



Australian Government

Department of Sustainability, Environment,
Water, Population and Communities

National Waste Policy: Less Waste, More Resources

Guidelines for the submission of case studies for the
National Waste Policy Knowledge Store



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1. Introduction

The National Waste Policy: *Less waste, more resources*

The *National Waste Policy: Less waste, more resources* (The National Waste Policy), endorsed by the Council of Australian Governments (COAG) in October 2010, sets out Australia's waste management and resource recovery agenda to 2020. The National Waste Policy aims to avoid the generation of waste; reduce the amount of waste (including hazardous waste) for disposal, manage waste as a resource and ensure that waste treatment, disposal, recovery and re-use is undertaken in a safe, scientific and environmentally-sound manner. In acknowledgement of the potential to achieve wider community objectives, the National Waste Policy also aims to help reduce greenhouse gas emissions, improve energy conservation, raise water efficiency and enhance productivity of the land.

The National Waste Policy establishes Australia's waste management and resource recovery agenda across six key directions for the period to 2020:

1. Taking responsibility—shared responsibility for reducing the environmental, health and safety footprint of products and materials across the manufacture-supply-consumption chain and at end-of-life.
2. Improving the market—efficient and effective Australian markets operate for waste and recovered resources, with local technology and innovation being sought after internationally.
3. Pursuing sustainability—less waste and improved use of waste to achieve broader environmental, social and economic benefits.
4. Reducing hazard and risk—reduction of potentially hazardous content of wastes with consistent, safe and accountable waste recovery, handling and disposal.
5. Tailoring solutions—increased capacity in regional, remote and Indigenous communities to manage waste and recover and re-use resources.
6. Providing the evidence—access by decision makers to meaningful, accurate and current national waste and resource recovery data and information to measure progress, educate and inform the behaviour and the choices of the community.

The National Waste Policy may be accessed at:

<http://www.environment.gov.au/wastepolicy/resources.html>

National Waste Policy Knowledge Store

Purpose of National Waste Policy Knowledge Store

The purpose of the National Waste Policy Knowledge Store is to showcase the efforts of Australian jurisdictions, industry, business and the community that relate to the recycling and reuse, avoidance and reduction of waste.

Eligibility Requirements

All Australian, state, territory and local governments, industry, business and community organisations (**Applicants**) are eligible to submit case studies for possible inclusion into the National Waste Policy Knowledge Store (**Case Study**).

In order for case studies to be considered for publication by the Department of Sustainability, Environment, Water, Population and Communities (the **Department**) in the National Waste Policy Knowledge Store, Applicants must:

1. Ensure that all the conditions listed in Part 2 of these Guidelines (the **Case Study** Conditions) have been satisfied;
2. Complete the case study template at Appendix A; and
3. Sign the declaration at Appendix B.

A submission check list is provided at page 13.

The National Waste Policy Knowledge Store may be accessed at:
<http://www.environment.gov.au/wastepolicy/knowledge-store>

Important information

These Guidelines, the Case Study Template (Appendix A) and Declaration (Appendix B) must be read together.

The completed Case Study Template (Appendix A) and signed Declaration (Appendix B), plus any supporting materials (e.g. photos) form an application.

To submit a case study to the National Waste Policy Knowledge Store an Applicant **must**:

- a) mail the signed, original hardcopy application to the Department at the address stated below: and
- b) send an electronic copy of your completed application, including the completed Case Study Template (Appendix A) in Word format (not as a pdf), to wastepolicy@environment.gov.au

Postal address:

Department of Sustainability, Environment, Water, Population and Communities
c/o National Waste Policy Implementation Section
GPO Box 787
CANBERRA ACT 2601

Please note, Case Study applications will not be considered until the Department receives both the Applicant's signed, original application and an electronic copy of the Applicant's completed application.

Need more help?

If after reading this guide you have any questions in relation to the Case Study application process, or are unable to submit an electronic copy of your application by email, please contact the National Waste Policy Implementation Section at the Department at wastepolicy@environment.gov.au or 6274 1111.

2. Case study conditions

Applicants must address each condition listed below in their Case Study application before the Case Study will be considered for publication by the Department in the National Waste Policy Knowledge Store.

The focus of Case Studies is to be on the processes/benefits and outcomes of the 'project' to achieve greater recycling and reuse, avoidance and reduction of waste.

