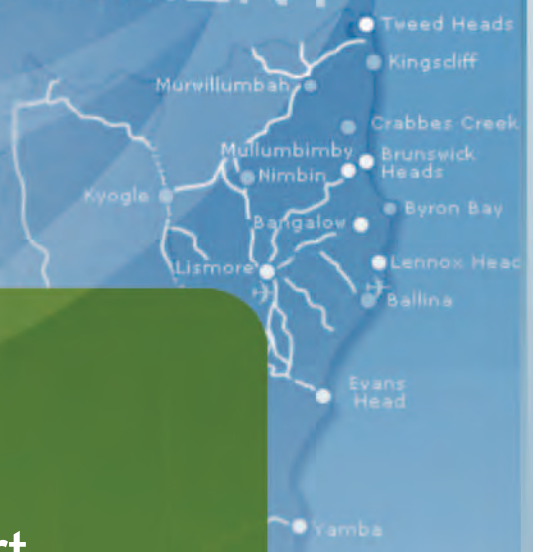


COMMUNITY PARTNERSHIPS  
OUR REGION BUSINESS  
LOCAL GOVERNMENT



# Annual Report 2010/2011

Councils working together in the Northern Rivers  
Region to achieve sustainable waste and resource  
management.



Published  
OCTOBER 2011





The North East Waste Forum acknowledges the funding contribution it receives from the Office of Environment and Heritage; Sustainability Division for RENEW NSW.

## Executive Summary

This report outlines the activities and outcomes of the North East Waste Forum for the 2010-11 financial year. The North East Waste Forum is a voluntary group of five councils on the far north coast of New South Wales working together towards cost effective waste management solutions. The NEWF Councils comprise of Ballina, Byron, Clarence Valley, Richmond Valley and Tweed.

This year the NEWF delivered a suite of projects involving and engaging the community, schools, businesses and government. Information, education and assistance to avoid, reduce and recycle has been disseminated through face to face project work, events and activities, media promotion and our website.

Through regional contracts and individual efforts NEWF Member Councils have recovered valuable resources such as organic waste, metal, tyres, electronic waste, plastics, glass, paper and cardboard. Problematic wastes including batteries, chemicals, used oil and gas bottles have been diverted from landfills, consequently protecting our natural environment.

The NEWF's governance has been strengthened this year through a new Memorandum of Agreement and a review of resource sharing opportunities. Tweed Council has taken on the role of Host Council and the Office of Environment and Heritage has continued in its support and financial commitment to NEWF's operational plan.

The NEWF will continue next year to deliver high quality projects to engage the region and support its member councils, while seeking opportunities to increase resource recovery and efficiencies in waste management.

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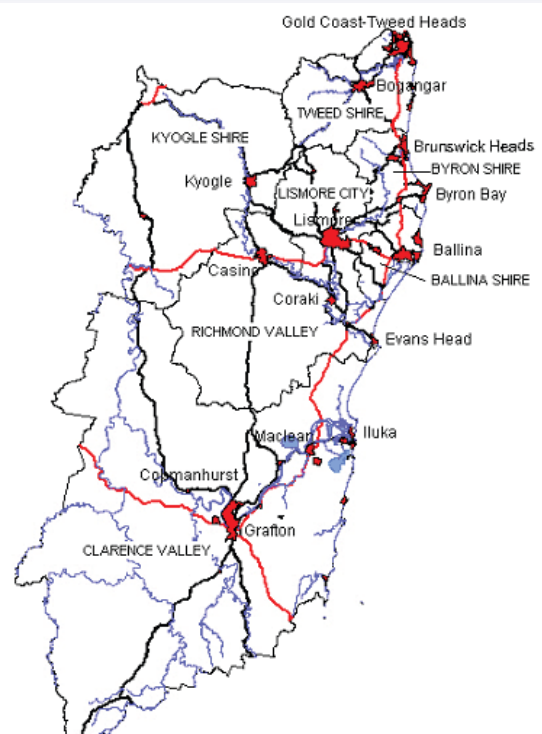
# THE VISION AND PRINCIPLES OF THE NORTH EAST WASTE FORUM

The Vision is to achieve sustainable waste and resource management through:

- strong positive regional partnerships
- effective communication and promotion
- integration of our work with other agencies
- effective and focused projects
- integrated sustainable resource management
- adequate and equitable resourcing
- ways to achieve maximum efficiency

Our Guiding Principles are:

- ecological sustainability
- collaboration and co-operation
- active participation, commitment and resourcing
- creating and maintaining positive relationships in a supportive network
- benchmarking (monitoring and evaluation)
- continuous improvement, leadership and innovation





## Regional Projects And Engagement

The NEWF recognises the importance of working with the community and meeting their expectations in relation to providing information, services and resources to help them tackle waste avoidance and resource recovery issues in their homes, their workplaces and in their leisure time. We have endeavoured to create a suite of projects that are participatory, help build relationships and networks, share information and understanding and build the capacity within the community to create and implement change where needed.

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.1 NEWF Communication

**Aim:** Increase the awareness of waste reduction activities across the region and engage the community.

The community has been kept informed and engaged about waste reduction activities throughout 2010-11 through the NEWF website, newsletters and media articles.

