



# Growing the Recovery of Organic Waste via Food Organic Garden Organic (GROW FOGO) Fund **Guidelines v4**

February 2025

Prepared by: Circular Economy Programs, Office of Circular Economy, Department of Environment, Science and Innovation

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# Contents

1. Glossary and acronyms .....	4
2. Overview.....	6
3. Objective.....	7
4. Eligibility.....	7
5. Funding.....	7
5.1 Funding contingencies .....	8
5.1.1 Applying for contingency funding at milestone 2.....	8
5.1.2 Applying for contingency funding at the application stage for incompatible bins – Stream 3..	9
5.2 Funding requirements.....	9
6. Application process.....	11
6.1 SEQ Councils.....	11
6.2 R7 Councils and Regional Councils.....	11
7. Funding agreement.....	12
8. Media.....	12
9. More information.....	12
10. Appendix 1: Eligible Councils.....	13
10.1 South-East Queensland (SEQ) Councils .....	13
10.2 Regional (R7) Councils.....	13
11. Appendix 2: Funding acknowledgement requirements.....	14
11.1 Acknowledgement requirements.....	14
11.2 Items and approvals .....	14
11.3 Queensland Government Coat of Arms usage guide.....	15
11.5 Funding acknowledgement statement .....	16
11.6 Social media handles and hashtags .....	16
11.7 Confidentiality obligations .....	16
12. Appendix 3: Milestones, payments and reporting.....	17
12.1 Milestone guidance .....	17
12.1.1 Milestone 1.....	17
12.1.2 Milestone 2.....	17
12.1.3 Milestone 3.....	18
12.2 Bin harmonisation only projects .....	18

# 1. Glossary and acronyms

Applicants – those councils that have applied for funding, or are preparing an application, under these guidelines

Bins – refers to the lids, bin bodies and parts

Collateral – any printed or digital public facing communications as listed in [Appendix 2](#)

CoMSEQ – Council of Mayors South East Queensland

Contaminant – any material found in a bin that is not correctly disposed of in that bin

Contamination rate – the proportion of a contaminant(s) not correctly disposed of in a bin

Definition of FOGO – the agreed list of materials that can be accepted by councils as part of a food organics garden organics collection service, as developed by the department's FOGO Working Group

Delivery – includes transport and delivery of the bins from the point of manufacture to the household. It does not include storage/rental costs at Council facilities, insurance, administrative costs, staffing, marketing, community engagement, vehicle rental and/or vehicle purchase, and other related costs

The department – the Department of the Environment, Tourism, Science and Innovation

Eligible councils – the SEQ Councils, R7 Councils and Regional Councils

FO – food organic

FOGO – food organic garden organic

Funding acknowledgement requirements – set out how funding recipients are to acknowledge funding provided by the Queensland Government ([Appendix 2](#))

Funding recipients – those councils that enter into a funding agreement with the department

Funding Streams – the streams of funding available to eligible councils as described under section 5 of these guidelines

GO – garden organic

Household – single dwelling household with a kerbside waste collection service

Infrastructure – refers to bins, lids and caddies

Kerbside collection – the collection of household waste from the kerbside by a council delivered collection service

Organics bins – refers to GO/FOGO bins that comply with the Australian Standards (AS4123.7-2006) for organic waste, i.e. dark green or black bodies with lime green lids

Organics Action Plan – the [Queensland Organics Action Plan 2022-2032](#)

Organics collection service – a kerbside collection service specifically referring to the GO/FOGO waste

Organics Strategy – the [Queensland Organics Strategy 2022-2032](#)

PMO – the CoMSEQ Portfolio Management Office

Presentation rate – the proportion of households that put their organics bin on the kerb on collection day, averaged over a year

Recovery rate – the eligible organics captured in the organics bin as a percentage of the total eligible organics captured in all bins

SEQ – South East Queensland

SEQ Councils – the twelve councils that are party to the South East Queensland Waste Management Plan as listed in [Appendix 1](#)

Supply – for Funding Streams 1 and 3 includes the purchase of bins and/or lids and transfer of ownership to Council. For Funding Stream 2, supply includes the purchase of caddies and transfer of

ownership to households

R7 Councils – the seven regional councils that are subject to year-on-year reductions in annual waste levy payments as listed in Appendix 1

Regional Councils – all Queensland councils other than the SEQ Councils and R7 Councils

## 2. Overview

Organic waste makes up around half of what Queenslanders throw away each week in their kerbside waste (red lid) bin. Diverting organic material from landfill presents numerous environmental and economic benefits, ranging from significant landfill methane emissions reduction to the generation of a value-added product.

