

---

## 2009 NATIONAL TRANSFER STATIONS EXCELLENCE AWARDS

---

To All Transfer Station Owners and Operators

The WMAA, with support from Meinhardt and Wastech Engineering established the National Transfer Stations Excellence Awards in 2007 to showcase to the industry and the general public the best that transfer stations have to offer.

These awards aim to promote and reward great facilities all over the country, while encouraging best practice in transfer station operations.

*The National Transfer  
Stations Excellence  
Award is proudly  
sponsored by:*



**The National Landfill Division of the Waste Management Association of Australia (WMAA) invites you to consider nominating your transfer station(s) for consideration in the National Transfer Stations Excellence Award for 2009.**

The awards will be presented at the National Landfill & Transfer Stations Conference Dinner in Hobart on 27 August 2009 (see [www.landfill.com.au](http://www.landfill.com.au) for details).in two categories, Large Transfer Stations and Small Transfer Stations.

The awards are not solely for the big metropolitan transfer stations; they are equally open to smaller regional and rural transfer stations that have a record of excellence in their own context. A small transfer station is one that receives 2000 tonnes/month or less. Past winners are eligible to nominate providing standards have been maintained. The format of the awards is based on the approach by SWANA in America and smaller sites regularly feature in its awards.

Rex Glencross-Grant from the University of New England will be chairing a panel of judges all experienced in transfer station design and operation.

If you have any enquiries about the awards, please contact the National Office on 02 8746 5000 or email [sarah@wmaa.asn.au](mailto:sarah@wmaa.asn.au).

Best regards



Val Southam  
Chief Executive Officer

---

**2009 NATIONAL TRANSFER STATIONS EXCELLENCE  
AWARD**

**Nomination Form**

---

Facility Nominated: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

If selected for an award, how would you like the name of the organization to read on the award (limit of 50 characters)?

\_\_\_\_\_

\_\_\_\_\_

**2009 Applications must be submitted to WMAA no later than COB Thursday 11<sup>th</sup> June 2009:**

Checklist (Please make sure the following items are included in your submission)

- Completed nomination form with signed release statement (this page)
- 1 original hard-copy application binder
- 1 copy of your award submission on a CD-ROM
- Executive Summary of your submission (No more than 200 words)
- At least 2 pictures of your operation (may be in the submission text)
- Payment (Cheque or Credit Card) for nomination fee

**Please post all submission packages to:**

Waste Management Association of Australia  
National Transfer Stations Excellence Award  
Suite 4D, 5 Belmore Street  
BURWOOD, NSW 2134

**Release Statement** *I certify that the information provided in this submission is accurate and correct to the best of my knowledge. My signature gives WMAA the right to reprint or make available for purchase any portion of the submission.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2009 TRANSFER STATION EXCELLENCE AWARD - SCORING CRITERIA

WMAA'S National Landfill Division has established the following categories by which Transfer Stations should be evaluated for excellence. **Please organize your submission according to the main categories**, addressing each of the sub-categories as you see fit for your specific operation. The sub-categories were designed to be a general guide for your submission, but feel free to address any other pertinent topics that exhibit excellence in your site. Please be attentive to each categories pre-assigned point value, as judges will be scoring each category based on these numbers.

- 1 Design of Facility and Permitting** **15 Points**
  - The site's role in the local waste management planning.
  - Discussion of siting, design, construction techniques, aesthetics.
  - Discussion of transfer technique and customer safety.
  - Waste receival, traffic management, layout, general flow and user-acceptability.
  - Over-all planning and approval process.
  
- 2 Environmental Controls** **10 Points**
  - Demonstrate environmental protection measures.
  - Litter control and clean up.
  - Odour control
  - Contaminated and clean water management.
  - Waste monitoring and hazardous waste management
  - Overall impact of the site on human health, environmental quality.
  
- 3 Waste Minimisation** **15 Points**
  - Discuss the waste minimisation activities and diversion performance.
  - Range of materials accepted for recycling.
  - Sale of second-hand goods. Marketing, storage, display, pricing and ease of drop off.
  
- 4 Operations, Training and Management** **15 Points**
  - Description of how the public is informed about the use of the transfer station.
  - Description of signage and safety program,
  - Details of ISO 9001 or other quality management system,
  - Employee OH&S, and environmental awareness and customer service training.
  - Customer OH&S management and systems
  - Demonstrate competency training, and maintenance programs,
  
- 5 Utilisation of Equipment/Systems Facilities and New Technologies** **15 Points**
  - Types of equipment being used and efficiency and effectiveness in per tonne figures,
  - Demonstrate competency training, and maintenance programs,
  - Research and development projects.
  
- 6 Public Acceptance and Appearance** **10 Points**
  - Marketing of the facility.
  - Overall appearance of the site and litter management,
  - Compatibility and engagement with the surrounding community.
  - Discuss site landscaping.
  
