

## **Attachment 5: Project Management Checklist**

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# Illegal Dumping Deterrence Works

## Project Management Checklist



*This project management checklist has been prepared to assist councils in managing necessary project considerations before agreed deterrence measures are installed and funded.*

### Project background

As part of the *FOCUS on Sustainability* project, HCCREMS is working with councils to trial the effectiveness of a range of structural measures in deterring illegal dumping. The Trial will fund the installation of agreed deterrence measures at selected, council nominated sites. The deterrence measures will be monitored to determine their effectiveness. Monitoring information will be reported to HCCREMS for analysis and compilation into a regional resource to assist natural asset managers in selecting appropriate, cost effective measures to deter illegal dumping in the future.

The following site, nominated by your Council, has been selected for a regional trial of illegal dumping deterrence measures:

<b>Reserve /site name</b>	<prefilled by HCCREMS>
<b>Address</b>	<prefilled by HCCREMS>
<b>Lot/DP no.</b>	<prefilled by HCCREMS>
<b>Nominating Officer</b>	
<b>Name of responsible Director</b>	

The following works will be installed at the site, as part of the regional trial, to the agreed level specified (\$):

<b>Agreed works to be installed</b>	<b>Contribution (\$ incl. GST) to be provided by HCCREMS</b>
<prefilled by HCCREMS>	<prefilled by HCCREMS>
<prefilled by HCCREMS>	<prefilled by HCCREMS>

For agreed deterrence works to be funded as part of this trial, Council will need to arrange the installation of works by <insert date>. Baseline site monitoring results will also need to be provided to HCCREMS before this date.

As a condition of works and funding proceeding, Council is required to commit to a works funding option by selecting one of the options below:

Council will arrange installation / purchase of works to the agreed design and specifications. Council will then invoice HCCREMS for agreed works to the agreed amount (and provide proof of payment/ installation).

Council will arrange installation/ purchase of works, to the agreed design and specifications, and arrange for the supplier to invoice HCCREMS for the cost of the works (to the agreed funding level).

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Please complete the following checklist before submitting to Director for sign off:

### Site permissions

1. Has written permission or acknowledgement for works been obtained from affected agencies and utilities including:
  - The owner of the land (please specify \_\_\_\_\_)  
 Yes  No, this agency will not be affected by works or require permission to be obtained
  - The Rural Fire Service,  
 Yes  No, this agency will not be affected by works or require permission to be obtained
  - The NSW Fire Brigade  
 Yes  No, this agency will not be affected by works or require permission to be obtained
  - The Department of Environment and Climate Change (DECC),  
 Yes  No, this agency will not be affected by works or require permission to be obtained
  - Energy Australia  
 Yes  No, this agency will not be affected by works or require permission to be obtained
  - the local water authority  
 Yes  No, this agency will not be affected by works or require permission to be obtained
2. Has a Development Application (DA) been obtained for works where necessary? (Council planners should be consulted to assist in answering this question)  
 Yes  No, a DA is not necessary
3. Has a Review of Environmental Factors (REF) or Environmental Impact Statement (EIS) been conducted where necessary? (Council planners/ environment staff should be consulted to assist in answering this question)  
 Yes  No, a REF/ EIS is not necessary

### Installation of works

4. Has Council followed appropriate internal policies and purchasing procedures when engaging suppliers for works?  
 Yes  No procedures exist  N/A  
If not applicable please provide comments:  
\_\_\_\_\_
5. Will a Council Officer be on-site during the installation of works to check quality of works?  
 Yes  
Name and contact details of officer that will be present to check installation:  
\_\_\_\_\_  
 No  
If not, please explain why:  
\_\_\_\_\_  
\_\_\_\_\_
6. Will Council place installed deterrence works on a corporate assets register?  
 Yes  
 No  
If not, please explain why:  
\_\_\_\_\_

### Maintenance, monitoring and reporting of works

7. Monthly monitoring of the illegal dumping site and installed works is necessary as part of this trial. This will involve a site visit and completion of the provided monitoring form at least once a month for 3 months before works are installed and for 3 months immediately after works are installed. All completed monitoring forms are to be provided to HCCREMS each month as they are completed.

Please indicate your approval for the following person to undertake this required monitoring and reporting:

Agreed      Name of person responsible for monitoring:

\_\_\_\_\_

Please note all results, monitoring data and photos taken during site monitoring will be shared and promoted by HCCREMS to other Councils and the media, where appropriate.

8. Will Council repair or replace any damaged deterrence works if the damage occurs during the monitoring period (up to 6 months after installation)?

Yes up to the value of \$ <Insert value>

No, no budget exists for this

### Occupational Health and Safety

9. Council should take all necessary measures to ensure that risk assessments, 'officer working alone' and OHS issues are addressed as relevant to each site and Council internal policies. Consultation with Council's Risk Management Officer or similar on this project is suggested.

Please tick to acknowledge:

Agreed

Please provide approval for <Council Name> to participate in the Illegal Dumping Deterrence trial.

Director name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact details: \_\_\_\_\_

Director signature: \_\_\_\_\_

Please return this form by <insert date> to:

Kate Meares, Regional Sustainability Officer

Hunter & Central Coast Regional Environmental Management Strategy (HCCREMS)

Hunter Councils Environment Division

59 Bonville Avenue, (PO Box 3137), THORNTON NSW 2322

Phone: 02 4978 4027 Fax: 02 4966 0588

Email: [enviroadmin@huntercouncils.com.au](mailto:enviroadmin@huntercouncils.com.au)