**Attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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</thead>
<tbody>
<tr>
<td>Juliana Cain</td>
<td>Hunter Council’s Environment Division</td>
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<tr>
<td>Michael Neville</td>
<td>Hunter Council’s Environment Division</td>
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<tr>
<td>Leanne Sanderson</td>
<td>Hunter Council’s Environment Division</td>
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<tr>
<td>Deanne Nelson-Pritchard</td>
<td>Maitland City Council</td>
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<tr>
<td>Tricia Donnelly</td>
<td>Cessnock City Council</td>
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<tr>
<td>Paul Minett</td>
<td>Dungog Shire Council</td>
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<tr>
<td>Michelle Lindsay</td>
<td>Cessnock City Council</td>
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<tr>
<td>Karen Keogh</td>
<td>Lake Macquarie City Council</td>
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<tr>
<td>Melinda Hale</td>
<td>Singleton Council</td>
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<td>Lisa Smith</td>
<td>Singleton Council</td>
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<tr>
<td>Joann Polsen</td>
<td>Muswellbrook Shire Council</td>
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<tr>
<td>Tracy Ward</td>
<td>Muswellbrook Shire Council</td>
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<tr>
<td>Emma Penfold</td>
<td>Port Stephens Council</td>
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</tbody>
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**Apologies**

- Michael Tinlin
- Kellie Felfoldi
- Karen Toirkens
- Alicia Sheen
- Coleen Brown

**Action Log**

<table>
<thead>
<tr>
<th>Action Log</th>
<th>Who</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Implement project schedule for regional education program</td>
<td>Juliana and HWEG members</td>
<td>30th June 2016</td>
</tr>
<tr>
<td>Coordinate household battery online advertising campaign for April 2016.</td>
<td>Juliana</td>
<td>1st April 2016</td>
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<tr>
<td>Update Small Acts Big Change website to include locations of all battery</td>
<td>Juliana</td>
<td>1st April 2016</td>
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<tr>
<td>recycling drop off locations across the region</td>
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<tr>
<td>Discuss capacity building funding internally and develop plan for staff</td>
<td>HWEG members</td>
<td>30th June 2016</td>
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<tr>
<td>to attend relevant courses</td>
<td></td>
<td></td>
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<tr>
<td>Develop council agreement to participate in Garage Sale Trail and</td>
<td>Juliana and HWEG Members</td>
<td>30th March 2016</td>
</tr>
<tr>
<td>Commence campaign.</td>
<td></td>
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<tr>
<td>Liaise with all stakeholders on development of regional illegal doping</td>
<td>Juliana</td>
<td>30th March 2016</td>
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<tr>
<td>campaign.</td>
<td></td>
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<tr>
<td>Explore opportunities to adapt and fund a ‘water catchers’ style program</td>
<td>Juliana</td>
<td>30th April 2016</td>
</tr>
<tr>
<td>presented by Chanel Zero Councils to consider if additional funds could</td>
<td>HWEG Members</td>
<td>30th March 2016</td>
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<tr>
<td>be contributed towards a ‘water catchers’ style program that targets</td>
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<td>High School students on waste avoidance</td>
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<tr>
<td>Explore the opportunity with local libraries to integrate the Ship o</td>
<td>Juliana</td>
<td>1st May 2016</td>
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<tr>
<td>Fools project into school holiday or book time activities</td>
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<tr>
<td>Liaise with the waste contractor at Dungog to explore collaboration</td>
<td>Juliana</td>
<td>1st May 2016</td>
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<tr>
<td>opportunities</td>
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Item 1 – Welcome Round Table

- Each council provided an overview of their current projects and progress. Details of the round table can be found in appendix 1.

Item 2 – Progress update on Regional Waste Program and Budget

Michael Neville (Regional Waste Coordinator) provided a quick update on the Hunter WAARS.

- Recent events include 2 x recycled organics forums (addressing compliance and market development) and an emergency management forum.
- The CDS discussion paper has now been finalised, finishing a 7 month consultation period. The paper addresses 5 key elements; incentives, interaction with kerbside recycling, scope of containers, collection infrastructure and governance

Juliana Cain (Regional Waste Education Coordinator) provided a progress report on the education program.

- Budget for 2015/16 is on track with project progressing well. Budget remaining for this financial year is $46,724.
- The following activities are scheduled and confirmed by HWEG.

