

Aboriginal Land Clean Up and Prevention (ALCUP) Program

Guidelines

Round 4: 2018–2021



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Cover: Artwork by Wiradjuri artist Lani Balzan.

“The background of the painting represents the land, our Country. The lined areas of both ends represent the importance of waste management and recycling and how it connects to caring for the land and Country and the people within communities.

The middle-dotted area represents us working together and partnerships to care for the Country together. The white dots in the middle and moving outwards represent the elements of the diversity in NSW.

The different dotted areas throughout the painting represent community designing their own solutions and being involved at all stages. The painting represents the land and the importance to look after it and (with this program) how we as a community can achieve this.”

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ISBN 978 1 925790 50 4
EPA 2018/P0874
September 2018

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Expression of Interest

The NSW Environment Protection Authority (EPA) is seeking Expressions of Interest (EOI) from Local Aboriginal Land Councils (LALCs) and other entities working in partnership with LALCs to manage illegal dumping on private land owned by Aboriginal communities.

The Aboriginal Land Clean Up and Prevention Program (ALCUP) was established to protect and enhance land that is culturally significant to Aboriginal people. This program is funded under the NSW EPA's Waste Less Recycle More initiative and addresses key actions in the NSW Illegal Dumping Strategy 2017–2021.

Allocation of funding will be contingent on the final number of projects funded. The ALCUP program provides grants of \$10,000 to \$75,000 to LALCs. The priorities for the Round 4 funding reflect the EPA's commitment to deliver an integrated approach to combat illegal dumping through active engagement and collaboration between government, Aboriginal land managers and local communities.

Introduction

Illegal dumping is an environmental crime and can cause serious environmental pollution, pose a risk to human health and impact local amenities and community pride. The EPA acknowledges that the health and wellbeing of Aboriginal people is related to the protection of the environment.

Illegally dumped waste impacts on Aboriginal people's ability to care for Country. Aboriginal land is particularly susceptible to illegal dumping because it is often located in remote areas.

Changes to the ALCUP Fund

At the end of 2017, the EPA distributed a survey on the program to past ALCUP recipients. The following changes to the program have been implemented to reflect the feedback given by the LALCs:

1. Applications for Round 4 of the ALCUP Fund will remain open until grant funds are exhausted or until 5pm on 30th September 2019. The application form, as well as any relevant applicant documents, will be available on the EPA website for LALCs to access at any time. Assessment of applications will be conducted quarterly by the independent Technical Review Committee (TRC).
2. The amount of funding each applicant can apply for has been increased to a range of between \$10,000 to \$75,000 (previously \$5,000 - \$50,000).
3. Caring for Country activities on the project sites, such as revegetating with native and bush tucker plants, setting up community picnic facilities or holding cultural events as part of the project to prevent further dumping can now be included.
4. The grant delivery time will be extended to 18 months (previously 12 months).
5. Removed the % allowable for salaries and administration.

Program objectives

Funding offered under the program aims to:

- 1
 - Reduce the impacts of illegal dumping on Aboriginal land through clean up and prevention activities
- 2
 - Build and maintain collaborative approaches and partnerships to help manage and reduce the occurrence of illegal dumping
- 3
 - Integrate deterrence, surveillance, monitoring measures and community education to prevent illegal dumping activities on Aboriginal land
- 4
 - Incorporate cultural activities that enable Aboriginal people to care for Country, engage in knowledge sharing and gain skills in land management

Note: Your project activities may meet more than one project objective.

Before you start

Putting together a strong application takes time and planning.

Before you begin the EOI, read through these Guidelines to check you:

- Meet the eligibility requirements
- Respond to the selection criteria.

The Illegal Dumping Prevention and Clean Up: Handbook for Aboriginal Communities (Department of Environment and Climate Change, 2008) has been developed to help you and your partners establish and maintain your projects. View the document at <http://collaboratensw.org/council-services/illegal-dumping-on-aboriginal-land/>

Need advice?

A NSW EPA project officer can assist you with developing your application. If you have any questions about the EOI form, eligibility or types of activities that can be included contact us on (02) 9995 5596 or email ALCUP.program@epa.nsw.gov.au.

Eligibility criteria

Who can apply?

- NSW Local Aboriginal Land Councils (LALC)

- Entities working in partnership with a LALC such as government agencies, local councils, non-government organisations, consultants and other entities (written consent from the LALC is required).

What is the eligibility criteria?