The website has continued to be an important tool in communicating resource recovery messages, outcomes of programs and other waste information across the region. The website aims to be a 'one-stop-shop' for waste related information. Its toolkits, fact sheets, case studies, reports and project information are updated regularly, allowing interested organisations and individuals to participate in our programs. In 2010/2011 the website played host to over 28,439 unique visitors and 244,880 hits.

Two e-newsletters are also produced to let the community, local government, other organisations and business know what the NEWF is doing in their sector. This year a Business E-Newsletter was created to achieve a much broader transfer of business waste reduction information to industry groups, networks and businesses across the region with an increased distribution of over 375

local businesses. On alternative months the general NEWF newsletter keeps over 100 other stakeholders informed of events, projects and waste related tips and articles. Monitoring of these newsletters has indicated a high level of uptake.

Participation from the community can be vital to the success of our projects and the NEWF has used a number of media opportunities and features regularly in local and regional media. The Business Project highlighted 'champion' businesses in each member Council area to promote the achievements of operators who undertake sustainable practices.





# REGIONAL PROJECTS AND ENGAGEMENT

## 1.2 The Green House Education Program

**Aim:** To encourage people to learn about how they can actively help their local environment through adopting simple waste-less practices, such as smart-shopping, avoidance, reuse, composting and recycling.

“Living Green with The Green House” is a mobile waste education program developed by the North East Waste Forum on behalf of its member Councils, which promotes sustainable waste practices to the North Coast community through the provision of information marquees, education resources, demonstrations and performance based education.

The educational objectives of the Green House program include:

- Increasing awareness of the impact of our continuing use and waste of resources;
- Building the capacity of community to adopt sustainable waste practices at home, school, work and play;
- Promoting local Council waste management services and keeping the community informed.

The NEWF Green House Waste Education Program was launched in December 2004 with a recycled timber mobile unit and performers to interact and engage people. This structure was redesigned and redeveloped in 2008, when a more robust and flexible unit was produced to meet council occupational health and safety requirements and broaden the programs future



Beef Week - pledge made by students

educational reach. The new ‘Living Green with the Green House’ mobile waste education program was launched at Alstonville Primary School in Ballina Shire in early 2009. The success and popularity of this regional waste education program continued to strengthen throughout 2009-10 with many events being the result of direct requests from schools and community event organisers. Since the program began in 2004/5, more than 15,000 people have had direct interaction with the Green House program, with a total of 183 event days and 79 school visits. Teacher resources have also been developed to link in with Curriculum Outcomes, and are available on the NEWF’s website.

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.2 The Green House Education Program

Continued...

In 2010-11 The Green House visited more events than in any previous year. A summary of the 10-11 programs is outlined below:

- The Green House visited 31 schools/ community events and 4 Landfill Open Days;
- Approximately 3,000 people directly interacted with The Green House unit during this period and many more would have seen the unit and engaged with the performers during community events;
- The unit reached 24 primary schools, 1 high school, 1 indigenous school, 6 agricultural show days, 3 school fairs, 4 environmental festivals and 4 council Landfill Open days;
- The events schedule is developed in conjunction with Council representatives, to cater directly to the needs of that Council (ie. it is only with direct Council approval and recommendation that the schedule is developed).
- There has been an increase in the demand for Green House school visits directly from the schools themselves, which indicates the growing popularity and effectiveness of The Green House as a schools program.
- Three events were cancelled in 10-11

In this year's program, a new education activity – recycled art workshops- were developed to further engage young audiences. Eight recycled art activity sheets are now available on the NEWF website and on-site in The Green House. Recycled art workshops are held at The Green House Community Events by the Site Managers. The activities were launched at the Tweed World Environment Day and proved a great success.

These activities include making:

- Soy milk carton wallets;
- Plastic bottle doves;
- Comets and planets (from newspaper and soy milk containers);
- Plastic crabs;
- Paper;
- And more.

Copies of the activity sheets have also been included on the teachers resource kit CD-Rom which is provided to schools who attend the Green House performance.

The completed events for 2010-11 are summarised in the Tables below and include Landfill Open days

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.2 The Green House Education Program

Continued...

### Summary Report: The Green House Events 2010/2011

BALLINA SHIRE COUNCIL			
DATE	EVENT	ATTENDANCE	ADDITIONAL ACTIVITIES
8/8/10	Alstonville Baptist Community Preschool Monster Garage Sale	70	Worm farming demonstrations
6/9/10	Big Scrub Day: Alstonville	80	Worm farming demonstrations
13/11/10	Emmanuel College Harvest Fair	80	Worm farming demonstrations
26/11/10	Empirevale and Cabbage Tree Island Public Schools	120	Small schools joined at Empirevale school.
17/3/11	Lennox Public School	120	Took part in Environmental Day out. Four groups rotated between the GH, ROUS trailer, propagation and water quality activities
25/5/11	Ballina Public School and Organic Launch	120	Media Launch for organics bins with additional GH show
26/5/11	Ballina Public School	90	
<b>TOTAL</b>	<b>7</b>	<b>680</b>	

BYRON SHIRE COUNCIL			
DATE	EVENT	ATTENDANCE	ADDITIONAL ACTIVITIES
2/11/10	Byron Bay Public School	90	
3/11/10	Byron Bay Public School	90	
30/11/10	Mullumbimby Public School	90	
1/12/10	Mullumbimby Public School	90	
24/5/11	Brunswick Public School	90	
9/6/11	Eureka and Rosebank Public Schools	90	Low Waste Lunch Day held. Two small schools combined at Eureka PS
<b>TOTAL</b>	<b>6</b>	<b>540</b>	

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.2 The Green House Education Program

Continued...