The [Queensland Organics Strategy 2022–2032](#) (Organics Strategy) provides a policy framework for improved management of organic materials along supply and consumption flows, outlining priority actions for the next decade. The [Queensland Organics Action Plan 2022–2032](#) (Action Plan) establishes how the Organics Strategy's goals will be achieved. The Organics Action Plan provides a roadmap for reducing organic waste generation, minimising organic waste impact on the environment and communities, transitioning to a circular economy, and building economic opportunities.

The Queensland Government has committed to supporting councils, industry and community to implement the Organics Strategy and Organics Action Plan, recognising the unique challenges faced by Queensland communities.

The Growing the Recovery of Organic Waste via Food Organic Garden Organic (GROW FOGO) Fund will provide support to assist eligible Queensland councils to implement or expand kerbside food organic garden organic (FOGO) collection services that form part of a core waste service. The funding can be used to:

- support direct transition to a kerbside FOGO collection service
- deliver a garden organic (GO) collection service as a step in transitioning to FOGO
- stage introduction of a kerbside FOGO service across the council area, or
- enable another multi-step change that results in the introduction of a kerbside FOGO service.

Funding for bin harmonisation will support councils to provide consistency in waste collection services, resulting in cleaner waste streams and improved resource recovery.

The Department of the Environment, Tourism, Science and Innovation (department) recognises the benefits of the increased volumes of organic materials that could be collected through a core FOGO collection service, but also acknowledges the challenges that direct adoption of FOGO collection services may present to participating councils and the broader community. For this reason, the department has structured this program to allow councils to implement transitional arrangements, while providing critical community education and awareness to support this transition.

SEQ Councils and R7 Councils that are subject to year-on-year reductions in annual waste levy payments (listed in Appendix 1) are eligible to apply for funding across all Funding Streams. Annual payment reductions are being returned to these councils through projects and programs (including GROW FOGO) that implement actions from Regional Waste Management Plans.

Regional Councils are only eligible to apply for funding to achieve bin harmonisation (Stream 3 Funding).

Funding recipients must be able to comply with the requirements set out in these guidelines and any conditions of a funding agreement.

This guideline is subject to review to ensure it remains accurate and up to date and reflects the progress of Organics Action Plan implementation.

### 3. Objective

Funding will support SEQ Councils and R7 Councils to implement new or expanded, source-separated kerbside organic waste collection services to contribute to meeting local, state and national organic waste recovery and diversion targets.

Stream 3 Funding (bin harmonisation) is available to all Queensland councils to support statewide and national consistency in waste collection services.

### 4. Eligibility

SEQ Councils and R7 Councils intending to introduce or expand existing kerbside organics collection services, or engage in transitional activities, are eligible to apply for funding under Funding Streams 1-4 of these guidelines.

Regional Councils are eligible to apply for Stream 3 Funding only.

### 5. Funding

The following fixed funding is available:

Funding Stream	SEQ Councils	R7 Councils	Regional Councils
<b>Stream 1</b> Funding for supply and delivery of kerbside organics bins to those households in the council area that will receive a new, source-separated organic waste kerbside collection service	\$65 / household	\$75 / household	not available
<b>Stream 2</b> Funding for supply and delivery of household/kitchen food organics caddies in the council area that will receive a new FO collection service	\$15 / household	\$15 / household	not available
<b>Stream 3</b> Funding for the supply, delivery and replacement of dark green lids on general waste bins to achieve bin harmonisation, enable consistency with the Australian Standards – waste and recycling colour coding (AS4123.7-2006) and maximise the capture of each waste stream in the correct bin	\$20 / household	\$25 / household	\$25 / household
<b>Stream 4</b> Funding will contribute towards council-specific education and awareness activities related to the inclusion of organic materials in the core waste collection service	\$10 / household	\$10 / household	not available

SEQ Councils and R7 Councils can seek funding from all Funding Streams for the same household depending on proposed service changes up to:

- a maximum of \$110 per household for SEQ Councils, or
- a maximum of \$125 per household for R7 Councils.