Grants under this program are made available to organisations not individuals. To be eligible for a grant under the ALCUP program, you must meet the following criteria:

- projects must be in NSW
- applicants must be able to demonstrate that they are a LALC entity, or have the formal support of the LALC that manages the site on which the project is proposed
- projects must be relevant to the management of illegal dumping on Aboriginal-owned land and involve the clean-up, prevention and/or deterrence of illegally dumped waste and cultural activities to support Caring for Country
- applicants must have the means or support available to complete the project and related administrative work within 18 months
- applicants must have the capacity to administer the grant funds, or a letter of support from an incorporated organisation that will administer the grant funds, indicating their willingness to be responsible for managing the funds, administering the grant and keeping financial records of the grant activities
- applicants must not have any outstanding acquittals from previous NSW Government funding.

What projects will not be funded?

The ALCUP program provides funding for new projects whose dominant purpose is achieving clean-up and prevention of illegal dumping. Therefore, it will not fund:

- projects that have already commenced
- projects and activities that are not directly related to, or are not for the dominant purpose of, achieving the clean-up, long-term prevention and deterrence of illegal dumping
- projects which focus on the clean-up of small litter items (such as cigarette butts, cigarette packets, food containers, plastic bottles, confectionary wrappers)

Details about littering grants can be found at the Litter Prevention Grants Program page <http://www.epa.nsw.gov.au/your-environment/litter-and-illegal-dumping/epa-work-prevent-litter>.

Assessing applications

Applications will be assessed by an independent Technical Review Committee. The committee will meet every three months to assess applications that have been made during that period. Applications will be assessed against the eight selection criteria listed below.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Organisations that submit an unsuccessful expression of interest will be advised in writing and given the opportunity to seek feedback. Organisations are welcome to re-submit their applications after review.

Selection criteria

To achieve the project objectives, the following selection criteria will be used to assess all applications:

Criteria	Assessment Criteria	Refer to Questions
1	Demonstrated need for the project	B1 to B5
2	The project planning clearly identifies the activities to clean up and prevent illegal dumping	C1
3	Clear and effective evaluation for each of the planned project activities	C1
4	The project budget is well planned to ensure the success of the project	B6 and D Excel file – ‘Application Budget’
5	A number of measures are planned to prevent illegal dumping. These measures might include: <ul style="list-style-type: none"> - new or improved infrastructure, e.g. bollards, locked gates, surveillance cameras, earth mounds, lighting, fences - surveillance of dumping hotspots - signage - education and organising engagement activities 	C1 Please consult the Guideline activities and measurement table (Page 9 – Page 10 of this Guideline) for ideas of different measures to clean up and prevent illegal dumping
6	Demonstrated intention to build and maintain partnerships and collaborations	C2
7	The project incorporates cultural activities to Care for Country and build community pride through better land management	C1
8	Increase knowledge, skills and local employment in land management and foster community interest in Aboriginal land management	C1

Preparing your project plan in the EOI form

The purpose of the project plan is to describe how your project will address the problem of illegal dumping, and how you will measure the outputs to show your achievements. You will need to report to the EPA on the progress of your project in line with the project plan. The project plan will assist you in planning your project and help you to demonstrate how successful your project is.

Your project plan outlines the actions you will take to meet the ALCUP program objectives. The ALCUP program objectives are listed above in the Guidelines. Some of your activities will

help achieve more than one objective. List all the objectives the action would help achieve in the program objective column.

In Attachment A of this Guideline, there is a list of activities and their measures.

Please use this when completing the project measures in the project plan.

In the Project Plan table in the EOI form answer the following questions:

- **Activity:** What is your planned project activity?
- **How will it address the problem:** How will your project activity help address the illegal dumping issue?
- **When:** When do you plan to start and complete this activity?
- **Who is responsible:** Who will lead and drive this action and make sure it gets done?
- **Measure:** How would you measure the outputs/outcome of the activity? (Use Attachment A)
- **Monitoring and evaluation:** What methods will you use to evaluate or monitor the action, and determine whether it helped achieve the objectives?
- **Risk to success (short and long term):** Experience shows that illegal dumping projects might not achieve long-term success. Dumping incidences re-emerge or infrastructure installed damaged etc. What would be some possible risks?
- **How to manage the risk:** How would you manage the risk to achieve the short and long-term goals?

The table on the next page gives some examples. It is not a comprehensive list and you are welcome to create your own activities in line with the program objectives.

