

| Waste Management Tool | Action | New/Existing | Detailed sub-section | Target SMART - Specific, Measurable, Achievable, Relevant, Timed | Timeframe |
|-----------------------|---|--------------|--|---|---------------|
| Waste Services | Container Deposit Scheme. BHRC has been appointed as an Aggregation Point | New | 1. Complete Application as required. | 1. Application completed 11th October 2019 | 2nd June 2020 |
| | | | 2. Review infrastructure needs. | 2. Infrastructure needs reviewed. | |
| | | | 3. Attend Induction Program as required. | 3. Apply for Licence Amendment and DA if required. | |
| | | | 4. Request for quotations for infrastructure and IT requirements | 4. Assess funding options. | |
| | | | 5. Complete setup and test. | 5. Implement and complete a review schedule. | |
| Waste Infrastructure | MRF | New | 1. Determine forecast population and identify waste needs. | 1. Conduct review and needs analysis. | 2021 |
| | | | 2. Identify relevent State and/or Federal Government policies and guidelines. | 2. Review legislation and complete a Business Assessment. | |
| | | | 3. Develop a business case covering service, capacity and infrastructure requirements. | 3. Apply for Licence Amendment and DA if required. | |
| | | | 4. Review licencing requirements. | 4. Assess funding options. | |
| | | | 5. Develop Implementation Plan. | 5. Implement and complete a review schedule. | |
| Waste Infrastructure | Energy Recovery | Existing | 6. Monitor and evaluate for continuius improvement strategies. | 1. Review to be completed. | 2021 |
| | | | 1. Review current arrangement for Gas Collection and assess viability of power production against flare only option. | 2. Investigate gas capture for power. | |
| | | | 3. Decide on power production or a permanent flare. | 3. Decide on power production or a permanent flare. | |
| Waste Infrastructure | Undertake a Waste | Existing | 1. Investigate the viability of a MRF. | 1. Conduct review and needs analysis. | 2021 |
| | | | 2. Identify future challenges and opportunities with current waste infrastructure. | 2. Final needs analysis completed and approved by CEO for Council review. | |

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| | Infrastructure needs analysis to inform future waste infrastructure requirements. | New | | | 2021 |
| | | | 3. Forecast future waste infrastructure needs and undertake an needs analysis for the community. | | |
| | Corporate Business Plan. Ensure it reflects the objectives and priorities of the Waste Avoidance and Resource Recovery Strategy | New | Review and consolidate all existing Business Plans. | 1. New overarching Business Plan implemented. | 2021 |
| Policies and Procedures | | | | | |
| | Sustainable Procurement Policy. Reduce the amount of waste created with purchasing | Existing | 1. Review current plan and update in line with Local Government Act. | 1. Update policy as required and have Council review. | 2021 |
| Behaviour change programs and initiatives | Maintain Education Program | Existing | 1. Review MOU with existing members. | 1. Review complete 2. Revise 3. Sign 4. Implement | 2020 |
| | | | | 1. Review 2. Determine Database needs 3. Design database | 2020 |
| Data | Improve waste data collection | Existing | 1. Create a centralised database for recording all waste information required to enable easier collection. | | |
| Other | | | | 4. Implement database | |

| Cost Implication | Aligns to Waste Strategy Objectives | | | Responsibility for Implementation | Identified Risk |
|--|-------------------------------------|---------|---------|---|---|
| | Avoid | Recover | Protect | | |
| Budget review is required as the budget was set for the financial year prior to acceptance of BHRC's application to become an aggregation point. Council have been encouraging of our intent to be part of the Containers for Change Program and are well aware of what is required. | | | | CEO: Costing | Risk in not implementing this program is continued litter and environmental damage. |
| | | √ | √ | Compliance Officer: Project Officer | Current health situation has identified the COVID-19 virus would expose staff to additional risks of infection. Correct PPE and hygiene practices need to be maintained at all times. |
| | | | | Contractors: Infrastructure Staff: Implementation | |
| | | | | CEO: Costing Accountant: Finance | By not removing the waste that can be recycled, we are landfilling valuable resources and impacting the environment.. |
| Unknown at this time | | √ | √ | Site Manager: Construction | Without landfilling this, we would be creating a stockpile of resources that had the potential to harm the environment. |
| | | | | Operator: Daily Tasks | We are exposing ourselves to unnecessary financial burden as we would need to purchase resources that we could potentially sources from waste delivered to site. |
| Unlown at this tiem | | √ | √ | CEO: Investigate costings Consultant: Power or permanent flare | By not removing the gas created by landfilling, we have the potential to contaminate the environment. |
| | | | | CEO: Costing Site Management: Needs | With the pre-determined population growth, we need to ensure that we have the resources ready and in |

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|---------------------------|---|---|---|--|---|
| Time and staff costing | √ | √ | √ | | place to maintain the essential services for the region. The risk is that we are not prepared for this growth and infrastructure needs will be inadequate. |
| Utilise inhouse resources | √ | √ | √ | Compliance Officer | Without a Corporate Business Plan we are not in a position to make informed decisions going forward to ensure we meet the needs of the community. |
| Utilise inhouse resources | √ | √ | √ | Compliance Officer | With the correct policies and procedures in place, we can ensure that all purchases and practises of the BHRC take into consideration waste produced by us and correct disposal needs. |
| Utilise inhouse resources | √ | √ | √ | CEO: Review Education Officers: Implement | IF MOU is not agreed to by all councils in the Wellington Regional Group there is a risk of the information being delivered will be inconsistent across the region. |
| Utilise inhouse resources | | √ | | CEO: Review Additional staff requirements | By creating a more streamlined central database, BHRC will not have to rely on outside contractors to ensure that all information is captured and stored correctly. The risk is inconsistent data collection resulting in decisions that may not be made correctly and valuable staff time not used productively. |