Regional Councils can seek funding of \$25 per household for bin harmonisation.

Funding is currently available until 30 June 2027, however the funding is intended to facilitate council implementation of organics collection services through to 2032, depending on council implementation timelines.

Funding is not subject to GST.

## 5.1 Funding contingencies

Contingency funding is available under the following specific circumstances to ensure that councils are not disproportionately impacted by high freight costs imposed on regional councils, bin breakages or the inability to fit new lids to some bin styles.

Funding contingency	Funding stream	Contingency amount	Eligibility			How to apply
			SEQ	R7	Regional	
Freight cost: the freight cost of kerbside organics bins exceeds \$20 per unit and the combined cost of bin supply and freight exceeds \$75 per household	1	Up to 7.5% of stream 1 funding	✗	✓	✗	Apply at milestone 2 – see 5.1.1.1
Supply cost: the total cost (supply, delivery and replacement) of lids for harmonisation exceeds \$25 per household	3	Up to 7.5% of stream 3 funding	✗	✓	✓	Apply at milestone 2 – see 5.1.1.2
Breakage: bins that are broken or damaged in the process of lid exchange	3	Up to combined 7.5% of stream 3 funding	✓	✓	✓	Apply at milestone 2 – see 5.1.1.3
Incompatible bins: bins that require harmonisation are incompatible by design with lid exchange	3		✓	✓	✓	Apply at application or milestone 2 – see 5.1.2 or 5.1.1.3

### 5.1.1 Applying for contingency funding at milestone 2

#### 5.1.1.1 For freight costs exceeding \$20 per household – Stream 1 (R7 Councils only):

For consideration of contingency funding for freight costs exceeding \$20 per household and where the combined cost of bin supply and freight exceeds \$75 per household, the following information will be required:

- evidence of all Stream 1 expenditure incurred by the funding recipient including:
  - expenditure related to bin breakages and/or incompatible bins
  - supply and freight, costs per unit, clearly indicating each component of the expenditure, supported by copies of invoices from suppliers and/or contractors
- any other information reasonably required by the department to reach a decision.

#### 5.1.1.2 For supply costs exceeding \$25 per household – Stream 3 (R7 Councils and Regional Councils only):

For consideration of contingency funding for supply costs exceeding \$25 per household, the following information will be required:



- evidence of all Stream 3 expenditure incurred by the funding recipient including:
  - expenditure related to bin breakages and/or incompatible bins
  - supply, delivery and/or replacement costs per unit, supported by copies of invoices from suppliers and/or contractors
- any other information reasonably required by the department to reach a decision.

#### 5.1.1.3 For bin breakages and incompatible bins – Stream 3 (all eligible councils):

For consideration of contingency funding for bin breakages and incompatible bins, the following information will be required:

- evidence of all Stream 3 expenditure incurred by the funding recipient, including surplus funds already spent on bin breakages and/or incompatible bins
- number and total cost of replacement bins supplied and delivered due to breakage during lid exchange and/or incompatibility, supported by copies of invoices from suppliers and/or contractors
- any other information reasonably required by the department to reach a decision.

#### 5.1.2 Applying for contingency funding at the application stage for incompatible bins – Stream 3 (all eligible councils)

For consideration of contingency funding for incompatible bins at the application stage, the following information will be required:

- total number of bins that are incompatible with exchange and require replacement to achieve harmonisation, supported by evidence from suppliers and/or contractors
- total cost of supply and delivery of bins, supported by quotes from suppliers and/or contractors
- any other information reasonably required by the department to reach a decision.

Please note, acquittal of all expenditure of approved funds (including surplus and contingency funding) will be required at milestone 2.