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No	Activity	Program objectives	How will it address the problem?	When	Who is responsible	Measures	Monitoring and evaluation	Risk to success (short and long term)	How to manage the risk
1	Engage a contractor to clean up the existing piles at hotspots 1-4	Objective 1, 3 and 4	Existing rubbish will attract more dumps Cleaner sites will deter future dumping	November 2019	LALC rangers	Tonnes of rubbish removed	The amount of waste removed Tip dockets as proof of properly disposed waste Before and after photos of site	Clean up not completed in time or under budget Dumping reappears after clean up	Use the Quotes for Rubbish Removal template developed by EPA to define the scope of project Get multiple quotes Planned activities below including bush rehabilitation and cultural activities to deter dumping reappearing
2	Design and install signs at hotspots 1 and 3	Objective 2 and 3	Signs will remind people it is wrong to dump illegally Also empower local communities to report the crime	November 2019	LALC Contractor to design and make sign Council EPA	Number of signs installed	Site inspection before and after: illegal dumping incidences reduced after installation Photos before and after	Vandalism Message unclear or confusing to community	Anti-vandalism design Consult with both EPA, local councils and community about messages and design
3	Install barriers in hotspots 1,2 and 3	Objective 1 and 3	Barriers will block vehicle access therefore prevent dumping at these three sites	July - November 2019	LALC contractors	Number of barriers installed	Site inspection before and after: illegal dumping incidences reduced after installation Photos before and after	Vandalism Maintenance issues	Regular patrols of the site Use barriers that are proven to reduce access and minimise vandalism Budget for maintenance of infrastructure in management plan for the site
4	Monitor hotspots on weekly patrol of the site	Objective 1, 2 and 4	It will help deter the perpetrators of illegal dumping if they know they might be caught	November 2019 -June 2020	LALC	Hrs per week of patrol	Record any changes in the number of illegal dumping incidents	When funding finishes, no budget to continue patrols LALC has no authority to prosecute dumpers	Seek different funding channels and put it in the annual budget plan Build relationship with council enforcement officers to issue fines to dumpers

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No	Activity	Program objectives	How will it address the problem?	When	Who is responsible	Measures	Monitoring and evaluation	Risk to success (short and long term)	How to manage the risk
5	Plant a bush tucker garden and invite the community for bush tucker planting event at hotspot 1	Objective 1, 2, 3, and 4	Building community pride to care for Country	Design: February 2020 Planting: April 2020	LALC, project officer Council	Number of plants that were planted Number of participants who attended the event	Observation of any further dumping Number of community members who participate in the event Long term: number of community members using the garden each week	Garden not set up properly Not enough community involvement Community not using it as much	Have a clear guideline written for design brief Involve the community from the design stage Communicate with community and promote widely with community using various channels, esp. face-to-face
6	Hold community meetings and workshops about illegal dumping and waste management	Objective 2, 3 and 4	Dumping may be from external or inside the communities. It's important to engage and educate the communities	5 sessions, planned with 1 st session in November 2019	CER officer Communities LALC Presenters/facilitators	Number of sessions held Number of attendees	Result of evaluation survey of the session Observation of waste behaviour change	Community not interested Workshops not held on time	Plan well before to avoid clash with community events Gain support from elders in the community before promotion widely Survey community members to ensure the design and promotion of the event will be appealing to community
7	Hold a social media campaign on waste and illegal dumping	Objective 2 and 3	Social media is an effective way to engage the wider community about the impacts of dumping on Country	Starting from the very beginning till end of project	LALC Project manager Wider community	Number of posts published online	Social media report Number of likes, interaction with post; Change of waste management behaviours Survey	Lack of community interest Disagreement or negative comments in the social media	Ensure the message is well designed to appeal the community members Develop a strategy to deal with negative or abusive feedback/comments on social media

Supporting information

This section details supporting information to include in the EOI application.

Partnerships

Obtaining the support of other organisations and groups can significantly add value to a project by:

- gaining support for the project from a wider audience
- gaining in-kind support
- sharing responsibility for the project outcomes.

A letter of support from project partners outlining their roles and responsibilities in the project will be favourably considered.

Financial Administrator

The grant agreement will be made out to the financial administrator. It is the EPA's preference to award the funds to the LALC to financially administer their project. However, if the LALC chooses to partner with an external organisation to financially administer the funds, a letter of support will be required from the LALC.

The financial administrator must hold an ABN and a legal name.

If choosing an organisation to administer the funding, discuss and agree on:

- The level of involvement the administering body will have in the project, i.e. is it only the management of finances or will their involvement be broader?
- The roles and responsibilities of other people involved in the project.
- Whether a fee is to be charged for the services of the administering body, and if so, what the cost/s will be and what service/s will be provided.