Summary Report: The Green House Events 2010/2011

CLARENCE VALLEY COUNCIL			
DATE	EVENT	ATTENDANCE	ADDITIONAL ACTIVITIES
18/9/10	Living the Good Life Festival: Iluka	80	Compost and worm farming demonstrations
8/11/10	Landfill Open Day: Westlawn Public School	120	Trip to the Tip Bus trip, MRF and Green house performance.
9/11/10	Gulmarrad Public School	90	
5/5/11	Lawrence Public School	80	
14/5/11	Grafton Agricultural Show	70	Recycled Craft Activity: recycled necklaces
19/5/11	Grafton Sth Public School	90	
20/5/11	Grafton Sth Public School	90	
<b>TOTAL</b>	<b>7</b>	<b>620</b>	

RICHMOND VALLEY COUNCIL			
DATE	EVENT	ATTENDANCE	ADDITIONAL ACTIVITIES
13/9/10	Casino West Public School	90	
16/2/11	Landfill Open Day (LOD): Stratheden/Manifold and Doubtful Creek Public School	95	Trip to the Tip and GH show with Workbook provided
16/2/11	LOD: Coraki Public School	Cancelled	
28/5/11	Beef Week: Saturday Parade	120	Worm farming demonstrations
29/5/11	Beef Week: Market Day	70	Worm farming demonstrations
16/6/11	Primex	Cancelled	Compost and worm farming demonstrations organised
17/6/11	Primex	Cancelled	Compost and worm farming demonstrations organised
18/6/11	Primex	Cancelled	Compost and worm farming demonstrations organised
20/6/11	LOD: Casino Public School	125	Trip to the Tip and GH show with Workbook provided
<b>TOTAL</b>	<b>5</b>	<b>500</b>	<b>4 events cancelled</b>

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.2 The Green House Education Program

Continued...

Summary Report: The Green House Events 2010/2011

TWEED SHIRE COUNCIL			
DATE	EVENT	ATTENDANCE	ADDITIONAL ACTIVITIES
4/8/10	Sustainability and Lifestyle Expo Kingscliff TAFE	60	Worm Farming demonstrations
8/10/10	Banora Point High School	90	
25/10/10	Burringbar Public School	90	
5/6/11	World Environment Day	100	Worm Farming demonstrations and Recycled Art Activitiy: Recycled soy milk wallets.
6/6/11	Murwillumbah Public School	90	
7/6/11	Murwillumbah Public School	90	
8/6/11	Landfill Open Day: Dungay Public School (AM); Chillingham Public School (PM)	120	Trip to the Tip Bus trip, Chinderah MRF and Green house performance.
<b>TOTAL</b>	<b>7</b>	<b>640</b>	

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.3 Landfill Open Days

**Aim:** To educate students and/or the community about their local waste facility, through an experiential learning experience.

The NEWF co-ordinated 4 Landfill Open Days in 2010-11. Tweed Shire Council had their first Trip to the Tip in June 2011, visiting the new MRF and landfill at Stotts Creek. Richmond Valley Council had two days and Clarence Valley Council had one day. Over 440 students and 7 schools were involved in the Trip to the Tip Program. Each Council participating in the program has already received their own individual evaluation and report.

By providing an organised day of information and educational activities the following outcomes were achieved:

- School children and their teachers increased their knowledge about the value of waste minimisation with the focus on reducing, reusing, recycling and resource recovery;
- Experiential learning achieved by enabling young people to see firsthand the environmental outcome of their waste separation efforts;
- The problems caused by contamination in recycling were demonstrated, and thereby skills in recycling would have increased; and
- The importance of waste minimisation and good landfill management were reinforced for the environment and future generations.



Richmond Valley students look at recycling

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.4 Business Waste Reduction Project

**Aim:** Achieve measurable waste reduction outcomes and reduce the amount of waste disposed to landfill from businesses across the NEWF region.

The Business Waste Reduction Project started in 2005 and focused primarily on collaborating with individual businesses to identify waste management issues and developing action plans to implement change. It has evolved to also target the wider business community through information transfer, networking with industry groups and the media, thus enabling it to promote waste reduction to a broader regional audience.

A key strategy of the project in 2010-11 was to conduct business cluster surveys in the central business districts of selected townships across the region. The aim of the survey was to further consolidate the multiple business approach to improving waste management practices. The information collected will assist Councils to deliver a better service to businesses as well as provide a regional perspective to assist in the development of a future strategy on business waste and recycling practices across the NEWF region.

