



# Community Rubbish Management Plan Guidelines



**Aboriginal Communities Waste Management Program**  
2019 update



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**Artwork:**

This artwork represents various landscapes from across New South Wales. Symbols include (from bottom to top) rocks on riverbank/land, river/ocean, land environments, and tree engravings. Movement is also represented through lines and the positioning of animals and symbology representing people. The addition of the people and animal symbology also acknowledges that all land is occupied. The specific colours used reflect the range of scenery being depicted. Circular and line symbology throughout the artwork highlights community growth through collaboration and working as one to proceed through a journey.

The NSW EPA acknowledges and pays respect to the First Nations peoples of the land on which we live and work, and to elders past, present and future.

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# Section 1:

## Aboriginal Communities Waste Management Program

### Introduction

This guide will help you design your project and prepare the community rubbish management plan (rubbish plan) you need for your grant under the Aboriginal Communities Waste Management Program (ACWMP; the program).

The NSW Environment Protection Authority (EPA) and the program's steering committee have tried to design the program in such a way as to recognise the need for community engagement, community-designed solutions, and local employment. We want to work with Aboriginal communities to create sustainable solutions for the waste management issues they face across NSW.

The program aims to assist communities by providing funding, access to resources, expertise, and advice as they develop community-based solutions for waste management.

The program is divided into three stages. This staged approach should allow you enough time to engage your community and get their input as you design and deliver your project.

For stage 2, the primary written outcome is developing the community rubbish management plan. Expect to take six to 12 months to develop your rubbish plan. Project managers can use this document as a tool to guide them; it outlines key components of what to include in your rubbish plan.

“

**This draft guide will assist those who run the first projects under this new program. We would appreciate your feedback on this guide, so we can improve it over time.**

”

### Summary of what is in this guide

#### **Section 1: Aboriginal Communities Waste Management Program (this section)**

Section 1 is an overview of the Aboriginal Communities Waste Management Program. It describes the agencies involved, the program's aims, what's involved in stage 2 and 3, and the benefits of developing a rubbish plan.

#### **Section 2: Starting your project**

Section 2 describes what to consider when starting your project. It includes advice on selecting your project manager and employing the community engagement advisor. It also provides advice on establishing your project partners, and setting up a project advisory committee. Finally, it provides instructions on how to use the *rubbish evaluation toolkit*.

#### **Section 3: Developing the community rubbish management plan**

Section 3 outlines the key elements of the rubbish plan: Where are we today? Where do we want to be? How do we get there? How to tell our story?

#### **Section 4: Supporting information**

Section 4 provides supporting information on the Return and Earn scheme: a 10-cent refund on drink containers in NSW. The section also covers Aboriginal Pathways training certificates and diplomas, and regional waste groups. It lists project resources and templates, tools that aim to help project managers develop their projects. Finally, it provides contact details for EPA project officers who support the program.

## Background: What is the program?

The Aboriginal Communities Waste Management Program aims to reduce litter and waste, and increase amenity of discrete Aboriginal communities (former missions or reserves) across NSW. This four-year program runs from 2017 to 2021.

The program has a total of \$4 million, to be invested in the planning and delivery of waste management projects in Aboriginal communities across NSW over the next four years. There are 61 discrete communities across NSW.

The program aims to reflect the **OCHRE** (opportunity, choice, healing, responsibility and empowerment) principles, the NSW Government's plan for Aboriginal Affairs, as follows:

- that government should do things 'with' Aboriginal communities, not 'for' or 'to' Aboriginal communities
- that the strongest communities are those that drive solutions
- there is no 'quick fix', and sustainable change takes time
- to increase capacity of Aboriginal communities to make decisions about local service delivery
- Government to be more flexible and responsive to the needs of Aboriginal communities and recognise Aboriginal leadership and decision-making
- respectful engagement, good faith negotiation, and local solutions for local issues
- maximise the opportunities for employment of Aboriginal people at every stage and level.

The program goals are to:

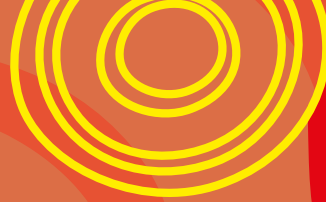
- reduce bulky waste, litter and illegally dumped waste
- develop effective waste management systems by tailoring services to community needs, service delivery agreements, and improved infrastructure

- reduce safety and health risks by establishing a clean physical environment
- build and maintain effective working relationships and partnerships between communities, Local Aboriginal Land Councils (LALCs), local government, and waste service providers to improve waste management practices into the future.

The EPA recognises the difficult and diverse circumstances and challenges faced in many discrete Aboriginal communities across NSW, and understands the need to allow time, community engagement, development of trust and collaboration to create long-term change.



Wilcannia youth during their song/film production. Photo: Desert Pea Media/Toby Finlayson



## Program partners

The ACWMP is an initiative of the EPA, in collaboration with Aboriginal Affairs NSW, the NSW Aboriginal Land Council, NSW Department of Health, NSW Rural Fire Service, and Local Government NSW. A steering committee established for the program, with representatives from all these agencies and organisations, meets quarterly to guide the direction of the program.

A technical reference panel was also established to support the program and steering committee. Members of this panel have expertise in:

- asbestos identification, removal and management
- land and water management and rehabilitation
- fire prevention and risk mitigation
- social housing regulation policy
- Return and Earn scheme (10-cent refund on drink containers)
- community engagement advisors from previous pilot projects.



**Contact details for the Technical Reference Panel members are available on the USB provided.**

The EPA also has a network of regional waste groups across NSW, which work with councils to improve collaboration, waste management and recycling across their regions (Appendix A). Regional waste groups could be a useful resource and potential partner for your project. Appendix 1 includes contact details for regional waste groups in your local area.

## Pilot programs

Four pilot programs were run in Aboriginal Communities in NSW prior to designing this program: in the Bourke, Enngonia, Muli Muli and Cabbage Tree Island communities.

Many valuable lessons were learned from these pilot projects, which we have carried into the program design. Numerous resources developed during the pilots have been used to compile the project resources. The USB provided with this guideline includes a range of resources and templates developed in the pilots. Section 4.4 lists these resources.



Clean up at Muli Muli. Photo: Remondis/ Kim Martin

## Stages of the Aboriginal Communities Waste Management Program

The program is divided into three stages.

The purpose of stage 2 funding is to assist local Aboriginal land councils to:

1. establish a paid **community engagement advisor** job in the community
2. fund a **project manager** to develop and deliver the project
3. develop the **rubbish plan**
4. **engage** the community in the development of the rubbish plan
5. establish the **baseline data** for the project
6. establish a **project advisory committee** (if the LALC sees value in doing so).

A project plan has been developed for this stage to guide you through the planning process (stage 2). Please adjust the plan to suit your needs.

The EPA

The community rubbish management plan will identify:

1. **how much and what type of rubbish to clean up in the community**
2. **what infrastructure would help improve rubbish management**
3. **how the community will be engaged in the project, and what their role will be in rubbish management in the future**
4. **the range of options and costings for rubbish service delivery for the community**
5. **the budget for project delivery**
6. **the education plan for project delivery**
7. **the plan for the project delivery**
8. **how the project will be evaluated.**

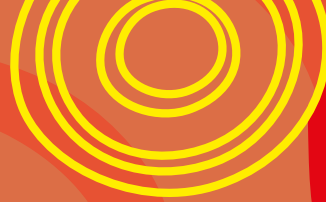
LALC's have six to 12 months to develop and submit the rubbish plan to the EPA. Once the rubbish plan is approved by the EPA, the LALC can access stage 3 funding to implement their plan.



Check out **Template 1: Project plan-stage 2**, available on the USB provided.

**Figure 1:** The ACWMP has three stages.





## Stage 3 funding

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An agreed funding amount for stage 3 will be negotiated to carry out all or part of the project plan.

Some community projects will be more complex and expensive than others. The program will award grants of between \$50,000 and \$100,000, depending on the complexity of the waste issues in the community.

Stage 3 funding is available for:

- clean-up of litter, bulky waste and illegal dumping
- infrastructure improvement, such as bins or a trailer to transport waste
- development and delivery of educational materials and activities
- employment of a community engagement advisor and project manager
- introduction of improved waste service arrangements, for example, collection of recycling, change of bin sizes to suit family needs, or bulky waste collection
- waste assessment at the end of the project to help evaluate what the project has achieved.

The USB provided has a template for developing the project budget for Stage 3.

## What will not be funded in stage 3

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The following items are **excluded** from funding:

- maintenance and servicing of new or existing bins
- play equipment, new paths, public amenity upgrades such as BBQs or shelters or landscaping, unless the project can demonstrate that it directly prevents litter or illegal dumping
- landfill capping
- ongoing service charges for bins
- vehicles.

## Benefits of preparing a community rubbish management plan

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Planning is a key part of good waste management. It establishes evidence of the issues and challenges, identifies strategies to address them, and details the resources, time and focus needed to manage waste. Figure 2 lists the advantages of preparing a rubbish plan.



Baiame's Ngunnhu (Brewarrina Fish Traps) on the traditional lands of the Ngemba people. Photo: Waste Aid/ Kate Brown



**Figure 2: The benefits of preparing a rubbish plan.**



### **Caring for country**

- Supporting communities to identify problems and solutions to reduce problem waste, illegal dumping and litter on Country that will increase safety and health for the community.
- Identifying waste management projects that are sustainable and culturally- appropriate that will reduce safety and health risks for the community.



### **Partnerships**

- Developing partnerships and collaborations with other organisations, local and state governments and waste service providers to improve waste management practices into the future.
- Ensuring these partnerships and collaborations acknowledge and support the cultural values of the community and develop a mutually-beneficial working relationship.



