



Standard clauses for insertion into contract terms and conditions

The following clauses are made available for government and industry for insertion (at your discretion) into contract terms and conditions. These clauses support the production of quality reports that use consistent and defined terminology, and that are professionally referenced (1a - 1d). These clauses also assign responsibility to the consultant for submitting the resource to the www.rolibrary.com catalogue (1e - 1g) for nation wide accessibility and dissemination.

1. Report specifications

In preparing and presenting any report [as defined in the Services], [the Consultant] shall:

- (a) Consistently use the following standard terminology, whereby *compostable organic materials* (including *garden organics, food organics, wood and timber, agricultural organics, and other organics*) are processed by the *organics recycling and processing industry* into a range of *recycled organics products*.
- (b) In any reference to organic material, organic waste, feedstock or raw material input, the standard material description shall be used to describe the relevant compostable organic material/s. Where additional clarity is required for the purpose of improved comprehension, commonly used synonyms shall be identified as shown in the following example: "*garden organics (elsewhere 'green organics') materials are collected in a dedicated collection container ...*".
- (c) Include a glossary of terms in the report. This glossary of terms shall be drawn from the following document, with appropriate acknowledgment and referencing: Recycled Organics Unit (2003). *Recycled Organics Dictionary & Thesaurus: Standard Terminology for the Recycled Organics Sector*. Second Edition. Recycled Organics Unit, The University of New South Wales, Sydney, Australia.

The *Recycled Organics Dictionary and Thesaurus* is available on the internet at:
<http://www.recycledorganics.com/dictionary/index.htm>
- (d) Ensure the report is referenced in accordance with professional standards and practices, including the provision of a list of references at the end of the report.
- (e) Provide an abstract of 100 words or less for the report (preferably located on the inside cover or other suitable location in the report). If the report comprises more than one paper, an abstract is to be provided for each paper comprising the report.
- (f) Provide a list of key words used in the report (located directly adjacent to the abstract in the report). The keywords are to be derived from the *Recycled Organics Dictionary and Thesaurus* available at <http://www.recycledorganics.com/dictionary/index.htm>. If the report comprises more than one paper, a list of keywords shall be provided for each paper comprising the report.
- (g) Submit the final project report (as specified in the Services) to the www.rolibrary.com catalogue by completing the www.rolibrary.com submission process specified on the internet page: <http://www.recycledorganics.com/rolibrary/submit.shtml>. A copy of the completed www.rolibrary.com catalogue submission form shall be provided to the Client to evidence completion of this task.