Townships were selected by each Council and a survey compiled and amended to suit each Councils requirements. The survey solicited information from respondents regarding their



Yamba Camera shop are avid recyclers

waste and recycling practices and included questions specifically requested by Councils to help access and improve services and resource recovery outcomes. The survey process was also an opportunity to provide businesses with up to date information on available waste and recycling services.

The region's network of local Business Chambers was utilised to gain support in promoting the survey process and the findings to the local business community via their membership and online services.

A total of 318 small to medium sized businesses took part in the survey from

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.4 Business Waste Reduction Project

Continued...

October 2010 to June 2011. Each survey was conducted in the Central Business District (CBD) of a regional town across each of the five NEWF Council areas. An additional survey was conducted in a commercial & industrial area of Tweed Heads South.

**Table 1 below displays the participation rates and regional averages for each surveyed area.**



Elaine at Office Works

Survey Location	No. of Businesses Participating	Cardboard/Paper	Mixed Recyclable Containers	Food / Garden Organics
Alstonville (Ballina)	63	94%	41%	19%
Yamba (Clarence Valley)	59	95%	53%	17%
Murwillumbah (Tweed)	51	82%	47%	25%
Tweed Heads Sth (Tweed)	32	81%	43%	16%
Mullumbimby (Byron)	53	92%	58%	32%
Casino (Richmond Valley)	60	87%	53%	23%
Regional Average	318	88%	49%	22%



# REGIONAL PROJECTS AND ENGAGEMENT

## 1.4 Business Waste Reduction Project

Continued...

The survey report identified a number of barriers to commercial recycling including:

- Reliance on property owners/agents to provide suitable services through lease agreements
- Suitable space for locating additional bins and access for pickup
- Costs (real and perceived) – time and labour required to separate recyclables from waste, purchase of bins and additional service fees
- Lack of awareness or knowledge regarding available services and costs
- Limited availability and the cost of bulk bin services for recyclable containers

The Business Waste Cluster Survey approach has enabled the project to extend its reach through the participation of 318 individual businesses from across the region. 127 (40%) of these businesses are now receiving regular updates on business waste issues via the bimonthly BWRP E Newsletter.

Over 30 surveyed businesses registered their interest in a new service or changes to their existing service and 47 businesses requested that Council contact them directly to discuss

waste or recycling issues and services. 34 businesses, on request received immediate survey follow up from the NEWF Business Waste Project Officer regarding business waste reduction or other sustainability issues.

A range of businesses across the region that were identified during the survey as demonstrating sustainable waste management practices were promoted via a case study (summary report) and local media articles both of which were widely circulated in each survey area. These 18 businesses were also highlighted in the bimonthly BWRP E Newsletter. Three Yamba businesses were nominated for the Clarence Valley 'Living Sustainably' business award (to be finalised in Aug 11).

The project has continued to foster productive relations with industry groups in the region and has collaborated with local Chambers of Commerce in Alstonville-Wollongbar, Yamba, Murwillumbah, Tweed Heads and Casino. Presentations were made at all but one of these chambers to promote the survey's objectives and the businesses demonstrating leadership in waste practices, so further spreading the waste minimisation message.

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.5 Contamination Management Project

**Aim:** To identify or target areas where contamination is occurring and to provide an opportunity to raise awareness and inform residents of correct or incorrect recycling practices.

In 2010 a contamination management project was introduced regionally for NEWF Member Councils to collect information regarding community recycling practices and develop appropriate educational programs and interventions.

The project officers liaised with each Council to determine collection schedules and map routes prior to the visual inspections that took place from March to June 2011. Specifically, the project involved lifting lids and visually inspecting domestic recycling bin contents for levels and type of contamination; identifying bin condition and dwelling type; tagging bins with stickers or signs and distributing brochures and letters to the letter box of inspected households.

Five inspection zones were selected by each participating Council. Within each zone approximately 200 dwellings were inspected daily by 2 inspectors on the morning of kerbside collection. In each Council area the inspections were conducted over 4 or 5 days, totalling at least 1000 residences per Council.



Contamination in recycling bins at the Byron Industrial Estate

Table 1 below gives the levels of contamination across the region and an average level. These figures are not comparable or necessarily indicative of average contamination levels within each Council area as each sample was impacted by a range of variables. Also some Councils intentionally targeted areas of known contamination to maximise the intervention of educational material. They do however illustrate that levels are not significantly different in any particular region.

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.5 Contamination Management Project

Continued...

**Table 1: Regional Comparison of Levels of Contamination**

Council	None	Low	High	Extreme
Ballina Shire Council	57%	25%	14%	4%
Byron Shire Council	58%	25%	13%	5%
Clarence Valley Council	61%	22%	11%	6%
Richmond Valley Council	60%	22%	13%	5%
Tweed Shire Council	54%	23%	18%	5%
<b>REGIONAL AVERAGE</b>	<b>58%</b>	<b>23.4%</b>	<b>13.8%</b>	<b>5%</b>

Most of the contamination identified was mainly attributed to plastic bags. An educational campaign that focused on this specific area could significantly reduce these figures further.



