

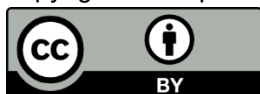


# Local Government Illegal Dumping Hotspot Grants

Guidelines for applicants

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## Overview—Illegal Dumping Hotspot Grants Program

Illegal dumping costs Queensland and local governments millions of dollars in clean-up costs every year and creates an unsightly hazard in our local environments. Illegal dumping remains an issue of concern among Queenslanders from state and local governments, businesses and the community.

The Local Government Illegal Dumping Hotspot Grant Program is open to all local governments within Queensland. The program will provide up to \$1 million in grants to target illegal dumping hotspot sites for projects which will implement prevention and intervention programs and undertake data collection activities to identify illegal dumping trends. Illegal dumping is defined under the *Waste Reduction and Recycling Act 2011* (WRR Act) as the unlawful deposit of any type of waste material that is 200 litres or more.

The grant program will complement the existing *Community Sustainability Action* grants program provided by the Department of Environment and Science (the department) which offers funding to community groups to clean up and restore local environments, the [Orphan Incident Fund](#) which supports local government in the clean-up of incidents where material or serious environmental harm has occurred and the polluter cannot be pursued, and the Asbestos Reimbursement Scheme which assists regulatory bodies to manage asbestos related public health risks.

The Litter and Illegal Dumping Programs unit in the department works with the community, local governments, land managers, natural resource management bodies, and Aboriginal and Torres Strait Islander communities to design and deliver support and intervention programs that address littering and illegal dumping across Queensland. The impetus for these programs was the introduction of the WRR Act. As such, funding will only be provided to local governments who have accepted the delegation under the WRR Act.

Grants for this program will be provided under two funding options (only one option can be applied for in each round of grants):

Funding option	Funding amount	Description
<b>Option 1: Illegal dumping prevention and intervention programs</b>	Up to \$60,000 (excluding GST)	This funding option will include hotspot prevention, intervention and behaviour change programs. It can include data collection in combination with other program activities such as site audits, surveillance and enforcement. Applications which show illegal dumping baseline data will be preferred.
<b>Option 2: Data collection to establish illegal dumping baseline data</b>	Up to \$20,000 (excluding GST)	This funding option includes data collection activities such as the establishment of baseline data and identifying hotspot trend activities such as the composition, quantity, extent and frequency of illegal dumping in the area.  Applications should address proposed actions once baseline data has been established, such as development of an illegal dumping prevention strategy based on analysis of the data.

Details regarding eligible activities are provided in these guidelines.

For key program dates, such as when the round opens and closes, please visit [www.qld.gov.au/litter](http://www.qld.gov.au/litter)

For more information please email [LIDPrograms@des.qld.gov.au](mailto:LIDPrograms@des.qld.gov.au) or call the Litter and Illegal Dumping Programs office on (07) 3330 5259.

## Guidelines for applicants

Applicants must read these guidelines in full before applying for funding, and are strongly encouraged to familiarise themselves with the online application form and other supporting documentation before beginning the application process.

### Program objective – Combating Illegal Dumping

The program aims to instil best practice across local governments for the management of illegal dumping across the state. The program will support projects that provide a benefit to the community and environment which:

- aim to reduce illegal dumping, and/or
- focus on the prevention and intervention of illegally dumped waste entering Queensland’s environment, and/or
- gather data of illegal dumping in hotspot areas to assist with future prevention or intervention activities and strategy development.

### Eligibility

#### Who is eligible to apply?

The Local Government Illegal Dumping Hotspot Grant Program is open to local governments in Queensland who have accepted the delegations under the WRR Act. The maximum amount of grant funding available under this program is \$1 million. Priority consideration for funding may be given to local governments within the waste levy zone (Appendix 1), and those in the non-levy zone that expect to receive levyable waste.

Local government authorities will not receive more than one grant under this program and there is no scope for applicants to receive more than the maximum funding amounts as listed below::

- Funding option 1: Up to \$60,000 (excluding GST)
- Funding option 2: Up to \$20,000 (excluding GST)

Applicants who received funding as a sponsor for the *Community Sustainability Action Grants* or funding from any other source for projects relating to litter and illegal dumping must disclose this in the application form. Funding will not be provided for illegal dumping clean-up activities in the same hotspot locations under multiple grant programs.

#### What projects and activities are eligible?

Funding will be provided for projects which undertake activities that focus on the prevention and intervention of illegally dumped waste entering Queensland’s environment. This may include technological and/or innovative solutions.

