmental practices regularly and incorporates future improvements Copy of EMS plan and assessment required	An EMS provides a business with goals and an action plan for environmental management. Carrying out a self assessment will help identify ways you can improve your environmental management Contact the MTA for an EMS guide or assessment checklists.
Resource Efficiency				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	An energy audit of the business has been conducted	An energy audit will identify where electricity is being consumed and where it can be reduced
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The businesses' electricity is supplied from Green Power Copy of electricity company letter/bill required	Many electricity companies offer the option of obtaining electricity from clean production sources
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Water use reduction measures are used: _____	Several options are available for reducing water consumption such as dual flush toilets, flow reducers on taps and trigger nozzles on hoses
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Water use reduction measures are used: _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Petrol is collected and recycled	Unused petrol from tanks is collected and stored appropriately and re-used or removed for recycling
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The business has measured its carbon footprint to determine ways to minimise its environmental impact	Several independent companies offer this service which identifies how much carbon is emitted by your company's activities
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Greywater is recycled onsite	water from car wash bays or similar can be reused after onsite treatment
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Rain water is collected and used onsite	Use rainwater tanks to capture rain water and use it to reduce mains water consumption. Uses could include vehicle washing, or it could be connected to bathroom pipes
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	All fleet vehicles have a "Green Vehicle Guide" (GVG) star rating of 3, 4 or 5.	The GVG is available at www.greenvehicleguide.gov.au
Managing Wastes				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Food waste is composted	Food waste can be composted in a compost bin or even a worm farm, the resulting compost can then be used on the garden, this reduces the waste going to landfill
Other				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Initiative: _____ _____	Additional initiatives in the spirit of environmental protection and conservation will be considered for Level 3 - Best Practice and will be awarded solely at the discretion of MTA SA
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Initiative: _____ _____	

Becoming Green Stamp Plus Accredited

Becoming Green Stamp Plus Accredited is a 4-step process.

Step 1.

Undertake a self assessment of your business using the assessment criteria in this information pack.

Assess the environmental management issues at your site and identify where you can make improvements to ensure you meet environmental compliance.

Proceed to step 2 if all the criteria in Level 1 – Compliance and 13 of the Level 2 – Beyond compliance have been met.

Step 2.

Fill out an application form on page 10 to register your interest in becoming a Green Stamp Plus Accredited business. Lodge your application form with a cheque or credit card details for the appropriate amount to:

Green Stamp Plus Accreditation MTA SA

GPO Box 2204 Adelaide SA 5000

F 8291 2099

E environment@mta-sa.asn.au

Step 3.

When your application is received the MTA will contact you to arrange a visit to your site. An MTA Accreditation audit will be undertaken assessing the environmental issues associated with your business to ensure that you meet the accreditation criteria.

Step 4.

When the environmental audit is completed you will be given a level 1 - Compliance, Level 2 – Beyond Compliance or Level 3 – Best Practice Green Stamp Plus Accreditation.

Level 2 and 3 accredited businesses will receive a certificate of accreditation and promotion pack.

Cost of Accreditation

MTA SA Members	Initial application \$150.00 (inc. GST)
	Annual review audits \$50.00 (inc. GST)
Non-Members	Initial application \$ 260 (inc. GST)
	Annual review audits \$75.00 (inc. GST)

Initial fee includes:

- One accreditation audit of the business
- The promotion pack, containing:
 - Certificate of accreditation
 - Pamphlets to promote the businesses environmental commitment to customers
 - Green Stamp Plus Accredited Sign
 - Signage stickers that can be displayed throughout your premises
- The right to display the Green Stamp Plus logo anywhere on the premises or on any of the businesses stationery or signage
- The right to promote the business as "Green Stamped"
- The opportunity to benefit from the Green Stamp Plus marketing campaign

Please note that follow up audits resulting from the business not being suitably prepared on the audit day will incur a penalty payment of \$50.00 (inc. GST) to complete the audit at another time.

If a business is unsure as to whether or not they already satisfy the criteria they should contact the MTA SA prior to lodging their application.

Green Stamp Plus Accreditation application form

Trading Name _____

Street Address _____

MTA member number _____

Telephone _____ Fax _____

Postal Address _____

Email _____

Full name(s) of proprietor (s)

Mr / Mrs / Ms

Surname _____ First name _____

Mr / Mrs / Ms

Surname _____ First name _____

Contact Person (If different from proprietor)

Surname _____ First name _____

Position _____

Level of Accreditation being applied for:

Level 1 - Compliance Level 2 - Beyond Compliance Level 3 – Best Practice

If a business fails to meet the accreditation criteria and chooses to retract their application after their audit inspection, the business will forfeit one third of the administration fee paid. Businesses are therefore encouraged to carefully ensure compliance before confirming the date of audit inspection. Additional compliance assistance is available at no cost by contacting MTA SA.

Payment Details

Amount _____ including GST

Cheque

Credit Card Please tick: Visa Mastercard American Express

Name on card _____

Card Number _____

Expiry ____ / ____

Return form and payment to the Motor Trade Association of SA

Level 1, 81 Greenhill Rd Wayville SA 5034 T 8291 2000 F 8291 2099

Environment@mta-sa.asn.au

Green Stamp Plus declaration

I / We _____ hereby make application to become certified under the Green Stamp Plus Accreditation and solemnly declare that my / our business complies with the criteria for membership of the Accreditation.

I / we have read and understood the criteria requirements of the Accreditation and I / we willingly agree to the inspection of my / our premises, equipment and processes by duly authorised member of the Green Stamp Plus Program or MTA – SA staff at any time during normal working hours for purposes of the accreditation.

I / we understand that annual review audits are required in order to maintain the currency and validity of my Accreditation, and that these annual reviews are charged at \$50.00 (inc. GST) for MTA-SA members and \$75.00 (incl. GST) for non members.

I understand that the Accreditation – including the use of the Green Stamp Plus logos is not transferable between sites, and becomes void if the Accredited business is sold or ceases to operate.

If at any time I / we fail to meet the required standards of the Accreditation, the MTA-SA reserves the right to withdraw either the Accreditation (or associated levels of Accreditation) as deemed necessary.

I / we agree that in the event of my / our ceasing to qualify for membership of the Accreditation I / we will immediately notify the MTA-SA in writing of this fact and remove from display all promotional materials relating to the Green Stamp Plus Accreditation.

Signed _____

Print name _____

Date _____

Signed _____

Print name _____

Date _____



**Level 1, 81 Greenhill Road
Wayville SA 5034**

GPO Box 2204 Adelaide SA 5001

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