# REGIONAL PROJECTS AND ENGAGEMENT

## 1.6 Specific Wastes

**Aim:** To investigate and improve recycling or disposal opportunities for the recycling of specific wastes such as electronic wastes, compact fluorescent tubes and tyres

NEWF councils have regional contracts to deal with the recycling or disposal of a number of specific wastes.

Electronic waste is collected and transported to a recycler in South East Queensland from 7 permanent collection points across the region. The NEWF Councils of Byron Shire, Clarence Valley, Richmond Valley and Tweed Shire have set up permanent collection points at their Waste Management Centres for collection of E-waste to allow the public to dispose of electronic wastes such as televisions and computers in an environmentally responsible manner. Since the permanent collection facilities have been in operation over 440 tonne of E-waste has been diverted from landfill in the region.

Compact Fluorescent Lamps and Fluorescent Tubes disposal is also governed by a regional contract with Ballina Shire, Richmond Valley, Clarence Valley and Tweed Shire having permanent collection facilities. In 2010-11 all Councils continued to share the regional tyre contract but a number have negotiated their own arrangements for scrap metal and green waste mulching.



### Diversion in 2010-11

Electronic Waste – 272 tonnes

Gas Bottles – 1498

Tyres – 8292

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.7 Household Hazardous Waste

Aim: Reduce hazardous waste to landfill.

The NEWF's household chemical collection program has been successful in recovering hazardous chemical waste through its collection days and permanent stores. Most waste collected has been cleaning agents, paints, batteries, fire extinguishers, gas bottles and pesticides.

The two permanent hazardous waste stores in Grafton and Lismore have provided a much needed service to the north coast community. The last collection day was held in June 2010 when a total of 17,504 kg was collected across the region. An increase in participation led to a decision by member Councils to investigate the feasibility of establishing permanent waste stores in all Council areas to service the demand for household chemical disposal.

In November 2010 a review of the design of the 2 existing stores against current regulatory requirements was conducted. A favourable review led Member Councils to agree to the



Grafton Hazardous Waste Store

construction of another permanent store in the north of the region at Tweed Shire Councils Stotts Creek Depot. Once this is underway the construction of stores in Richmond Valley and Byron Shire will be progressed in 2011-12. The Clarence Valley Shed will continue to be serviced as usual. Ballina Council is considering the installation of chemical cabinets to service its needs.

# REGIONAL PROJECTS AND ENGAGEMENT

## 1.8 Training

**Aim:** Provide training, professional development and networking opportunities for landfill and education staff in the region.

A new Landfill operator training program was developed for the NEWF in 2010 by the New England TAFE. Training was delivered in July with 14 participants from regional landfills, representatives from the DECCW and WorkCover attending.

In October 2010 landfill operational staff, supervisors and managers attended a new course in Landfill Asbestos/SMF Management at Casino, NSW. The workshop was developed specifically for landfill staff, with the aim of helping to “..identify and eliminate the risks and develop innovative, safe, workable and responsible procedures for managing asbestos and SMF waste at landfills”.

Feedback from the Casino workshop was overwhelmingly positive, with all participants indicating that information was new, was practical and useful, and they would be applying what they’d learned to help improve/



change the management of asbestos and SMF. Also, the group determined to develop a regional approach to try and eliminate illegal dumping and asbestos hidden in loads. It was acknowledged however that the issue is big and complicated and needs a national approach.



## Partnerships

Having effective partnerships with other agencies is helping the NEWF to achieve our vision of sustainable waste management and our objectives, namely developing strong positive regional partnerships and integrating our work with other agencies. Working with partners allows us to build trust within the community and engage with them over the long term. It also helps us to build the commitment and capacity of our partners in this process.

# PARTNERSHIPS

## 2.1 RENEW NSW

**Aim:** Provide training, professional development and networking opportunities for landfill and education staff in the region.

The North East Waste Forum is one of eight Voluntary Regional Waste Groups (VRWGs) which operate in rural and regional areas of NSW. All VRWGs are members of RENEW NSW and encompass over 95 regional Councils. The groups work together to improve resource recovery and waste management in regional NSW.

RENEW is supported by the Office of Environment and Heritage (OEH) and its primary goal is to highlight the differing waste management issues and priorities within regional areas and implement better waste and sustainable recycling systems. It also serves as an advisory body on matters of regional concern such as landfill rationalization,

infrastructure sharing, resource recovery systems and drop-off centres and other related sustainability activities.

NEWF has fostered active and reciprocal relationships with and within RENEW NSW and the information exchange and support has been very beneficial. The NEWF Coordinator attends regional meetings and collaborates on projects regularly throughout the year.



RENEW Griffith



# PARTNERSHIPS

## 2.2 Love Food Hate Waste

The NEWF has recently partnered the Love Food Hate Waste Program. This program aims to raise awareness about the impact of food waste in NSW and reduce how much 'good' food we waste. Love Food Hate Waste is managed by the Office of Environment and Heritage (OEH) and partners with corporate, government and not-for-profit organisations committed to reducing food waste.