### **Capacity building**

- Identifying employment and training opportunities for Aboriginal people in the project implementation.
- Supporting relationships and partnerships with local government and waste service providers to improve service delivery into the future.
- Ensuring Aboriginal land is managed in a way that enhances and protects environmental and cultural values.



### **Awareness raising**

- Recognising, promoting and raising awareness of the benefits of positive waste management practices within the community.
- Raising awareness of the dangers of problem waste and how to avoid it in the future.



### **Community engagement**

- Ensuring a broad cross-section of the community, stakeholders and waste management providers are involved in waste management planning.
- Ensuring the community is involved in planning projects to address problem waste.

# Section 2:

## Starting your project

**This section outlines the key people and organisations who will get your project started and delivered and their roles and responsibilities.**

### **Local Aboriginal Land Council (LALC) role**

The LALC's involvement is critical to the success of the rubbish project. Financial management and hiring/contracting the project manager and community engagement advisor roles is the LALC's responsibility, unless an external organisation is managing the project. If a partner agency manages the project funds, that agency will be responsible for financial management (see more details below) and hiring/contracting the project manager and community engagement advisor roles. However, this should be done in collaboration with the LALC.

The LALC's other roles in the project include:

- overseeing project delivery and ensuring project milestones are met
- ensuring the LALC board and community are informed about the project and agree to participate
- ensuring the LALC board and community are updated regularly about the project's progress and engaged in developing the rubbish plan
- notifying the EPA of recruitment and other staff changes to project management roles, including financial manager, project manager and CEA
- reporting to the LALC board on the project milestones (as outlined in the signed grant agreement)
- assisting to promote, recruit and develop contracts for project positions
- considering ways to incorporate waste management issues and the rubbish plan into the LALC Community Land and Business Plan
- assisting the CEA to engage with the community about the project
- mediating and resolving any conflict to ensure project goals are not compromised
- developing relationships with partner agencies, in collaboration with the project manager, to ensure long-term improvements in community waste management.



Communities are often in remote locations and outside towns making service difficult. Photo: Waste Aid/ Kate Brown

## Financial manager role

The financial manager is responsible for managing project finances. In most cases, the LALC is the project's financial manager. However, some projects are financially managed by an external partner organisation. The financial manager is nominated on the expression of interest for funding form that is submitted to the EPA. The program's funding agreement exists between the financial manager and the EPA.

The financial manager's responsibilities include:

- signing the funding agreement and returning it to the EPA
- ensuring copies of the funding agreement, rubbish plan guidelines and program USB are distributed to the project manager and LALC board
- preparing the budget for the engagement and development phases of the rubbish plan (stage 2), showing how the \$25,000 will be allocated (a template is provided in the funding agreement)
- submitting to the EPA the budget for stage 2 in milestone 2
- ensuring all project milestones are met and, if required, request additional time in writing to the EPA
- processing all invoices for the project and keeping accurate accounting records
- providing the EPA with a financial report at the end of stage 2, to accurately account for the spending of the \$25,000
- assisting with the development of the budget for stage 3 of the project.

## Project manager role

The project manager will be responsible for:

- writing the community rubbish management plan
- facilitating the project advisory committee (if established)
- collaborating with the community engagement advisor on rubbish education and community engagement to develop the rubbish plan
- reporting on the project to the LALC and the EPA
- building relationships with the project partners to improve the outcomes of the project and in-kind support
- developing a work plan for the community engagement advisor and providing mentoring in waste and recycling
- collecting the data required for the plan with the assistance of the community engagement advisor
- exploring the options for services, infrastructure and education for the community
- meeting the milestones of the project
- ensuring the project planning stays within the allocated budget.



Abandoned asbestos houses on community, can pose a health risk  
Photo: Ecoteam/Keith Bolton

The project manager can be employed directly through the LALC, or the LALC may choose to contract the role to a partner organisation.

Suggested skills for the project manager include demonstrated experience in:

- working with Aboriginal people and organisations in design and delivery of local projects
- waste management and project management
- engagement with local government and knowledge of local waste management networks
- the capacity to be flexible in the timing of, and approach to, local project delivery
- the capacity to work collaboratively with other organisations on project delivery
- the ability to act as an effective champion for the program.



**Check out Template 1: Project plan-stage 2, available on the USB provided.**



Stewart in excavator. Photo: Remondis/Kim Martin

## Community engagement advisor role

Employing a community engagement advisor is an essential part of the project. The role provides employment for a community member for the life of the project, for both the engagement and development phases of the rubbish plan (stage 2) and the project delivery (stage 3).

The key roles that the community engagement advisor could take on include:

- talking with the community about the project and getting their ideas and input on the rubbish plan
- providing information to the project manager on the community's knowledge, attitudes and perceptions on rubbish management and other environmental health related issues
- conducting house-to-house discussions with families in the community about recycling, rubbish and project events
- organising meetings and events in the community about the project
- helping to facilitate the project advisory committee (if established) meetings, and preparing minutes and agendas for meetings
- monitoring, measuring and reporting on rubbish, with the assistance of the project manager
- providing regular updates to the project manager by email and mobile phone
- assisting to develop culturally-appropriate education materials to improve recycling and rubbish management in the community.



**Check out Template 8: Community Engagement Advisor work-plan on the USB provided.**

### Community engagement advisor recommended skills:

- basic computer skills
- good communication skills
- moderate literacy skills
- good data collection and reporting skills
- conflict resolution skills.



**Check out template 3: Community Engagement Advisor Expression of Interest on the USB provided.**

This can be edited to suit your organisation. When developing the project budget, consider including coverage for these community engagement advisor expenses:

- phone SIM card
- travel expenses
- purchase of a device for taking photos, email communication and for developing project resources.



Salome Green the Community Engagement Advisor at Muli Muli Community. Photo: EPA/ Tash Morton



Weather can impact access to your project site and flooding can transport rubbish down the river. Photo: Waste Aid/ Kate Brown

## Identifying project partners

Project partners can add value to your project by providing additional resources, expertise and knowledge. They can also help link the LALC and community to other agencies and programs in your area.

It is useful to carry out a partner mapping exercise early in the process, to help you identify key partners to consult (See p18 for partner mapping exercise). The LALC will already have a range of existing partners they can draw on. Through this project you are likely to make new connections with agencies involved in the waste industry, including local government, regional waste groups, non-government organisations, and businesses.

Once you have identified partners who can add value to your project, it is important to find the best way to communicate with them and identify the types of roles and responsibilities these partners will take on. These should be outlined in your rubbish plan.

## Setting up a project advisory committee

In the pilot phase of the ACWMP, some communities established a project advisory committee to help guide their projects and assist in driving and supporting the planning process. In some communities, the members on this committee included project partners. In other communities, the committee was made up of community members and leaders.

It not essential to establish a project advisory committee. However, the project manager might find such a committee useful for decision making when developing the rubbish plan.



**Check out Template 4: Terms of Reference for Project Advisory Committee on the USB provided.**



Wilcannia youth during their song/film production. Photo: NSW EPA/Danyelle Carter

## The rubbish evaluation toolkit

The *rubbish evaluation toolkit* will assist the project manager to collect the baseline data for the project.

This includes information such as the quantity and types of rubbish there is to clean up, how many broken bins there are, and what rubbish and recycling services are offered.

The toolkit will also help calculate the hours and cost of the rubbish cleanup and provides a tab for including pictures of the rubbish.

The final tab in the toolkit is for developing the project plan, including the time frame, activities and actions for delivering the project.

Collecting data using the *rubbish evaluation toolkit* is an essential part of the program. The LALC will be required to return the completed spreadsheet of data to the EPA with the final rubbish plan.

There are five parts to the toolkit:

1. estimating the quantity of rubbish for clean-up
2. estimating the costs of the clean-up
3. assessing services and infrastructure in the community
4. pictures
5. project plan.



Use template 2: Rubbish evaluation toolkit provided on the USB.



Paint the bin day at Muli Muli Community. Photo: EPA/ Danyelle Carter



David from Muli Muli Community on Desert Pea Media song/film production. Photo: EPA/ Tash Morton.

# Section 3:

## Developing the community rubbish management plan

The rubbish plan will help identify what the community's rubbish issues are, the community's ideas for how rubbish management can be improved, and what steps you plan to take to improve rubbish management with the community. The plan is divided into the four parts (Figure 3).

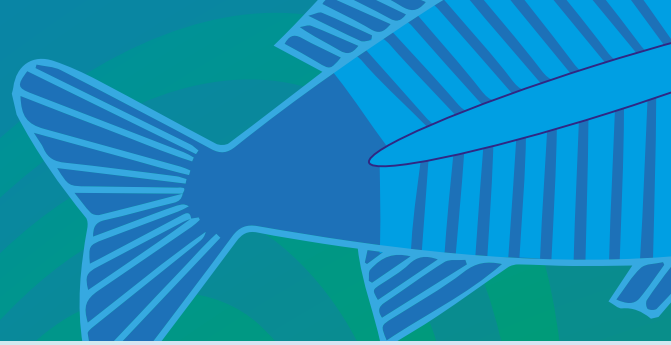
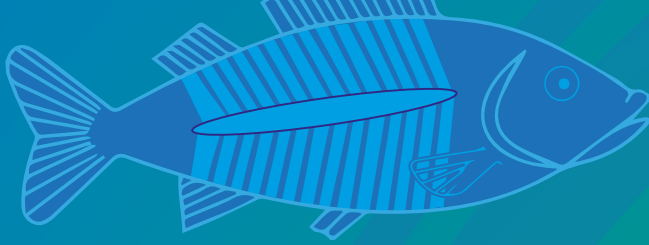
This section aims to give you guidance on developing the rubbish plan. It provides a format to help you prepare the plan.

