

Waste Transfer Station Recommendation and Action List - GFG CONSULTING

No.	Recommendation	Why?	Planned Completion	Progress	Resourcing	Responsible Officer(s)	Actions/ Notes (Progress and Status)	Budget Est. Required	Priority
WT1	Carry out a safety audit while the Transfer Station is at peak operating time	The previous safety audit reviewed by GFG was carried out while the facility was not open to the public. GFG have concerns about a number of practices while the facility is in operation and open to the public	Completed	100%	Consultant budget required	Safety Team	WHS team have advised that ad hoc and scheduled workplace inspections are attended monthly, corrective action items are reviewed weekly with WHS and Waste teams to discuss progress and feedback to address and close out any action items. Any new issues arising are prioritised and dealt with promptly on an on-going basis.	NA	High
WT2	Stop the use of the loader for loading private trailers	Safety risk using machinery with people in the area and the unknown load capacity or condition of trailers presents a risk. People should fill their own trailers manually	Completed	100%	Existing staff resources	CWS	Operators on site have been instructed in relation to the new requirement and have been adhering to the requirements.	\$0	Low
WT3	After the removal of drainage waste stockpiles review ability to receive and process drainage waste material at this site	There is already material on site which is in excess of the licence requirements. Space at the WTS is limited. It is unclear if there is adequate space to process drainage material and green waste	Jun-24	10%	Existing staff resources	MWF	Will consider this after the legacy materials are removed and the Detailed Site Master Plan (DSMP) is completed, having consideration for the best use of the space. There are also environmental risks in relation to the depleted landfill capping that need to be managed.	\$0	Low
WT4	Establish utilities - water, power, internet communications	Allow appropriate use of technology onsite and amenities for staff	31/12/2024	10%	Consultant budget required	MWF	Establishing infrastructure for water and power connections from the mains are costly. The exercise along with alternative options will be considered as part of the DSMP. The Plan will include the layout and construction cost estimates. The initial concept plans will be provided to Council for further direction in February 2024. Oct 23 - On-hold.	TBC	Medium
WT5	Reduce double handling of material	Redesign the layout and placement of bins so that waste being discarded from the drop off wall is deposited directly into appropriate bins, dedicated to specific materials for removal offsite (including setup of a bin for mattresses)	30/06/2025	10%	Consultant budget required	MWF	Consultants providing quotes for the DSMP development have been informed of this issue. Consultants will aim to rectify this issue in the DSMP with cost estimates for the changes. The initial concept plans will be provided to Council for further direction in February 2024.	TBC	Medium
WT6	Implement access control system at point of entry (in conjunction with developing a site master plan WT12)	The current gate house is a makeshift frame with shade cloth. Access control should be managed from a proper gatehouse with a registration system and ability to turnback non-compliant disposals	30/06/2025	10%	OpEx budget required	MWF	Consultants providing quotes for the DSMP have been asked to consider installation of a Gatehouse in their design plans with cost estimates. The initial concept plans will be provided to Council for further direction in February 2024. Oct 23 - On-hold.	TBC	High
WT7	Align the opening hours of the Reuse Shop with the WTS opening hours	The different operating hours results in members of the public wandering around the facility when it is un-staffed. Ideally the facility should be located outside the WTS boundary	30/11/2023	80%	Existing staff resources	MWF	The CEO has signed of on the change to allow the Re-use Shop to open on Thursdays and Fridays in line with the Waste Transfer Station. Further cover is being sought for times when the Re-Use Shop Attendant is away. It is anticipated that starting in November the Re-Use Shop will be ready to commence trading on Thursdays and Fridays. Oct 23 - On-hold.	\$0	Medium
WT8	Remove legacy dumped material from the WTS	Currently there is material that is no longer accepted at the transfer station. The fact that this material is still visible makes it harder to reinforce that it is not accepted	30/06/2024	20%	OpEx budget required	MWF	Quotes for the removal of drainage and C&D wastes were previously received from Captial Demolition and Eclipse Soils and were well above the budget. Westbin have proposed taking two loads and testing the materials prior to providing a quote. Dranflow Services recover most of the materials. However, their quote to transport and process the materials was over \$1M. The Waste team will prepare formal RFQ documentation in October and advertise for quotes. It is likely that the budget available will not be sufficient. One of the consultants conducting the DSMP suggested that the materials could be blended and used in the landfill capping exercise. Oct 23 - On-hold.	300000 (budgeted) + \$500,000	Medium
WT9	Develop a map of the layout and operation of the WTS that can be handed to visitors and posted on the web site	Traffic flow is poorly managed by the placement of cones. Vehicles are separated but stop at virtually the same place. Once a flow plan is developed it should be mapped and handed out	30/11/2024	50%	Existing staff resources	MWF	With the help of the Marketing team, a contractor has been engaged to design a new map and signage that will help with directing residents, informing of acceptable and not acceptable materials and way finding. Oct 23 - On-hold.	\$10,000	High
WT10	Investigate systems to restrict who can access the WTS, what material they can dispose of and the frequency in conjunction with an analysis of verge side collections	Improve controls around who is using the facility, the frequency and type of material being disposed. This will assist to control disposal costs. For example it might include a barcode pass permitting two green waste and one general waster per annum plus one each verge collection	31/12/2024	40%	Consultant budget required	MWF	Staff are now recording all incoming loads and entering onto a spreadsheet. Only residents and acceptatble loads are permitted into the facility. A traffic counter has also been placed leading in and provided some unseful data. A report along with the concept designs for the DSMP will be presented to Council in February 2024. The report will also include benchmarking information with neighbouring local governments. Oct 23 - On-hold.	\$0	High

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WT11	Develop a management plan and an annual budget and appropriate financial planning for the facility	A management (or operations) plan that is adopted by Council will provide the guide for managers and senior staff to adhere to as well as providing certainty for all operational staff. It will also provide a safe and secure environment for staff to work in and the public to access	30/06/2024	10%	Existing staff resources	MWF	The DSMP will inform the Shire of the changes required. If Council approves the works and changes, the costs and timelines can be factored into the budget for 2024/25 onwards. Oct 23 - On-hold.	\$0	Medium
WT12	Develop then implement a site Master Plan including emergency escape plan in the event of fire or some other emergency	In conjunction with a management plan the site plan should optimise the logical placement of drop off points, traffic flow and placement of infrastructure	30/06/2025	80%	Consultant budget required	MWF	There is an existing Emergency Escape Plan in place at the WTS, which the WHS team have reviewed and are aware of. On completion of any changes to the site, the plans will be updated. Oct 23 - On-hold.	\$0	Low