



TECHNICAL DOCUMENT

APPENDIX C-1

# Remote Essential and Municipal Services

## REMS

### Municipal Services – Waste Operational and Maintenance Services **GUIDELINE**

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## 1 Introduction

The Principal, through the Remote Essential and Municipal Services (REMS) Program, and on behalf of the State of Western Australia, funds municipal service delivery (and associated infrastructure management) and environmental management to Remote Aboriginal Settlements across Western Australia.

The Principal seeks to implement best practice procedures management of these key areas within remote Aboriginal settlements.

This Guideline has been developed through the REMS Program and focuses on the requirements for Municipal Services associated with waste services, being: waste management operations and maintenance of the landfill facility.

Waste operations and landfill maintenance are closely bound up with each other as careful management of each area is required for the overall optimum success of the waste management process.

It is noted that this Guideline makes provision for the fact that for many Remote Aboriginal Settlements the Contractor provides a periodic maintenance service in accordance with **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications and does not have a day to day presence limiting, to an extent only, what outcomes can be achieved.

This Guideline has been developed with the following values in mind:

1. Sustainability  
Seeking a pragmatic and appropriate balance between social, environmental and financial considerations for best practice outcomes in municipal Services management.
2. Simplicity  
Reducing the complexity of approaches to municipal Services management.
3. Local focus  
Seeking best practice municipal Services management for the benefit and amenity of the settlement.

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## 2 Who is this Guideline applicable to?

This Guideline is applicable to Contractors in regard to Municipal Services associated with Waste generated within Remote Aboriginal Settlements, waste operations and maintenance of the landfill facility.

The Contractor shall always act in the best interests of the Principal. The Principal or the Principal's Representative may audit the Contractor's performance at any time in this area.

The purpose of this Guideline is to set out the minimum standards applicable to waste management operations and maintenance of the landfill.

### 2.1 What are the Outcomes the Contractor is to achieve?

The key required outcomes for the Waste Operational and Maintenance Services shall be the preservation of the asset and protection of public safety and amenity. This shall be achieved by best practice:

- (a) Operational waste activities;
- (b) Maintenance activities designed to preserve the waste management facilities; and
- (c) Maintenance activities designed to protect and enhance the amenity of the local settlement.

The Guideline lists the minimum Service delivery tasks / standards which the Contractor must deliver to provide the desired outcome.

- (d) The Contractor is to deliver the Services to settlements which require waste municipal services and in accordance with **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications and in accordance with **Schedule 11 (Maintenance Services Schedule)** of the Conditions of Contract.

NOTE: General information relating to individual waste municipal infrastructure can be found in:

- i. Appendix F-1 (REMS Municipal KIMB Settlement Infrastructure);
  - ii. Appendix F-2 (REMS Municipal PILB Settlement Infrastructure); and
  - iii. Appendix F-3 (REMS Municipal GOLD Settlement Infrastructure),
- of the Specifications.

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## 2.2 How will the Principal use this Guideline?

The key performance outcome for a settlement shall be the protection of public safety, amenity, and the local environment. This shall be achieved by best practice:

- (a) Operational and maintenance activities designed to protect and preserve landfill infrastructure;
- (b) Operational and maintenance activities designed to protect and enhance the amenity of the local settlement;
- (c) Operational and maintenance activities designed to protect and safeguard the local environment; and
- (d) Operational and maintenance activities designed to protect the health and safety of the operator.

The Principal expects the outcomes detailed in this Guideline to be achieved by the Contractor to ensure waste management is delivered effectively and efficiently, and to preserve and protect settlement amenity, public health, safety, the environment, and the landfill facility, regardless of size, threshold or location.

It should be noted that Remote Aboriginal Settlements receive a variable range and frequency of services and this is usually determined by historic arrangements, settlement size, existing infrastructure, and distance from a major regional centre. As such, not all services listed in this Guideline will apply to all settlements. For example some Self-Managed and Small settlements do not have a landfill or are not provided with a rubbish collection service. Further, some landfills are small and unfenced and different techniques will be need to achieve the outcome.

The Guideline lists the minimum Service delivery tasks / standards which the Contractor must deliver to provide the desired outcome.

- (e) The Contractor must deliver the Services at the ranges and frequencies to individual settlements as specified in **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications and in accordance with **Schedule 11 (Maintenance Services Schedules)** of the Conditions of Contract.