The EPA does not restrict the information you include in the plan. The order of the plan, the headings you use, and the information included may vary, depending on the size and nature of the waste management challenges and the ideas the community develops to manage them. We have included a checklist for most sections, to highlight key information to include in your plans.

**Figure 3: The four parts of a community rubbish management plan.**







## Part 1 of the rubbish plan: Where are we today?

This section of the plan should tell the story of how rubbish is managed in your community today. Some of this story was included on your *Expression of interest* form, submitted to the EPA, and can be taken from this document. This story can include the parts below.

### Introduction

Provide an introduction about your community: how many people live in the community, and the number of houses and community buildings. Include a short summary of how rubbish is managed today, and the key rubbish issues you have identified.

Done	Checklist for rubbish plan introduction
	Population
	Number of dwellings/community buildings
	Key rubbish issues

### Previous rubbish programs

If the community has run previous rubbish programs, talk about what was done in the past, what was successful, and what hasn't worked. Are there any learnings to take into this project that will help create more long-term, sustainable changes in your community?

Done	Checklist for rubbish plan – previous programs
	Past rubbish programs
	Achievements
	Lessons learnt
	How to create sustainable change? What resources are needed? How long would you suggest is needed to create the changes?

## What are the current rubbish services in the community?

Using the *rubbish evaluation toolkit* to collect information on your community's services and infrastructure will make it easier to complete this section. This section should include an outline of what the community's current rubbish services include.

Done	Checklist on services for rubbish plan
	What are the current rubbish services?
	Are there any recycling services in place?
	Have any services been removed by the service provider?
	Do families have bins in their kitchen to separate recycling, organics and rubbish? (if relevant)
	How is bulky rubbish managed?
	Do community facilities, parks and commonly used spots have bins?
	You may want to include a map of the community, and the current bin locations and common community areas and dumping spots.



Check out **Template 9: Community Survey** provided on the USB to help collect this information.



Use **Template 2: Rubbish evaluation toolkit** provided on the USB. The 'Services and Infrastructure' tab includes all the information to collect.

## Identify key rubbish issues

Identify the key rubbish management issues in your community. A checklist of rubbish issues to consider is listed below.

In the next section of the rubbish plan you will describe potential short- and long-term solutions to the key rubbish issues you identified. These solutions will also be relevant when developing your education plan, and when deciding which areas you will focus on for your community education and engagement.

Done	Checklist for key rubbish issues to consider in the rubbish plan
	Litter (small bits of rubbish)
	Bulky rubbish (fridges/mattress/furniture)
	Abandoned vehicles
	A tip site
	Hazardous rubbish like asbestos, paints or chemicals
	Contamination in the recycling services (if applicable)
	Contamination in organics/green waste services (if applicable)
	Rubbish is burnt regularly
	Increased risk of fire hazard due to rubbish dumping
	Increased environmental health risks due to rubbish dumping, i.e. broken glass and feet cuts, creating habitat for snakes or vermin

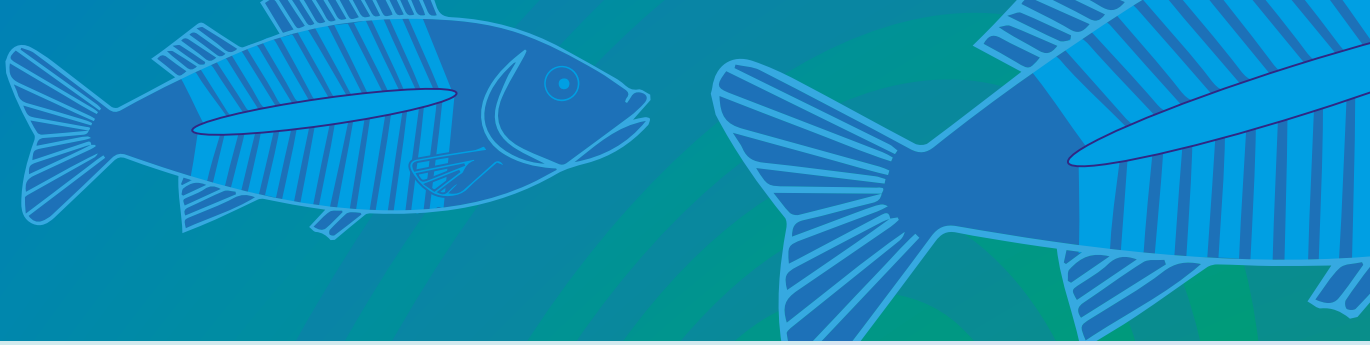
## What rubbish or recycling service options are available?

Depending on how remote your community is, you may have alternate options for rubbish or recycling services. When exploring other options available to the community you might consider the items in the following checklist.

Done	Checklist of service options for rubbish plan
	The different costs of service providers in your area
	Whether your current service agreement for your rubbish services in being fulfilled?
	Could you establish a 10-cent Return and Earn collection point for drink containers? See supporting information in section 4.



Gidiam Williams. Photo: Desert Pea Media/Toby Finlayson



## Part 2 of the rubbish plan: Where do we want to be?

This section of your plan should describe how you would like to see rubbish managed in your community. This should include the vision and objectives for the project and how you will work towards the vision. You will need to engage with your community in a range of ways, to reach community members and hear their voices.

### Community consultation and engagement

Engaging the community while developing the plan will help get community members talking about what they want to get out of the project, and what they want for their community. This engagement will also help to avoid conflict when you implement the plan. If people are involved in the process, you will have greater commitment to the changes you decide to make through the plan.

The LALC and project manager will have their own expertise for deciding how best to engage with the community; so, run with what you know works best. Figure 4 lists some ways the pilot projects engaged their communities.

### Community survey

The pilot projects used community surveys as one method to learn from the community about:

- changes they wanted to see through the project
- what rubbish issues they identified as key
- potential solutions for dealing with these issues.

The USB provided has a template for a community survey. You may choose to edit the survey, to make it better suited to your community.



Muli Muli youth with Aunties. Photo: Desert Pea Media/Toby Finlayson

**Figure 4: Ways in which pilot projects engaged their communities.**



## Determining a community vision for your project

Finding out from the community what they want is a key component of the planning process. It is essential to identify and document community values that will underpin how to manage rubbish for a clean and safe environment in your community. Developing a vision statement will help guide the project, and embrace the community's expectations and aspirations.

## Setting your project objectives

Deciding on the project objectives is a key part of developing the rubbish plan. This part will focus on where you will direct your efforts and actions in the plan. Your project objectives will be informed by the community engagement you have done, and the information collected using your *Rubbish evaluation toolkit*.

Using this evidence, together with the community vision and values, develop 'SMART' objectives for your plan. Figure 5 describes SMART (specific, measurable, attainable, realistic and timely) objectives; Box 1 provides examples of SMART objectives.

### Box 1: SMART objective examples

- Reduce the amount of dumped rubbish on Bundera community 70% by December 2018.
- Increase recycling in Bundera community 30% by June 2018.
- Clean up and remove 100% of existing dumped rubbish in Bundera community by April 2018.

The objectives set for the program will guide the planning process. They also help you to evaluate your project, and to tell the story of how the project went. Include a maximum of five objectives for your project.

Objectives	Use the SMART outline below to help you define your objectives
1	
2	
3	
4	
5	

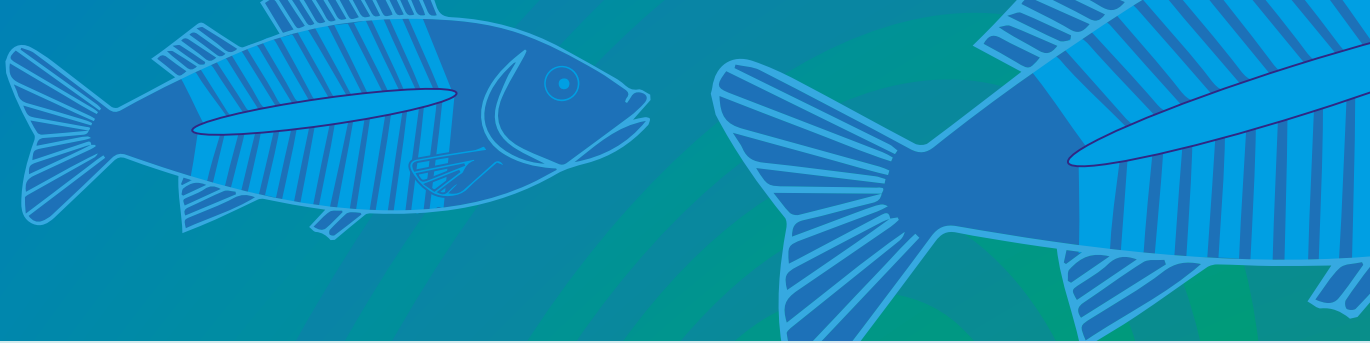


Figure 5: SMART objectives.

## Specific

- The objectives should be as specific as possible and answer these questions:
- What is your goal? How often or how much? Where will it take place?

## Measurable

- How will you measure your objectives?
- Measurement provides specific feedback and ensures accountability throughout the process.

## Attainable

- Objectives need to motivate action and be achievable at the same time.
- Are your objectives attainable?

## Realistic

- Is your timeframe realistic for the objectives you have written?

## Timely

- Do you have a timeframe set out?
- This timeframe helps you be accountable, and helps motivate the project.

## Part 3 of the rubbish plan: How do we get there?

This section of your plan should tell the story of how you want to achieve improved rubbish management in the community. Your project objectives should guide this planning phase. What will you require to meet your project objectives? What actions will you take? The following are some key parts to include in this story.