## 5.2 Funding requirements

1. Funding recipients must acknowledge the financial support of the Queensland Government in delivering the new or expanded service, in accordance with the funding acknowledgement requirements (Appendix 2) and conditions of the funding agreement.
2. The funded activities must commence within two years of execution of a funding agreement.
3. Funding that is surplus to the direct costs of supply, delivery and/or installation of organics bins, caddies and lids may be used by funding recipients as follows:
  - a. For those funding recipients intending to apply for contingency funding (see Section 5.1 for details), any surplus funding from the Funding Stream to which the contingency applies must first be used towards the contingency, before 3(b) and 3(c) below take effect
  - b. Surplus funding from Streams 1, 2 and 3 Funding must be used to contribute to the establishment or operation of the organics collection service where this is in planning or being established, or may be used to contribute to bin harmonisation
  - c. Where the funding recipient does not intend to establish a kerbside organics collection, surplus Stream 3 Funding surplus be used to contribute to the operation or improvement of the existing council waste collection service.
4. Stream 4 Funding (education and awareness activities) must support the introduction/expansion of the organics collection service. Education and awareness activities must be developed in the context of changes to the council waste collection service, and messaging should guide householders to manage the change from a 2-bin to a 3-bin service, including what can be disposed

in each bin and how to go about it. Surplus Stream 4 Funding cannot be reallocated to other activities and will be returned to the department following financial acquittal.

5. Where Stream 4 Funding (education and awareness) is provided:
  - a. Communications toolkits will be available for use to support statewide consistency
  - b. Any education and awareness materials that are not part of a toolkit produced by the department must comply with funding acknowledgement requirements, and be provided to the department for approval prior to their use (see Appendix 2)
  - c. Where possible, the delivery of residential education materials must commence at least 6 months before service delivery (organic waste collection) commences
6. Applicants must commit that material collected through a new organics collection service will be processed at a lawful facility that is appropriately licenced to undertake processing activities and has sufficient capacity to accept the waste volumes collected<sup>1</sup>.
7. For FOGO collections, written confirmation that FOGO material will be processed at a facility that can lawfully receive and process high odour risk feedstocks will be required.
8. Applicants must demonstrate an intent for the funded service to be in operation for a minimum of eight years. This commitment may be demonstrated in strategic council documents that have been endorsed by the executive such as an operational plan, business plan or project plan.
9. Where Stream 3 Funding (bin harmonisation) is provided, any replaced bins and lids should be recovered for reprocessing (i.e. recycling or reuse) where possible.
10. Where possible, procurement of household infrastructure by the funding recipient should maximise local contribution through greater participation of capable local industry.
11. Where possible, bins, caddies and bin lids must be manufactured using a proportion of recycled content.
12. For applications that only involve Stream 3 Funding (bin harmonisation), the applicant must provide the following:
  - a. Overall context and rationale for the proposal, including how the proposed changes support improved waste management and resource recovery
  - b. Implementation Plan – project schedule, project scope including location/s, estimated number of households and cost per household
  - c. Procurement details
  - d. Evidence of an endorsed (executive level) Communications and Engagement Plan to support community understanding of the proposed changes.
13. For applications that involve introducing or expanding an organics collection service, the applicant must provide the following information, and evidence of council executive support that the following matters have been considered in relation to the proposed project<sup>2</sup>:
  - a. Overall context and rationale for the service changes.
  - b. Implementation Plan that includes:
    - i. Project schedule

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<sup>1</sup> To address environmental and community concerns associated with organics processing, the department is modernising existing ERA 53 organic material processing environmental authorities and has established a best practice guideline for processors, known as Model Operating Conditions, that meet the new standard. The department is updating the environmental conditions of composters to ensure the community and environment are protected, and end users can be assured the product is safe to use to improve soils. Composters are required to ensure their final compost meets the Australian Standard AS4454 for compost quality and demonstrate the emerging contaminant PFAS is not going to pollute the environment. The department is working with industry to implement the changes.

<sup>2</sup> Where relevant documents (e.g. Implementation Plan, Communication and Engagement Plan, Monitoring and Evaluation Plan) have not been finalised at the time of application, the department will consider the reasons presented by the applicant and may include the provision of final documents in milestone arrangements.