Services might include:

- payment of wages to personnel through the administering body's payroll system
- arrangement of insurance and other legal requirements for the project
- use of equipment
- financial and budget advice for the duration of the project
- marketing, promotion and publicity expertise for the project.

Evidence of illegal dumping

Your EOI must include the following:

- photographs that show the type and amount of waste dumped and the dumping location
- estimates of the amount and type of waste to be cleaned up at the project site
- a map of the project site which displays the location of dumped material and proposed prevention measures (e.g. gates and fencing or deterrence signage).

Budget

A budget report outlining the expected grant expenditure is required to be submitted with the expression of interest. Organisations will need to clearly indicate the amount of grant funding sought, all income from other sources and in-kind support. For further information on how to complete a budget report, refer to the Excel spreadsheet.

In-kind contributions

The NSW EPA values in-kind contributions. In-kind contributions show broad support and provide value for money. Please outline in-kind contributions and provide a financial value for these contributions within your EOI application. Examples of in-kind contributions include:

- staff time, equipment and material
- waiving and discounting disposal fees and costs
- contribution of resources for project administration, education, media or project activities.

Joint funding

Some large or long-term projects may require joint funding. Applicants should advise the NSW EPA if they have secured funding from another source for similar or related activities or if they have current applications lodged with other funding sources.

Refer to question B6 in the EOI.

Funding conditions

Financial conditions

- Grants will be awarded between \$10,000 and \$75,000 (GST exclusive).
- Final financial reports for grants over \$20,000 must be certified by an independent person as follows:
 - i A member of the Institute of Chartered Accountants, the Australian Society of Practising Accountants or the National Institute of Accountants must certify your financial report and submit a 'Report on Factual Findings' as per Australian Auditing Standard AUS 904.
 - ii The certifying accountant should ensure that:
 - the financial report accurately reflects income and expenditure for the project
 - all payments were supported by adequate documentation to show that expenditure was for bona fide goods and services related to the project
 - competitive pricing was obtained for all individual items of expenditure of \$5,000 and over.
- Final financial reports for grants under \$20,000 do not require independent certification.
- Applicants must, however, sign and attach a statutory declaration certifying the accuracy of their financial report.

- Funds granted must be spent on the activities outlined in the application and as approved by the NSW EPA.
- Any unspent funds must be returned to the EPA.

Project timing and commencement

- Projects are for 18-month duration.
- Project activities must start within three months of receiving the first funding payment
- Delay of project completion may result in the withdrawal of the grant funding.

Proposed project amendments

- Any changes to the project expenditure of above 10% in any category must be submitted to NSW EPA in writing for approval.
- In the event of cancellation of a funded activity, the NSW EPA must be notified in writing and an alternate activity may be negotiated to replace the original planned activity.

Accountability and reporting

- All successful applicants approved for funding will be required to enter into a grant agreement with the NSW EPA.
- Funds will be released according to the terms and conditions set out in the funding agreement.
- All successful applicants must submit a final financial report.
- All successful applicants will be required to submit a progress report in addition to a final acquittal report. The progress report and final report templates are available on the EPA website. It is advised to learn about the reporting requirements before submitting grant application.

Project promotion

- Successful applicants will be required to liaise with the EPA in relation to all media, signage or other promotion of the project and acknowledge the funding contribution made by the EPA through the Waste Less, Recycle More initiative.
- The EPA reserves the right to publish articles about the project on its website and in publications. Applicants must state their requirements for commercial or personal confidentiality.

Insurance and governance practices

- Successful applicants must follow sound governance practices and comply with all laws and regulations, e.g. work health and safety, equal opportunity, WorkCover, planning and building permits.
- Applicants or their nominated partner are responsible for ensuring there is public liability insurance cover for the project, and must indemnify the EPA against any legal claims arising out of the project.

Application process

Submit your EOI application on the Round 4: Aboriginal Land Clean Up and Prevention Program 2018–21 application form. Your EOI and any supporting documents should be submitted to: ALCUP.program@epa.nsw.gov.au

Email applications are preferable. However, applications may also be submitted via post to:

Environment Protection Authority
Attention: Regional Delivery
PO Box 668
Parramatta NSW 2124
Phone: (02) 9995 5596

For enquiries, email ALCUP.program@epa.nsw.gov.au

Application attachments

A completed budget table must be attached with the EOI form. Any other additional material submitted with the application must be kept to a minimum. Large attachments may not be forwarded to the Technical Review Committee.