### Identify your project partners

Project partners can add value to your project by providing additional resources, expertise and knowledge. They can also help link the LALC and community to other agencies and programs in your area.

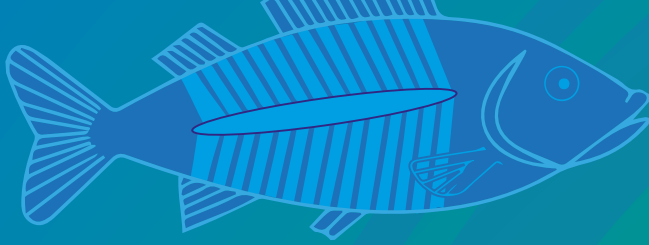
The partner mapping exercise below will help you identify key partners to involve in the project, how they can help, and what roles they might play in the project.

When starting this process, you may want to consider the following questions.

- What expertise or knowledge from outside our organisation could be helpful?
- What partners do we already work well with?
- Who has helped us in the past?
- Is there a local agency that can access additional funds or resources that could bring value to this project?



Making gardens out of an old boat on the Malabugilmah community project. Photo: North East Waste/Elaine Toogood



## Partner mapping tool

Use the partner mapping tool to identify what skills you are looking for in partners. Not all the suggested skills will be relevant for your project and you may identify other skills that are important for your project. The table can be modified to suit your project.



**Check out Template 6 : Partner mapping tool on the USB provided.**

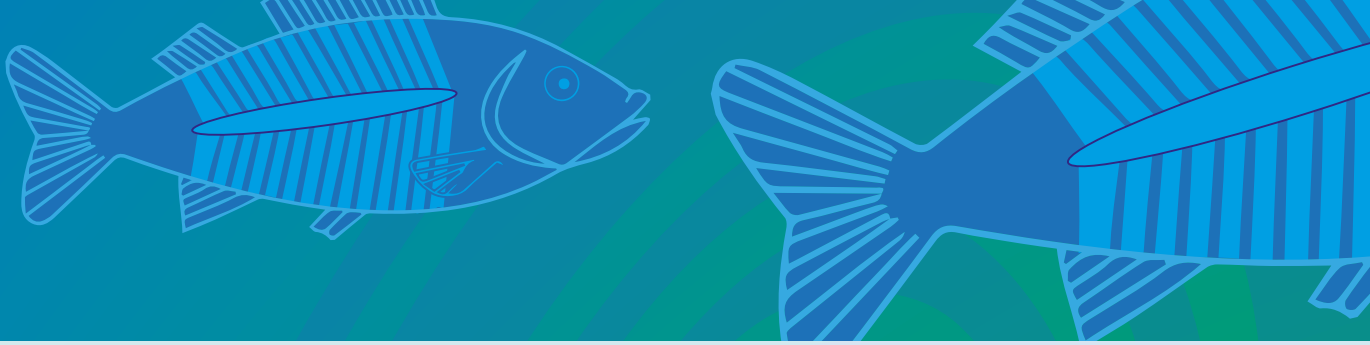
What are we looking for?	Potential partner organisations*	Is there an existing relationship?	How can they help?	Can they provide in-kind or financial support?
Expertise in waste management				
Expertise in waste and recycling education				
Assistance to design and purpose build cages to hold drink containers				
Expertise in waste management behaviour change and designing education activities to promote positive change				
Machinery to assist with the clean-up				
Donated infrastructure (e.g. mobile garbage bins)				
Artists to develop signage				

\* See the next table for suggested partner organisations and how they may be able to help.

## Suggested partners and how they can help

Organisation type	How can they help with the project?	Role
<b>Local council</b>	<ul style="list-style-type: none"> <li>• <b>Baseline waste data, including volumes of:</b> <ul style="list-style-type: none"> <li>- illegal dumping</li> <li>- waste going to landfill</li> <li>- recycling</li> </ul> </li> <li>• <b>Contamination rates in recycling bins</b></li> <li>• <b>Number of bins presented for collection</b></li> <li>• <b>Service delivery – provide:</b> <ul style="list-style-type: none"> <li>- a perspective on what's working and what's not</li> <li>- approvals/costings for additional services</li> <li>- infrastructure</li> <li>- advice on options for improving services</li> </ul> </li> <li>• <b>Advise on contractors that could service the community</b></li> <li>• <b>Negotiate a reduction of, or exemption on, landfill fees</b></li> <li>• <b>Donate in-kind materials (e.g. bin stickers, replacement bins, soil for gardens, compost bins, bags and gloves for clean-ups or machinery and labour to move heavy rubbish)</b></li> </ul>	<p><b>Advisory</b>  <b>Operational</b>  <b>In-kind support</b></p>
<b>Regional waste group</b>	<ul style="list-style-type: none"> <li>• <b>Assist with developing relationships with council waste management staff</b></li> <li>• <b>Assist with negotiations around waste services</b></li> <li>• <b>Assist with delivery of waste and recycling education activities and development of the education plan for the project</b></li> <li>• <b>Provide advice on waste contractors, services and infrastructure improvements that could improve waste management</b></li> <li>• <b>Provide advice on waste auditing and assessing waste volumes for clean-ups</b></li> </ul>	<p><b>Advisory</b>  <b>Education</b>  <b>In-kind support</b></p>
<b>Aboriginal community working parties and/or other community groups</b>	<ul style="list-style-type: none"> <li>• <b>Assist with promoting community engagement advisor recruitment and provide recommendations for suitable candidates</b></li> <li>• <b>Provide co-design suggestions for the rubbish plan through targeted stakeholder interviews carried out by the project manager</b></li> <li>• <b>Involve organisations such as the Men's Shed to assist with public amenity infrastructure (e.g. swings, gardens beds, and design and construction of collection containers for drink containers or labour); this could be paid and built into your</b></li> </ul>	<p><b>Advisory</b>  <b>In-kind support</b></p>





Organisation type	How can they help with the project?	Role
<b>Aboriginal and/or local employment agencies</b>	<ul style="list-style-type: none"> <li>• Assist with promoting community engagement advisor recruitment and provide recommendations</li> <li>• If employing their clients, assist with workplace safety gear (e.g. shoes, sunglasses and hat)</li> <li>• Manage employment of clean-up workers and invoice the LALC</li> <li>• Provide additional training or future employment opportunities</li> </ul>	Advisory Employment Equipment Training
<b>Rural Fire Service</b>	<ul style="list-style-type: none"> <li>• Reduce fire hazards around the community</li> <li>• Hazard reduction burn, to clear scrub before waste is removed</li> <li>• Community engagement and training in fire management</li> </ul>	Advisory Operational Education Training
<b>NSW Health – Aboriginal Environmental Health Unit</b>	<ul style="list-style-type: none"> <li>• Community engagement and education around environmental health risks and waste management</li> <li>• Provide pest control treatments after waste clean-ups</li> <li>• Carry out water quality assessments and monitoring</li> </ul>	Education Advisory In-kind support
<b>Environment and Landcare groups</b>	<ul style="list-style-type: none"> <li>• Advise on environmentally sensitive or conservation areas</li> <li>• Provide in-kind contributions (e.g. native plants for rehabilitation after clean-ups)</li> <li>• Assist with tree plantings</li> </ul>	Advisory In-kind support
<b>Local schools</b>	<ul style="list-style-type: none"> <li>• Facilitate children’s waste education activities (e.g. waste to art, composting or worm farming)</li> <li>• Promote the project outcomes to the community through newsletters and events</li> <li>• Involve the school in project activities (e.g. paint the bin day, litter pickups or tree plantings)</li> </ul>	Education
<b>Local and/or regional art centre</b>	<ul style="list-style-type: none"> <li>• Facilitate waste to art workshops</li> <li>• Collaborate on community, art and recycling projects</li> <li>• Promote the project in the local community</li> </ul>	Education In-kind support

## Rubbish clean-up

If one of your objectives is to remove existing rubbish dumping from the community, you will need to decide what steps you will take to get the rubbish removed. Some things to consider in your plan include the following:

- Will you use a contractor to remove the rubbish? Or will you employ people from the community to do the clean-up, and get the project manager or community engagement advisor to manage the clean-up?
- Is there asbestos involved in the clean-up? **If so, please get in touch with the EPA project officer, so they can advise you on the legal and safe removal of asbestos.**
- Materials such as metal car bodies, fridges and other white-goods, bicycles, and bed frames can be sold as scrap metal, so consider separating these to be sold.
- Are you going to hold a kerbside clean-up, during which households can put out their bulky rubbish for collection, on a set day?
- Does your local council already offer a kerbside bulky rubbish collection? If so, you may be able to incorporate these dates into your project, and promote the dates to your residents.
- Is a litter pick event (for small individual rubbish) going to be part of your clean-up plan?



**Check out Template 2: Rubbish Evaluation Toolkit on the USB provided to assist with calculating rubbish volumes.**

Done	Checklist on existing rubbish removal for rubbish plan
	Contractor or LALC organised clean-up?
	Is there asbestos to clean up? (if 'yes' contact the EPA project officer)
	Can the metals be sold for scrap?
	Is there a council kerbside collection for bulky rubbish?
	Will you hold a litter clean-up?