## 2.3 Risk based approach

As mentioned above, the Principal recognises that there are unique constraints and exclusive challenges that may impact upon the ability of the Contractor to provide organised and effective Municipal Services within Remote Aboriginal Settlements.

The structure of this Guideline is set up according to a framework of outcomes and suggested measures for each relevant aspect of the Services. The outcomes must be achieved for each element of the Service, however an outcome may be achieved through different methods and it is the responsibility of the Contractor to ensure that a proposed methodology will achieve the required outcome. The suggested measures represent some of the acceptable methods to aid in achieving the desired outcomes.

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Suggested measures may not necessarily be appropriate for every management application. The outcome of a risk based assessment for a management activity may indicate usage of alternative measures to those suggested in order to achieve the required outcomes. Subject to approval of the Principal's Representative, the Contractor can introduce a number of alternative control measures which may be applied to a hazard in order to mitigate a risk.

A risk based approach should be used in all aspects of the Service. A risk assessment may be qualitative or quantitative and, as well as considering environmental impacts, should also consider economic, social and other impacts. A risk assessment is a useful tool for identifying the unique risks and developing the potential alternative controls which may be put in place to manage or reduce risk to an acceptable level. The Contractor shall have a risk assessment in place for all activities associated with municipal Services.

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## 2.4 Structure of the Guideline

This guideline covers the three broad phases of the Waste Municipal Services operation and maintenance process:

1. Planning
2. Operating and Maintaining
3. Monitoring



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### 3 Operations and Maintenance Plans

The Contractor must:

- (a) Develop a Waste Services **Operations and Maintenance Plan** for each settlement and specific landfill facility. The Operations and Maintenance Plan must include:
  - i. Remote Aboriginal settlement name;
  - ii. A description of the existing landfill facility and a simple site layout plan. The plan should show present, past, and planned future activities at the landfill e.g. past trench (where known); current trench; future trench, and any recycling bays.
- (b) Develop a **General Operations Plan** for inclusion in the Operations and Maintenance Plan, describing relevant procedures and outlining, detailing, and scheduling the routine operational activities to be undertaken in accordance with **Section 4** of this Appendix C-1, including but not limited to the following:
  - i. Waste handling, loading and unloading;
  - ii. Management of working area;
  - iii. Protection of existing landfill infrastructure;
  - iv. Waste segregation (recycling / re-use);
  - v. Litter control;
  - vi. Pest control;
  - vii. Open burning;
  - viii. Dust management;
  - ix. Surface water (stormwater) control;
  - x. Inclement weather operations;
  - xi. Operations equipment; and
  - xii. Contingency Plans
- (c) Develop a **Maintenance Plan** outlining, detailing, and scheduling the maintenance activities to be undertaken to maintain the landfill facility, including but not limited to the following:
  - i. Perimeter fence-line and gates;
  - ii. Entry road;
  - iii. Landfill trench (costean);
  - iv. Signage;
  - v. Recycling or separation bays;

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- vi. Internal area;
- vii. Firebreaks;
- viii. Litter control;
- ix. Surface water (stormwater) control;
- x. Pre-wet season preparation;
- xi. Post-wet season clean-up; and
- xii. Abandoned vehicles storage area.

- (d) Distribute the Operations and Maintenance Plans to all personnel involved with delivering the Services;
- (e) Provide a copy of the Operations and Maintenance Plans to the Principal's Representative upon request; and
- (f) Progressively update the Operations and Maintenance Plans as Services and infrastructure evolves over time.

NOTE: Many settlements have simple landfill facilities, generally a fenced area with a landfill trench in place; some do not have fencing.

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## 4 Operations Activities

The Contractor is responsible for:

- (a) carrying out the required operations activities as listed within this Section 4;
- (b) carrying out operations activities in accordance with the General Operations Plan; and
- (c) Delivering the Services at the ranges and frequencies to individual settlements as specified in **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications and in accordance with **Schedule 11 (Maintenance Services Schedules)** of the Conditions of Contract.

### 4.1 Waste handling, loading and unloading

The Contractor is to:

- (d) Develop waste handling procedures to safely, effectively and efficiently manage the regular rubbish removal service within the settlement; and
- (e) Develop waste loading and unloading procedures for incoming waste and inspection procedures to identify and isolate unacceptable wastes.

