



Fighting Illegal Dumping Partnership Program

Round 1A

DELIVERING
FOR QUEENSLAND



Queensland
Government

Prepared by: the Grants Administration Unit,
Department of the Environment, Tourism
Science and Innovation.

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Cover image: Illegal Dumping © Queensland Government.
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Overview

Illegal dumping costs Queensland state and local governments millions of dollars in clean-up costs every year and impacts on our local natural and urban environments.

The Fighting Illegal Dumping Partnership Program (FIDPP) builds local government capacity to undertake illegal dumping compliance investigations through the employment of dedicated Illegal Dumping Compliance Officers, the purchase of plant and equipment and the installation of signage.

The previous Local Government Illegal Dumping Partnerships Program (LGIDPP) commenced in 2020 and provided \$17 million in funding to 48 councils to tackle illegal dumping. The department helped participating councils increase capability by providing training and access to resources, facilitating forums, and establishing an ongoing community of practice for illegal dumping compliance practitioners.

Our council partners have achieved outstanding success with over 42,000 cases investigated, more than 2,500 fines to the value of \$4.5 million issued by councils, and more than 80 million litres (333,000 wheelie bins) of illegally dumped waste removed from the environment.

The FIDPP comprises of two funding streams:

- Round 1A is for councils which have previously been funded under the LGIDPP.
- Round 1B is for councils which have not participated in the LGIDPP in previous years.

These Guidelines are for those councils which fall under the round 1A category.

Round 1A

Round 1A of the FIDPP is now open to Queensland councils who received funding under the previous Local Government Illegal Dumping Partnership Program.

Further details are provided in these guidelines, including information about eligibility and assessment criteria, project timeframes and reporting requirements, and advice about how to apply and what makes a good application.

For key program dates, including when applications close, please visit www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants

For more information contact grantsadministration@detsi.qld.gov.au or contact the grants program office on (07) 3330 6360.

Guidelines

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to become familiar with the SmartyGrants online application system, and to read other supporting documentation before starting the process. Application information is available at:

www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants

Program objective

This grants program aims to collaboratively address the challenges caused by illegal dumping across the state. The Program will enable a greater reach across Queensland to prevent, monitor and respond to illegal dumping activities by:

- funding additional on-ground officer time to investigate and respond to illegal dumping occurrences
- proactively developing council capabilities through targeted training and support programs
- introducing innovative solutions and new ways of working across government to prevent and mitigate illegal dumping
- boosting intelligence and data reporting capabilities on illegal dumping activities
- establishing a platform for neighbouring council collaboration
- working collaboratively to develop long-term sustainable strategies.

Application eligibility and funding

Councils which received funding under the Local Government Illegal Dumping Partnerships Program are being offered the opportunity to continue the collaborative partnership with the department under this program with continued funding for employment of the equivalent of one (1) full-time dedicated Illegal Dumping Compliance Officer at \$90,000 per annum for three years and apply for up to \$25,000 in additional funding to facilitate night-time patrols in hot spot areas.

Councils are required to have accepted delegations for enforcement of illegal dumping offences under the **Waste Reduction and Recycling Act 2011**. Those councils which have not accepted delegations at the time of applying, must do so prior to commencing the project if their application is successful.

All councils throughout Queensland, whether funded or not, are eligible to receive support services from the Waste Partnerships team. Contact wastepartnerships@detsi.qld.gov.au to discuss options.

Project timeframes

Project activities must be completed by 30 June 2029 with all reporting and financial acquittals due 30 days after the project completion date. Please refer to the Grants terms and conditions section of this document for more information about grant agreements and reporting requirements.

Eligible expenses

Under Round 1A of the FIDPP, funding is provided to employ or offset the costs of a full-time or part-time officer's time dedicated to conducting illegal dumping compliance activities.

Councils are free to choose how to resource the staffing requirement. For example, under LGIDPP a variety of delivery options were used including:

- Recruiting and employing new full-time or part-time staff
- Portioning wages across one or several existing local laws/field compliance staff. This suited councils with large geographic boundaries, where existing compliance activities are based on regions or where recruitment of suitably experienced officers may prove difficult.

In addition to the funding for employment of the dedicated Illegal Dumping Compliance Officer, Councils applying under Round 1A of the FIDPP have the option to apply for up to \$25,000 in additional funding to facilitate night-time patrols in hot spot areas. This additional funding is available to purchase or hire necessary personal safety equipment, night-time capable surveillance cameras and to cover additional employee costs associated with night-time patrols such as overtime and other allowances.

Councils will be required to submit an application form outlining the following:

- a budget for proposed wages expenditure (funded and in-kind)
- details of the proposed activities the funding will be used for in relation to illegal dumping compliance.
- details of the proposed equipment to be purchased or hired for undertaking night-time patrols.