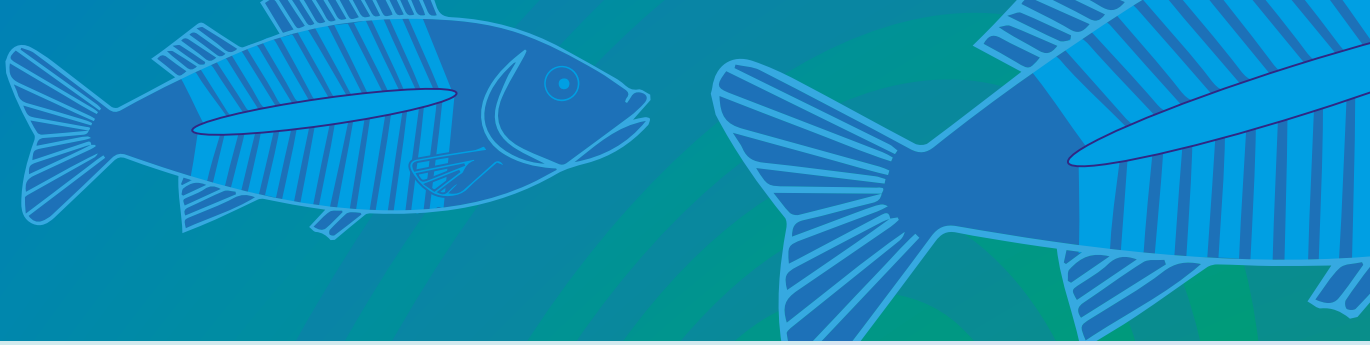


**Check out Template 14: Fact sheet: Asbestos in Aboriginal Communities**

**Check out Template 10: Asbestos testing instructions and sample form.**



Paint the bin day at Muli Muli Community. Photo: EPA/ Tash Morton



## Infrastructure

Does your community need improved or new infrastructure to assist with better rubbish or recycling management? Infrastructure that can be funded under the project includes:

- household bins or bags to separate recycling or drink containers inside homes
- household bins for outside homes to collect rubbish, recycling or drink containers
- rubbish bins for communal areas (if creating additional services, you will need to negotiate costs for these extra services)
- skips in remote locations for rubbish collection
- signs and stickers for bins
- storage bays to store bulky rubbish for collection (depending on size and scope, licensing could be required, so please check with the EPA project officer)
- fencing for storage bays
- car pads to store cars for car parts
- wool bales or cages to collect 10-cent drink containers (section 4)
- a trailer to transport rubbish, recycling or bulky rubbish to the nearest tip or transfer station
- a bailer (in remote locations it may be an option to compact and bail cardboard or other recyclables for sale).

Describe what infrastructure the community needs to help improve rubbish or recycling services.

Done	Checklist on infrastructure for rubbish plan
	What are the current rubbish services?
	Are there any recycling services in place?
	Have any services been removed by the service provider?
	Do families have bins in their kitchen to separate recycling, organics and rubbish? (if relevant)
	How is bulky rubbish managed?
	Do community facilities, parks and commonly used spots have bins?
	You may want to include a map of the community, and the current bin locations and common community areas and dumping spots.



**Use Template 2: Rubbish evaluation toolkit on the USB provided, to record the current infrastructure and services in the community.**



Painted bin in Bourke. Photo: Waste Aid/ Kate Brown

## Service delivery and agreements

The community might need to negotiate service agreements with local government and other providers for changes to delivery of rubbish or recycling services. As part of this process you may:

- count how many bins you have, compared to how many services you are paying for
- check if bins need to be repaired or replaced
- check if the cost of new bins or repairs is included in your existing service agreement, or whether this is an additional cost
- negotiate new or different services that will better suit the community. For example: Do houses with more people need an additional rubbish bin?
- consider doing a waste audit to understand how community members are using their bins and what the main contaminants are
- talk to the service provider about whether the recycling is being recycled, or going to landfill (it may go to landfill if contamination is too high)
- organise regular bulky rubbish collections on a scheduled basis, such as after Christmas, Easter or annual community events
- calculate the costs of different rubbish or recycling service providers, and determine whether it is financially feasible to create employment in the community by establishing your own service (collection of 10-cent drink containers may make this viable).



**Use Template 12: Waste audit instructions on the USB provided. A waste audit is not compulsory however, they provide valuable information on how people are using their bins and can also be educational for community members involved.**

Service agreements are an ideal outcome for a project. Such agreements can provide an ongoing and agreed approach to better rubbish management. Successfully negotiating a service agreement requires the support of the local government, the LALC and community.

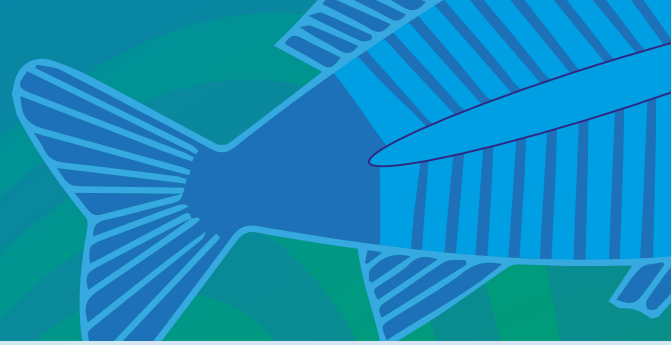
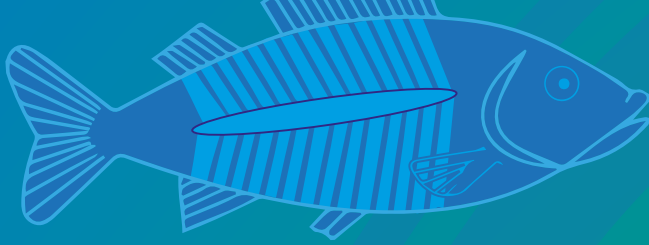


**Check out Template 15: Rubbish Service Agreement Guidelines to understand what should be included in a service agreement**

Done	Checklist on services for rubbish plan
	Complete the <i>rubbish evaluation toolkit</i>
	Investigate what service providers exist in your region
	Is your recycling contaminated?
	Will you be organising bulky rubbish collections?
	Have you established a service agreement for rubbish services?



Holding a waste audit on the Malabugilmah project to check contamination in the bins. Photo: North East Waste/Elaine Toogood



## How to meet your objectives

When planning how to meet your project objectives, some actions will be ones you can take in the short term, while others will be more long-term focused. With each of your objectives, work out what your short-term and long-term actions will be, to help you achieve these project objectives.

You may want to brainstorm these actions with community members at a meeting to get their input into what they think could be done to help meet your project objectives.

**Include this table in your rubbish plan.**

Objectives	Short-term actions	Long-term actions
<p><i>Example:</i></p> <p><i>Clean up and remove 100% of existing dumped rubbish on Bundera community by April 2018</i></p>	<ul style="list-style-type: none"><li>• <i>Remove waste from old tip site and regenerate the site.</i></li><li>• <i>Involve the community in the site regeneration by holding a community planting day.</i></li><li>• <i>Install a sign at the site saying 'No dumping rubbish by order of the LALC'.</i></li><li>• <i>Hold a kerbside clean-up for all houses in the community.</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Block access to the site to prevent further dumping.</i></li><li>• <i>Organise a twice-yearly bulky rubbish collection service to help reduce further dumping.</i></li></ul>

## Risks to long-term success

Naming the risks that may affect your project's long-term success will help you identify strategies to reduce these risks. Make sure that the strategies you identify to reduce the risks end up in your project plan.

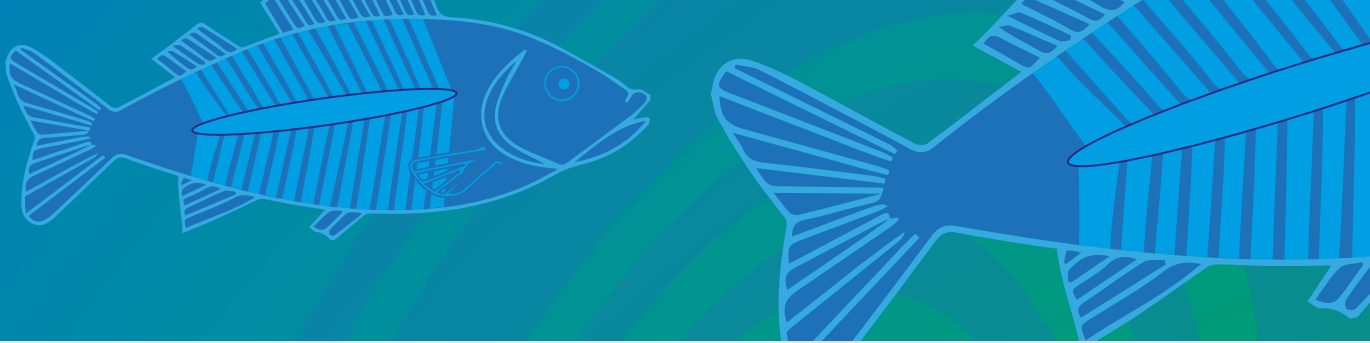


**Use Template 2: Rubbish evaluation toolkit on the USB provided. Under the project plan tab, identify your risks and how you will reduce the risks.**

Identified risks	Likelihood	How to reduce risk
<p><i>Example:</i></p> <p><i>Use of tip site for dumping rubbish after the clean-up is done.</i></p>	<p><i>High</i></p>	<ul style="list-style-type: none"> <li>• <i>Hold education activities with community members (in the education plan).</i></li> <li>• <i>Have the LALC talk to community members at a community meeting.</i></li> <li>• <i>Use signage co-designed with the community to discourage dumping</i></li> <li>• <i>Provide better rubbish services to the community (extra bin for every house).</i></li> <li>• <i>Hold a bulky rubbish collection service once or twice a year to prevent further dumping.</i></li> <li>• <i>Encourage families to keep bulky rubbish in a small area in their yard until the scheduled collection day.</i></li> <li>• <i>Raise awareness about using the services at the local tip.</i></li> </ul>



Natalie establishing gardens with inbuilt worm farms on the Malabugilmah community project. Photo: North East Waste/Elaine Toogood



## Project plan

Your project plan outlines the actions you will take to meet your project objectives. It sets timeframes and allocates responsibility for who will implement the actions in the plan. Involve your project partners in the action plan, and identify where they can help.

