

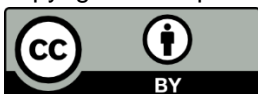


# Local Government Illegal Dumping Partnership Program

**GRANT: ROUND TWO (B)**

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# Overview – Local Government Illegal Dumping Partnerships Program

Illegal dumping is defined under the *Waste Reduction and Recycling Act 2011* (WRR Act) as the unlawful deposit of 200 litres or more of waste. Illegal dumping costs Queensland state and local governments millions of dollars in clean-up costs every year and creates a range of issues in our local natural and urban environments.

The Local Government Illegal Dumping Partnerships Program (the Program) was established by the Department of Environment and Science (department) in 2019 as a pilot program with four councils – City of Gold Coast, Bundaberg Regional Council, Fraser Coast Regional Council and Townsville City Council. The pilot was a success and led to the development of a grant program and the establishment of a dedicated team to administer the Program and provide support to councils.

Round 1 Program grants provided \$3.6 million in funding to 27 councils who employed 31 compliance officers to tackle illegal dumping. Throughout Round 1 of the Program, 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. Participating councils have achieved outstanding results under Round 1 of the Program including investigation of over 10,000 illegal dumping incidents, issuing over 880 fines, and coordinating the removal of over 15 million litres of waste from Queensland's environment.

Round 2 provides up to \$5 million to fund additional dedicated on-ground resources to investigate and respond to illegal dumping incidents. This round continues to increase council capabilities through targeted training and support programs, boost intelligence and data reporting on illegal dumping activities, and establish a platform for neighbouring council collaboration.

Round 2B is open to Queensland councils.

Details regarding eligible activities are provided in this document.

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

For more information please email [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au) or call 07 3330 6360.

# 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 and preventing illegal dumping

The 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.

## Eligibility

### Who is eligible to apply?

Round 2 of the Program is open to councils in Queensland that have accepted delegations for enforcement of illegal dumping offences under the WRR Act. Those councils who have not accepted delegations at the time of applying, must do so prior to commencing the project if their application is successful.

Round 2 is split into two parts – Round 2A and Round 2B.

Councils which received funding in Round 1 of the Program have been offered the opportunity to continue the collaborative partnership with the department under Round 2A. These councils are not eligible to apply for further funding under Round 2B.

Councils that did not receive funding under Round 1 of the Program are strongly encouraged to apply under Round 2B. Two categories of funding are available - refer to Table 1.

All councils throughout Queensland, whether funded or not, are eligible to receive support services from the Waste Partnerships team. Contact [wastepartnerships@des.qld.gov.au](mailto:wastepartnerships@des.qld.gov.au) to discuss options.

### Round 2B – How much can council apply for?

The maximum amount of grant funding available under Round 2B is \$200,000 per council.

Under Round 2B, priority consideration for funding will be given to councils:

- in or within close proximity to Queensland's waste levy zone (Appendix 1) or the New South Wales border.
- with demonstrated sustained illegal dumping incidents, which may affect sensitive receptors, despite compliance and behaviour change programs being implemented.

Funding may be approved for illegal dumping compliance officer wages or for other eligible items including surveillance cameras, signage and compliance-related equipment.

Councils which did not participate in Round 1 of the Program, but do have records of illegal dumping incidents reported, will be required to submit as part of their application, evidence of the data over a six–12 month period, commencing 2020 or later. Refer to Table 1 – Funding category 1.

Councils without baseline data will be eligible for funding to capture and record illegal dumping incident data over a six-month period. Refer to Table 1 – Funding category 2.