- ii. Interim solutions (i.e. GO to FOGO)
  - iii. Service locations
  - iv. Community and environmental context
  - v. Inclusions/exclusions (caddies and certified compostable liners, council definition of FOGO).
- c. A council endorsed business case addressing:
- i. Governance, risk and project management
  - ii. Commercial analysis including procurement and contractual considerations
  - iii. Material flows including expected capture rates and yields for all streams, considering changes over time
  - iv. Plan for processing of collected organics material
  - v. Reasonable consideration of buy back arrangements, subject to quality requirements and other limitations
  - vi. Financial analysis that clearly demonstrates costs of status quo and organic collection service options, including consideration of levy rates, grant funding, impacts to user charges (total annual cost per household), cost per tonne recovered, and revenues/shortfalls through full cost pricing analysis.
- d. Where possible, the applicant should provide an economic analysis that considers cost/benefit assessment – job impacts, contribution to relevant targets, contribution to organic product markets, carbon emissions assessment and landfill diversion benefits.
- e. Communication and Engagement Plan to deliver region-specific messaging and resources to support community adoption of a new organics kerbside service.
- f. Proposed actions to monitor and address contamination above acceptable levels.
- g. Monitoring And Evaluation Plan that considers:
- i. Key performance targets
  - ii. Data collection methodologies
  - iii. Key data sources
  - iv. Reporting schedule.

## 6. Application process

The department may undertake additional due diligence, assessment, or request additional information to satisfy the requirements of this guideline. Final funding decisions will be made at the discretion of the Minister for the Environment and Tourism and Minister for Science and Innovation, or delegate of the department and will apply the principles of fairness, equity and transparency.

### 6.1 SEQ Councils

Eligible SEQ Councils must work with the Council of Mayors South East Queensland (CoMSEQ) Waste Portfolio Management Office (PMO) to provide the required information as detailed in these guidelines and submit an application through the SmartyGrants portal at <https://des.smartygrants.com.au/GROWFOGOSEQ>.

The department will complete an assessment of the application before making a recommendation for decision by the delegate.

### 6.2 R7 Councils and Regional Councils

Eligible R7 Councils applying for Funding Streams 1-4, and Regional Councils applying for Stream 3 Funding will work with the department to submit the required information through the SmartyGrants portal at <https://des.smartygrants.com.au/GROWFOGOREgional>.

The department will complete an assessment of the application before making a recommendation for decision by the delegate.

## **7. Funding agreement**

Successful applicants will enter into a funding agreement with the department. The agreement will set out terms of the grant, conditions, payment schedules, and other relevant measures.

The State has no obligation to provide project funding to an applicant until a funding agreement is executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

The funding agreement will contain arrangements in place to allow the sharing of information (e.g. milestone reports) between the department, the PMO (for SEQ Councils) and the funding recipient from which the information originated.

## **8. Media**

All media enquiries or public announcements relating to the funding will be coordinated by the department's media team and, where practicable, all media will be undertaken jointly with funding recipients.

Funding recipients must seek and obtain the department's approval before contacting the media to discuss any information regarding successful or unsuccessful applications for funding support under or in connection with the fund.

## **9. More information**

For further information about this guideline or the department's assessment process please contact:

The Department of Environment, Science and Innovation

Office of Circular Economy

[CEPrograms@des.qld.gov.au](mailto:CEPrograms@des.qld.gov.au)

## **10. Appendix 1: Eligible Councils**

### **10.1 South-East Queensland (SEQ) Councils**

1. Brisbane City Council
2. City of Gold Coast
3. City of Ipswich
4. Lockyer Valley Regional Council
5. City of Logan
6. City of Moreton Bay
7. Noosa Shire Council
8. Redland City Council
9. Scenic Rim Regional Council
10. Somerset Regional Council
11. Sunshine Coast Council
12. Toowoomba Regional Council

### **10.2 Regional (R7) Councils**

1. Cairns Regional Council
2. Bundaberg Regional Council
3. Gladstone Regional Council
4. Townsville City Council
5. Rockhampton Regional Council
6. Fraser Coast Regional Council
7. Mackay Regional Council

# 11. Appendix 2: Funding acknowledgement requirements

## 11.1 Acknowledgement requirements

The Queensland Government must be acknowledged in any promotional activity or items where funding has been received under the department's GROW FOGO Fund (relevant to the funded stream).

## 11.2 Items and approvals

Council collateral must acknowledge the Queensland Government funding by either using:

- Pre-prepared promotional collateral provided by the Department, or
- Locked Queensland Government crest and funding statement.

Funding recipients are required to acknowledge the Queensland Government's funding support for FOGO items as outlined in Table 1 and below.

