

**PROGRESS REPORT**

**CORPORATE BUSINESS PLAN 2016/2017 – 2020/2021**

**1 APRIL TO 30 JUNE 2017**

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**INTRODUCTION**

The Eastern Metropolitan Regional Council’s (EMRC) Integrated Planning Framework has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of EMRC’s key stakeholders. The **10 Year Strategic Plan 2017 to 2027** identifies the overarching outcomes that the EMRC Council aspires to achieve. The Corporate Business Plan is used to drive operational activities and is aligned to the priorities identified in the 10 Year Strategic Plan. These two comprise EMRC’s Plan for the Future. Strategic high level plans guide development of actions which are prioritised during annual business planning workshops, and resourced through the annual budget.

The Corporate Business Plan is built on the foundation of three strategic Key Result Areas (KRA) identified within the **10 Year Strategic Plan 2017 to 2027**. The Corporate Plan sets out the actions that staff will undertake to deliver on Council’s strategic priorities.

Reports against the Corporate Business Plan provide Council with information on progress in relation to the achievement of projects and programs developed to achieve Council’s vision “*To be a responsive and innovative leader in assisting Perth’s Eastern Region to be a great place to live, work, play and do business”.*

**PETER B. SCHNEIDER**

**Chief Executive Officer**

**TABLE OF CONTENTS**

[1.1 To provide sustainable waste disposal operations 5](#_Toc494721425)

[1.1.1 Minimise the environmental impact of waste management operations 5](#_Toc494721426)

[1.1.2 Provide a waste disposal service at Red Hill Waste Management Facility 6](#_Toc494721427)

[1.1.3 Review and Implement the Red Hill Development Plan 6](#_Toc494721428)

[1.1.4 Operate member councils’ waste transfer stations where applicable 7](#_Toc494721429)

[1.2 To improve regional waste management 7](#_Toc494721430)

[1.2.1 Collect, manage and dispose of problematic waste in the Region in a sustainable manner 7](#_Toc494721431)

[1.2.2 Continue the Waste Education Program and align this to new operations and resource recovery 8](#_Toc494721432)

[1.2.3 Provide a Waste Management Advisory Service 8](#_Toc494721433)

[1.3 To provide resource recovery and recycling solutions in partnership with member councils 9](#_Toc494721434)

[1.3.1 Establish a Resource Recovery Facility (RRF) 9](#_Toc494721435)

[1.3.3 Identify and develop resource recovery products and markets in order to reduce waste going to landfill 10](#_Toc494721436)

[1.4 To investigate leading edge waste management practices 12](#_Toc494721437)

[1.4.1 Undertake research into Integrated Waste Management 12](#_Toc494721438)

[1.4.2 Undertake research into Integrated Waste Management 12](#_Toc494721439)

[1.4.3 Identify, investigate and develop new waste management practices and services 12](#_Toc494721440)

[1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation 13](#_Toc494721441)

[1.5.1 Review and implement the Regional Environmental Strategy 13](#_Toc494721442)

[1.5.2 Implement the Eastern Region Catchment Management Program (ERCMP) 13](#_Toc494721443)

[1.5.5 Review and implement the ACEr Program 14](#_Toc494721444)

[1.5.6 Review and implement the Swan and Helena Rivers Framework 14](#_Toc494721445)

[2.1 To facilitate and advocate for increased investment in regional ingrastructure 15](#_Toc494721446)

[2.1.1 Review and implement the Regional Integrated Transport Strategy (RITS) 15](#_Toc494721447)

[2.2 To facilitate and advocate for regional economic development activities 15](#_Toc494721448)

[2.2.1 Review and implement the Regional Economic Development Strategy (REDS) 15](#_Toc494721449)

[2.2.2 Identify and investigate strategic regional development project and investment opportunities 15](#_Toc494721450)

[2.3 To facilitate regional cultural and recreational activities 16](#_Toc494721451)

[2.3.1 Continue the coordination, marketing and promotion of regional events 16](#_Toc494721452)

[3.1 To provide advice and advocacy on issues affecting Perth’s Eastern Region 17](#_Toc494721453)

[3.1.1 Review and implement the Regional Advocacy Strategy (RAS) 17](#_Toc494721454)

[3.2 To manage partnerships and relationships with stakeholders 17](#_Toc494721455)

[3.2.1 Continue to foster and enhance relationships with member councils and all key stakeholders 17](#_Toc494721456)

[3.2.2 Review and implement the Marketing and Communications Plan 17](#_Toc494721457)

[3.3 To provide responsible and accountable governance and management of the EMRC 18](#_Toc494721458)

[3.3.1 Continue to improve organistional governance 18](#_Toc494721459)

[3.3.2 Implement EMRC’s Integrated Planning Framework 18](#_Toc494721460)

[3.3.3 Review and implement a Risk Management Plan 19](#_Toc494721461)

[3.3.4 Review and implement the Disability Access and Inclusion Plan (DAIP) 19](#_Toc494721462)