### 4.2 Rubbish collection

The Contractor is to:

- (a) On a WEEKLY basis or as otherwise nominated in **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications, pick up waste bins from residential and settlement buildings, public areas, and any other areas where waste bins are located, and dispose of the waste at the settlement landfill site;
- (b) Where household bins are no longer serviceable due to normal wear and tear, replace the bin with a new bin; and
- (c) Where household bins are no longer serviceable due to the actions of the householder, a replacement bin should be provided and costs charged to the householder.

NOTE: A number of Self-Managed settlements do not receive a rubbish collection service.

### 4.3 General Operational Activities

In association with rubbish collection activities and subsequent deposit of the waste at the landfill, the operational activities listed under this Section 4.3 are regularly required where the Municipal Services Crews are either based within the Hub Settlement or based in the local town. Where Municipal Services Crews attend on a much-less frequent basis in accordance with **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications, the Municipal Services Crew must plan and undertake the activities necessary to achieve the outcomes required while they attend at the settlement.

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#### **4.3.1 Management of Landfill working area**

The Contractor is to:

- (a) Manage the landfill site to minimise potential environmental impacts, minimise health and safety risks, encourage recycling, and to make the most efficient use of resources on site;
- (b) Manage the working area within the landfill site so that it is left in an orderly, neat and tidy condition. The layout of the area should be managed to make allowance for the safety and amenity of the user / operator and the public;
- (c) Manage the on-site access road and keep it clear of rubbish; ensure vehicle access is clearly defined; minimise traffic hazards and dust;
- (d) Manage the landfill trench. Keeping the pit functioning well is essential to overall landfill management. The pit should contain only household domestic rubbish. The pit should be inspected for items that don't belong (remove immediately as it will attract like-items). The pit should only be accessed from the ramped end, not from the side. Side-tipping has a high risk of reversing over the edge or collapsing the side-wall. Pit walls should be kept safe from collapse through maintaining appropriate angles of repose or benching;
- (e) Manage the active waste face. Rubbish should be tipped at the ramped end of the pit. In wet weather, dump as far down the pit as safe to access, than push-up to the rear of the pit when weather allows. Rubbish should be pushed-up regularly to the rear of the pit, consolidated and compacted. The active face of consolidated waste should not exceed 2 metres in height. The active tipping area should be as small as possible; and
- (f) Where the landfill trench is a Slit Trench, rubbish should be placed in the area above and adjacent to the pit walls and pushed in regularly with a loader or other suitable machine.

#### **4.3.2 Protection of existing landfill infrastructure**

The Contractor is to:

- (a) Manage his operations and take all measures necessary to ensure that existing landfill infrastructure including fencing, gates, signage, and access roads are not damaged during his landfill operations; and
- (b) Where landfill infrastructure is inadvertently damaged during operations, immediately notify the Principal's Representative and ensure the damage is repaired as soon as possible to the satisfaction of the Principal's Representative.

#### **4.3.3 Waste segregation**

The Contractor is to:

- (a) Where possible, in order to extend the life of the landfill trench, remove recyclable and reusable items from the general waste stream to be placed in the landfill trench and store the recyclable or re-usable items separately on site;

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- (b) Designate and manage separate areas within the landfill site for the storage of recyclable / reusable items. Individual areas should be kept tidy, sorted with items consolidated, and should only contain the items listed; and
- (c) Ensure the following waste types (as a minimum) are segregated and stored separately on site:
  - i Batteries: Stacked neatly on wooden pallet.
  - ii Tyres: Stacked neatly with minimum 5 metres cleared area from other waste type and fence-line.
  - iii White Goods: Stacked neatly.
  - iv Steel / Metal: Consolidated and safe.
  - v Green Waste / Garden Waste: Consolidated with minimum 5 metres cleared area from other waste type and fence-line.

#### 4.3.4 Litter control

The Contractor is to control litter spread by establishing good waste handling practices, a consolidated active working face and clean-up controls to prevent on and off-site wind-blown litter accumulations.

#### 4.3.5 Pest control

The Contractor is to control or prevent on-site populations of mosquitoes, rodents, and other pests. Practical measures may include:

- (a) Ensuring water is not allowed to pool in waste items stored such as discarded white goods, tyres etc.; and
- (b) Application of approved pesticide.

#### 4.3.6 Open burning

The Contractor is to prevent uncontrolled burning. When conducting controlled burning operations, ensure that there is a fire management plan prepared for the site and apply the controls identified in the plan to minimise the risk of harm to human and the facility.