- 7 Innovation and Creativity** **15 Points**
  - Discuss the facilities on site that were specifically developed for this transfer station,
  - Innovative or unique aspects of the site,
  - What makes this facility different from all others?
  
- 8 Submission Quality** **5 Points**
  - Overall quality and appearance of the submission, editorial and technical quality,
  - Is it easy to read, neat and well organized? Has all information been included?

### Judging and Scoring

Three judges have been asked to score the submissions. It is intended to have award categories for Large and Small Transfer Stations. This may entail a site visit to determine the order of the best three submissions.

## 2009 ENTRY & ELIGIBILITY REQUIREMENTS

Entries must comply with the following requirements to be considered for evaluation<sup>1</sup>. All materials become the property of WMAA. Please keep a copy of your entry for your own records.

### APPLICATION REQUIREMENTS

- Entries shall consist of **ONE** original, hard-copy binder and **ONE** electronic copy of your submission on a CD-ROM. The material submitted on the CD will be used to distribute your submission to WMAA judges for evaluation purposes, so please make sure it is fully and accurately represented. Additional materials that cannot be included on your CD (Videotapes, original pamphlets, etc) may be still submitted, but please send **FOUR** copies for distribution to judges. These supplemental materials should be referenced accordingly within your application.
- The total number of pages in the original hard-copy submission **SHOULD NOT EXCEED 25!** Submissions over 25 pages will be disqualified. General pages of text should be A4 size though a limited number of graphics can be on A3.
- Please begin your submission with a brief **EXECUTIVE SUMMARY** of no more than 200 words. This will be used to highlight your programs in WMAA publications, including the National Landfill & Transfer Stations Conference awards presentation.
- Each section of the hard-copy submission should be clearly separated with dividers and/or tabs.
- We **strongly** suggest that *electronic* submissions be developed using Microsoft Word (please organise the document according to the outlined scoring criteria). All pictures and graphics should be included in the document, either embedded in the appropriate section or in a referenced appendix. Please **MINIMISE** the number of files included in your electronic submission! Do not create a separate file for each portion of the submission.
- Please clearly label your CD with the facility and applicant's name.
- Submissions shall consist of the following materials:
  - **Nomination Release Form** – (include in hard copy only – does not count towards page limit)
  - **Descriptive Sections** (20 pages maximum<sup>2</sup> – arranged by the scoring criteria) – mixed with pictures, graphics, etc to highlight items,
  - **Supplemental Materials** (10 pages maximum<sup>2</sup>) – i.e. press releases, news articles, support letters, design plans, etc

### APPLICATION FEES

- **\$100** per submission for Members of WMAA
- **\$150** per submission for Non Members

---

<sup>1</sup> Entries not meeting the application requirements will be ineligible and returned with a refund of \$75 (if received no later than 29 May 2009). Ineligible applications may be resubmitted with the full nomination fee prior to the 11 June 2009 deadline. If, for reasons beyond your control, you are unable to meet the above requirements, please contact WMAA for further submission options.

<sup>2</sup> Please note that the combined total of descriptive and supplemental pages shall **still not exceed 25**. It is up to the applicant to determine the most effective way to structure these two sections, while still addressing all of the pertinent topics.

## EXCELLENCE AWARDS FAQ AND 2009 TIMELINE

- Q: How many Excellence Award programs are there? A: Currently this is one of two (2) awards programs administered by the WMAA. The other is the National Landfill Excellence Awards.
- Q: Are smaller facilities at a disadvantage? A: No. Submissions are judged upon the quality of the facility they depict, not the budget or operational size. The ingenuity and effectiveness of the measures in the context of the individual site is the key consideration.
- Q: Does a longer submission work to my benefit? A: Not necessarily. As long as the scoring topics are discussed sufficiently enough to convey adequate insight into your operations, it really does not matter how long your submission is. Supplemental inserts can often replace the need for long descriptive text.
- Q: What are the benefits of winning an Award? A: Aside from being publicly recognised during the National Landfill & Transfer Stations Conference, WMAA issues a press release to media outlets throughout Australia announcing award winners. WMAA E-News and Inside Waste will also highlight the award winners. The details of the winner's submissions will be put onto the WMAA website. In summary, the word will get out.

---

### 2009 IMPORTANT DATES

29 <sup>th</sup> May 2009	Deadline for submissions which if found to be ineligible are able subsequently to be re-submitted
11 <sup>th</sup> June 2009	Last day for all submissions and re-submissions.
June 2009	Consideration of submissions by judges
July 2009	Site visits by judges.
11 <sup>th</sup> August 2009	Announcement of winner
27 <sup>th</sup> August 2009	Official Presentation at National Landfill & Transfer Stations Conference Dinner