[3.4 To continue to improve financial and asset management practices 19](#_Toc494721463)

[3.4.1 Review and implement long term financial plans 19](#_Toc494721464)

[3.4.3 Review and implement the Strategic IT Plan 20](#_Toc494721465)

[3.5 To improve organisational culture, health, welfare and safety 20](#_Toc494721466)

[3.5.1 Review and implement the Workforce Plan 20](#_Toc494721467)

[3.5.2 Review and Implement the Safety Management Plan 20](#_Toc494721468)

# 1.1 To provide sustainable waste disposal operations

## 1.1.1 Minimise the environmental impact of waste management operations

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Leachate Project | STEPHEN CONWAY |  |
| Construct Class III leachate pond | STEPHEN CONWAY |  |
| Construct storm water and siltation ponds | STEPHEN CONWAY |  |
| Coordinate the submission of EMRC's Annual Monitoring and Compliance Report to DER | SANDI EVANS |  |
| Rehabilitate former landfill cells | SANDI EVANS |  |
| Monitor environmental impacts from waste management operations and ensure all environmental legislative requirements are met | SANDI EVANS |  |

## 1.1.2 Provide a waste disposal service at Red Hill Waste Management Facility

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Operate Red Hill Waste Management Facility | TANYA BEINHAUER |  |
| Construct Roads / Carparks | STEPHEN CONWAY |  |
| Construct access roads to Lots 8,9 &10 | STEPHEN CONWAY |  |

## 1.1.3 Review and Implement the Red Hill Development Plan

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Review and update Red Hill Development Plan | STEPHEN CONWAY |  |
| Construct Class III Landfill Cell (Farm Stage 3) | STEPHEN CONWAY |  |
| Construct Class III Cell Stage 15B | STEPHEN CONWAY |  |
| Design and Construct Class IV Cell (Stage 2) | STEPHEN CONWAY |  |
| Construct drainage diversion and earthworks infrastructure | STEPHEN CONWAY |  |

## 1.1.4 Operate member councils’ waste transfer stations where applicable

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Operate Shire of Mundaring Transfer Stations | STEPHEN CONWAY |  |

# 1.2 To improve regional waste management

## 1.2.1 Collect, manage and dispose of problematic waste in the Region in a sustainable manner

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement the Household Hazardous Waste Program | TANYA BEINHAUER |  |
| Implement the Battery Collection Program | DAVE BERESFORD |  |

## 1.2.2 Continue the Waste Education Program and align this to new operations and resource recovery

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer the Waste Education Strategy) | DAVE BERESFORD |  |
| Review Waste Education Strategy | DAVE BERESFORD |  |
| Promote and co-ordinate Red Hill Education Tours | DAVE BERESFORD |  |

## 1.2.3 Provide a Waste Management Advisory Service

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Prepare National Pollutants Inventory (NPI) Report | SANDI EVANS |  |
| Implement Offset Program (Farm Stage 3, 4 & 5) | SANDI EVANS |  |
| Coordinate Feral Animal Control Program | SANDI EVANS |  |
| Undertake contaminated sites investigations (where required) | SANDI EVANS |  |
| Provide environmental consultancy service to member Councils and other clients (where required) | SANDI EVANS |  |

# 1.3 To provide resource recovery and recycling solutions in partnership with member councils

## 1.3.1 Establish a Resource Recovery Facility (RRF)

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement Council resolution relating to RRF tender | STEPHEN FITZPATRICK |  |

**1.3.2 Develop the Hazelmere Resource Recovery Park**

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Review and update Hazelmere Development Plan | DAVE BERESFORD |  |
| Construct and commission Community Transfer Station | DAVE BERESFORD |  |
| Construct and commission Administration Building | DAVE BERESFORD |  |
| Construct and commission Community Reuse Store | DAVE BERESFORD |  |
| Construct and commission Site Workshop | DAVE BERESFORD |  |
| Construct and commission weighbridges (x2) | DAVE BERESFORD |  |
| Construct and commission site infrastructure | DAVE BERESFORD |  |
| Construct Reuse Store infrastructure (car park) | DAVE BERESFORD |  |
| Wood Waste to Energy utilities / infrastructure | DAVE BERESFORD |  |
| Wood Waste to Energy plant and equipment | DAVE BERESFORD |  |

## 1.3.3 Identify and develop resource recovery products and markets in order to reduce waste going to landfill

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Develop and implement programs to increase sales of Red Hill by-products | ELENA SULTANPOR |  |
| Develop and implement programs to increase sales of Hazelmere by-products | ELENA SULTANPOR |  |

# 1.4 To investigate leading edge waste management practices

## 1.4.1 Undertake research into Integrated Waste Management

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Investigate feasibility of a MRF at the Hazelmere Resource Recovery Park | DAVE BERESFORD |  |

## 1.4.2 Undertake research into Integrated Waste Management

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Provide input to development of a Container deposit system in WA | DAVE BERESFORD |  |
| Provide input to new DER policies and regulations affecting waste disposal, composting etc. | SANDI EVANS |  |
| Resolve potential fire ban closure of Red Hill with the Minister or Environment | TANYA BEINHAUER |  |