Previously, you identified short-term and long-term actions to help you meet your project objectives. Transfer these actions into the table below, and complete the additional columns. These columns answer the following questions:

**When:** when do you plan to complete this action?

**Who's responsible:** who will lead and drive this action, and make sure it gets done?

**Project partners:** which project partners can help with this action?

**Monitoring and evaluation:** what methods will you use to evaluate or monitor the action, and determine whether it helped achieve your objective?



**Use Template 2: Rubbish evaluation toolkit on the USB provided. Complete the tab named: 'project plan'**

Project objective	Actions	When	Who's responsible	Project Partners	Monitoring and evaluation
<i>Example:</i> Increase recycling in Bundera community 30% by June 2018.	<i>Talk with the community about what type of bins they want for separating recycling for inside homes.</i>	<i>June 2017</i>	<i>Community engagement advisor</i>	<i>LALC</i>	<i>Community survey</i>
	<i>Purchase bins for inside homes for separating recycling.</i>	<i>August</i>	<i>Project manager</i>	<i>- Local council - Regional waste group</i>	<i>- Rubbish evaluation toolkit - Photos</i>
	<i>Design and print stickers for bins for inside homes.</i>	<i>August</i>	<i>Project manager</i>	<i>- Regional waste group - Local graphic designer</i>	<i>Photos</i>
	<i>Give bins out to each household, and talk with the family about what can be put in the different bins.</i>	<i>October</i>	<i>Community engagement advisor</i>	<i>LALC</i>	<i>Photos</i>
	<i>Look at service options and different costs, and decide whether to change services in community.</i>	<i>April-June</i>	<i>Project manager</i>	<i>- Local council - Regional waste group</i>	<i>- Community survey - Rubbish evaluation toolkit</i>
	<i>Talk to community about service changes and how new services will work.</i>	<i>August</i>	<i>Community engagement advisor</i>	<i>LALC</i>	<i>n/a</i>
	<i>Hold education activities as outlined in the Education plan to increase awareness of what can be recycled.</i>	<i>Over 12 months starting October</i>	<i>Community engagement advisor Project manager</i>	<i>- Local council - Regional waste group - NSW Health: Aboriginal environmental health officer</i>	<i>- Community survey - Photos</i>

### Education and engagement plan

Community education and engagement are essential to make your community feel part of the project. Education and engagement also ensures the solutions proposed in your rubbish plan, will be used by, and meet the needs of, your community. Educational activities also raise awareness. They increase people’s understanding of the benefits of recycling, how to separate and dispose of problem wastes, and the environmental health effects of poor waste management. For example, waste attracts pests, broken glass can cut children’s feet, and burning plastic has negative effects on respiratory and environmental health.

**USB** Check out a range of posters, stickers and educational materials developed on other projects in the Education folder on the USB provided.

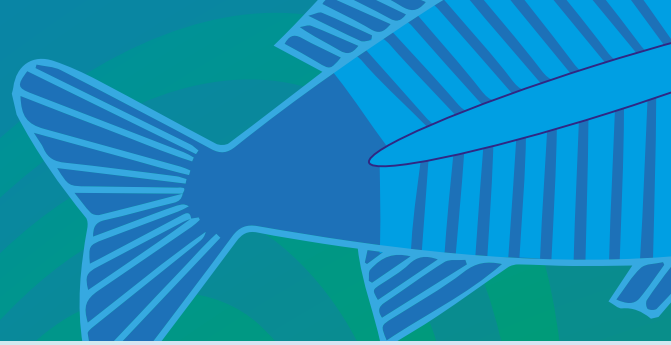
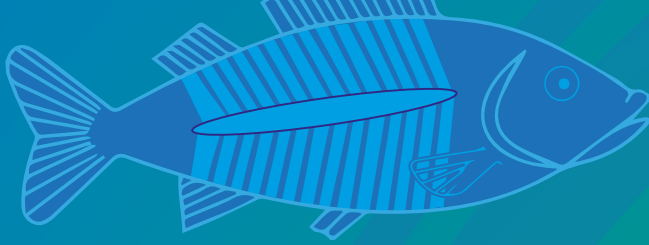
It will be important to find out community views about what causes littering and illegal dumping. You will also want to find out what the community believes to be their key waste issues. An important part of your education plan will be designing and tailoring your education materials and activities to raise awareness, connect to culture and Country, and improve rubbish management practices.



### Examples of community engagement materials:







The pilot projects for this program also developed a range of materials you can draw inspiration from.

Educational activities and engagement strategies are up to your creativity and community interest, and may include:

1. bin signage
2. pamphlets
3. posters
4. stickers
5. paint-the-bin day
6. competitions
7. fridge magnets
8. recycling games  
(ask EPA project officers for details)
9. workshops at the local school or community
10. taking youth on a trip to the tip to see what happens to our recycling and rubbish
11. developing music or songs
12. creating videos using Filmpond
13. waste to art activities
14. fashion parade with a re-use wearable art category
15. using drones for waste assessments and litter checks.

We encourage developing educational resources in your local language, and using your local messaging, as a great way to engage your community in the process.

For example, the Muli Muli community produced a song and video clip as part of their project. Their song, *Breaking habits, by the Githabul Next Generation*, is available on YouTube.

The Weilmoringle Public School developed a video called How To Make Compost with the Weilmoringle Waste Watchers to teach other communities how to make compost. (<https://www.youtube.com/watch?v=8g9Jt1LO-pg>)

The Enngonia Public School wrote and performed their original song Put your rubbish in the bin (<https://www.youtube.com/watch?v=oN6AigMervI>)

The pilot projects had educational activities focusing on a range of messages. You might find some of these activities relevant for your community project, as well as developing your own ideas.

Done	Checklist for education plan
	How does recycling and rubbish management relate to caring for Country?
	What materials can be recycled?
	Why do we recycle? And what does recycling get turned into?
	How does the 10-cent collection on drink containers work?
	Is reducing litter important? Why is it important?
	Is reducing dumping of bulky rubbish important? Why?
	Can you work with the local school on some education activities?
	Has your education plan included raising awareness of environmental health risks around rubbish management?



Waste audit team at Malabugilmah. Photo: North East Waste/Elaine Toogood

## Enabling behaviour change

Enabling behaviour change is about helping people to do something they've never done before. The thing about changing our behaviour is we hardly ever change alone – we change together as a community by observing others and talking with them about why we are changing our habits.

**Only together and through practice, can we change our behaviour.**

A big part of ensuring success of your rubbish plans is to work with the community, to change their waste and recycling behaviours and habits. It can be difficult to change community habits, but you can help encourage behaviour change in your community by designing changes, so they are **Easy** to adopt. They should also be **Attractive**, so people want to be part of the change. You also need to make the new activities **Social**, so people feel a part of something bigger and want to belong to. Pick your **Time** to improve the uptake of people engaging. This framework is called the **EAST** tool. If you apply these principles when designing your education activities and waste management projects, you will greatly increase the likelihood of your community making long-term changes and improving waste management.

The first step is to identify the behaviour or habit you are going to work on with your community to change, for example recycling correctly by not crushing cans or putting the right things in the recycling bin. Then, using the EAST toolkit, identify some activities and/or actions you might include in your project to inspire change. By stepping each activity or action through the tool you will identify ways to make your activity **more Easy, Attractive, Social and Timely.**

The EAST tool has been developed by the Behavioural Insights Team, UK, 2014. <https://www.behaviouralinsights.co.uk/publications/east-four-simple-ways-to-apply-behavioural-insights/>

Have a go and remember, **we have to be the change we want to see in the world.**

Another thing about behaviour change is people don't like taking risks and will stick to what they know and are comfortable with. If we can identify what these risks are and reduce or take away them away, then people are far more likely to engage in the new behaviour. When changing our behaviours, we must move out of our comfort zone into behaviours we aren't familiar with.

Example: Snakes have been seen around the bin storage area, so community members don't feel comfortable using the bins.

Action: Reduce places for snakes to hide by regularly cutting the grass around the bin storage bays and/or laying a concrete slab for the bins to be stored on.

For assistance with applying behaviour change tools in your project contact the EPA project officers. The EPA will also run behaviour change training in the two-day community engagement advisor waste and recycling training in your region in the next 12 months.



Litter collected by clean up crew in Wilcannia, with separation of drink containers. Photo: NSW EPA/Tash Morton

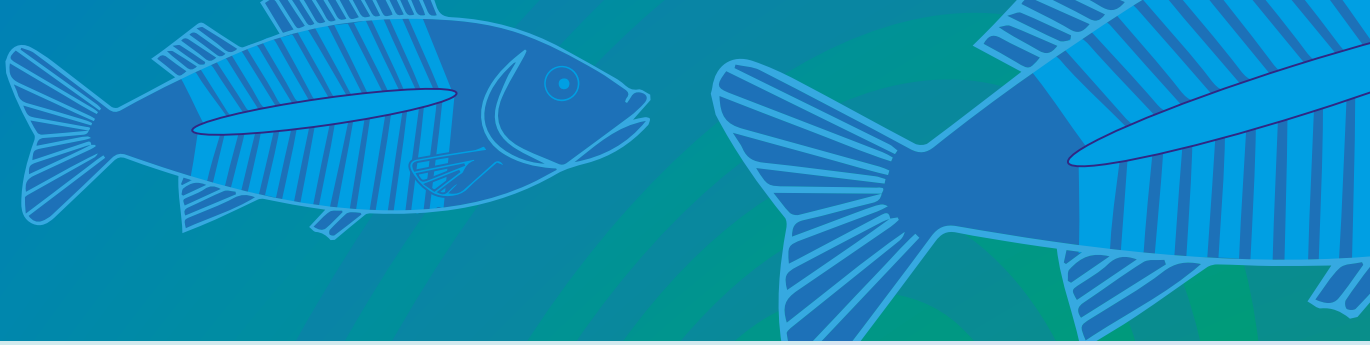


Figure 6: The EAST tool.\*

## Make it Easy

- Reduce the hassles; make the action easy to do.
- Simplify the messaging/education materials; use pictures.
- Make the new behaviour easy to achieve; make it simple, cheap, safe, easy to access, etc

## Make it Attractive

- Make the project interesting so it attracts people's attention and makes them want to be a part of it.
- Design in rewards that encourage the positive behaviour changes you are working on in the project.
- Find a role model whom the community looks up to (e.g. a sports star or an Elder) and have that person attend the event to model the behaviour.
- Use positive language; people want to be a part of something positive.

