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## Information Package

### Community sharps management grants program

The Community Sharps Management Grants Program is an initiative of the NSW Department of Health and the Local Government and Shires Associations of NSW (LGSA). Funding is available to councils for the development or enhancement of community sharps management programs to minimise the hazards associated with the inappropriate disposal of needles and syringes in local communities.

### Objectives of the community sharps management grants program

- To support councils to develop a strategic approach to the management of community sharps.
- To encourage the development of partnerships between councils and other stakeholders, including Area Health Services, other government agencies, contractors, local businesses, and community organisations to improve the management of community sharps.
- To encourage a consistent statewide approach to community sharps management by making innovative and practical examples of local solutions available to other councils.
- To highlight efficiencies and cost effectiveness in the management of community sharps.

### Resources available under the grants program

The program provides funds for:

- purchase and installation of community sharps disposal infrastructure (disposal bins)
- disposal costs for each new community sharps bin purchased and installed, and each new pharmacy disposal service introduced (conditions apply)
- trialling and implementation of community sharps management initiatives by councils in conjunction with other stakeholders/partners
- assistance with the development and production of resources promoting safe disposal practice (such as brochures, posters and stickers)
- sponsorship of a community sharps management category in the Local Government *Excellence in the Environment Awards*
- training for council employees in the safe collection and disposal of community sharps (conditions apply).

The program offers up to \$60,000 for a group of adjoining councils, and up to \$10,000 for a single council, depending on the number of councils involved, the population of the council or group of councils, problems being experienced with inappropriate disposal, and the extent of existing services and/or infrastructure for community sharps management.

## Who is eligible

Councils, or groups of councils may submit a funding application. If a group of councils chooses to submit a proposal, one council should be nominated as the lead organisation. The lead organisation will be responsible for administering any funding resulting from the submission.

## Scope of proposals

Proposals for funding will preferably be based on a combination of:

- infrastructure development – enhancing safe disposal options for community sharps.
- community education – informing the community on safe disposal practice and the problems caused by inappropriate disposal, and promoting the location of community sharps disposal facilities.
- shared responsibility – working collaboratively with other key stakeholders such as the Area Health Service (Needle and Syringe Program, hospitals, diabetes education centres), Diabetes Australia-NSW, waste and recycling contractors, and local pharmacies to develop a sustainable community sharps management response.

**Note:** This program will not meet the cost of disposal bin maintenance, but will provide a **fixed amount** (up to \$600.00 for 120/240 litre bins, \$100.00 for smaller bins, and \$500.00 per pharmacy to a maximum of eight pharmacies per council) for disposal costs for each new community sharps disposal facility provided as part of the program. Funding is also available for disposal costs for an existing pharmacy program if that program will be substantially expanded (at least doubled) as a result of a funding allocation. No recurrent funding will be provided for community sharps disposal costs.

Training in the safe handling and disposal of community sharps is also funded by this program, provided that the training is appropriate for council employees who may be exposed to community sharps in the workplace, has been developed by a Registered Training Authority, and is delivered by a Certified Trainer. This program will provide up to \$2,000.00 for a single council and up to \$10,000.00 for a group of councils for the cost of training employees in the safe collection and disposal of community sharps. Training may also be provided separately by the Area Health Service.

## Supporting information

Supporting information should include:

- a risk assessment summary - use information from council records, council employees, council contractors, the Area Health Service, Community Drug Action Team, media reports, and the local community to identify occupational health and safety (OHS) and public safety hazards associated with the inappropriate disposal of community sharps in the local community
- a community sharps evaluation summary – identify the number of needles and syringes distributed locally through major programs such as the National Diabetes Services Scheme, the Needle and Syringe Program, and Pharmacy Fitpack® Scheme to help determine community sharps disposal needs (information is available from Diabetes Australia-NSW and the Area Health Service respectively)
- a service and infrastructure evaluation summary – review current community sharps disposal options and identify opportunities for enhancement

Assistance with the development of a risk assessment profile to optimise the installation of disposal infrastructure is available from the Area Health Service.

## **Assessment process**

Project proposals will be assessed on merit by a Steering Committee that includes representation from NSW Health and the LGSA. The Committee may request additional information to support a funding proposal. Councils will be notified of the outcome of their funding submission as soon as practicable after completion of the assessment process.

## **Selection criteria**

The following selection criteria will apply in assessing eligible submissions for community sharps management program funding:

- evidence that the community sharps management project meets local/regional needs and priorities (community sharps generators, OHS, public health and safety, and environment protection)
- a strategy for project implementation, including clear aims and objectives, specified outcomes, and measurable performance indicators
- a demonstrated understanding of the needs of both licit and illicit injector groups and how the project will engage them to achieve the desired behavioural change.
- the level of Council support for/ involvement in the project
- the level of active involvement of other stakeholders in the project
- a plan for evaluation of the project using appropriate evaluation techniques.

Note: Collaboration with the Area Health Service's Needle and Syringe Program and Public Health Unit to address the selection criteria and obtain supporting information prior to the preparation of a submission is strongly recommended.

## **Disbursement of funds**

Recipients will receive grant funds in full prior to commencement of the project. Councils that are applying as part of a group will be required to nominate one council to be the lead council. This council will be responsible for administering the funding and satisfying the project's reporting requirements.

Funds are not provided retrospectively. Funds should not be committed until confirmation of the success of the submission has been received in writing and the council has agreed to the funding conditions.

## **Timeframe for submissions**

Eligible submissions will be considered in the 2009/2010 financial year, subject to the continued availability of grants program funding. Grants will be provided for eligible submissions that satisfactorily address the selection criteria in the order in which they are received.

Projects will generally cover a period of 12 – 24 months to allow adequate time for assessment, evaluation and reporting.

## Reporting requirements

Councils with approved funding will be required to report to the Steering Committee against the objectives, performance indicators and evaluation criteria identified in their application. This will generally be 12 months from either the time of approval or the commencement of the project. It is recommended that program reporting be undertaken in collaboration with the AHS.

The report will include electronic and hard copies of all information products developed during the funded project. A template for this report will be provided to successful applicants.

## Resources and support

NSW Health and the LGSA have jointly developed a resource document titled *Community Sharps Management Guidelines for NSW Councils*, which provides background information and a range of supporting materials and case studies to assist councils to develop practical management programs. The Guidelines promote the concept of “shared responsibility” by all stakeholders involved in the life cycle of products that after use become community sharps, and this philosophy also underpins the grants program.

Councils interested in submitting a proposal for funding under the Community Sharps Management Grants Program are encouraged to review the information and resources contained in the Guidelines prior to preparing a submission. An associated medical industry website at [www.communitysharps.org.au](http://www.communitysharps.org.au) provides additional information and resources, including access to the Guidelines in PDF format, additional case studies, and generic brochures and posters promoting safe disposal practice.

## Intellectual property

A key objective of this project is to fund and promote community sharps management initiatives, and to make this information readily available to other councils. Funding recipients will be required to provide electronic and hard copies of all information products (developed by applicants in the course of, and as part of, undertaking the funded project) to the Steering Committee with the project report, and agree to allow this material to be made available at no cost for adoption or adaptation by other councils.

Funding recipients will also be required to ensure that they do not enter into any arrangement with a third party which gives that party the right to retain the originals of information products or to use them for their own benefit.

## Further information

For a printed copy of the community sharps Guidelines, or for further information on project proposals, the application form, or conditions of funding please contact Senior Community Sharps Project Officer David Baker by telephone on 4924 6256 (Monday to Wednesday), or by email to [david.baker@hnehealth.nsw.gov.au](mailto:david.baker@hnehealth.nsw.gov.au)