#### 4.3.7 Dust management

The Contractor is to take measures to ensure dust from his operations does not constitute a hazard or nuisance on the site or to adjacent sensitive areas.

### 4.4 Special Operations

#### 4.4.1 Settlement Clean-up

The Contractor is to:

- (a) Carry out a settlement-wide general rubbish clean-up and collection in each settlement. Settlement clean-ups of Public Areas should generally be scheduled 6 MONTHS apart (where more than one is scheduled) or otherwise in accordance with **Appendix E (REMS Municipal Services Scope and**

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**Frequencies)** of the Specifications, with ONE clean-up completed immediately prior to commencement of the cyclone season;

- (b) Plan and manage the settlement clean-up and liaise closely with the Remote Settlement Representative;
- (c) Ensure that settlement residents are aware and given due notice of the date for a planned clean-up and shall request residents to place specified waste materials on the verge ready for pick-up;
- (d) Include collection of all waste within the settlement boundaries as well as the waste materials placed on the verge by residents; and
- (e) Dispose of the waste collected at the settlement landfill unless otherwise directed by the Principal's Representative.

#### 4.4.2 Abandoned Vehicles Clean-up

The Contractor is to:

- (a) Plan and carry out the collection and removal of abandoned vehicles from within the settlement boundaries of each settlement. Abandoned vehicles clean-ups should generally be scheduled 6 MONTHS apart where more than one is scheduled or otherwise in accordance with **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications;
- (b) Make all reasonable efforts to closely liaise with the Remote Settlement Representative and residents to achieve a satisfactory outcome in this area. Collection and removal of vehicle bodies can often be a sensitive issue for residents and the Contractor must manage this sensitively; and
- (c) Carefully place the vehicle bodies collected at the designated settlement vehicle "graveyard" area or as directed by the Principal's Representative.

#### 4.5 Inclement weather operations

The Contractor is to develop, and implement when required, procedures for inclement weather operations and maintenance activities including operating in extreme hot and dry conditions or when dust emissions are excessive, and in extreme wet weather conditions when access to and around the settlement and the landfill is affected.

#### 4.6 Operations equipment

The Contractor is to acquire and maintain adequate operations equipment, including maintenance of the Principal-Owned Vehicles, Plant & Machinery, and Equipment specified within **Appendix G (REMS Municipal Principal Owned VPM&E)** of the Specifications. The equipment types should be consistent with facility design, construction, and operational criteria.

#### 4.7 Contingency Plans

The Contractor must:

- (a) React quickly to urgent Health Safety and Environment issues;
  - (b) React quickly to municipal service developing issues or service disruptions;
- and

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- (c) Develop (and implement when required) Contingency Plans that include procedures for dealing with:
- i. on-site personal injuries;
  - ii. uncontrolled fires;
  - iii. cyclones and extreme weather events; and
  - iv. explosions, accidents, and other emergency response.

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## 5 Maintenance of the Landfill Facility

It is the responsibility of the Contractor to carefully maintain the landfill facility in order to minimise potential environmental impacts; minimise health and safety risks; and to protect the integrity, longevity and value of the landfill infrastructure.



Ability to maintain will be dependent upon frequency rates specified in **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications and in accordance with **Schedule 11 (Maintenance Services Schedule)** of the Conditions of Contract, however the Contractor must carefully plan works so that the required outcomes are achieved.

The Contractor should plan and prioritise the activities and aim to achieve operational efficiencies such as reducing the proportion of travelling time in the day, economy of scale considerations, use of specialised work- crews and timing of preventative type maintenance. Maintenance activities should be carried out in accordance with the Maintenance Plan.

### 5.1 Maintenance Activities

#### 5.1.1 Perimeter Fence-line and Gates

The Contractor is to:

- (a) Regularly check the condition of the perimeter fence-line and gates and carry out maintenance as required to keep the fence-line and gates in a state of good-repair and fit-for-purpose. The fence-line includes all posts, strainer

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assemblies, anchorage points and back-stays, chainwire mesh and fixing cables, barbed wire, and all associated hardware;

- (b) Ensure vegetation is kept from growing into fence-lines; and
- (c) Ensure spoil from any operational and maintenance activity is kept from encroaching on fence-lines.

### **5.1.2 Entry Road**

The Contractor is to check the condition of the landfill entry road; clean-up any litter which has fallen on the road; and maintain the road in a condition which allows for the safe and secure access of all users of the landfill facility.

