

# 7 Contract Terms and Conditions and Data Collection

This guidance note forms part of a series of resources to assist local governments with the collection and reporting of waste and recycling data. The remaining guidance notes and case studies can be downloaded from [www.wasteauthority.wa.gov.au/publications/lg-resources](http://www.wasteauthority.wa.gov.au/publications/lg-resources).



If services are carried out by a waste or recycling service provider, specific information can be requested to assist with monitoring the service performance. Data provided by the contractor may be particularly useful when completing reports such as the Annual Local Government Waste and Recycling Census.

The included Contractor Terms and Conditions provide an example of possible terms and conditions inclusions that might be considered for future local government contract documentation for waste and recycling service providers. The example clauses and specifications provided here are intended to ensure that waste and recycling contractors provide data in a relevant and credible format.

Ultimately, inclusion of suitable clauses within contracts with waste service providers will establish a data reporting mechanism to ensure that data is provided in an appropriate format to provide meaningful information to your local government and comply with reporting requirements.

## Example Contractor Terms & Conditions - Waste and Recycling Data Reporting

The example clauses here are provided to demonstrate the types of information requests or other stipulations that may be useful to include in contracts with service providers.

### Data reporting

The successful contractor will be responsible for ensuring that the data reported to <the local government> is accurate, meaningful and credible. Reports will be provided to <the local government> no later than one month after the period to which the report relates (i.e. the report for the month of March should be provided no later than 31 April each year).

### Service information

The waste management service provider is expected to provide the following details for each service:

- a. Service pick up address or collection round identifier
- b. Name and address of destination and type of facility (e.g. landfill, recycler, AWT)
- c. Key contact person name and contact details (phone, fax, email)
- d. Method for recording quantity of material collected (e.g. weighbridge, truck scales, bin lift count and conversion of volumes by bins size, etc)
- e. Costs and/or rebate – costs to be shown per unit charge (e.g. per lift) and also expressed as a rate per tonne or per m<sup>3</sup>
- f. Charges for transportation, bin rental, disposal and other costs should be separated out to ensure that accurate cost analysis can be carried out.

## Disposal/treatment data reporting

The key waste and recycling indicators that will be reported to the LG each month are:

- The quantity (in tonnes or volume) of material collected for waste or recycling each month
- Where information is available on a daily or per pick up basis, this level of detail should be provided each month, in addition to monthly totals (optional – at the discretion of the local government)
- Quantities (tonnes or volume) should be provided alongside the appropriate cost component and date of service provision (for an example see Table 5)
- Where possible, recycling information should include contamination rates, even if these are average figures for the receiving facility.

### Frequency of data provision

Data is to be provided to the local government on no less than a monthly basis, and no longer than 1 month following provision of services.

### Format

- Data is to be provided in an electronic spreadsheet format, as shown in the attached pro-forma (or similar).
- (i) Where possible, information should be provided by weight  
(ii) If conversion factors are used to convert from number of bin lifts or volume, this information should be provided to the LG, including conversion factors applied or assumptions used.

### Evidence of appropriate disposal and recycling:

Where docket or invoice information is available for the disposal or recycling of material, this should be held and made available to the local government on request.

## Example pro forma contract reporting template

Service Provider:.....													
Address:.....													
Contact: .....			Phone: .....			e-mail:.....			fax: .....				
Collection service type:.....						Waste/material type:.....							
Month: .....						Destination facility:.....							
Date	Pick-up address/ round number, location	Residential (R), Council facilities (LG), Commercial (C) Mixed (M)	Bin size / type (if relevant)	Vehicle registration	Volume collected (m <sup>3</sup> ) (if relevant)	Number of bin lifts (if relevant)	Tonnage	Cost per unit	Collection Cost (\$)	Other cost item	Other costs (\$)	Total	
<b>TOTAL</b>								0*					\$
Total for the month for entry into annual summary spreadsheet													