The following is an example of an acceptable number of attachments for an EOI submission:

1. A4 maps
2. photos of the waste and hotspots showing the illegally dumped waste
3. letters of support.

Successful applicants

The EPA will endeavour to notify successful applicants within three months of receiving the EOI application. Successful applicants will be required to submit the following information prior to the commencement of the project:

- a. invoice made out to the Environment Protection Authority
- b. signed funding agreement
- c. any modifications to the project plan and the budget breakdown.

Successful applicants will be required to submit a progress report and a final report and financial report on the completion of the project.

Payment schedule for successful applicants

The grant funding will occur in three payments based on the following milestones and deliverables:

Milestone	Amount	Deliverable
1	50%	Signed funding agreement returned Invoice for 50% of funds Revised project plan
2	25%	Progress report (a template will be provided)
3	25%	Final report (a template will be provided) Financial report

Attachment A - Project Activities and Measures

The following project measures assist the NSW EPA report to the government on the program's outcomes. Please use these activities and measures as a guide when developing your project plan (question C1 in the EOI form).

Please include any additional activities (and measures) that will help you meet the ALCUP program goals

Project activity	Project Activities	Measures
Clean up activities	Clean up hotspots	Number of hot spots cleaned up
	Clean up and dispose of asbestos	Tonnes of asbestos removed
	Clean up and dispose of hazardous chemicals	Tonnes of hazardous chemicals removed
	Clean up and dispose of waste	Tonnes of waste removed
	Clean up and recycle metals and other recyclable waste (including car bodies)	Tonnes of waste recycled
Deterrence infrastructure installation	Install lights	Number of lights installed
	Install gates	Number of gates installed
	Install fencing	Metres of fencing installed
	Install earth mounds	Number of earth mounds installed
	Install bollards	Number of bollards installed
	Install rock barriers	Number of rock barriers installed
	Install surveillance cameras	Number of cameras installed
	Set up car pads (to store used cars for spare parts)	Number of car pads set up
Enforcement and monitoring	Install signs	Number of signs installed
	Arrange surveillance patrols	Hours per week patrols done
Community and stakeholder engagement	Develop relationship with council enforcement officers to assist with enforcement	Number of council enforcement officers contacted
	Develop education/promotion materials (flyers, brochures, newsletters, posters) Produce newsletters article on the clean up project Prepare and send media releases	Number of people reached via education materials (estimation is ok)
	Hold social media campaign	Number of social media posts the project produced, Number of targeted audience reached via social media
	Promote via radio advertisement	Number of radio advertisements the project produced Number of targeted audience reached

Project activity	Project Activities	Measures
	Promote via TV	Number of news stories generated by the project and its successes Number of targeted audience reached
	Promote via newspaper ads or articles	Number of newspaper stories and articles the project produced and generated Number of targeted readers reached
	Promote and educate via billboard	Number of billboards set up Number of targeted people reached
	Hold community workshops	Number of workshops held Number of attendees
	Hold stakeholder meetings	Number of meetings organised Number of attendees
	Develop and conduct community surveys and interviews	Number of surveys/interviews developed and conducted Number of people surveyed/interviewed
	Organise community clean up event	Number of clean up events organised Number of community members participating the events
	Organise BBQ for community awareness of upcoming event	Number of BBQ events organised
Care for Country, cultural and other activities	Organise landscaping, rehabilitation and site beautification	Area (m2) landscaped/ rehabilitated/ beautified Number of community members participated
	Organise bush tucker planting community event	Number of bush tucker events organised Number of bush tucker plants planted Number of community members participated
	Organise native bush regeneration	Number of sites and plants planted
	Set up community picnic area on cleaned up sites	Area (m2) of picnic site set up
	Organise cultural activities that promote Caring for Country on the cleaned-up site	Number of cultural events organised Number of people participated in the event
	Other land management activities that assist with Caring for Country	Number of people employed in activities
Waste and illegal dumping management	Set up illegal dumping management procedure	Illegal dumping management procedure developed and documented
	Develop links to other programs and/or funding	Number of links developed
	Form partnerships with other organisations to tackle illegal dumping	Number of partnerships developed
Capacity building for illegal dumping	Organise training sessions for LALC staff on illegal dumping (the EPA can assist)	Number of training sessions organised Number of staff members trained
	Employ Aboriginal staff on the project	Number of Aboriginal people employed
	Engage community volunteers to participate in any stage of the project	Number of volunteers engaged Number of hours volunteers who contributed to the project
	Organise training for LALC staff on the use of surveillance cameras	Number of training sessions organised Number of staff members trained