#### **Funding option 1: Illegal dumping prevention and intervention programs**

*Projects funded under this option can include various activities as listed below*

- **behaviour change and intervention programs** – refer to the [Queensland Government website](#) for examples of behaviour change intervention programs undertaken by the department. If you would like more detailed information on behaviour change programs or advice regarding designing a program, please contact the department on [LIDPrograms@des.qld.gov.au](mailto:LIDPrograms@des.qld.gov.au)
- **advertising and awareness campaigns for consistent and targeted anti-dumping messages** – refer to the Queensland Government website for messaging including [posters and fact sheets](#) that may be used by local governments in managing illegal dumping and for this grant program.
- **production and installation of signage** – refer to the Queensland Government website for [signage artwork](#) which may be used by local governments in managing illegal dumping and for this grant program.
- **surveillance equipment**
  - projects can include covert surveillance cameras or modifications and upgrades to current technology to capture illegal dumping activities
  - successful applicants must commit to producing a surveillance plan and reporting on usage and penalties to the department
- **on ground clean-up activities of hotspots to support intervention strategy and program evaluation**

<p><b>(no more than 25% of grant funding)</b></p> <ul style="list-style-type: none"> <li>○ e.g. remove illegally dumped waste prior to the installation of fencing or surveillance equipment or testing of environmental design.</li> <li>○ clean-up activities must be reported to the department. See Appendix 2 for an example of reporting information for clean-up and data collection activities</li> </ul> <ul style="list-style-type: none"> <li>● <b>infrastructure</b> (including lights, bollards, fencing, barrier tape) for the prevention of illegal dumping within the hotspot location (no more than 25% of grant funding)</li> <li>● <b>data collection activities as part of a wider program</b> - See Appendix 2 for an example of reporting information for clean-up and data collection activities</li> </ul>
<p><b>Funding option 2: Illegal dumping data collection</b>  <i>Projects funded under this option must include on ground data collection activities as a minimum</i></p>
<ul style="list-style-type: none"> <li>● <b>data collection activities</b>, including: <ul style="list-style-type: none"> <li>○ tracking illegal dumping at hotspot areas over a six month period</li> <li>○ improve service centre capture of illegal dumping service requests and annual reporting, or</li> <li>○ improve data capture and coordinate reporting for the Queensland Waste Data System</li> <li>○ See Appendix 2 for an example of reporting information for clean-up and data collection activities</li> </ul> </li> <li>● <b>prevention measures that assist data capture</b> e.g. installing signage for reporting illegal dumping</li> <li>● <b>on ground clean-up activities of identified hotspots</b> (no more than 25% of grant funding) <ul style="list-style-type: none"> <li>○ clean-up activities must be reported on to the department. See Appendix 2 for an example of reporting information for clean-up and data collection activities.</li> </ul> </li> <li>● <b>evaluation post data collection</b>, including proposed actions for future intervention or strategy targets based on analysis of the data</li> </ul>

## What expenses are eligible and ineligible?

The table below provides a list of eligible and ineligible expenses.

Eligible expenses (including but not limited to)	Ineligible expenses (including but not limited to)
<p>Examples of <b>eligible</b> expenses includes:</p> <ul style="list-style-type: none"> <li>✓ behaviour change program development and delivery</li> <li>✓ advertising expenses (e.g. radio, television, social media)</li> <li>✓ event and engagement expenses (e.g. community clean up event, intercept engagements)</li> <li>✓ purchase of publicity and advertising materials such as brochures and posters</li> <li>✓ purchase and installation of signage – such as <a href="#">departmental artwork and resources</a></li> <li>✓ purchase and installation of infrastructure for prevention of illegal dumping (e.g. fencing, bollards, barrier tape, lights)</li> <li>✓ purchase and installation of surveillance equipment (e.g. remote cameras, cloud based systems, artificial intelligence technology)</li> <li>✓ purchase of equipment or software and upgrades to collect data on illegally dumping</li> <li>✓ purchase of equipment and associated supplies to undertake activities related to the grant project</li> <li>✓ project administration directly related to the administration of the grant project – e.g. stationery, postage, office supplies, fuel and audit fees. Up to 10%. Excludes salaries for project administration</li> </ul>	<p>Examples of <b>ineligible</b> expenses include:</p> <ul style="list-style-type: none"> <li>✗ internal salary costs</li> <li>✗ administration costs (exceeding 10% of original grant funding)</li> <li>✗ recurrent operational expenses (e.g. electricity, office rent/leases, rates, electricity rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)</li> <li>✗ entertainment, event or celebration expenses</li> <li>✗ alcohol</li> <li>✗ gifts/sponsorship/membership fees</li> <li>✗ devolved grant funding</li> <li>✗ purchase of uniforms</li> <li>✗ purchase of land or buildings</li> <li>✗ fees related to attending conferences, workshops and events</li> <li>✗ training expenses</li> <li>✗ permits and licences</li> <li>✗ contingencies</li> </ul> <p>The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive. If there is any doubt about ineligible costs, please contact the department.</p>

