



Keeping Queensland Clean: Illegal Dumping Grant Program



Queensland
Government

Prepared by: Litter and Illegal Dumping Programs, Office of Resource Recovery, Department of Environment and Science

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Overview

Illegal dumping is a significant issue for government, landholders and land managers across the state. It is found on all land types, including but not limited to bushland, farmlands, vacant lots, and waterways, making it one of the most visible and prevalent signs of pollution in our environment.

Illegal dumping is the unlawful deposit of any type of waste material that is 200 litres or more in volume (about the volume of a wheelie bin). This waste has been dumped on land without the landowner's permission.

Illegally dumped waste can contaminate land and waterways with oils or other chemicals, and it can aid the spread of invasive plants, animals and weed species. Illegally dumped wastes can smother plants or physically prevent the germination of new seedlings. It can block watercourses, lead to flooding or erosion, degrade water quality and lead to loss of biodiversity.

Illegally dumped waste creates a burden for government, business and ultimately the community. Clean up and disposal costs can be substantial, with many of the discarded items being lost from the recycling or reuse resource stream.

The Keeping Queensland Clean: Illegal Dumping Grant Program will provide up to \$500,000 (excluding GST) in grants to eligible recipients for projects which seek to reduce the amount of illegally dumped material in our environment and ensure its appropriate disposal or recovery.

Grants of up to \$50,000 (excluding GST) will be provided for activities to remove:

- hazardous illegally dumped waste and/ or
- illegally dumped waste that is difficult to access or requires specialist equipment to remove due to the location or size of the material.

Applications close at 3pm on Friday, 18 February 2022.

For more information about the program please contact the Litter and Illegal Dumping Programs office by phone (07) 3330 5395 or email LIDprograms@des.qld.gov.au.

Guidelines

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to familiarise themselves with the [SmartyGrants online application system](#) and other supporting documentation before beginning the application. Application information is available at www.qld.gov.au/litter.

Program Objective – Towards zero waste in Queensland Communities

The vision outlined in Queensland's Waste Management and Resource Recovery Strategy is for Queensland to become a zero-waste society by reducing the amount of waste being created and increasing the amount of waste being reused and recycled to the greatest extent possible.

Keeping Queensland Clean: the Litter and Illegal Dumping Plan has been developed with the goal of reducing litter and illegally dumped waste in Queensland through coordinated, evidence-based actions and collaboration. Queensland communities can play an integral role in realising these goals by identifying community-based solutions to reducing waste and illegal dumping and supporting its clean up and removal.

The objective of the Keeping Queensland Clean: Illegal Dumping Grant Program is to reduce the incidence, scale, environmental impact, and cost of illegal dumping in Queensland by supporting the removal of:

- illegally dumped hazardous waste and/or
- illegally dumped waste that is difficult to access, and/or requires specialist equipment to remove due to the location, size or type of the material.

Application eligibility

The following entities are eligible to apply for a grant in their own right:

- Queensland Primary Producers
- Queensland Regional Natural Resource Management (NRM) bodies
- Nature refuge holders
- Special Wildlife Reserve managers

Project sponsors

Project sponsors may be required where an eligible entity, may not meet the minimum requirements for the application submission. For example, a Peak Body may wish to apply on behalf of several primary producers with insufficient insurance coverage.

Project sponsors must be one of the following organisations:

- an organisation eligible to apply for funding in their own right
- a Peak Body
- a local government authority.

Project sponsors take full responsibility for the legal and financial accountability of the project, including application submission and signing of the grant deed and/or any declarations; are responsible for all project-related obligations and reporting; and provide evidence of insurance for the lifetime of the grant period.

Project sponsors are not able to financially benefit from the grant funding by seeking, for example, project management fees.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals (other than Primary Producers and Nature Refuge holders)
- sole traders (other than Primary Producers and Nature Refuge holders)
- Family Trusts (other than Primary Producers and Nature Refuge holders)
- not-for-profit organisations (other than private protected area landholders and managers)
- statutory bodies and authorities
- Australian government agencies
- State government agencies
- political parties or lobbyists
- local government authorities (other than as a sponsor)
- schools (government and non-government schools).

Available Funding

Grants of up to \$50,000 (excluding GST) are available.

Project timeframes

All projects must be completed within 6 months from the date of execution of the grant deeds.

Eligible projects and activities

Projects funded under this project will be those that:

- remove hazardous waste that has been illegally dumped
- remove large scale illegal dumping that requires specific equipment to assist with its removal
- remove multiple sites of illegally dumped waste with a cumulative total of over 200L
- include installation of preventative measures including bollards or fencing to limit site access following clean up (if appropriate).

