

ATTACHMENT 3

HWS Risk Assessment

Risk Description	Which Option	Primary Impact	L/hood	Impact	Rating	Controls/Actions
No change to current kerbside recycling system	Current	Enviro	Possible	Major	High	<ul style="list-style-type: none"> Council Report with analysis and recommendations
Increased budget required to deliver a HWS	All	Financial	Almost Certain	Major	Extreme	<ul style="list-style-type: none"> The required budget for the HWS needs to be approved Assess additional costs Provide costing to Council in Report for approval
Additional resources for COMMS required	All	Financial	Almost Certain	Major	Extreme	<ul style="list-style-type: none"> The required budget for additional resources needs to be approved Assess additional costs Provide costing to Council in Report for approval
Additional resources for Community Engagement required	All	Financial	Almost Certain	Major	Extreme	<ul style="list-style-type: none"> The required budget for additional resources needs to be approved Assess additional costs Provide costing to Council in Report for approval
Additional resources for Customer Service required	All	Financial	Almost Certain	Major	Extreme	<ul style="list-style-type: none"> The required budget for additional resources needs to be approved Assess additional costs Provide costing to Council in Report for approval
Fortnightly Garbage Service resisted by larger families	A & B	People	Likely	Moderate	Significant	<ul style="list-style-type: none"> Community engagement and flexibility in bin sizes Provide a larger bin to increase capacity for larger families.
Smell of disposable nappies if garbage bin is collected fortnightly	A & B	Image	Likely	Moderate	Significant	<ul style="list-style-type: none"> Community engagement, offer tips for smell reduction Potential for Council to implement a nappy collection service
Fortnightly Recycling Service (No glass) resisted by larger families	A & B	People	Likely	Moderate	Significant	<ul style="list-style-type: none"> Community engagement and flexibility in bin sizes Provide a larger bin to increase capacity for larger families.
Fortnightly FOGO Service (Smell issue if bin collected fortnightly)	A	People	Likely	Moderate	Significant	<ul style="list-style-type: none"> Community engagement, offer tips for smell reduction Potential for Council to compostable bags (This is not ideal as bags can lead to long term contamination) Collect FOGO weekly as per the HWT
Space for additional bins (Glass & FOGO) at smaller properties	All	People	Likely	Major	High	<ul style="list-style-type: none"> Community engagement and flexibility in bin sizes Provide options for smaller bins to accommodate for space restriction Work with bin manufacturers to design separable bins (Two in one)
Some community members resistance to change from current to HWS kerbside system	All	people	Likely	Moderate	Significant	<ul style="list-style-type: none"> Community engagement program prior to a HWS roll out Community face to face engagement Provide reasons and transparent information Raise awareness about accountability for personal footprint and waste generation
Budget overrun – <i>In a project of this size not all may go according to plan</i>	All	Financial	Likely	Major	High	<ul style="list-style-type: none"> Double check all budget assumptions Review the project budget with relevant stakeholders Monitor the budget weekly Report an budget impacts immediately Make appropriate adjustments ASAP
MUD's Contamination of Bins due to no direct accountability of shared bins	All	Performance	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Community engagement program targeted for MUD's Ensure correct bin infrastructure Strong engagement with Body Corp, Site Management Do not collect contaminated bins until contamination removed

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<ul style="list-style-type: none"> Internal Procurement Process causes delays LGA Procurement Requirements causes delays 	All	Performance	Possible	Major	High	<ul style="list-style-type: none"> Adequate lead times for procurement process Commence process immediately after Council decision Seek all appropriate procurement advice
Infrastructure (Bins) are not delivered on time	All	Performance	Possible	Moderate	Significant	<ul style="list-style-type: none"> Long lead time for orders Commence procurement immediately after Council decision Adjust roll out schedule to suit
Manual handling of glass containers may create operational problems	All	People	Possible	Moderate	Significant	<ul style="list-style-type: none"> Risk assessments for containers Feedback from trial collection crews Implement the most suitable containers
Current Garbage Collection Contract with Four Seasons ends in June 2023 with a 3 year extension option – <u>Contract will need to be renegotiated to start a HWS prior to 2023</u>	All	Legal	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Contractor is willing to renegotiate contract to accommodate a HWS prior to 2023 Commence the process immediately after a Council decision Integrate the renegotiation process with the procurement requirements
Current Recycling Collection Contract with Four Seasons ends in Sep 2020 with a 6 month extension period – <u>Restructure of the recycling and garbage collection contracts will be required to commence a HWS prior to 2023</u>	All	Legal	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Contractor is willing to renegotiate contract to accommodate a HWS prior to 2023 Commence the process immediately after a Council decision Integrate the renegotiation process with the procurement requirements
Current Recycling Processing Contract with Polytrade ends in Sep 2020 with a 6 month extension period – <u>This would need renegotiation if a HWS is rolled out prior to Sep 2020</u>	All	Legal	Possible	Moderate	Significant	<ul style="list-style-type: none"> Contractor may be resistant terminating the contract early Contractor would still accept the material without glass but it would still most likely cost █████ per tonne processing fee
Booked Green Waste Contract with K&S Environmental ends in June 2023 with a 3 year extension option – <u>Contract will need to be renegotiated to start a HWS prior to 2023</u>	All	Legal	Almost Certain	Moderate	High	<ul style="list-style-type: none"> Explore if the Contractor is willing to renegotiate contract to accommodate a HWS prior to 2023 Commence the process immediately after a Council decision Integrate the renegotiation process with the procurement requirements May be possible to transfer services to other Council services such as skip movements at the Recycling Centre
A dedicated kerbside glass only Sorting Facility may not available prior to July 2021	All	Performance	Likely	Moderate	Significant	<ul style="list-style-type: none"> Glass can be taken to Polytrade beneficiation plant, however it will likely still cost █████ per tonne processing fee Glass can go to Alex Fraser for use in asphalt mix, gate fee not known at this stage but is likely to be less than █████ per tonne Work with OI and other Councils to facilitate the establishment of a glass processing facility Yarra can establish its own glass processing facility, however would need an investment of approx. █████