



**Mutual Assistance Memorandum of Understanding**  
**Waste Collection and Transport**  
**2022**

**Purpose**

The Purpose of this Memorandum of Understanding (MoU) is to facilitate agreement between all parties and identify how all parties will work together in case the need arises to use staff or vehicles/equipment from other organisations to ensure the collection of waste continues in an emergency situation.

**Parties to the MoU**

WALGA Preferred Suppliers and Local Governments.

**Background**

This MoU has been developed in response to COVID-19 and the need to ensure that contingency planning is place for worse case scenarios relating to waste management collection. The scenario considered is that a significant proportion of the waste collection truck drivers were affected by COVID-19 or required to self-isolate.

**Definitions**

Requester of support – the organisation seeking assistance under the terms of this MoU.

Provider of support – the organisation providing assistance under the terms of this MoU.

**Prioritising Collection**

The agreed approach is that collections of putrescible waste will be prioritised.

**Staffing**

- Any staff being put forward need to have some experience in waste truck driving and the Supplier of support provide to the Requester of support the drivers CV/Drivers licence on their relevant experience.
- Any staff will need to undertake the relevant inductions for the Requester of support. Sufficient time needs to be given to the Supplier of support to organise the induction.
- Any staff being put forward will provide confirmation of vaccination.
- Staff may have to undertake Rapid Antigen Tests.

**Insurance**

- There are three potential scenarios in relation to insurance
  - Vehicle and driver – Provider of support to cover insurance
  - Vehicle only – Requester of support to temporarily note vehicle on their insurance policy
  - Driver only – Provider of support to cover insurance.
- From an insurance point of view there are varying degrees of exposure to the Provider or Requestor of support, which could suggest one approach is preferred over another.
- Provider of support to ensure personnel and equipment covered by their insurance.

**Labour Hire Companies**

- Labour Hire Companies potential have staffing available.

**Funding**

- The Supplier of support will charge out any vehicles, staff or combination thereof at their usual rate to the Requester of support.

- The Requester of support will be responsible for all incidental costs associated with the Provider of support personnel and equipment such as catering, accommodation, Occupational Health & Safety (OHS) issues, transport, fuel and storage.

#### **Process**

- Parties to the MoU are encouraged to engage with each other now to determine specific requirements and how the process work for them (Contact Details – Appendix 1), this includes identifying rates for charge out of vehicles, staff or combination thereof and the insurance considerations.
- WALGA, through this MoU, are facilitating the process.

#### **Duration of the MoU**

This MoU is intended to continue until January 2023 and will be reviewed as required during that time.

#### **Termination**

This MoU may be terminated by agreement of all parties.

#### **Withdrawal**

Parties may withdraw from this MoU at any time by providing written notice to WALGA (during usual business hours).

#### **Contact Details**

##### **Primary Contact**

**Name**

**Position**

**Email**

**Mobile**

##### **Secondary contact**

**Name**

**Position**

**Email**

**Mobile**