*Table 1: Acknowledgment requirements by funding stream*

Funding stream	Item	Coat of Arms	Funding statement	Approval
1	<b>1. New kerbside organic bins</b> where there is insufficient space to include the Coat of Arms and/or Funding statement, a recipient may apply a QR code or URL that links to the council website where the State Government funding contribution is acknowledged in accordance with these Guidelines	☑	☑	Submitted at least <i>10 business days prior</i> to release, printing, publishing or production.
	<b>2. Paid advertising</b> referencing the establishment or operation of the organics collection service	☑	☑	
	<b>3. Printed flyers, newsletters, signage and any other materials</b> referencing the establishment or operation of the organics collection service	☑	☑	
	<b>4. Digital: web copy, newsletters and any other materials</b> referencing the establishment or operation of the organics collection service	Optional	☑	No approval required - evidence of the use of the correct acknowledgement must be supplied as part of the funding milestone reporting requirements.
	<b>5. Social media</b> referencing the establishment or operation of the organics collection service	N/A	☑ + DESI handle/ hashtag	Notified only: three business days in advance of the publication
2	<b>6. New kitchen/household caddy</b> where there is insufficient space to include the Coat of Arms and/or Funding statement, a recipient may apply a QR code or URL that links to the council website where the State Government funding contribution is acknowledged in accordance with these Guidelines	☑	☑	Submitted at least <i>10 business days prior</i> to release, printing, publishing or production.
	<b>7. Paid advertising</b> where there is mention of the introduction of kitchen/household caddies	☑	☑	
	<b>8. Printed flyers, newsletters, signage and any other materials</b> where there is mention of the introduction of kitchen caddies	☑	☑	
	<b>9. Digital: web copy, newsletters and any other materials</b> where there is mention of the introduction of kitchen caddies	Optional	☑	
	<b>10. Social media</b> where there is mention of the introduction of kitchen caddies	N/A	☑ + DESI	Notified only: three business days in

Funding stream	Item	Coat of Arms	Funding statement	Approval
			handle/ hashtag	advance of the publication
3	<b>11. New kerbside bin lids</b> where there is insufficient space to include the Coat of Arms and/or Funding statement, a recipient may apply a QR code or URL that links to the council website where the State Government funding contribution is acknowledged in accordance with these Guidelines	☑	☑	Submitted at least <i>10 business days</i> prior to release, printing, publishing or production.
	<b>12. Paid advertising</b> where there is mention of the project where funding has been used to replace bin lids to enable consistency with waste and recycling colour coding	☑	☑	
	<b>13. Printed flyers, newsletters, signage any other materials</b> where there is mention of the project where funding has been used to replace bin lids to enable consistency with waste and recycling colour coding	☑	☑	
	<b>14. Digital: web copy, newsletters and any other materials</b> where there is mention of the project where funding has been used to replace bin lids to enable consistency with waste and recycling colour coding	optional	☑	No approval required - evidence of the use of the correct acknowledgement must be supplied as part of the funding milestone reporting requirements.
	<b>15. Social media</b> where there is mention of the project where funding has been used to replace bin lids to enable consistency with waste and recycling colour coding	N/A	☑ + DESI handle/ hashtag	Notified only: three business days in advance of the publication
4	<b>16. Paid advertising</b> where there is mention of targeted council-specific education and awareness activities related to the introduction or expansion of a new organic waste collection service.	☑	☑	Submitted at least <i>10 business days</i> prior to release, printing, publishing or production.
	<b>17. Printed newsletters, signage and any other materials</b> where there is mention of targeted council-specific education and awareness activities related to the introduction or expansion of a new organic waste collection service.	☑	☑	
	<b>18. Digital: web copy, newsletters and any other materials</b> where there is mention of targeted council-specific education and awareness activities related to the introduction or expansion of a new organic waste collection service.	optional	☑	No approval required - evidence of the use of the correct acknowledgement must be supplied as part of the funding milestone reporting requirements.
	<b>19. Social media</b> where there is mention of targeted council-specific education and awareness activities related to the introduction or expansion of a new organic waste collection service.	N/A	☑ + DESI handle/ hashtag	Notified only: three business days in advance of the publication

### 11.3 Queensland Government Coat of Arms usage guide

The Queensland Government Coat of Arms is the sole identifier for all our communication and marketing materials.