## Make it Social

- Run workshops where people can interact with each other and practise the behaviour change (e.g. composting gardens).
- Co-design posters/fliers with the community not for the community; it will make people feel part of the process and take ownership of the project.
- Encourage people to make a commitment or pledge and find a way to communicate that to the community (e.g. use the pledge 'I commit to take my own bags shopping' at a workshop where bags are being painted for re-use).

## Make it Timely

- Prompt people when they are likely to be more responsive (e.g. after pay day or in the early afternoon).

At community events, practise new behaviours (e.g. set up recycling at a community meeting or use washable crockery, not single-use plastic items, at events).

\*Reference: the EAST tool has been developed by the Behavioural Insights Team: UK: 2014.  
<https://www.behaviouralinsights.co.uk/publications/east-four-simple-ways-to-apply-behavioural-insights/>

## Project budget

The project budget should clearly identify the project costs for stage 3 – implementing the community rubbish management plan. When preparing the budget, please use the template provided on the USB. The budget needs to be submitted in Milestone 3 with your draft community rubbish management plan.

The budget is divided into the following categories:

- project manager
- community engagement advisor
- clean-up
- infrastructure
- community engagement and education.

Provide details on how you arrived at the costs for each budget item. For individual infrastructure purchases valued at over \$1000 you will need to attach quotes to tab 2 of the Excel spreadsheet. For each contractor cost include a quote and attach it to tab 2.

The values requested in the budget need to reflect market value for the products and services. An assessment panel will review your plans and budgets to ensure the costs are realistic and fair.

In column 3 of the budget template (on the right), identify the costs you are requesting from the EPA through the grant program. In column 4 of the budget template, include in-kind contributions to the project. This might include, for example, council in-kind support in the form of machinery for the clean-up, education activities provided through the regional waste group, bins donated by a waste company or local government and project management support from a partner agency.

Ensure items you are requesting as part of your budget are eligible. Check on page 6 of the guidelines for what the EPA will not fund in stage 3. If you are unsure, contact the project officer for more information.

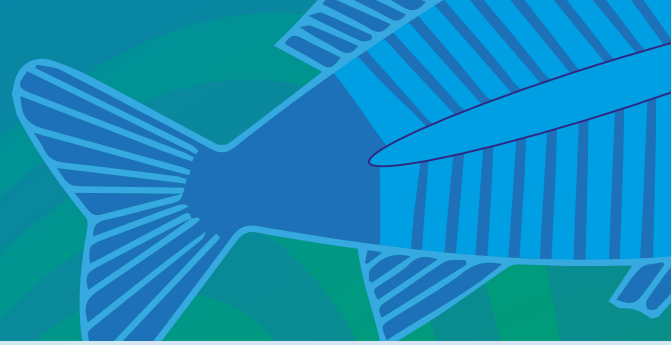
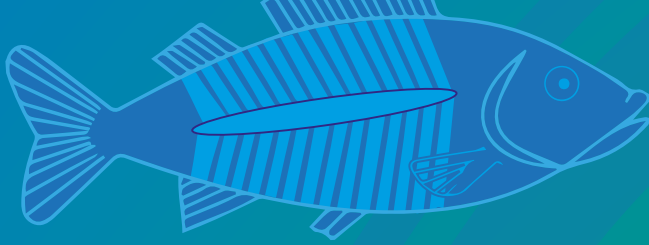


**The budget template (below) is on the USB provided**

## Stage 3 Budget Aboriginal Communities Waste Management Program

Use the budget template below as a guide. You do not have to include all items listed in the template in your budget. You may come up with new budget lines relevant to your plan. Check the guidelines page 6 for what can and can't be funded in the program or contact the EPA project officer if you want help. **For infrastructure purchases valued over \$1000 you will need to attach quotes to tab 2 of this excel spreadsheet.**

LALC Name:			
Community Name:			
		All items exclusive of GST	
<b>Project Manager</b>	<b>Details</b>	<b>NSW EPA funded</b>	<b>In Kind Contribution</b>
Project Management Salary			
Project Management On-costs			
Travel			
Accommodation (if required)			
Catering for meetings			
Admin expenses			
	<b>Subtotal</b>		



## Part 4 of the rubbish plan: What did we learn?

Telling your story about the project is an important part of the process. Doing this will help the EPA and other partner agencies understand whether the program design works to improve rubbish management in the community. It will highlight ways the program could be improved. Your story will also help the project manager evaluate what has worked, and where infrastructure and education approaches could improve and change.

The EPA has developed tools to help with project evaluation. All projects will need to use these evaluation tools, and provide information back to the EPA once evaluation is complete.

Here is a list of these evaluation tools.



Some communities have landfills that they are cleaning up as part of their project. Photo: NSW EPA/Tash Morton

### Getting started workshops

#### **Purpose:**

The getting started workshops are to assist the project manager, LALC and community engagement advisor get started on their project. The workshops include:

- sharing stories of what other Aboriginal Communities have achieved on their projects – their challenges and any strategies to overcome them
- defining the roles and responsibilities of the project team
- project planning to develop team plans that set clear actions and targets
- responding to questions on the project guidelines and templates
- making a site visit to the community to assess the waste clean-up and offer advice on ways to calculate and clean up the waste
- introducing potential partner agencies who may be able to offer waste or environmental education expertise.

The getting started workshops are delivered by the EPA project officer in the first three months of stage 2. The EPA project officer will contact you to arrange a day to visit and hold the workshop at your LALC office. The workshop provides an opportunity for LALC board members, LALC staff who will be involved in the project and interested community members to understand what the project is about. It is essential that the project manager, the CEA and at least one LALC staff and board member attend the training.

#### **Timing:**

At the beginning of the project.

## Rubbish evaluation toolkit

### Purpose:

The EPA's *rubbish evaluation toolkit* will help you collect information on existing infrastructure and services for collecting rubbish and recycling in the community. The toolkit estimates the amount of rubbish for clean-up in the project, and the cost of the clean-up. The project manager is responsible for completing the toolkit. The results will be shared with the EPA to inform future programs.

All projects are required to complete the rubbish evaluation using this toolkit as part of the funding agreement.

### Timing:

At the beginning and on completion of the project.



**Use Template 2: Rubbish evaluation toolkit provided on the USB.**



Waste to art-making bracelets out of bicycle tyres. Photo: NSW EPA/Tash Morton

## Use of photography and video

### Purpose:

Communities are invited to use photos or videos to tell the story of their project, and to show the impacts of the projects in their community. Photos can be inserted into the *rubbish evaluation toolkit*, or emailed separately to the EPA project officer along with project reports.

Through our partnership with NSW Aboriginal Affairs, you will be able to access a free film making forum called Filmpond. More information on Filmpond will be provided to the project manager. You can use videos to complement your final project report and reduce the extent of written reporting required. Details of what needs to be included in the video should be negotiated with the EPA.

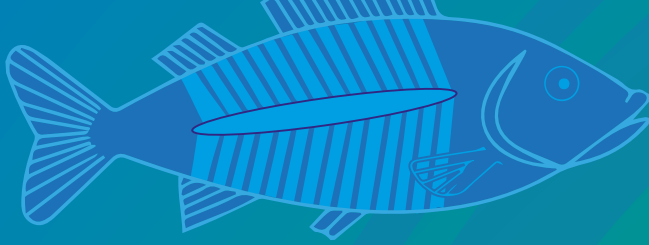
All projects are required to provide 'before' and 'after' photos of the clean-up. We encourage additional use of photos to capture and reflect the community's interests, project outcomes or concerns. The project funding agreement includes an agreement for the use of these photos by the EPA.

### Timing:

Communities will be invited to provide photographic evidence in the project planning phase. Photos provide a more complete picture of rubbish problems. And at project completion, they provide evidence of the changes made in the project and highlight issues that still need attention.



**Include photos in the pictures tab in Template 2: Rubbish evaluation toolkit provided on the USB.**



## Community survey

### Purpose:

The community survey explores the community's knowledge and ideas about rubbish management for the community. Its results will help you develop the education and engagement plan for your project. The USB provided has a template for the community survey. You may choose to edit the survey to better suit your community.

The community survey is **not compulsory**; projects may choose other methods to gain community input. However, in the final project reports for stage 2 (developing the rubbish plan), the EPA will ask for details on how the community was consulted and what their ideas were for the project. At the completion of stage 3 (implementing the local projects), the EPA will ask how your community's awareness or practices on rubbish management changed over the project.

### Timing:

At the beginning and on completion of the project.