<table>
<thead>
<tr>
<th>Project</th>
<th>Mar 16</th>
<th>Apr 16</th>
<th>May 16</th>
<th>June 16</th>
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</thead>
<tbody>
<tr>
<td>Household battery campaign</td>
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<tr>
<td>Street Performance Ship o Fools</td>
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<tr>
<td>Small Acts Big Change website redesign</td>
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<tr>
<td>Illegal Dumping Education</td>
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<tr>
<td>Garage Sale Trail</td>
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<tr>
<td>Community Garden Support Program (tours)</td>
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<tr>
<td>LFHW – Love Food on Campus</td>
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<td>Charity Support Program</td>
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Action: Juliana to implement the above projects as scheduled

Item 3 – Charitable Recyclers Working Party

The Regional Waste Education Coordinator provided a brief overview on the formation of the Hunter Charitable Recyclers Working Party;

- A training working was held in December 2015 on waste and resource recovery for charitable recyclers. This event attracted over 25 senior managers from 6 charity organisations across the Hunter.
- The group committed to helping build the capacity of the regions charitable recyclers by establishing the Hunter Councils working party.
A ‘Terms of Reference’ has been drafted inclusive of suggested activities, for example; a regional education campaign on responsible disposal, gather data on illegal dumping, Bin Trim opportunities, student placement opportunities and problem waste recycling.

The group will meet again on 16th of March to finalise the terms of reference.

Current members of the group include;
- Samaritans
- Wesley
- Lifeline
- St Vincent de Paul
- House with no Steps
- Salamander Bay Reuse Centre

**Item 4 – LFHW Round 3 – Love Food on Campus**

Hunter Councils has recently been awarded $60,516 in the Round 3 Love Food Hate Waste Program. The project is in partnership with the University of Newcastle and will target residential students living on campus providing them with training and resources to reduce food waste. The project will run for the next 12 months and include social research, a series of awareness raising events, cooking demonstrations and the development of resources. All the resources will be developed to target 18-24 year old and focus on buying, cooking and storing food.

**Item 5 – Household Battery TVC**

HWEG confirmed they would like the household battery TVC to be broadcast across social media and online outlets such as YouTube, Facebook and newspaper websites. This will help inform the effectiveness of cheaper online advertising compared to network television broadcast.

**Action:**
Juliana to coordinate online advertising campaign during April 2016 and to include locations of all battery recycling drop off locations on the Small Acts Big Change website.

**Item 6 – Regional Capacity Building Funding**

The group was reminded about the capacity building scholarship program that is available for council staff. The following courses were suggested as ideas for those working in waste education;
- Plain English Writing 30th March 2016 $550 – HCCREMS Professional Development Series
- Chairing Effective Meetings 4th of May 2016 $495 - HCCREMS Professional Development Series
- Les Robinson Facilitation Skills 15th June 2016 - HCCREMS Professional Development Series
- Online courses provided by Cool Australia
  - Making Geography Cool $269
  - What a Load of Rubbish $89
- WMAA Conference Hunter Valley April 2016
- Coffs Harbour Waste Management Conference May 2016
Item 7 – Garage Sale Trail

- Kirstie Lowe from Garage Sale Trail presented evaluation results of the Hunter’s 2015 Garage Sale Trail campaign. A total of 347 sales were registered across the region, with an estimated 923 people involved in running stalls. Hunter Councils should expect a 30% increase in participation in 2016 and Garage Sale Trail are willing to extend a discounted fee to encourage us to participate.

- HWEG decided to proceed with the program for 2016 and requested additional planning meetings to identify enhancements and time saving opportunities.

Action:
Hunter Councils to develop a council agreement and to commence the 2016 Garage Sale Trail campaign.

Item 8 – Regional Illegal Dumping Education

The Regional Waste Education Coordinator has met with 7 of the 9 member councils to discuss their priorities and ideas for a regional illegal dumping campaign. Based on these meetings and a group discussion with HWEG it was decided that further consultation needed to happen with the Waste Strategy Group and the Hunter Central Coast RID Squad.

HWEG confirmed the campaign needs to include a compliance element and also needs to highlight the financial cost of dumping to the wider community. The campaign should focus on general household refuse and larger household items such as furniture. With these priorities in mind, Hunter Councils will liaise further with stakeholders before developing a proposal to present to the group.

Action:
Hunter Councils to liaise with all stakeholders before developing an illegal dumping education proposal.

Item 9 – Water Catchers – Case Study

Stephen Crowe from Chanel Zero was a guest presenter who provided a case study overview of the successful Hunter Water – Water Catchers schools project. The project provides an engagement tool for schools, very similar to Newcastle Councils Throsby Creek project. Schools are invited to submit a script on a particular topic (e.g. recycling or litter), a judging panel decides the winning entries that are then filmed and produced into a video. The wider community can vote on their favourite video
which then wins a prize for the school (e.g. cash prize to fund school waste or sustainability initiatives).

**Action:**
Hunter Councils to liaise with Chanel Zero about a cost effective model that we could potentially schedule for next financial year to target high schools addressing a theme in the Hunter WARRS. Councils are requested to consider if a project could be supported through individual budgets.

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**Item 10 – Regional Litter Program**

Leanne Sanderson (Regional Litter Project Officer) provided the group with a quick update on the litter program and thanked everyone for their ongoing contribution and support in the initial project scoping phase. Leanne has secured another workshop session with the EPA which is confirmed for Thursday 10th of March here in Thornton. This is to scope project ideas that include; roadside litter leading to industrial sites, skate and recreational parks. A large component of the funding application will be to acquire baseline data and the financial cost of littering.