Ineligible expenses

Ineligible expenses include but are not limited to:

- × Purchase or hire of equipment, surveillance equipment, vehicle or associated supplies to undertake activities related to the program e.g. Personal protective equipment (other than night-time patrol equipment)
- × Compliance and reporting-related signage and signage installation
- × Training expenses (other than Accommodation and Travel expenses for DETSI-approved training courses)
- × Coordinators and administration staff
- × Contractor fees
- × Behaviour change/educational program development and delivery
- × Advertising expenses (e.g. Radio, television, social media)
- × Clean up, waste transportation and disposal costs
- × Event and engagement expenses (e.g. Community clean up event, intercept engagements)
- × Purchase of publicity and advertising materials such as brochures, posters and billboard advertisement

- × Administration costs
- × 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)
- × Entertainment, event or celebration expenses
- × Alcohol and catering
- × Gifts/sponsorship/membership fees
- × Devolved grant funding
- × Purchase of land or buildings
- × Fees related to attending conferences, workshops and events
- × Permits and licences
- × Contingencies.

The above list identifies the most common examples of ineligible costs and is not intended to be prescriptive or comprehensive. If there is any doubt about ineligible projects/activities, please contact the department.

Application guidance

Applicants will be required to demonstrate the reasons a compliance officer is required and the activities the compliance officer will perform during the three years of funding. Provide supporting evidence to demonstrate this requirement.

It is strongly recommended that applicants commence their applications early to enable timely consultation with appropriate experts, expert bodies and other stakeholders.

Application requirements

All applications must include the following:

- evidence of illegal dumping in the area (photographic, community reports, social media, data)
- previous or current actions and resources that have been used to target illegal dumping, and how these will be integrated in the funded project
- details on a communications strategy to ensure that Council receives reports from the community and council staff in the lead-up to the funded reporting period
- details on data collection area including information on land tenure (under the WRR Act, Councils can conduct investigations on all land tenures)
- details of all intended expenses to which the grant would be applied
- details of how the applicant will evaluate the project to determine the effectiveness of project measures
- minimum of two quotes for expenditure items over \$5,000 (excluding GST). The quotes will assist the department in determining the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided for the purchase

- Detailed value for money, council-contributed funding, and any in-kind resources that will be supplied by council to deliver the project
- If applying for funding to purchase surveillance cameras, submission of a maintenance schedule is required.
- details on how council evaluated the effectiveness of the project under the previous LGIDPP.

Application process

Applicants are required to submit the application and all supporting documentation in full by the submission deadline. All applications must be submitted using [SmartyGrants](#), the department's online grants administration program.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account, you can login using your existing details. The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your form. If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.

Application assessment

Applications will be assessed by an assessment panel consisting of Queensland Government employees and external experts. The Panel will make funding recommendations to the Director-General, Department of the Environment, Tourism, Science and Innovation, who is the decision maker for all funding recommendations.

Assessment criteria

All applications will be assessed on the following criteria:

1. Meets the objectives of the program

This includes the extent to which the proposed project:

- aims to reduce illegal dumping
- focuses on the investigation and prevention of illegally dumped waste entering Queensland's environment
- gathers data on illegal dumping investigations and outcomes to assist with future compliance activities. See Appendix 2 for the reporting template for data collection activities
- prioritises assistance to councils within or in close proximity to the waste levy zone or the New South Wales border.

2. Demonstrates a clear project management approach and governance arrangements

This includes the extent to which the application:

- clearly details the project's objectives, why the project is important, and likely potential outcomes
- provides a clear explanation of the proposed staffing arrangements including the position the officer will be reporting to, the position/s in the council responsible for program and financial reporting for this program
- highlights proposed activities and provides detailed and reasonable timeframes
- provides a commitment to maintain the project deliverables beyond the life of the project.

3. Represents value for money

This includes the extent to which the application demonstrates:

- the average monthly incidents reported to council, and the appropriate human and material resources required to investigate and manage these incidents
- provision of two quotes for night-time patrol equipment items over \$5,000 (excluding GST)
- the extent the applicants will contribute additional cash or in-kind support
- the extent the application makes the case for the necessity of funding sought, and individual line items identified in the budget, to successfully complete the project.

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 council's own purchasing standards, highlighting value for money.

The applicant must ensure availability of sufficient resources and expertise to successfully implement the project.

Application outcome

All applicants will be advised of the outcome of their submission in writing.

The successful applicant and funding allocated will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the grants coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required.

Unsuccessful applicants can request feedback on their application by emailing grantsadministration@detsi.qld.gov.au.

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing grantsadministration@detsi.qld.gov.au.

Funding availability

Successful applicants will receive funding once both parties have signed the grant agreement and all required documentation has been received by 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 project acquittal.

Grants terms and conditions

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 your 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.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- A successful council will not receive more than one grant per round.

Grant agreements

- Successful applicants must enter into (sign) a grant agreement with the department which outlines the terms and conditions for the funding received.
- The grant agreement is prepared by the department using information provided in the application form and in consultation with the approved recipient.
- The grant agreement will specify the financial and operational requirements of the grant.
- All successful applicants must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties have signed the grant agreement, along with the provision of any additional required documentation to the department.