The NEWF LFHW program aims to:

- a) Educate about food waste avoidance and provide skills in recovery of food waste through utilising new and existing Council organics services and home composting programs;
- b) Promote to the north coast community about sustainable food waste reduction eg. how to practice better food buying, cooking, using leftovers and storing behaviours through an existing regional education resource (The Green House education program) and development of new LFHW resources;
- c) Target groups will be considered through the extra events to be funded and the use of the LFHW resources at key events throughout the region – eg. Farmers markets, sustainable streets, new service launches, shopping areas, schools, youth events



- d) The use of performers, demonstrations and activities ensures audiences are engaged
- e) The program will be subject to ongoing evaluation with The Green House team, participating Councils and audiences to further improve the education outcomes the program provides.

# PARTNERSHIPS

## 2.3 Eco-friendly Youth Project

**Aim:** Help and support youth service providers in the region to become Eco-friendly Youth Centres.

The Eco-friendly Youth Project works closely with youth organisation staff, management and clients to integrate environmental issues into the day to day running of the organisation. In 2007, the project received the LGSA Excellence in Environmental Education Award for the outcomes it had achieved in the region.

In December 2008, the Environmental Trust offered NEWF the opportunity for funding the project to take it state-wide. The toolkit and website ([www.ecofriendlycentre.com](http://www.ecofriendlycentre.com)) have been updated and are a fantastic, easy to use resource for Councils and youth organisations.

In 2009 -10 the Environmental Trust funded program included a conference presentation to youth workers at the NSW Youth Affairs and Policy Association Conference, the delivery of 3 workshops across the state and mentoring of 5centres to undertake the steps to a sustainable youth centre. The project has proved that implementing change across a youth organisation is possible with the commitment of staff and management. By incorporating waste and sustainability issues into existing programs these messages can reach the young people that access programs and services on a regular basis, and have a greater and longer lasting impact.



**Welcome!**  
By becoming an Eco-Friendly Youth Centre, your organisation can lead the way in adopting sustainable practices and showcase to young people and the community the way of the future. The 6 Steps to an Eco-Friendly Youth Centre toolkit has been developed by the North East Waste Forum to assist organisations working with young people to integrate waste reduction, energy and water conservation practices into their work practices and programs for young people.

**The Toolkit**  
Included is a CD-ROM which takes you through the 6 steps and a DVD, produced in conjunction with young people from Byron Shire, showcasing what Byron Youth Services have done - waste, water and energy snapshots and interviews about the environment with young people.

**Virtual Tour**  
Discover how you can reduce your waste, water and energy use in your organisation. The virtual centre is now available by downloading the complete toolkit below.

**Workshops**  
**Your Chance to Become an Eco-friendly Centre**  
Eco-Action Workshops in Sydney, Orange and Kempsey areas

The Eco-Friendly Youth Project team are facilitating workshops in Sydney, Orange and Kempsey areas to showcase how youth centres, youth workers and young people can become eco-friendly and promote sustainability in their organisation. These three workshops are FREE, and will also provide you and your organisation with the opportunity to become part of the Mentoring Program. To register your attendance contact Simon Dudgeon via email on [simondudgeon@newf.com.au](mailto:simondudgeon@newf.com.au) or text on 0421-448329. Please provide your name, the workshop location you are attending and the organisation you work for. Look forward to catching up!

Thursday 8th of April (10am - 4pm) Marrickville Youth Resource Centre Inc. Cnr Yorksey Ave and Northcott St, Marrickville (Sydney) NSW 2204	Friday 9th of April (9:30am - 3:30pm) Emerge Youth and Family Services Inc. 51 Mervyn Road, Orange NSW 2811	Tuesday 11th of May (9:30am - 3:30pm) YF Space MNC Inc. 108 Steel Street, Vasey Kempsey NSW 2440
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[Download the flyer for further information](#)



## Resource Recovery & Recycling

The recovery of resources across the region through shared contracts and individual Council effort continues to increase. This year over 26,000 tonnes of organics was diverted from landfill and composted or mulched for reuse across the region. 64,000 litres of oil and 2229 batteries were recycled. The NEWF continues to look for opportunities and initiatives to increase this diversion, removing problematic elements from our landfills and encouraging the reuse of our limited resources.

# RESOURCE RECOVERY & RECYCLING



## 3.1 Resource Recovery/Waste Diversion Reporting for 1<sup>st</sup> July 2010 to 30<sup>th</sup> June 2011

Waste Type	Resource Recovery Rates / or Waste Diversion Rates	Measurement tonnes/kg/m <sup>3</sup>	Recycled or Reused?
Garden Organics	28932.4	Tonnes	Recycled
Scrap Metal	2590	Tonnes	Recycled
drumMUSTER	7610	Unit -Drums	Recycled
Hazardous/Chemical Waste	788	Kilograms	Hazardous disposal or treat then recycle
Used Oil	67740	Litres	Recycled
Construction and Demolition	19311	Tonnes	Recycled
Tyres	8298	Units	Recycled
Sharps	187	Units	Hazardous disposal or treat then recycle
Batteries	2374	Units	Recycled
Gas bottles	1493	Units	Recycled
Recyclables (co-mingled)	14450.6	Tonnes	Recycled
Recyclables (paper & cardboard)	10866.2	Tonnes	Recycled
Illegal Dumping	521	No of Incidents (or)	Clean up
Glass	4670.22	Tonnes	Recycled
E Waste (Computers etc)	272.45	Tonnes	Recycled
Landfill	146897.5	Tonnes	Disposal