✓ contractor fees where there is a clearly demonstrated need for the contractor's services.	
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## Additional information about eligible expenses

Applicants seeking funding for contractors must demonstrate in the application form why these are vital to the completion of the project.

Applicants must submit two **quotes for expenditure items over \$5,000** (excluding GST) with their application. The quotes will assist the assessment panel to determine the project's value for money. Applicants are also able to provide screenshots of online prices for purchase of some items, such as equipment or internally supplied quotes for expenses such as infrastructure installation.

If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application as to why two quotes have not been attached. Please contact the department for more information.

State-wide educational approaches enable consistent messaging to the community. The Department's Litter and Illegal Dumping Programs unit has developed resources that support consistent message delivery and artwork recognition. These materials can be accessed via the website ([www.qld.gov.au/litter](http://www.qld.gov.au/litter)) or by contacting the program's administration team on [LIDPrograms@des.qld.gov.au](mailto:LIDPrograms@des.qld.gov.au).

Developed publicity materials funded by this project, such as brochures and advertising material, are to include recognition of the Queensland Government as the funding source. Any co-branding of assets and/or publications must be approved by both parties prior to use. Consultation with the Litter and Illegal Dumping Programs team of the department should be sought prior to final production of these materials.

## How will projects be assessed?

Applicants must be a Queensland local government that has taken up the delegation under the *Waste Reduction and Recycling Act 2011*.

Local government authorities will not receive more than one grant per round under this program.

Applications will be assessed based on a competitive process focusing on the current illegal dumping impacts and needs of the local government. This includes:

- the extent of illegal dumping in the proposed project area
- excessive volumes of illegal dumping
- frequency of illegal dumping incidents
- relative priority of illegal dumping issues
- environmental harm from illegal dumping or significant environmental values requiring protection
- council's capacity to undertake compliance and enforcement for illegal dumping incidents.

Applications should include the below details to assist in the assessment process:

### Funding option 1: Prevention and intervention programs

- evidence of illegal dumping in the proposed project area
- proposed actions to target illegal dumping during the project including how they will be integrated
- details about project partners and other funding sources allocated to the application
- details about how the project relates to any illegal dumping strategies/similar projects the applicant has in place
- details of how applicants will evaluate the project to determine the effectiveness of project measures

### Funding option 2: Data collection

- the extent of illegal dumping in the proposed project area
- data collection methodology
- the project schedule
- proposed actions once baseline data has been established
- detail about how the project will assist in developing illegal dumping strategies into the future

<b>Assessment Criteria:</b>	
<b>Meets the objectives of the program</b>	<p>This includes the extent the proposed project:</p> <ul style="list-style-type: none"> <li>• aims to reduce illegal dumping, and/or</li> <li>• focuses on the prevention and intervention of illegal dumped waste entering Queensland's environment, and/or</li> <li>• gathers data of illegal dumping in hotspot areas to assist with future prevention/intervention activities or development of an illegal dumping strategy framework</li> </ul>
<b>Demonstrates a clear project management approach and governance arrangements</b>	<p>This includes the extent the application:</p> <ul style="list-style-type: none"> <li>• clearly details the project's objectives and likely potential outcomes</li> <li>• provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities</li> <li>• demonstrates organisational capability and capacity for delivering the project</li> <li>• provides a commitment to maintain the project deliverables beyond the life of the project</li> </ul>
<b>Represents value for money</b>	<p>This includes the extent of the applications:</p> <ul style="list-style-type: none"> <li>• scale of the project and activities versus the funding sought</li> <li>• contribution of additional cash or in-kind support</li> <li>• whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project</li> <li>• whether two quotes have been provided for contractor costs and any other expenditure items over \$5,000 (excluding GST).</li> </ul>

Where relevant, an applicant's past performance under another grant program managed by the department, including if there are any outstanding reports, will be taken into consideration.