Successful applicant process

- The applicant must return the signed grant agreement within four weeks of receiving the draft grant agreement, or the offer may be withdrawn. Project activities cannot commence until both parties have signed the grant agreement and the additional required documents (below) are received by the department.
- Successful applicants will be required to provide the following documentation prior to release of any grant funding:
 - Evidence of public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the project duration.
 - Evidence of professional indemnity insurance coverage of at least \$1 million
 - Certificate of Currency for Work Cover insurance (as required by law) and evidence of adequate insurance coverage for workers and volunteers as required under the **Work Health and Safety Act 2011** (where applicable)
 - A copy of a recent bank statement to confirm the BSB and account details of the recipient. This is the account the grant funding will be paid in to.
- Successful applicants may need 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 reasonably be perceived as conflicting with, the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Changes to the agreed project will require the successful applicant to apply for a variation in writing to the department. This includes, but is not limited to changes in:
 - budget and expenditure
 - changes in project activities
 - milestone descriptions and delivery dates.
- 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 cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department.
- Funds granted must be spent for the purposes stated in the application form and grant agreement.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline and grant agreement.
- Funding may be provided in milestone payments with a final payment withheld until the project has been completed and the department has accepted acquittal documentation.
- All project activities must be completed prior to 30 June 2029.

Investigation activities

- All reports of illegal dumping on all land tenures must be investigated and reported by council to the department as per reporting requirements below
- If Council has accepted delegations under the WRR Act and is a successful applicant, Council must conduct investigations on all land tenures in the council's area where an illegal dumping offence has occurred. Noting, if the alleged offender cannot be found and/or does not clean up the waste, it is the responsibility of the occupier of the place to clean up the illegally dumped waste.

Public acknowledgement of the State Government assistance

All recipients must acknowledge the FIDPP funding contribution in public materials, which includes but is not limited to:

- media releases, social media, posters, advertising and signage associated with the approved project
- acknowledgement or statements in project publications and materials
- events that use or include reference to the approved project

A final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.

All councils participating must use the department's approved messaging for litter and illegal dumping for the design and development of media releases, social media, posters, advertising and signage associated with the approved project.

For further information regarding funding acknowledgement requirements view the department's website [Funding acknowledgment requirements | Environment, land and water | Queensland Government](#) or contact the grants coordinator by phone (07) 3330 6360 or email grantsadministration@detsi.qld.gov.au.

Reporting requirements

- All grant recipients must complete periodic progress reporting, as per the department's requirements. This is required at least six-monthly for the duration of the project. This report will be provided by the department to recipients through SmartyGrants and will include:
 - actual expenditure reported against the grant funding
 - project milestones achieved to date
 - any forecasted variances in activities, cost or time
 - report to be signed off by the authorised accountable officer.
- Councils will be required to report on illegal dumping investigations and incidents, as well as clean-up activities throughout the life of the project. See Appendix 2 for the reporting template for data collection activities. This data is the minimum data required to be provided monthly to the department
- All grant recipients must complete and submit a final report and acquittal within 30 calendar days after the completion date of the project. This reporting form will be provided by the department to recipients through SmartyGrants during the course of the project.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the department on request.
- The applicant must allow departmental officers to use information/images relating to the project for promotional or other purposes. Applicants will be consulted before images are used for promotional materials.
- A condition of the grant agreement will require successful applicants to identify potential media opportunities to promote the project, and flag those with the Department.

Announcement of successful applicants

The Minister will announce successful applicants. Following the announcement, successful applicants will be listed on the Queensland Government website.

All applicants will be advised of the outcome of their application in writing. Successful recipients are to treat their funding as confidential prior to the announcement by the Minister of the successful applicants. This means no media or public announcements of the project may be made until the Minister has announced the outcomes of this funding round.

Privacy

The Department of the Environment, Tourism, Science and Innovation is collecting personal information to assist the grant program assessment panel review funding applications and to prepare a grant agreement, should your application be successful.

All personal information provided in the application form, including all attachments, will be provided to the following parties for assessing the application:

- Authorised officers from DETSI and other Queensland Government agencies
- Approved external assessment panel members (e.g. industry experts).

Information contained in your application, including ongoing project reporting and acquittal documentation for successful projects, may also be provided to the Minister for the Environment and Tourism and the Minister for Science and Innovation and the minister's members of staff.

If your application is successful, the following information will be published on the Queensland government website and potentially on the social media channels:

- total amount of funding allocated
- project name, suburb location and description
- project recipient.

The department will not otherwise use or disclose your personal information unless you provide your consent, or if the use or disclosure is authorised or required by law.

The grant application and associated documentation is subject to the **Right to Information Act 2009**. If you wish to access your personal information that is in the control of the department, please contact the department's Right to Information Services unit by email rtiservices@detsi.qld.gov.au.

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email privacy@detsi.qld.gov.au.

Contact information

If you have any questions relating to grants or these guidelines, please contact the grants coordinator by phone (07) 3330 6360 or email grantsadministration@detsi.qld.gov.au.

The grants coordinator will be able to provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

Appendix 1 - List of councils 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
- Maranoa Regional Council
- Mareeba Shire 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

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