# RESOURCE RECOVERY & RECYCLING

## 3.2 Benefits of Recycling Calculator

The OEH confirms that “domestic kerbside recycling is making a substantial contribution to the improvement of our environment by cutting greenhouse gas emissions, and delivering significant energy and water savings, as well as conserving non-renewable virgin resources.” (DECCW website 2007)

During 2010-11 more than 28,200 tonnes of household waste was recycled in the NEWF region of Richmond Valley, Byron Shire, Tweed Shire, Ballina Shire and Clarence Valley Council areas. Using the DECCW Benefits of Recycling Calculator, this saves 14.170 tonnes of CO<sub>2</sub>e being emitted to the atmosphere and is the equivalent to 3403 cars being permanently removed from our roads. It also equals a water saving of more than 467,400 tonnes or 186 Olympic sized swimming pools and a total energy saving of 470,000 gigajoules.





# Management & Governance

The Forum aims to provide tangible benefits to Member Councils through enhanced resource and capacity sharing programs aimed at delivering efficiencies and cost savings for Member Councils and promoting innovation and excellence in waste and resource management.

The Forum has the following objectives:

- Collectively discuss and investigate the future waste management needs of the region and of Member Council areas.
- Provide a co-ordinated approach to waste management and minimisation.
- Avoid duplication of effort between Member Councils.
- Confirm a commitment to reduce the volume of waste going to landfill.
- To exchange knowledge between member councils on waste management issues.
- To formulate draft policies, strategies and guidelines in relation to regional waste management and education needs.

# MANAGEMENT & GOVERNANCE

## 4.1 Governance and Procedure

The role of host council is important in ensuring the effective operation of the NEWF and the implementation of its projects. This year the role was transferred from Byron Shire Council to Tweed Shire Council. As the NEWF and its member Council evolve the role and operation of the Forum may also need adjustment. In 2009/2010 the NEWF underwent the first phase of a two phase review, examining issues of governance and resource sharing. The first stage resulted in the development of a new Memorandum of Agreement which was implemented in 2010. This year the second stage was completed by a external consultant and a number of observations and recommendations were made, some of which are currently been implemented.



# MANAGEMENT & GOVERNANCE

## Memorandum of Agreement (MOA)

The NEWF operates under an MOA outlining the objectives and the role of the NEWF; its membership, commitment, delegation of power; function, administration; council responsibilities and the policies and procedures that accompany the document. The MOA is signed by all member councils and recognises the right of councils to withdraw membership at any time. The MOA was revised in 2009/10, with a new MOA taking effect from 30 June 2010. This MOA was extended to encompass the 2011-2012 year.

The NEWF operates through a Working Group. All member councils are members of the working group and send a representative to the bi-monthly meetings of the NEWF. The Working Groups functions include:

- development of and technical input into the Strategic Plan, Delivery Program, and Annual Operational Plan and Budget;
- the provision of services in accordance with the Annual Operational Plan and Budget;
- the identification and resolution of any problems encountered or anticipated in the provision of the services under this Agreement;
- researching, investigating, and evaluating opportunities for innovation and excellence in waste and resource management;
- identification of and where appropriate, the seeking of alternative funding and/or additional funding support from State and Federal Governments for the Forum's purposes;
- regular liaison with DECCW in relation to waste issues;
- interpreting and developing submissions on relevant broad policy issues on behalf of Member Councils;
- oversight of the administrative and operational functions of the Co-ordinator;
- undertake investigations and research and provide information and advice to the Co-ordinator and any consultants retained by the Forum;
- technical input into the development of projects, initiatives and services;
- technical input into the development of project plans;
- providing client representation, project management and contract management services;
- initiate, plan, implement and finalise projects

# MANAGEMENT & GOVERNANCE

## Meetings

The NEWF meets at least 6 times per year. Meetings are held bi-monthly and rotated to each member Council. During 2010/11, seven meetings were held

The Co-ordinator notifies members, sends the agenda and forwards minutes of meetings to each Member Council. Each Council is entitled to a single vote at a meeting and a quorum at a meeting consists of a majority of members of the Working Group. Decisions are carried by majority vote. A tied vote shall be a motion lost. The Co-ordinator does not have any voting rights.

In addition a meeting of NEWF contractors is held on alternative months to allow updates to the Coordinator, resource sharing and support across NEWF projects.

## Reporting

The NEWF currently reports on a quarterly basis to Council. This report includes progress on projects, milestones reached, budget expenditure and regional resource recovery. In addition the NEWF provides progress reports to the Office of Environment and Heritage on a quarterly basis. An Annual report is completed for all NEWF stakeholders.

## Procurement & Contracts

The Working Group can authorise expenditure for works or services by resolution at a meeting of the Working Group. Unless otherwise directed by the Working Group, procurement shall be undertaken in accordance with the procedures of the Host Council. The Host Council is responsible for calling for, and awarding tenders and the working group assists the Host Council by preparing any technical specifications and tender documents; assessing any tenders received in response to the call for tender; and making a recommendation to the Host Council regarding the preferred tenderer.