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**Item 8 – General Business**

**Ship o Fools – Kazza and Gazza Waste Wrappers**

The group agreed there would be potential and a good opportunity to reach our target audience if the Ship o Fools performance could be adapted and integrated into library programs such as school holidays or preschool book readings. Juliana will investigate this possibility.

**Love Food Hate Waste - LMCC**

Lake Macquarie was awarded $22,000 in the round 3 Love Food Hate Waste for a ‘Healthy Schools Lunchbox’ program. The program will involve workshops for both parents and students to obtain skills in healthy waste free lunch ideas.

**Regional Support for CRC continuation**

Based on the HWEG discussion around the CRC funding, Hunter Councils confirmed they would support the councils on providing feedback to the EPA on the difficulty of managing the $10,000 received in funding to deliver CRC education. Hunter Councils will also provide a letter of support for continuation of problem waste disposal.

**Grant Submissions**

HWEG was reminded that Hunter Councils is able to provide both a peer review and letter of support for grant applications to help assist secure funding across the region.

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**Future Meeting Schedule**

Tuesday 24th May 2016
Tuesday 30th August 2016
Tuesday 22nd November 2016

All meetings will be held at Hunter Councils Boardroom, 59 Bonville Ave Thornton.
Appendix 1 – Council Round Table Progress Update

Muswellbrook

- Council is currently drafting a new collection contract with Upper Hunter.
- Currently rolling out a new education campaign with 3 ‘waste characters’ to preschools and primary schools. Printed resources have been developed and will be distributed soon, each character plays the roll of the waste, recycling or green bin. Depending on funding, council will explore the possibility of developing the characters into puppets.

Dungog

- Commenced a new waste collection contract in October which included the distribution of waste calendars and brochures. Included in the new contract is providing of a $10,000 budget for education programs. Hunter Councils was asked to explore synergies or opportunities to collaborate.
- Council received a beverage grant for new high-top public place bins for use at events. The new bin design has meant that contamination is low, and would recommend this style of bin to others.

Cessnock

- Currently promoting mattress drop off events that are generally very successful with high numbers. The mattress drop off is coinciding with a Chemical Clean Out event.
- Stomp Festival is in April and hosting the Ship o Fools performance.
- Council will apply under the Round 3 Illegal Dumping Clean Up and Prevention Grant in partnership with Kurri Kurri TAFE (possibly apply for around $150,000).
- The organics tender with Maitland and Singleton is now open.
- Reuse centre tender has just closed.

Singleton

- Organics tender with Cessnock and Maitland is now open.
- Currently increasing exposure at community events with the waste and sustainability education trailer, this has been received well by the wider community and provides and excellent engagement opportunity for issues around waste.
- Harmony Day is coming up in March and will host the Ship o Fools performance. The event targets new residents to the area so a good opportunity for waste education.
- The education centre now has a construction certificate and hopes to be finished by July 2016.

Maitland

- Progressing well with the new Green Communities program. This is a outreach workshop project, targeting streets and neighbourhoods. Topics range from worm farming, green cleaning and native gardening.
- TASTE Festival is in April and hosting the Ship o Fools performance.
- Considering an application for Round 3 Illegal Dumping, Clean Up and Prevention Grants but this is resource dependent.

**Port Stephens**

- Council is currently shifting from scheduled to on-call bulk waste collections. This is taking time by responding to community enquires and confusion amongst residents. Since the change in service there has been an increase in kerbside dumping.
- Council has received a beverage grant and used it for increased signage at sporting fields.
- Reviewing the recent results from a recycling bin audit which was conducted across the Christmas season.
- Considering the possibility of partnering with Maitland, Singleton and Cessnock audits which are scheduled for October 2016.
- The current waste contractor has provision for a recycling inspector who is doing a visual audit of yellow bins across the LGA for approximately 25 hours a week.

**Lake Macquarie City Council**

- Council commencing on their recently awarded Love Food Hate Waste grant ‘Healthy Lunchbox’ project.
- Negotiations are still underway with the contractor for the introduction of FOGO, delays mean this service may not commence until early 2018.
- In April council will celebrate their 2nd year CRC anniversary and will have a PR campaign to raise awareness.
- Recently launched community grants program for sustainability initiatives.
- Preparations are underway for Clean up Australia Day.
- A project is underway working on active transport in schools.

**Newcastle City Council**

- Community consultation has commenced on the draft waste strategy.
- Preparing for a bin audit which is coming up.
- Council will be hosting the Total Environment Centre’s marine debris education trailer which will be visiting iconic beaches around the LGA.
- Working with Ship o Fools to develop a performance on marine debris.
- Progressing well with location high schools on engagement programs.