

## 1. Work Method Statement Auditing Litter, Waste, Bins & Cars in a Community

To be used in conjunction with 'Audit Form – community litter and hard waste'

Item	Comment/Action
Performance Indicators	Audit undertaken at 3-monthly intervals by SSM or WS. Aim to score 1 or 2 at all sites, with overall average less than 1.5. Scores of '3' addressed within one week. All work on bins and cars invoiced to relevant Ratepayers.
General Strategies and Procedures	Use Audit Form and SLAP community map (plus satellite image if useful) to plan and undertake audits. Allow approximately 1 minute per Lot.
Procedure – Undertaking Audit	Using the Audit Form, drive or walk the community filling out all columns as per instructions on Form. Explain to community members the purpose and desired outcomes of the audit. Where appropriate and permission obtained, photograph each site as a visual record, ensuring Lot identification is included in each image. Store images in InfoXpert or g-drive. Mark areas of waste and car bodies in public areas with a circle and appropriate identifier.
Procedure – Taking Action	List required Actions at bottom of Audit Form. This becomes the Work Plan for litter, waste, bins and cars. Any Lots or public areas scoring '3' to be addressed asap. Those scoring '2' to be added to scheduled work plan.
Procedure – Wheelie bins	If wheelie bins need replacement or repair, use existing spare stock at SDC Depot. If no spare stock, order thru Shire Engineer. Paint Lot number on side of new wheelie bins. Use Work Order triplicate book to record work and materials per Lot for bins/stands. <b>For TH Lots</b> , forward WO to Accounts Officer (Linda Davies) who will raise an invoice to Tenancy Officer, Territory Housing. <b>For non-TH Lots</b> , forward WOs to Accounts Officer who will raise and send invoice to relevant ratepayer. Invoices will be cc'd to SSM. SSM to ensure invoices are issued.
Procedure – Car bodies	Ask car body owners to complete Vehicle Removal Consent Form. File this form as a permanent record. For car bodies in public area, remove asap to car dump. For car bodies in Territory Housing Lots, complete Work Order

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	<p>request form. Forward to TH Tenancy Officer at &lt;email&gt;.</p> <p>After Work Order issued, remove car bodies. DO NOT REMOVE WITHOUT A WORK ORDER.</p>
Procedure – litter	<p>For TH Lots, ensure wheelie bin/s are onsite and functional. For high amount of litter, place temporary trailer outside property and remove to landfill once clean-up complete.</p> <p>Inform residents that rakes are available for loan from Depot.</p> <p>For public areas, Works team to clean up.</p> <p>Where litter is immediately outside a TH Lot and obviously coming from that Lot, place a trailer outside property and ask residents to clean up. If no action, Shire staff to photograph litter (obtain resident permission first), clean up and record time/materials on a Work Order form.</p> <p>Forward WO to TH Tenancy Officer at &lt;email&gt; or fax &lt;89&gt;.</p> <p>TH will issue a WO directly back to the SSM.</p>
Procedure – hard waste	<p>For TH Lots, place a trailer outside property and ask residents to clean up yard. Leave for one or two days. Take trailer to landfill, free-of-charge.</p> <p>For non-TH Lots, if SSM determines that hard waste poses a public health risk, SSM to ask residents to clean up yard. If required, offer to place a trailer outside yard as per TH Lots.</p> <p>For public areas, Works team to clean up.</p>
Procedure – animal carcasses	<p>Remove carcasses and bury in designated pit at landfill.</p> <p>Follow the work method statement ‘Handling and disposal of dead animal carcasses’.</p>
Recording and Reporting	<p>On audit form, calc total and average number/score per column.</p> <p>Completed Audit Form to be scanned and uploaded to InfoXpert. If too difficult to upload, email to RSM or Director Works for uploading.</p>
What to do when it’s not working	<p>If the community is unusually untidy between audit schedules, initiate a Litter &amp; Hard Waste Audit and take necessary actions.</p> <p>If not sure how to complete Audit, seek help from Waste Management Coordinator or fellow-SSMs.</p> <p>For consistent problem Lots, work with Local Board and residents towards a solution.</p>
Management Review	<p>12-mth review Audit Form, work method statement &amp; process.</p> <p>Director Works to undertake 6-monthly check in each SDC for condition of litter, waste, bins and car bodies.</p> <p>6-monthly check that all replaced/repaired wheelie bins and removed car bodies have been invoiced to relevant ratepayer/s.</p>