

Scope of Services

Contract Requirements in Brief

The City is seeking suitable organisations to supply litter picking staff for its litter collection operation. The Contract term is 3 years with 2 x 1-year extension options.

Background Information

The City provides a litter collection service as part of its Waste Services operations. Supervision, planning, work allocation, administration and performance monitoring is undertaken in house and litter pickers is sourced through a labour hire company. Equipment and materials for the operation are also provided by the City.

The service comprises two (2) teams of two (2) staff who collect litter from footpaths, verges, stormwater reserves, designated public thoroughfares, tourist areas and boat ramps in the townships of Dampier, Karratha, Wickham and Point Samson. These staff are deployed from the Seven Mile Waste facility in two (2) utilities with trailers as per the daily litter collection schedules. Services are carried out from Monday to Friday (excluding public holidays) between 7am and 5.00pm. These teams also pick up illegal dumps and collect data identifying litter and dumping hotspots which are then regularly targeted.

Litter pickers are provided with hi-vis City of Karratha shirts and the necessary Personal Protective Equipment (PPE) to undertake the required tasks.

Specific Requirements

The Contractor will supply suitable staff as required to undertake litter picking duties for the City. There are approximately 200 hours per week required (4 staff @ 10hrs per day). This may vary with operational requirements.

The Contractor is required to provide the following support services associated with the supply of these staff:

- Comprehensive screening, interviewing and reference checking to ensure best fit candidates are placed,
- Local office and dedicated Contractor representative,
- Quarterly performance appraisals and performance management functions,
- All payroll functions for staff,
- Comprehensive site inductions for new staff in conjunction with site supervisor,
- Access to Employee Assistance program.
- Drug and alcohol testing as required,

The Contractor will also ensure that staff supplied under this Contract are equipped with the following PPE prior to commencing on site:

- Steel capped lace up boots,
- Drill trousers with high vis tape,
- Smoke safety glasses.