The applicant must meet the local government's own purchasing standards, highlighting value for money.

The applicant must ensure that sufficient resources and expertise will be available to successfully implement the project, and ensure commitments of legacy actions.

## When will funds be available to successful applicants?

Funding is expected to be available to successful applicants in late-2019, pending signing by both parties of a Grant Deed, and provision of all required documentation to the department. The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until acquittal.

## Where can I find out more information?

There are a range of websites available which may provide useful reference material for applicants during the development of an application:

1. Illegal dumping - [www.qld.gov.au/litter](http://www.qld.gov.au/litter)
2. Draft Waste Management and Resource Recovery Strategy - [www.qld.gov.au/environment/pollution/management/waste/recovery/strategy](http://www.qld.gov.au/environment/pollution/management/waste/recovery/strategy)
3. Departmental litter and illegal dumping projects - [www.qld.gov.au/environment/pollution/management/waste/litter-illegal-dumping/projects](http://www.qld.gov.au/environment/pollution/management/waste/litter-illegal-dumping/projects)
4. Illegal dumping pilot project: Beerburrum forest area - [www.qld.gov.au/\\_\\_data/assets/pdf\\_file/0030/91947/love-qld-beerburrum-report.pdf](http://www.qld.gov.au/__data/assets/pdf_file/0030/91947/love-qld-beerburrum-report.pdf)
5. Resources including posters, fact sheets and research reports - [www.qld.gov.au/environment/pollution/management/waste/litter-illegal-dumping/resources](http://www.qld.gov.au/environment/pollution/management/waste/litter-illegal-dumping/resources)
6. Waste levy exempt waste - [www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/about/exempt](http://www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/about/exempt)



## Any other questions?

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact the Litter and Illegal Dumping Programs team, by telephone on (07) 3330 5259 or by email at [LIDPrograms@des.qld.gov.au](mailto:LIDPrograms@des.qld.gov.au).

Please note the department officer will be able to provide you with the best advice based on the information provided to them. All decisions relating to a grant application will be made based on the information contained in the application.



## Application and assessment stages

### STEP 1 – Prepare your application

Read and understand these grant guidelines.

Determine local government's need and impact of illegal dumping, and how the funding could assist in reducing occurrences of illegally dumped waste in your area.

Start your application early to ensure you have enough time to gather supporting information such as quotes and a budget table. Failure to provide relevant supporting documentation may affect the success of your application.

### STEP 2 – Submit your application

[www.qld.gov.au/litter](http://www.qld.gov.au/litter)

Submit your application via SmartyGrants **by 3pm, 11 September 2019**.

All applications must be submitted via SmartyGrants, the department's online grants administration program. A help guide for applicants is available at <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

### STEP 3 – Assessment of applications

Assessment will be undertaken by departmental staff and external representatives with relevant expertise.

Assessment will be based on the criteria identified in these guidelines.

### STEP 4 – Results of applications

All applicants will be advised of the outcome of their submission by mail. Following the announcement, successful applicants will be listed on the department's website.

The department will email successful applicants regarding funding and seek further documentation as required.

All decisions are final. Applicants not granted funding can request feedback on their application by emailing [LIDPrograms@des.qld.gov.au](mailto:LIDPrograms@des.qld.gov.au)

## Required documents

All applicants **must** submit the following with the application:

- Two quotes for expenses exceeding \$5,000 (ex GST). If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why quotes have not been provided. Failure to provide two quotes will be taken into consideration by the assessment panel when assessing the application and may therefore affect the success of the application.
- A detailed map and photographs of intervention site location/s and the project activities location/s. The map should identify the latitude and longitude (in decimal) of the site/s and include project boundaries and information which indicates where specific activities will occur.
- Proof of land jurisdiction, e.g. state land managed by council, council controlled land.
- Letter of support from land owner for non-council land.
- Successful applicants will be required to provide copies of current insurance documents covering the time period of the project's operation, including;
  - a. Public liability – minimum of \$10,000,000
  - b. Workers' compensation – as required by law
  - c. Professional indemnity – minimum of \$1,000,000

## Conditions of these grants

### Applying for the grant

- Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (\*). Failure to submit all required documents may result in the application being deemed ineligible.
- By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.
- Applicants must be covered by at least the following insurance:
  - a. public liability insurance of a minimum of \$10 million
  - b. professional indemnity insurance of a minimum of \$1 million
  - c. workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
- A successful local government authority will not receive more than one grant per round.