## 1.4.3 Identify, investigate and develop new waste management practices and services

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Obtain DER approval for disposal of PFOS/PFAS contaminated material at Red Hill | SANDI EVANS |  |

# 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation

## 1.5.1 Review and implement the Regional Environmental Strategy

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer Regional Environmental Strategy) | JO WOODBRIDGE |  |

## 1.5.2 Implement the Eastern Region Catchment Management Program (ERCMP)

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority initiatives  (refer ERCMP) | JO WOODBRIDGE |  |

**1.5.3 Review and implement the Water Quality and Conservation Program**

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement the Water Campaign for EMRC and participating member Councils | JO WOODBRIDGE |  |

**1.5.4 Review and implement the Regional Climate Change Program (RCCAAP)**

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority actions  (refer RCCAAP) | JO WOODBRIDGE |  |

## 1.5.5 Review and implement the ACEr Program

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement the ACErProgram for EMRC and participating member Councils | JO WOODBRIDGE |  |

## 1.5.6 Review and implement the Swan and Helena Rivers Framework

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects | JO WOODBRIDGE |  |

# 2.1 To facilitate and advocate for increased investment in regional ingrastructure

## 2.1.1 Review and implement the Regional Integrated Transport Strategy (RITS)

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer RITS) | WENDY HARRIS |  |

# 2.2 To facilitate and advocate for regional economic development activities

## 2.2.1 Review and implement the Regional Economic Development Strategy (REDS)

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer REDS) | WENDY HARRIS |  |

## 2.2.2 Identify and investigate strategic regional development project and investment opportunities

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Continue to promote the region as an attractive business and investment opportunity | WENDY HARRIS |  |

# 2.3 To facilitate regional cultural and recreational activities

## 2.3.1 Continue the coordination, marketing and promotion of regional events

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Co-ordinate the Avon Descent Family Fun Days | WENDY HARRIS |  |
| Co-ordinate the Perth's Autumn Festival | WENDY HARRIS |  |
| Administer the Perth Tourism.com.au regional tourism website | WENDY HARRIS |  |

# 3.1 To provide advice and advocacy on issues affecting Perth’s Eastern Region

## 3.1.1 Review and implement the Regional Advocacy Strategy (RAS)

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer RAS) | WENDY HARRIS |  |

# 3.2 To manage partnerships and relationships with stakeholders

## 3.2.1 Continue to foster and enhance relationships with member councils and all key stakeholders

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Hold Stakeholders’ Dinner / Cocktail Function | HUA JER LIEW |  |
| Co-ordinate EMRC’s Community Grants Program | HUA JER LIEW |  |
| Produce EMRC’s Annual Report | HUA JER LIEW |  |

## 3.2.2 Review and implement the Marketing and Communications Plan

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority initiatives  (refer Marketing and Communications Plan) | HUA JER LIEW |  |

# 3.3 To provide responsible and accountable governance and management of the EMRC

## 3.3.1 Continue to improve organistional governance

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Review and update the Recordkeeping Plan | DAVID SCHMIDT |  |
| Review and update Council Policies | HUA JER LIEW |  |
| Co-ordinate Council and Committee elections | HUA JER LIEW |  |
| Review and update Management Guidelines as required | PRAPTI MEHTA |  |

## 3.3.2 Implement EMRC’s Integrated Planning Framework

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Review the Corporate Business Plan | PRAPTI MEHTA |  |

## 3.3.3 Review and implement a Risk Management Plan

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer Risk Management Plan) | ROB MEDBURY |  |

## 3.3.4 Review and implement the Disability Access and Inclusion Plan (DAIP)

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer DAIP) | PRAPTI MEHTA |  |

# 3.4 To continue to improve financial and asset management practices

## 3.4.1 Review and implement long term financial plans

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Review the 5 and 10 Financial Plans | DAVID AMEDURI |  |
| Monitor and review financial investment portfolio | DAVID AMEDURI |  |

**3.4.2 Review and Implement the Asset Management Plan (AMP)**

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement the AMP | DAVID AMEDURI |  |

## 3.4.3 Review and implement the Strategic IT Plan

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Implement priority projects  (refer Strategic IT Plan) | DAVID SCHMIDT |  |

# 3.5 To improve organisational culture, health, welfare and safety

## 3.5.1 Review and implement the Workforce Plan

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Review Workforce Plan | PRAPTI MEHTA |  |
| Implement priority projects  (refer Workforce Plan) | PRAPTI MEHTA |  |

## 3.5.2 Review and Implement the Safety Management Plan

| **PROJECTS / ACTIONS** | **RESPONSIBLE** | **JULY TO SEPTEMBER 2017** |
| --- | --- | --- |
| Co-ordinate OS&H Program | PRAPTI MEHTA |  |
| Implement actions from the Safety Advisory Group | PRAPTI MEHTA |  |