**Check out Template 9: Community survey on the USB provided.**

## Partner survey

### Purpose:

The EPA's partner survey is designed to get feedback from partner organisations about their involvement in the project. This survey will be available online for partners to complete. The project manager is responsible for distributing the survey to the partners. Results will be shared with the EPA to inform future programs. The link to be emailed out to your project partners is: [www.environmentnsw.com.au/anon/91.aspx](http://www.environmentnsw.com.au/anon/91.aspx)

All projects are required to complete the partner survey as part of the funding agreement.

### Timing:

At the beginning and on completion of the project.



Rubbish can accumulate at fishing spots and impact the environment. Installing bins in these areas can reduce these impacts.  
Photo: Waste Aid/ Kate Brown

# Section 4:

## Supporting Information

### What is Return and Earn?



Return and Earn began on 1 December 2017 and is the largest litter reduction initiative ever introduced in NSW. It will help to meet the Premier's key priority to reduce the volume of litter by 40% by 2020. Under Return and Earn, individuals get a 10-cent refund for any eligible drink container returned to an approved return point.

Return and Earn is a great way for people and the whole community to get involved with recycling and reducing litter, while raising money for themselves or their community.



Drink containers are common littered items that can now be collected for 10c return in NSW. Photo: NSW EPA/Tash Morton

### How it works

1. Collect eligible containers.
2. Take your containers to a return point.
3. Return and earn for yourself or your community.

### Eligible containers

Most drinks containers between 150ml and 3L (three litres) made of:

- glass
- plastic
- aluminium
- steel
- liquid paperboard (cartons).

Containers need to be in good condition (not broken or crushed), be empty and have the label attached. Any other containers can still be recycled through the household recycling collection (if available).

### Ineligible containers

Drink containers between 150ml and 3L that are not eligible for a 10-cent refund include:

- plain milk (or milk substitute) cartons
- 1L or more of flavoured milk cartons or bottles, pure fruit/vegetable juice cartons or bottles and wine and water casks
- wine and spirits in glass containers
- wine sachets of 250ml or more
- cordials and concentrated fruit/vegetable juice cartons or bottles
- registered health tonics.



## Return points

There are different types of return points:

- **reverse vending machines (RVMs)** – self-service machines that are generally suitable for collection of up to 500 containers. You can
  - receive your refund directly into your registered PayPal account via the myTOMRA app
  - receive a retail voucher to spend or swap for cash at participating retailers
  - donate directly to a selected charity
- **automated depots (ADs)** – staffed bulk container return centres that are the best type of return points for larger volumes (500+). Some issue cash refunds and some provide EFT
- **over the counter (OTC)** – local businesses (e.g. corner stores and newsagencies) that accept small quantities, generally up to 100 containers, in return for a cash refund
- **donation station** – an RVM that has only the donation feature and is available to a state-wide charity or local community group.

Return and Earn supports the community by raising awareness and driving participation in recycling, reducing litter and raising money for local schools, sports and recreational clubs, community organisations and local councils.

## Ways to include Return and Earn in your project

Community members may not know about Return and Earn or have difficulty accessing a collection point. A few ways you might consider including the Return and Earn scheme into your project plan are:

- Consult community members about whether they use the scheme and, if they do, in what way the project could help them collect and access collection points.
- Consider establishing a community collection point to fundraise for the community.
- Organise a container collection drive, at a sporting event, special event or BBQ and fundraise by collecting eligible drink containers from your community, and then redeem the container refund at a return point.

**Return your drink containers and Earn 10¢ a pop**

**Eligible containers**  
Eligible containers must be empty, uncrushed, undented, and have the original label attached. Wine, spirits, cordial and plain milk containers generally aren't eligible for a refund. If a container isn't eligible, please use a recycling bin.

**Containers that are not eligible**

NSW | return and earn | Find out more at [returnandearn.org.au](http://returnandearn.org.au)

- Design/purchase or make bags, bins or cages for householders to use to collect and transport their containers.
- Negotiate with the network provider, TOMRA, for improved access to collection points. The EPA project officer can assist with this negotiation.
- Design posters using local artwork, identifying which containers can be collected as part of the scheme
- Working with the local school around education activities to encourage container recycling.

## Regional waste groups

The regional waste group network, **Renew NSW**, includes eight groups, and covers 80 councils and 1.8 million people across rural and regional NSW. The EPA funds regional waste groups to support their work in the regions.

The groups represented by Renew NSW seek to improve waste management and resource recovery practices in rural and regional NSW.

They do this by:

- improving service delivery in regional and rural areas
- developing consistent research methods
- sharing skills and resources
- negotiating cost-effective contracts.

Regional waste groups may be able to support your project manager in the following ways:

- waste management expertise
- developing recycling or waste education materials in collaboration with LALCs and communities
- assisting LALCs with council relationships
- providing waste or recycling education workshop support
- identifying opportunities for training.

Appendix 1 provides contact details for your local regional waste group.



Aunty Carol the Community Engagement Advisor on the Malabugilmah community project. Photo: North East Waste/Elaine Toogood

## Project resources

### Project templates

The EPA has developed several templates to help you progress your rubbish plan. The project templates have been provided on a USB that was

mailed to you with the grant agreement. If you require additional copies, please contact the EPA project officer. A list of the templates is below.

Essential project templates are compulsory for the projects and need to be used in the development of the rubbish plans.

Essential templates	Template no.	How to use
<b>Project plan: stage 2</b>	1	Use this to guide you through the actions and responsibilities needed to develop the community rubbish management plan. It is provided in Word format, so you can make changes to suit your project.
<b>Rubbish evaluation toolkit</b>	2	Use this to collect and record your rubbish services, infrastructure and clean-up volumes and develop the project plan for Stage 3.
<b>Project budget: stage 3</b>	5	Use this to develop your budget for stage 3.
<b>Partner survey</b>	7	This is a copy of the partner survey that you need to email via the link.
<b>Community rubbish management plan</b>	13	This is a blank template to fill in for projects. It closely follows the format of the guidelines. You can edit this template to suit your community project needs.



Muli Muli youth. Photo: Desert Pea Media/ Toby Finlayson

The following templates are provided to support your project. It is not compulsory to use them. You are welcome to edit them to suit your project and community.

<b>Additional templates</b>	<b>Template no.</b>	<b>How to use</b>
<b>Community engagement advisor (CEA) expression of interest</b>	3	This template includes a role description for the CEA position and can be used to seek expressions of interest for the position.
<b>Terms of reference for project advisory committee</b>	4	Use this as a guide for establishing the roles and responsibilities of members of the project advisory committee.
<b>Partner mapping tool</b>	6	Use this to identify what skills you are looking for in project partners.
<b>CEA workplan</b>	8	Use this as a guide for developing the workplan for your CEA.
<b>Community survey</b>	9	Use this as a guide for developing your project survey. The purpose of the survey is to seek community concerns around waste management and their ideas for the project and collect baseline waste data.
<b>Asbestos testing instructions and sample form</b>	10	Use this for collecting potential asbestos samples for laboratory testing to establish whether sampled materials contain asbestos. Discuss this with the EPA project officer.
<b>Asbestos fact sheet</b>	11	This provides information on asbestos and how to manage asbestos in your project.
<b>Waste audit instructions</b>	12	Use this to organise a waste audit on the community to understand the contamination levels and types of contamination in the recycling bins.
<b>Quotation for clean-up</b>	14	Use this to seek quotes from contractors to ensure the quotes can be compared against each other.
<b>Rubbish service agreement guidelines</b>	15	The guidelines outline the key elements that should be included in a rubbish service agreement. This will be useful if you are establishing a new service agreement in your project.

The following educational resources have been provided to support the development of your educational materials.

Educational resources	How to use
<b>Bin lid colours</b>	The NSW EPA has standard colours that are used for bins. This guide explains which colour bin to use for different types of waste materials.
<b>Educational posters, stickers and magnets developed on other projects</b>	We have included a range of educational materials that were developed for other Aboriginal community waste projects across NSW.

## Support from the EPA project officer

The EPA can provide support for LALCs and project managers throughout the process of developing your plan. Please feel welcome to contact the project officer at the EPA to discuss issues with your project planning or reporting requirements.

**Tash Morton**  
Senior Project Officer

Aboriginal Communities  
Waste Management Project

Email:  
**tash.morton@epa.nsw.gov.au**

Phone:  
**02 6639 8325 or 0459 865 625**

**Katherine Brown**  
Project Officer

Email:  
**katherine.brown@epa.nsw.gov.au**

Phone:  
**02 8837 6396**

# Appendix A

## Regional waste group contacts

The table below lists the regional waste group contact details for communities participating in Round 2 of the program.

Regional waste group	Contact person	Phone	Email	Communities
<b>North East Waste</b>	Jeanie McKillop	<b>0421 888 686</b>	jeanie@newaste.org.au	Cabbage Tree Island Baryulgil
<b>Northern Inland Regional Waste (NIRW)</b>	Alison Leckie	<b>0428 219 410</b>	a.leckie@nirw.org.au	Toomelah Walhallow
<b>MIDWASTE</b>	Wendy Grant	<b>0422 151 402</b>	projects@midwaste.org.au	New Burnt Bridge Purfleet Bellwood Wongala Estate Red Rock-Corindi Beach
<b>NetWaste</b>	Sue Clarke	<b>02 6360 2973</b>	ela@netwaste.org.au	New Merinee Namatjira Avenue
<b>Canberra Region Joint Organisation (CRJO)</b>	Robbert Mels	<b>0417 795 444</b>	robbert.mels@crjo.nsw.gov.au	Brungle
<b>Illawara Pilot Joint Organisation (IPJO)</b>	Yvette Barrs	<b>02 4232 3200</b>	ybarrs@isjo.org.au	Roseby Park-Orient Point

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**Website:** [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

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