**Table 1. Round 2B funding categories**

Funding category		Maximum allocation	Requirements of funding	Eligible items summary <i>Refer Table 2 for details</i>
1	Councils with data on illegal dumping incidents reported over a 6-12 month period.	\$200,000	Employ an illegal dumping compliance officer/s whose activities will focus on the investigation and prevention of illegally dumped waste entering Queensland's environment.  If funding is sought for surveillance cameras, submission of a camera maintenance schedule and reporting on maintenance undertaken.	<ul style="list-style-type: none"> <li>wages for field-based compliance officer/s</li> <li>purchase or hire of equipment, surveillance equipment, vehicle or associated supplies to undertake activities related to the program e.g. personal protective equipment</li> <li>compliance and reporting-related signage and signage installation</li> </ul>
2	Councils without illegal dumping data/information.	\$10,000 for data collection  Camera kits are available for loan <sup>1</sup>	Data capture and reporting to the department of illegal dumping incidents reported to Council on all land tenures for a 6-12 month period is required.  This category requires a 3-6 month period of advertising to encourage the community to report illegal dumping incidents to Council.	<ul style="list-style-type: none"> <li>data collection costs (wages/contractor)</li> <li>purchase or hire of equipment, surveillance equipment, vehicle or associated supplies to undertake activities related to the program e.g. personal protective equipment</li> <li>compliance and reporting-related signage and signage installation</li> </ul>

<sup>1</sup> Departmental camera kits valued at \$5,000 each (containing four cameras and associated equipment) are available for loan to councils to assist in data collection. The department will also provide investigation tape to councils to assist in increasing awareness.

### **Illegal dumping compliance officer wages**

Under Category 1, 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 that were not funded under Round 1 of the Program and that have illegal dumping incident data or information, must provide six-12 months of illegal dumping incident data (commencing 2020 or after) to the department.

Councils are free to choose how to resource the staffing requirement. For example, Round 1 saw a variety of delivery options 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;
- Councils applying jointly and sharing an officer across boundaries.

Councils that do not have data on the number of illegal dumping incidents reported are not eligible to apply for compliance officer wages under Category 1, but may be eligible for Category 2 funding.



## **Joint applications**

There are a range of options for how the program is delivered. Each application should be tailored to suit the council and the specific issues faced in the region. Councils can apply jointly to fund a compliance officer/s if the officer/s is shared across boundaries. The total amount funded will combine the equivalent grants had the councils applied individually. Each application will be assessed based on the documentation and evidence provided.

Please contact Grants Administration Unit if considering submission of a joint application.

## **Surveillance cameras and compliance-related equipment**

Equipment eligible for funding includes surveillance cameras, signage and associated equipment (for example hides, locks, charging packs, ladders/working at heights equipment, vehicle) – refer to Table 2.

Experience shows that surveillance camera footage can significantly increase successful compliance outcomes. A hotspot or problematic illegal dumping site will normally require a number of surveillance cameras be set up in order to effectively capture sufficient evidence. As such it is recommended that councils have at least four surveillance cameras dedicated to illegal dumping compliance activities for the term of the funded project.

Similarly, targeted signage is also effective at deterring dumping and encouraging witnesses to report dumping to Council. Successful examples include mobile corflute signs and fixed steel signage. It is expected that council has a range of signs to assist in delivering compliance and reporting-related messaging. Training and advice on best practice equipment usage and fleet efficiency will also be provided. Information about best practice signage design can be provided by the department and sourced from the department's website.

Funding of surveillance cameras will require the submission of a camera maintenance schedule and reporting on maintenance undertaken.

## **Data collection–Councils with no records of illegal dumping incidents applying under Category 2**

The recording of illegal dumping incidents reported to and investigated by councils has been an essential component of understanding the extent of the region's illegal dumping problem and how investigation techniques lead to successful compliance outcomes.

Councils that have not previously recorded illegal dumping incident reports or that do not have any relevant illegal dumping data, may be eligible to receive up to \$10,000 under Category 2 funding to capture this information over a six-month period.

The department will supply an illegal dumping incident reporting template that contains mandatory items on which to report, such as the typ, volume and location of waste. This data will be required to be recorded and provided to the department each month over a six-month period.

During this time council will have access to resources supplied by the department, including camera surveillance equipment via a loan system, if required.

This funding category will require a communication strategy to be developed and implemented focusing on encouraging the reporting of illegal dumping, to ensure that Council receives reports from the community and council staff in the lead-up to the funded reporting period.

## **What activities are eligible?**

This grant funding is intended to assist councils to increase capacity to undertake illegal dumping investigations. Eligible items are listed in Table 2.

Funding will not be provided for illegal dumping clean-up activities.

## **What expenses are eligible?**

Eligible and ineligible expenses under Round 2B of the Program are set out in Table 2.