Ineligible projects and activities

Projects and activities not considered for funding include:

- projects undertaken outside of Queensland
- projects that seek to remove wastes legally stored, placed or managed on site
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate the funding to other recipients to undertake work)
- rehabilitation projects/programs
- litter removal programs
- research programs
- advertising campaigns
- educational programs
- removal and disposal of waste generated on site by the landholder.

Eligible expenses

Eligible expenses include, but are not limited to:

- specialist contractor costs in relation to the collection, storage, treatment, transport, and disposal of hazardous waste
- costs in relation to the collection, storage, transport, and disposal of illegal dumping, where due to the scale, nature, or location of the material the use of a contractor is required
- rental of equipment required for waste disposal e.g. skip bin, trailer, bobcat
- site assessments as part of confirming hazardous waste has been completely cleared from site, including any final assessment report by contractors
- waste disposal
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- up to 10% of project administration costs directly related to the grant project (e.g. stationery, postage, office supplies and audit fees). This excludes salaries for project administration.
- permits/ approval costs related to conducting the project e.g. Vegetation Clearance Permits, site access etc
- fencing / bollards purchase and installation to limit site access in future.

Additional information

Please note the following information when preparing your application:

Quotes

Applicants must submit two quotes for expenses related to contractors, hiring of specialised equipment, and infrastructure with their application. The quotes will assist the assessment panel determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why this requirement has not been met.

Hazardous Waste

For the purposes of this program, hazardous waste includes materials that may pose significant environmental or human health risks. This may include, but is not limited to wastes such as asbestos, chemicals, tyres, oils, or car bodies.

Ineligible expenses

Ineligible expenses include but are not limited to:

- contingencies
- insurances (e.g., public liability, volunteer, motor vehicle)
- financial acquittal and audit fees
- recurrent operational expenses (e.g., electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 10% of original grant funding
- payment of salaries and wages
- site rehabilitation expenses
- entertainment, event, or celebration expenses
- water sampling equipment
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of land or buildings
- production of promotional material
- purchase of a motor vehicle, trailer, heavy duty machinery or a boat
- hire of recipient-owned vehicles or boats
- fees related to attending conferences, workshops, and events
- litter clean ups and events.

Landholder permission

Applicants seeking to undertake a project on private or council land must obtain written approval to conduct the project from the relevant landholder prior to submitting their application.

Application process

Applicants are required to submit the application and all supporting documentation in full by the time and date the grant closes.

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 log in using your existing details.

A Help Guide for Applicants is available at <https://applicanthelp.smartygrants.com.au/help-guidefor-applicants/>

If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

Deadlines for submitting an application are strict. No extensions will be provided.

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs.

Registering for GST is free. Non-registered organisations should seek advice from the Australian Tax Office or visit www.ato.gov.au/Business/GST/.

Applicants not registered for GST are strongly encouraged to contact the grants coordinator to discuss their budget by email LIDPrograms@des.qld.gov.au.

Assessment Criteria

All applicants will be assessed under the following criteria:

Meets the objectives of the program

This includes the extent the activities focus on reducing the environmental impact and cost of illegal dumping in Queensland by supporting the removal of:

- hazardous waste that has been illegally dumped, and/ or
- large scale dumping that due to its nature or location requires specialist equipment for its removal.

The application demonstrates the environmental benefit of the project by addressing the:

- scale of the problem, (including broad indication of the main material types)
- impact of the waste on the surrounding environment
- impact of the waste on human use of the site, including human health
- suitability, application, and effectiveness of intervention infrastructure after clean-up.

* Note the following should be included to support assessment of proposal:

- maps showing location of affected property within the surrounding catchment
- approximate locations of dumped material on the property
- photographs of illegally dumped piles showing scale of issue and main type of material and impact
- photographs of proposed infrastructure installation and unlawful access.

Demonstrates clear project management and governance arrangements

This includes the extent to which the application:

- provides a clear explanation of proposed project activities and a detailed and reasonable timeframe to complete those activities
- identifies any required approvals and/or permits required in relation to conducting the project. For example, Site Access, Vegetation Clearance Permits, Regulated Waste Transport
- demonstrates capability and capacity for delivering the project.

Represents value for money

This includes:

- the scale of the project and activities versus the funding sought
- the contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- two quotes provided for expenses related to contractors, hiring of specialised equipment, and purchase of infrastructure.

The assessment criteria is not weighted and will be assessed on how well the information provided addresses the above criteria. Applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with expertise in a relevant field. Departmental staff involved in the assessment will operate under the Queensland Public Service Code of Conduct. Where relevant, an applicant's past performance under another grant program managed by the department will be taken into consideration (including if there are any outstanding reports or acquittals).