- i. **The Case Study Template at Appendix A must be used for submission of a Case Study**
 - Case Study applications on company templates will not be accepted.
- ii. **All headings must be addressed *in the Case Study Template at Appendix A must be completed by an applicant.***
- iii. **A Case Study must not be used as a method of promotion for your organisation. Case studies must not contain any logos.**
- iv. **A Case Study may include:**
 - company or business names;
 - an Applicant's background and related experience in recycling and reuse of the Case Study material;
 - company or business photos (which relate to the Case Study); and/or
 - an Applicant's website/s and contact details.
- v. **A maximum of two photos or diagrams are to be submitted with a Case Study application. Photos or diagrams must be:**
 - in Jpeg format at a resolution of 250-300dpi;
 - accompanied by appropriate captions, including recognition of copyright; and
 - approved for use in the Case Study, including approval for publication on the Department's website.
- vi. **The Case Study must not exceed 1000 words.**
- vii. **A Case Study application will not be considered by the Department unless the Declaration at Appendix B has been signed and returned to the Department.**

3. Assessment and approval process

The Department is responsible for approving the publication of Case Studies on the National Waste Policy Knowledge Store. The role of the Department, through the establishment of an assessment panel consisting of Departmental staff, will assess Case Study applications and determine their suitability for inclusion in the National Waste Policy Knowledge Store.

- Applications may be submitted to the Department on an ongoing basis.
- Eligible applications will be published quarterly and branded under the National Waste Policy.
- The Department will acknowledge receipt of all applications.
- Any requested edits or changes by the Department will be sent to the Case Study Applicant for approval prior to publication of the Case Study.
- All Applicants will be advised in due course of the results of their application.
- Applicants will be notified by email if their Case Study has been accepted and is planned for publishing.
- Applicants will be notified by email if their Case Study is not accepted.
- Feedback on case studies will be provided to unsuccessful Applicants upon written request to the Department.

Appendix A: Case Study Template

Title of case study: insert name (overtyping)

Introduction of case study

For example (overtyping):

- *What is the case study about*
- *Who is driving work within the case study i.e. council, company, etc.*
- *Location of the work being performed in the case study*

What was recycled/ reused/ reduced

For example (overtyping):

- *What is/are the specific waste/s*
- *How was this done/ what are the processes?*

Drivers and benefits

For example (overtyping):

- *What are the reasons for dealing with waste in this manner?*
- *What are the benefits to the environment?*
- *What are the benefits for the council, business, industry etc.?*

Problems and challenges

For example (overtyping):

- *What difficulties were experienced throughout the process?*
- *What could have been done differently process-wise?*

Solutions

For example (overtyping):

- *How were the above challenges addressed?*
- *Are there any lessons learnt?*

Contacts/ links

For example (overtyping):

- *Names and contact details of the author*
- *Names and contact details of people/ companies (inc. website) consulted (if any)*

NB: *Approval must be received from all contributors in order for their contact details to be published*

Appendix B: Declaration

Applicant details

Name and details of organisation

If applicable, you must insert the incorporated name of the organisation under the name of the organisation, along with the business or trading name (if different). Organisations must also provide their ABN, and postal, street, email and Internet addresses.

Contact person

The Applicant should, in their application, nominate a contact person. The contact person should be an office holder or employee who is authorised to speak on behalf of the Applicant. The contact person should be contactable by phone during normal business hours. Their telephone and/or mobile number, and email address (where available) must be provided.

The contact person will be the Department's point of contact with the Applicant as to whether the Case Study application is successful or not.

Authorised person

The authorised person is the person who is authorised to sign documents on behalf of the Applicant. This is the person who will sign the declaration and licence agreement. Their telephone and/or mobile number, and email address (where available) must be provided.

The authorised person must sign the Applicant's declaration.

Providing false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cwth)* section 137.1.

****Please have the Applicant's authorised person sign the declaration on the following pages****

Applicant details			
Name of organisation:			
ABN:			
Street address:			
Postal address (PO Box or street):			
Email address:			
Internet address:			
Contact person details			
Contact person:			
Position held:			
Contact numbers:	Phone:		Mobile:
Email address:			
Authorised person details			
Authorised person:			
Position held:			
Contact numbers:	Phone:		Mobile:
Email address:			

I/ _____ from _____
 We (Authorised person) (Organisation)

declare that the information contained within this Case Study is factually correct and duly authorised by (Company/Organisation) to permit the Department to publish this information on their website for public use.

I/We (and where relevant, all contributors):

1. understand that the Department will not accept responsibility for the accuracy or completeness of the contents of this Case Study, and shall not be held liable for any loss or damage that may be occasioned directly or indirectly through the use of, or reliance on, the contents of this Case Study.
2. grant to the Department, a perpetual, irrevocable, world-wide, royalty free, non-exclusive licence (including the right to novate or assign the licence, and to sublicense) to use, reproduce, adapt, modify and communicate the Case Study for the Department's purposes (**Licence**).