## Council Delegates in 2010-11

Ballina Shire Council	Rodney Dawson
Byron Shire Council	Russell Chaplin
Clarence Valley Council	Ken Wilson and Richard Roper
Richmond Valley Council	Peter Cotterill
Tweed Shire Council	Adam Faulkner

# MANAGEMENT & GOVERNANCE

## 4.2 Performance Indicators

The NEWF works to reduce waste and improve resource recovery across the region in a socially, environmentally and economically responsible way.

### Social Performance Indicators

The NEWF delivers its projects through the engagement of contractors and consultants. This engagement is conducted through a transparent and equitable process under the procurement policy and procedures of the Tweed Shire Council, the host Council for the NEWF.

In 2010-11 consultants fulfilled the roles of:

- Coordinator
- Education Coordinator
- Business Waste reduction Coordinator

In addition casual contracts were completed by:

- Green House site managers
- Greenhouse performers

Additional consultants and contractors were engaged through quotes and tenders to fulfil specific works including:

- Printing and design
- Maintenance of the greenhouse
- Regional Specific Waste contracts (Tyres, E waste, Fluorescent tubes)
- Environmental consultancy
- Contamination Management Project

The NEWF also delivers its projects through partnerships and collaboration developed over many years.

The NEWF has worked collaboratively with a number of organisations across the region and sees this as an important way of maintaining and promoting good practice waste avoidance and resource recovery in the region.

In 2010-11 these included:

- NSW Environmental Trust
- Rous Water
- Sustain Northern Rivers
- Northern Rivers group of Environmental Educators
- 5 Chambers of Commerce
- Lismore Council
- North Coast TAFE

# MANAGEMENT & GOVERNANCE

## 4.2 Performance Indicators

Continued...

### Environmental performance indicators

The NEWF aims to reduce our impact on the environment by:

- Offsets air travel
- Carpools when possible
- Reduces paper Use
- Uses electronic documents as a first choice
- Purchase locally or Australian made products
- Reuse and repair as often as possible
- Recycle or refill all toner / printer cartridges from printers
- Use 'Green Power' electricity and use of solar power in most of the offices
- Compost and recycle in all workplaces

### Economic performance indicators

- Each Council that is a member of NEWF contributes between \$0.80 - \$1.00 per head of population (based on 2006 Census results) towards NEWF operations, project development and implementation. This is capped at maximum population of 50,000. This way each council shares in the ongoing operations of the Forum and contributes a proportionate share of running costs and project expenses.
- The Office of Environment and Heritage has provided sponsorship for assistance with project development and implementation. Regular progress reports and a final report, including project outcomes and resource recovery figures are delivered to the DECCW each year.
- Tweed Shire Council currently handles all NEWF financial accounts as per the NEWF Memorandum of Agreement. A Statement of Financial Performance and Statement of Financial Position are produced for the Annual Report each year.

# MANAGEMENT & GOVERNANCE

## 4.3 Financial Statement

### Revenue 2010-11

OEH funding	A2544.1051	198,000.00
Member Council Contributions	A2544.1052	198,216.00
Eco Friendly Youth Centre Project	A2544.1054	6,000.00

### Expenses

Budget Line	2010-11 Allocation	2010-11 Expenditure
A2543.1026 General Administration	34,000.00	27,417.12
A2543.1027 Forum Coordinator Contract	68,790.00	69,157.62
A2543.1028 Forum Coordinator Communication Expenses	2,550.00	1,524.74
A2543.1029 Forum Coordinator Travel Expenses	5,000.00	2,823.27
A2543.1030 Education Coordinator Contract	47,170.00	47,684.76
A2543.1031 Education Coordinator Communication Expenses	2,500.00	1,066.30
A2543.1032 Education Coordinator Travel Expenses	5,000.00	2,248.83
A2543.1033 Business Waste Reduction Contract	45,500.00	46,109.28
A2543.1034 Business Waste Reduction Communication Expenses	5,000.00	1,936.08
A2543.1035 Business Waste Reduction Travel Expenses	5,000.00	4,060.99
A2543.1037 C&D Waste Project	9,000.00	3,500.00
A2543.1038 RENEW NSW	9,340.00	4,444.24
A2543.1039 Litter/Public Place Waste Project	4,700.00	-
A2543.1040 Waste Composition Audit Project	4,250.00	-
A2543.1041 Contamination Management Project	33,450.00	25,120.00
A2543.1042 Organics/Emissions Project	40,000.00	-
A2543.1043 Household Hazardous Waste Project	126,716.00	42,341.01
A2543.1044 Regional Stores	10,000.00	8,000.06
A2543.1045 Specific Waste Project	25,400.00	25,000.00
A2543.1046 Product Stewardship Project	0.00	-
A2543.1047 Training/skills Enhancement Project	5,330.00	4,956.36
A2543.1048 Waste Avoidance/Education Project	52,350.00	38,165.33
A2543.1049 Regional Infrastructure Mapping Project	0.00	-
A2543.1050 Financial Assurance Project	0.00	-
<b>TOTALS YEAR TO DATE</b>	<b>541,046.00</b>	<b>355,555.99</b>
Reserve	185,490.01	