### **5.1.3 Landfill Trench (costean)**

The Contractor is to regularly check the condition of the landfill trench (costean); maintain sidewalls of the trench to minimise risk of sidewall collapse or subsidence; maintain the access ramp in a condition which allows for safe and secure access to and from the pit.

### **5.1.4 Signage**

The Contractor is to regularly check the condition of all signage associated with the landfill facility and maintain signs so that they are clearly legible and securely fixed in place.

### **5.1.5 Recycling or separation bays**

The Contractor is to regularly check the condition of the recycling / separation bays and maintain the bays in a neat and orderly condition with respective waste types consolidated within the bays. Where waste types have been incorrectly placed within separation bays, relocate the waste to the appropriate waste bay.

### **5.1.6 Internal area**

The Contractor is to maintain the general area within the landfill fence-line in a condition which is neat, tidy, and free from excessive vegetation growth with grassed areas slashed and maintain clear access around the landfill trench.

### **5.1.7 Firebreaks**

The Contractor is to maintain a firebreak around the perimeter of the landfill facility. The firebreak shall be a minimum of 5 metres wide.

### **5.1.8 Litter control**

The Contractor is to regularly check the condition of the landfill site, surrounding areas, and the access road for wind-blown litter accumulations and gather the litter and place it within the landfill trench.

### **5.1.9 Surface water (stormwater) control**

The Contractor is to inspect the condition of the landfill site, paying particular attention to the landfill trench, and maintain earth surfaces in a state which deters stormwater from entering the landfill trench, and from eroding areas within the landfill site and

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firebreak. Restore areas within the landfill site which have been eroded by stormwater flow.

#### **5.1.10 Pre-wet season preparation**

The Contractor is to, immediately prior to the commencement of the wet season / cyclone season, check the condition of the landfill site, consolidate waste types and secure the site as much as possible against inclement weather conditions.

#### **5.1.11 Post-wet season clean-up**

The Contractor must, at the end of the wet season (and / or cyclone season) check the condition of the landfill site and attend to any issues identified including litter and debris accumulations, stormwater within costeans, and wash-outs of drainage structures and berms.

#### **5.1.12 Abandoned vehicles storage area**

The Contractor must inspect the condition of the abandoned vehicle storage area. Ensure vehicle bodies are consolidated and placed safely and there is a minimum 5 metre wide firebreak around the extreme of the abandoned vehicle storage area.

### **5.2 Emergency Repairs and Other Works**

The Contractor must perform Emergency Repairs and / or Other Works (other than standard operational and maintenance works) as required from time to time to maintain or restore the condition of the landfill facility. Where works are required, such works shall be carried out at the direction and discretion of the Principal's Representative and in accordance with the Schedule of Rates contained in Attachment 1 to Schedule 1 (Pricing Schedule) of the Conditions of Contract.

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## 6 Monitor and Report

Regular, formal inspections play a vital role in the successful management of Municipal Services. A settlement landfill facility that has no regular inspection regime is at high risk of deterioration.

The Contractor must provide the following:

- (a) Monitor the condition of the landfill facility;
- (b) Based on the maintenance activities and procedures identified in the Maintenance Plan, develop and maintain an inspection schedule for all components and items which require periodic inspection;
- (c) Record the condition of municipal infrastructure and maintenance activities undertaken; and
- (d) Prepare the following reports:
  - i. **Landfill Inspection Report**, containing the following details at a minimum:
    - 1. Monitors and identifies onsite issues;
    - 2. The responsible person is a member of the Contractor's field staff; and
    - 3. The report should be handed to the Contractor's site Supervisor.

This report is to be completed on a monthly basis, however this will be dependent on the frequencies specified in **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications. The purpose of the report is to ensure the regular inspection of the landfill facility; that it is maintained in satisfactory condition; and to identify existing and emerging issues. The report is for the use of the Contractor.

- ii. **Landfill Audit Report**, containing the following details at a minimum:
  - 1. Monitors the overall status of the landfill facility in each settlement and identifies onsite issues;
  - 2. Estimates the remaining capacity of the landfill trench;
  - 3. Outlines planned future programmed maintenance, reconstruction, or rehabilitation works;
  - 4. Makes recommendations to the Principal's Representative;
  - 5. The responsible person is the Contractor manager; and
  - 6. The Report should be handed to the Principal's Representative.