Application assessment

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment and Science (the department), who is the decision maker for all funding recommendations.

Application outcome

All applicants will be advised of the outcome of their submission by email. Details including the name of successful applicants, funding allocated, location of the project and a description of the project 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 deeds and other documentation/approvals that may be required (refer to the 'Required documents' section of this guideline).

All decisions are final. Unsuccessful applicants can request feedback on their application by emailing LIDPrograms@des.qld.gov.au.

Funding availability

Funding is expected to be available from April 2022. It will be provided once both parties have signed the grant deed 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.

Resources

The following websites may provide useful reference material to support applications:

- litter and illegal dumping information and resources can be accessed through the Queensland Government website, www.qld.gov.au/litter.
- [Queensland Globe](#) may be used to create a map of the proposed project

Required documents

- eligibility documentation for your organisation (or your project sponsor if relevant) as follows:
 - **Primary Producers** - Current membership to peak body organisation or confirmation of land title
 - **Regional Natural Resource Management (NRM) bodies** - Certificate of Registration of Company from ASIC.
 - **Nature Refuges and Special Wildlife Reserves** – Full name of refuge or reserve (as listed on the [Queensland Government legislation website](#)) and/or a current conservation agreement.
- a letter of support from the project sponsor (if applicable)
- a letter of support from a relevant local government authority (LGA) (for projects being conducted on LGA-owned property)
- letter of commitment for maintenance (if applicable)
- two quotes for expenses related to contractors, hiring of specialised equipment, and purchase of infrastructure
- Lot and Plan for the identification of land use classification under the [Queensland Land Use Mapping Program](#)
- a detailed map and photographs of the project site location and the project activity's location. The map should identify the latitude and longitude (in decimal) of the site and include project boundaries and information which indicates where specific activities will occur. Maps can be hand drawn or created using an online program such as [Queensland Globe](#).
- where applicable, evidence to occupy and maintain a site or appropriate permission from the landholder(s) to undertake the proposed activity on the site
- financial documentation for your organisation (or your project sponsor if relevant) as follows:
 - the latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number; or, for organisations without an audited financial statement
 - a balance sheet, income, and expenditure statement and the last two bank statements showing the BSB and account number.

Successful applicants (or their sponsor where relevant) will be required to provide the following 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 duration of the project
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance

coverage for workers and volunteers as required under the Work Health and Safety Act 2011 (where applicable).

Further information

If you have any questions about these guidelines or if you would like to discuss your application, contact the grants coordinator by phone (07) 3330 5395 or email LIDPrograms@des.qld.gov.au.

The grants coordinator can 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.

Privacy statement

The department is collecting personal information in the application for Keeping Queensland Clean: Illegal Dumping Grant Program to assess your application for funding and prepare a grant deed, should your application be successful.

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

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and Science and the Minister's office for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Queensland Government's website:

- your organisation's name
- total amount of funding allocated
- project name, location and description.

Your 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, contact the department's Right to Information Services unit by email rtiservices@des.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@des.qld.gov.au.

Grants terms and conditions

Applying for the grant

- Applicants must provide all required information at the time the application is submitted. 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.
- Applicants must be covered by at least the following insurance:
 - public liability insurance of a minimum of \$20 million
 - workers and volunteers under the Queensland Work Health and Safety Act 2011 (where applicable).
- Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- A sponsor may sponsor one or more projects.
- If applicable, applicants must ensure that it implements and maintains for the term an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations.

Grant deeds and the provision of funding

- A grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant deed will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant deed.
- Funding will not be available until both parties have signed the grant deed, along with the provision of any additional 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 in instances 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.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline 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.
- 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 should be applied for in writing to the department. It is at the absolute discretion of the department's 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 immediately.

Reporting requirements

- All grant recipients will be required to complete and submit a final report and financial acquittal within 30 calendar days after the activity completion date of the project.
- Recipients receiving grant funding will be required to provide data collected throughout the project, including the location, amount collected by weight (kilograms) and volume (litres) and collection dates and times.
- 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.
- Grants exceeding \$10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- All promotional activity relating to the project must acknowledge funding from the department. This includes Social Media posts and news articles.

Announcement of successful applicants

- The Minister for Environment and Science will announce the successful applicants.
- Following the announcement, successful applicants will be listed on the Queensland Government's website.
- All applicants are requested to maintain confidentiality regarding funding decisions, until the Ministerial announcement is made.
- All applicants will be advised of the outcome of their submission by email.