**Table 2. Round 2B eligible and ineligible expenses**

Eligible expenses (including but not limited to)	Ineligible expenses (including but not limited to)
<ul style="list-style-type: none"> <li>✓ wages for field-based compliance officer/s (Category 1 or 2)</li> <li>✓ purchase or hire of equipment, surveillance equipment, vehicle or associated supplies to undertake activities related to the program e.g. personal protective equipment (Category 1 or 2)</li> <li>✓ compliance and reporting-related signage and signage installation (Category 1 or 2)</li> <li>✓ accommodation (joint applications where compliance officer is shared across boundaries) (Category 1)</li> <li>✓ coordinators and administration staff (joint applications only) (Category 1)</li> <li>✓ data collection costs (Category 2)</li> </ul>	<ul style="list-style-type: none"> <li>✗ coordinators and administration staff</li> <li>✗ behaviour change/educational program development and delivery</li> <li>✗ advertising expenses (e.g. radio, television, social media)</li> <li>✗ clean up, waste transportation and disposal costs</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, posters and billboard advertisement</li> <li>✗ administration costs</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 and catering</li> <li>✗ gifts/sponsorship/membership fees</li> <li>✗ devolved grant funding</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> <li>✗ contractor fees (Category 1)</li> </ul>

### Additional information about eligible expenses

Applicants **must submit two quotes for items over \$5,000** (excluding GST). 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 if required.

Councils can also use, alter or adapt the department's illegal dumping artwork templates. Additionally, councils are able to use these resources with their details and corporate logos. Councils must ensure a 'call to action' and a method for reporting to council is present in the messaging on signage. See below "Conditions of grants" for approval requirements.

Additional resources including factsheets and posters are available at:

<https://www.qld.gov.au/environment/pollution/management/waste/litter-illegal-dumping/resources>.

### How will my application be assessed?

Applicants must be Queensland councils that have taken up illegal dumping enforcement delegations under the WRR Act.



Assessment criteria are set out in Table 3.

### **Round 1 participants**

Councils that participated in Round 1 of the Program are not eligible to apply for funding under Round 2B.

### **Councils that did not participate in Round 1 of the Program and have illegal dumping incident data/information (Category 1)**

Councils with illegal dumping data will be assessed using a competitive process, focusing on the identified needs and current illegal dumping impacts of the council. This includes:

- the extent of illegal dumping in the area (including excessive volumes of illegal dumping);
- frequency of illegal dumping incidents (data should be no more than 18 months old);
- relative priority of illegal dumping issues;
- environmental harm from illegal dumping or significant environmental values requiring protection;
- council's current and proposed capacity to undertake compliance and enforcement for illegal dumping incidents; and
- proximity to [Queensland's waste levy zone](#) or the New South Wales border.

Applications from councils which did not receive funding in Round 1 of the Program should include the following details to assist with the assessment process:

- the quantity of illegal dumping reports received by council over a continuous 12 month period, commencing no earlier than 2020
- evidence of illegal dumping in the area. Evidence may include:
  - reports made by the public or staff;
  - clean up requests;
  - number of trips to Council's waste facility to dispose of illegally dumped waste;
  - volume of waste cleaned up by Council.
- previous or current actions and resources that have been used to target illegal dumping, and how these will be integrated in the funded project;
- costings for staff wages intended to be used to deliver the project;
- details of intended work on particular land tenures. Under the WRR Act, Councils can conduct investigations on all land tenures. Training will be provided to councils to require identified offenders to clean up where possible, otherwise responsibility for clean up falls on the landowner/manager;
- details of all other intended expenses to which the grant would be applied;
- proposed actions to target illegal dumping during the project, including how they will be integrated in the funded project;
- details about any 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; and
- details of how compliance officers will be hosted and accommodated (if shared amongst a number of councils).

### **Councils without illegal dumping data (Category 2)**

Councils without comprehensive illegal dumping data spanning a continuous six to twelve month period since January 2020, will be assessed using a competitive process, focusing on the identified needs and current illegal dumping impacts of the council. This includes:

- environmental harm from illegal dumping or significant environmental values requiring protection; and
- proximity to Queensland's waste levy zone or the New South Wales border.

Applications from councils should include the following details to assist in the assessment process:

- 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; and
- details of how the applicant will evaluate the project to determine the effectiveness of project measures.

