

BHRC Projects 2015-2016							
Task Name	Duration	Start	Finish	Assigned To	% Complete	Status	Comments
Legislative Compliance	214d	01/03/16	30/09/16				
DER Annual Audit Compliance Report - SRWMF 2015	1 Jan 2015 - 31 Dec 2015	01/03/16	31/03/16	Tony Battersby		Not Started	Report to be completed and submitted by end of March 2016
DER Annual Audit Compliance Report - Banksia Road 2015	1 Jan 2015 - 31 Dec 2016	01/03/16	31/03/16	Tony Battersby		Not Started	Report to be completed and submitted by end of March 2017
DER Annual Census Report - SRWMF 2015	2014-2015	01/07/16	30/09/16	Tony Battersby		Not Started	Report due in September 2015
DER Annual Census Report - Banksia Road 2015	2014-2015	01/07/16	30/09/16	Tony Battersby		Not Started	Report due in September 2016
National Pollution Inventory Reporting - SRWMF 2015	2015-2016	01/09/16	30/09/16	Tony Battersby		Not Started	Report due in September 2016
Department of Environment and Regulation Approvals		01/02/16					
Post & Closure Management Plan	Unknown - Pending Decision	01/02/16		Talis Consultants		In Progress	Talis submit documentation to DER on 1 February 2016 - waiting on response from DER
New Lined Cells at SRWMF	Unknown - Pending Decision	01/02/16		Talis Consultants		In Progress	Talis submit documentation & letter of BHRC long/short term intensions of site to DER on 1 February 2016 - waiting on response from DER
Financial Performance	179d	04/01/16	30/06/16				
Annual Budget	2016-2017			Chris Welham & Tony Battersby		In Progress	
Budget Review		04/01/16		Chris Welham & Tony Battersby		In Progress	
Asset Management	2016-2017	01/02/16	30/06/16	Tony Battersby		In Progress	Source & develop Asset Management System (established for 2016-2017 Financial Year)
Governance	182d	01/11/15	30/04/16		0%		
<u>COB Support Services</u>	182d	01/11/15	30/04/16	Tony Battersby		In Progress	Report of options for consideration for provision of support services provided by COB - provide before 31/03/2016 to enable transition from 30/06/2016
Financial Support	64d	28/01/16	31/03/16	Tony Battersby		In Progress	
IT & Communication	64d	28/01/16	31/03/16	Tony Battersby		In Progress	
Human Resources	64d	28/01/16	31/03/16	Tony Battersby		In Progress	Looking at all options for either outsourcing or utilizing current staff
Payroll	64d	28/01/16	31/03/16	Tony Battersby		In Progress	Looking at all options for either outsourcing or utilizing current staff
<u>Policies and Procedures</u>	182d	01/11/15	30/04/16				
Quality Management Systems Policies				Michelle Lloyd		In Progress	
Occupational Health and Safety Policy - QMS001				Michelle Lloyd		In Progress	Table at Ordinary Council Meeting 25 Feb 2016 for council comment and adoption
Environmental Policy				Michelle Lloyd		In Progress	
Induction Policy				Michelle Lloyd		In Progress	
Quality Policy				Michelle Lloyd		In Progress	Table at Ordinary Council Meeting 25 Feb 2016 for council comment and adoption
Customer Service Charter				Michelle Lloyd		In Progress	
Drug and Alcohol				Michelle Lloyd		In Progress	
Smoking in the Workplace - QMS007				Michelle Lloyd		In Progress	Table at Ordinary Council Meeting 25 Feb 2016 for council comment and adoption
Complaints Management				Michelle Lloyd		In Progress	
Injury Management and Return to Work - QMS009				Michelle Lloyd		In Progress	Table at Ordinary Council Meeting 25 Feb 2016 for council comment and adoption
Strategic Management						In Progress	
Asset Management Plan				Tony Battersby & Michelle Lloyd		In Progress	
BROPF Business Plan				Tony Battersby & Michelle Lloyd		In Progress	
BROPF Operational Management Plan - ASK Consultants				Tony Battersby & Michelle Lloyd		In Progress	
Quality Management Systems				Tony Battersby & Michelle Lloyd		In Progress	
Strategic Community Plan				Tony Battersby & Michelle Lloyd		In Progress	
Administration							