This report is to be completed on a monthly basis, however this will be dependent on the frequencies specified in **Appendix E (REMS Municipal Services Scope and Frequencies)** of the Specifications. The purpose of the report is to identify existing issues and developing issues in order to provide for the effective strategic planning of the landfill facility.

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Proformas for the *Landfill Inspection Report* and the *Landfill Audit Report* can be found within **Appendix D (REMS Municipal Proforma Reports - Landfill Inspection)** of the Specifications.

Where there is no rubbish collection service but a periodic tip maintenance service then unless the Contractor is in the settlement for other purposes in the interim then the reports will have to align with periodic maintenance visits.

## 6.1 Field Surveys

Field Surveys are undertaken by the Principal's Representative for the purpose of assessing compliance by the Contractor with the Municipal Services tasks and frequency required to be undertaken.

The Principal's Representative will endeavour to align surveys where possible with periodic maintenance activities undertaken by the Contractor in accordance with the approved **Schedule 11 (Maintenance Services Schedules)** of the Conditions of Contract.

The Contractor must appoint a responsible officer, agreed by the Principal, to represent the Contractor and attend Field Surveys with the Principal's Representative (as requested), and any works being undertaken to an unsatisfactory level will be noted and result in an agreed action to be undertaken by the Contractor within a specified timeframe to rectify the issue noted. Field Surveys on any Remote Aboriginal Settlement are generally but not always separated by a period of approximately 4 - 6 months depending on Remote Aboriginal Settlement size.

The Field Surveys may also identify additional work outside of the Contract that the Contractor may be required to complete, as directed by the Principal's Representative and in accordance with the Schedule of Rates contained in Attachment 1 to Schedule 1 (Pricing Schedule) of the Conditions of Contract.

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## 7 Values

The values of *stewardship*, *communication*, and *process* are important to the Principal.

The principle of *stewardship* is of utmost importance to the Principal – it requires the Contractor to always act professionally in the best interests of the Principal, such that funds are wisely invested and the asset is maintained accordingly.

The principle of *communication* means an effective transfer of captured knowledge between the Contractor and the Principal; and between the Contractor and the Remote Settlement Representative, such that a high level of trust and mutual respect is developed.

The principle of *process* requires the Contractor to maintain a systematic approach to management of municipal Services, including process driven activities such as the identification of required tasks and the subsequent undertaking of the involved tasks to resolve the issue.

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## 8 Definitions

Where the Definitions contained in this Appendix conflicts with the Definitions specified in the Glossary of the Conditions of Contract, the Definitions in the Conditions of Contracts will prevail.

<b>Contractor</b>	The appointed Contractor (also referred to as the Regional Service Provider) or his authorised nominee, who carries out the required works.
<b>Costean</b>	Landfill trench for the purposes of filling with prescribed waste material.
<b>Landfill</b>	A waste disposal site used for the deposit of solid waste onto or into land.
<b>Principal</b>	The Housing Authority.
<b>Principal's Representative</b>	An officer appointed by the Principal to manage the Contractor.
<b>Putrescible Waste</b>	Component of the waste stream likely to become putrid – including wastes that contain organic materials such as food wastes or wastes of animal or vegetable origin, which readily bio-degrade within the environment of a landfill.
<b>Recycling</b>	Set of processes for converting or recovering materials from the waste stream that would otherwise be disposed of as waste and converting them to useful materials or products.
<b>REMS Program</b>	Remote Essential and Municipal Services Program
<b>REMS Manager</b>	The Principal's officer appointed to oversee the REMS Program.
<b>Re-use</b>	Setting aside a material from the waste stream that would otherwise be disposed of as waste for the purpose of re-use for a similar purpose (or different purpose) but without the need for significant manufacture.
<b>Remote Settlement Representative</b>	The individual or individuals who represent the governing body of the remote Aboriginal settlement.
<b>Waste</b>	<p>For the purpose of this Guideline, Waste shall mean one or more of the following:</p> <ul style="list-style-type: none"> <li>• Any material or substance that is discarded, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment;</li> <li>• Any discarded, rejected, unwanted, surplus or abandoned material or substance;</li> <li>• Any otherwise discarded, rejected, unwanted, surplus or abandoned material or substance intended for sale or for recycling, reprocessing, recovery, or purification by a separate operation from that which produced the material or substance; and</li> <li>• Any substance described in regulations under the <i>Environmental Protection Act 1986</i> as waste.</li> </ul>