### Grant deeds and the provision of funding

- The grant deed will be developed using information provided in the application form and in negotiation with the approved recipient.
- The approved organisation must comply with all terms and conditions in the grant deed.
- The funded organisation will be provided with information detailing the financial and operational requirements of the grant.
- Funding will not be available prior to signing by both parties of a grant deed, along with the provision of all required documentation to the department.
- Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may be reasonably perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation. For example, 70% initial payment and 30% final payment upon receipt of acquittal documentation.
- The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
- Funds granted must be spent for the purposes stated in the application form and grant deed. Variations to the agreed project details will need to be applied for in writing to the department. It is at the absolute discretion of the delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
- In the event of the cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government Crest must be approved by the department.

### Reporting requirements

- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, receipts for expenditure). This documentation must be provided to the department on request.
- All grant recipients will be required to submit periodic progress/milestone reports as per the department's requirements and specified in the funding agreement.
- All grant recipients will be required to complete and submit a final report and acquittal within 30 calendar days after the completion date of the project.

- The final funding payment will be made on completion of the project and the department's acceptance of acquittal documentation.
- Projects that involve illegal dumping clean-up activities will be required to report on these throughout the life of the project - See Appendix 2 for an example of reporting information for clean-up and data collection activities
- Projects that involve on ground data collection will be required to report on collections and findings - See Appendix 2 for an example of reporting information for clean-up and data collection activities
- Projects that involve surveillance equipment will be required to provide a commitment statement for installation and use of surveillance equipment, commit to producing a surveillance plan, and report on usage and penalties applied to the department.
- Data collection/clean-up commitments/reporting requirements as mentioned in guidelines.
- All projects must be completed within 18 months from the signing of the grant deed.

## Appendix 1 - List of Local Governments in the waste levy zone

- Banana Shire Council
- Brisbane City Council
- Bundaberg Regional Council
- Burdekin Shire Council
- Cairns Regional Council
- Cassowary Coast Regional Council
- Central Highlands Regional Council
- Charters Towers Regional Council
- Douglas Shire Council
- Fraser Coast Regional Council
- Gladstone Regional Council
- Gold Coast City Council
- Goondiwindi Regional Council
- Gympie Regional Council
- Hinchinbrook Shire Council
- Ipswich City Council
- Isaac Regional Council
- Livingstone Shire Council
- Lockyer Valley Regional Council
- Logan City Council
- Mackay Regional Council
- Mareeba Shire Council
- Maranoa Regional Council
- Moreton Bay Regional Council
- Mount Isa City Council
- Noosa Shire Council
- North Burnett Regional Council
- Redland City Council
- Rockhampton Regional Council
- Scenic Rim Regional Council
- Somerset Regional Council
- South Burnett Regional Council
- Southern Downs Regional Council
- Sunshine Coast Regional Council
- Tablelands Regional Council
- Toowoomba Regional Council
- Townsville City Council
- Western Downs Regional Council
- Whitsunday Regional Council

## Appendix 2 - Clean-up and Data Collection reporting template (example)

Below is an example of information which may be required for your reporting activities relating to clean-up or hotspot data collection.

### Hotspot description

- Site type – for example, beach, bushland, charity bin, industrial, highway/road, recreational park, residential, waterway
- Type of dumped materials – for example, household, green waste, commercial, tyres, car body/parts, asbestos
- Total dump area covered (m<sup>2</sup>)
- Dump area description; including setting, vegetation height (m), access, usability, amenity etc.
- Dumped waste volume – length, depth, height
- Photos of illegal dumping at the hotspot

### Reporting information

- What is the reporting period?
- How much waste was illegally dumped during the period (volume)
- Volume of complaints/notifications of dumping
- How many times waste was illegally dumped?
- How often waste was illegally dumped? (weekly, monthly etc.)
- Type of dumped materials – for example, household, green waste, commercial, tyres, car body/parts, asbestos
- Total dump area covered (m<sup>2</sup>)
- Dump area description; including setting, vegetation height (m), access, usability, amenity etc.
- How much dumped waste have you cleaned up at the hotspot area?
- What preventative measures have been used to deter illegal dumping at the hotspot?
- How many PINs were issues during the reporting period?
- What future targets/interventions will be developed as a result of the data collection?