**Table 3. Assessment criteria**

Assessment criteria	
<b>Meets the objectives of the program</b>	<p>This includes the extent to which the proposed project:</p> <ul style="list-style-type: none"> <li>• aims to reduce illegal dumping;</li> <li>• focuses on the investigation and prevention of illegally dumped waste entering Queensland's environment;</li> <li>• 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; and</li> <li>• prioritises assistance to councils within or in close proximity to the waste levy zone or the New South Wales border.</li> </ul>
<b>Demonstrates a clear project management approach and governance arrangements</b>	<p>This includes the extent to which the application:</p> <ul style="list-style-type: none"> <li>• clearly details the project's objectives and likely outcomes;</li> <li>• provides a clear explanation of the proposed staffing arrangements;</li> <li>• highlights proposed activities and provides detailed and reasonable timeframes;</li> <li>• demonstrates organisational capability and capacity to deliver the project; and</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:</p> <ul style="list-style-type: none"> <li>• the average monthly incidents reported to council and appropriate resources to investigate;</li> <li>• extent the application provides two quotes for any expenditure items over \$5,000 (excluding GST);</li> <li>• consideration of previous funding under the Local Government Illegal Dumping Hotspots Grants;</li> <li>• the extent the applicants will contribute additional cash or in-kind support; and</li> <li>• 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.</li> </ul>

Where relevant, an applicant's past performance under another departmental grant may 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.

## When will funds be available to successful applicants?

Round 2B funding will be available in early-mid 2022, depending upon the application and assessment process.

The department reserves the right to determine specific project payment arrangements 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 final acquittal.

## More information

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact the Grants Administration Unit, by email at [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au) or phone 07 3330 6360.

Please note the department will 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.



# Application process

Applications must be submitted via SmartyGrants. To obtain a link to SmartyGrants, please email [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

## STEP 1–Prepare your application

Read and understand these grant guidelines.

Determine your need for investigating illegal dumping, and how the funding could assist in investigating occurrences of illegally dumped waste in your region or by collecting data.

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

## STEP 2–Submit your application

All applications must be submitted via SmartyGrants, the department's online grants administration program **by 4pm, 7 July 2022**.

A help guide for applicants is available at <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.

Deadlines for submitting an application are strict. No late applications will be accepted.

## STEP 3–Assessment of applications

Assessment will be undertaken by departmental staff 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 [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

# Required documents

Applications will require the following documents:

- Proof of acceptance of litter and illegal dumping enforcement related delegations under the WRR Act. This might consist of General Meeting Minutes or an excerpt of council's Delegations Register.
- A 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.

Successful applicants will be required to provide copies of current insurance documents covering the project's lifespan, including:

- a) public liability insurance of a minimum of \$20 million;
- b) professional indemnity insurance of a minimum of \$1 million; and
- c) workers compensation insurance for workers and volunteers under the *Queensland Work Health and Safety Act 2011*.

# Conditions of 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 an 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 \$20 million;
  - b. professional indemnity insurance of a minimum of \$1 million; and
  - c. workers compensation insurance for workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
- A successful council 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 recipients.
- The approved organisation/s must comply with all terms and conditions in the grant deed.
- The funded organisations will be provided with information detailing the financial and operational requirements of the grant.
- Funding will not be available prior to signing by all 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 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 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 these guidelines and the 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 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 cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- Promotional materials funded by or related to this project, such as signage, social media posts, advertising and media releases are to include the Queensland Government Crest and recognise the Queensland Government as the funding source. Any co-branded materials must be approved by both parties prior to use. The department requires seven (7) working days for approvals.
- It is expected that reports of illegal dumping on all land tenures will be received and reported by council. If Council has accepted delegations under the WRR Act, Council can conduct investigations on any land tenures in the applicant's council's area where an illegal dumping offence has occurred. It is the responsibility of the alleged offender or the land owner/manager to clean up illegally dumped waste.
- Funded equipment must only be used for illegal dumping compliance activities.

## **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.
- Final funding payment will be made on completion of the project and the department's acceptance of acquittal documentation.
- 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.
- Projects that involve funding for 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 to the department on usage and penalties applied. A camera maintenance schedule will also be required to improve operational longevity of the equipment.
- All projects must be completed within 12 months from activity commencement date.



## **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



Once data is entered via Sharepoint, it is converted into a dashboard similar to the examples below.