Purchasing Policy				Michelle Lloyd		Complete	Policy were reviewed Dec 2015 and adopted at Ordinary Council Meeting 17 Dec 15 - (OC81023-1365)
Stanley Road Waste Management Facility							
Banksia Road Organic Processing Facility							
Quality Management Systems Procedures							
Emergency Management				Michelle Lloyd		In Progress	
Induction				Michelle Lloyd		In Progress	
First Aid - QMS003				Michelle Lloyd		In Progress	Table at Ordinary Council Meeting 25 Feb 2016 for council comment and adoption
Hazard Management				Michelle Lloyd		In Progress	
Incident Investigation				Michelle Lloyd		In Progress	
Complaints Management				Michelle Lloyd		In Progress	
Harassment, Discrimination and Equal Opportunity - QMS006				Michelle Lloyd		In Progress	Table at Ordinary Council Meeting 25 Feb 2016 for council comment and adoption
Administration							
Purchasing				Michelle Lloyd		In Progress	
Document Control				Michelle Lloyd		In Progress	
Stanley Road Waste Management Facility							
Banksia Road Organic Processing Facility							
<u>Council Agenda Quality & Timeliness</u>					0%		
Council Agenda Format	28 Jan 2016 - 31 Mar 2016			Martinette Pieterse	90%	On Track	Council to view updated Agenda at Council Meeting 25 Feb 2016
Council Minute Format	28 Jan 2016 - 31 Mar 2016			Martinette Pieterse	50%	On Track	Council to view updated Minutes at Council Meeting 24 Mar 2016
<u>Human Resource Management</u>	155d	28/01/16	30/06/16				
Employment Contracts	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse		In Progress	Currently reviewing all staff contracts & establish what employees doesn't have contracts
Position Descriptions	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse		In Progress	Currently reviewing all staff PD's & establish what employees doesn't have PD's
Enterprise Bargaining Agreement	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse			
Staff Performance Reviews	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse		In Progress	Looking at different formats for Staff Performance Reviews
Staff Training	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse			
Human Resources Forms	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse			
Policies and Procedures	28 Jan 2016 - 30 Jun 2016	28/01/16	30/06/16	Martinette Pieterse			

Projects						
<u>Stanley Road Waste Management Facility</u>						
Site Licence Renewal / Extension	Monthly Basis - Sept 2016			Tony Battersby	In Progress	Provide council monthly progress reports on extension of current licence - to be completed by Sept 2016
Road Rehabilitation				Tony Battersby		
Capping Plan				Tony Battersby		
<u>Future Lined Cells</u>						
Geotechnical Assessment				Tony Battersby	In Progress	Tony currently sourcing and waiting on quotes for works
Hydrogeological Investigation				Tony Battersby	In Progress	Tony currently sourcing and waiting on quotes for works
Additional Monitoring Bores				Tony Battersby		
Design Works				Tony Battersby		
Environmental Management Plan				Tony Battersby		
<u>Banksia Road Organic Processing Facility</u>						
Business Plan for Organics Operations	155d	28/01/16	30/06/16	Tony Battersby	In Progress	Develop plan outlining operations that include financial/operational aspects, current/future markets, assets, liabilities, site options and staffing - provide to council by 30/06/2016
Site Relocation	155d	28/01/16	30/06/16	Tony Battersby	In Progress	
Construction of New Site	155d	28/01/16	30/06/16	Tony Battersby	In Progress	
<u>Administration Office</u>						
Options of Future Office Accommodation	182d	01/11/15	30/04/16	Tony Battersby	In Progress	Report back to council with options by Apr 2016, enable transition from expiry of current lease arrangements with COB
IT & Communication Requirements	182d	01/11/15	30/04/16	Tony Battersby	In Progress	Report back to council with options by Apr 2016, enable transition from expiry of current lease arrangements with COB