Conditions of the Licence:

- a. The Department will acknowledge the Organisation in any use it makes of the Case Study;
- b. The Department may, without the Organisation's consent:
 - i. make minor changes to the Case Study, such as correcting spelling or grammar;
 - ii. adapt the Case Study, but only as much as is required by the technology involved; and

- iii. delete any or all of the Case Study the Department considers may be defamatory, misleading or deceptive or if the Department receives legal advice to do so for any reason;
 - c. Subject to (b) above, if the Department decides to publish the Case Study, the Department will provide the Organisation with a copy of the Case Study prior to publication so that the Organisation may grant consent to its publication in that form;
 - d. The Department does not have to use any or all of the Case Study, but if the Department decides not to use the Case Study it will be returned to the Organisation;
 - e. The Organisation agrees that the Organisation will not claim damages or compensation from the Department in any circumstances, including if the Department changes or deletes the Case Study or if the Department does not use any or all of it;
 - f. Subject to the Licence, ownership of the intellectual property rights in the Case Study remains with the Organisation;
 - g. This Licence does not give the Organisation any rights over any publication or site of the Department.
3. warrant to the Department that:
- a. the Organisation holds the copyright in the Case Study, or if the Organisation does not hold the copyright, the copyright is held by [***insert name of copyright holder***] and [***insert name of copyright holder***] has given their permission for the Department to use the Case Study for the purposes described in 2 above;
 - b. the Case Study does not infringe the intellectual property rights of any person;
 - c. neither the Organisation's use of the Case Study nor the Organisation's execution of this declaration will result in a breach of confidence; and
 - d. the Case Study is not misleading or deceptive;
4. agree that the Organisation must tell the Department as soon as the Organisation knows or suspects that any of the warranties given in 3 above is not correct;
5. indemnify the Department and its subcontractors and personnel against all losses sustained or incurred by the Department arising out of or in connection with:
- a. any negligent, unlawful or wilfully wrong act or omission of the Organisation, or the Organisation's subcontractors or personnel;
 - b. any actual, likely or threatened breach of any provision of the Organisation's or the Organisation's subcontractor's obligations relating to confidential information or personal information; or
 - c. any allegation that the Case Study infringes the intellectual property rights or moral rights of a third party. For the purposes of this paragraph (c), an infringement of intellectual property rights includes unauthorised acts which would, but for the operation of section 163 of the *Patents Act 1990* (Cth), section 96 of the *Designs Act 2003* (Cth), section 183 of the

Copyright Act 1968 (Cth) and section 25 of the *Circuit Layouts Act 1989* (Cth), constitute an infringement; and

6. understand and agree that this case study may be used by the Department in relation to any future publications, and any enquiries made, in relation to the National Waste Policy.

Executed as a Deed Poll

EXECUTION PAGE

AUTHORISED INDIVIDUAL

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*SIGNED, SEALED AND
DELIVERED by [Insert name of
authorised individual]*

in the presence of

Signature

Signature of witness

Date

Name of witness (print)

Date

COMPANY

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*SIGNED SEALED AND DELIVERED
by [Insert name of company and ABN]
in accordance with section 127(1) of
the Corporations Act 2001 (Cth) by*

Name of Director (print)

*Name of Director / Company Secretary
(print)*

Signature of Director

*Signature of Director / Company
Secretary*

Date

Date

Checklist

	Criteria	✓
i.	Appendix A is complete and is included in your submission package	
	<ul style="list-style-type: none"> The Case Study template at Appendix A has been used All the headings within the Case Study template have been addressed There are no logos present in the Case Study The Case Study does not exceed 1000 words An internal approval process for the Case Study has been completed External contributors have approved the content of the Case Study and for their contact details to be displayed The Case Study is in word format, not PDF format 	
ii.	Photos/ diagrams are included in your submission package	
	<ul style="list-style-type: none"> Maximum of two photos/diagrams are included Jpeg, 250-300dpi. attributions and captions for photos/diagrams are included approvals have been received for the usage of the photos/ diagrams 	
iii.	Appendix B declaration signed and is included in your submission package	
	<ul style="list-style-type: none"> All sections of Declaration complete Declaration signed by Authorised person 	
iv.	The package has been sent to: Department of Sustainability, Environment, Water, Population and Communities c/o National Waste Policy Implementation Section GPO Box 787 CANBERRA ACT 2601	
v.	An electronic copy of the completed application has been sent to: wastepolicy@environment.gov.au	