Queensland Government Coat of Arms guidelines and image files will be provided to funding recipients when funding agreements are finalised.

When acknowledging the funding, the below version of the Queensland Government Coat of Arms with the funding statement is to be used.

This initiative is supported by the  
**Queensland Government's  
Recycling and Jobs Fund**



## **11.4 Funding acknowledgement statement**

The following statement should be used to acknowledge the funding that you have received from the Queensland Government as detailed in table 1:

*This initiative received funding from the Queensland Government's Recycling and Jobs Fund.*

## **11.5 Social media handles and hashtags**

All relevant social media posts (including project updates, openings etc) require appropriate departmental handle or program hashtag listed below.

Handles:

@QueenslandEnvironment

@QldEnvironment (X/Twitter)

Hashtag: #QueenslandEnvironment

## **11.6 Confidentiality obligations**

Confidentiality obligations are specified in the funding agreement/instrument. There are restrictions on making press, release or other announcements relating to the project without the department's approval. Approval will not usually be given to announce or release the project by the recipient prior to any government announcement.

Recipients must seek and obtain the department's approval before contacting the media to discuss any information regarding successful or unsuccessful applications for funding support. Funding decisions and assessment outcomes are considered confidential until announced by the Queensland Government.

For more information or if you have questions regarding these acknowledgement requirements, please email the Office of Circular Economy.



## 12. Appendix 3: Milestones, payments and reporting

Final arrangements in relation to milestones, payments and reporting will be formalised through the funding agreement and will be tailored to council specific timelines and funding streams. For those councils applying for funding under multiple streams, milestones will be arranged accordingly. Achievement of milestones will be linked to payments.

### 12.1 Milestone guidance

#### 12.1.1 Milestone 1

60 percent of the approved funding will be paid on execution of a funding agreement between Council and the department, and upon Council's submission of the following to the department's satisfaction:

1. Baseline data (supported in CSV format) from each of the services currently in place (recycling (yellow lid); GO/FOGO/organics (green lid); and residual (red lid)) and details of the methodology used to obtain the data:
  - a. Generation rates per waste stream (average annual mass per household)
  - b. Composition rates (average annual percentage proportion by mass of each material present)
  - c. Contamination rate (recycling and organics services)
  - d. Average presentation rate across service options.
2. \*Implementation Plan, only where a final Implementation Plan was not submitted with the funding application.
3. \*The approach for acknowledging Queensland Government funding on infrastructure (bins, lids and caddies) demonstrating alignment with the program guidelines.
4. \*Communication and Engagement Plan tailored to the funding streams accessed, only where a final Communication and Engagement Plan was not submitted with the funding application. The plan must advise how Queensland Government funding will be acknowledged, in accordance with the program guidelines, and must include changes to the bin system and service and the method/s of engaging households in relation to these changes.
  - a. Collateral delivery methods and household reach (for example, letterbox drops, social media, radio), including a copy of collateral proposed to be used prior to and following the introduction of the organics collection service.
  - b. Approach for measuring the effectiveness of household communications, including data points, collection frequency and evaluation.
5. Monitoring and Evaluation Plan, only where a final Monitoring and Evaluation Plan was not submitted with the funding application.

#### 12.1.2 Milestone 2

30 percent of the approved funding will be paid when council provides evidence of the following items, to the department's satisfaction:

1. \*Evidence of infrastructure delivery including number of units procured, showing the correct use of Queensland Government funding acknowledgement (supplier/contractor invoices and images).
2. Council-specific communication and engagement:
  - a. Evidence of completed collateral delivery including methods and household reach (activity schedules, invoices and/or resource allocation)
  - b. A copy of the collateral delivered prior to the introduction of the organics collection service showing the correct use of Queensland Government funding acknowledgement.

### 12.1.3 Milestone 3

10 percent of the approved funding will be paid on receipt of the final report, to the department's satisfaction. The final report must be received within six months of completion of funded activities and must include:

1. \*Evidence of all costs incurred in relation to the approved funding, identified by funding stream, including details of infrastructure expenditure, surplus funding and expenditure, operational costs and other costs incurred.
2. \*Final implementation details confirming number of households with new infrastructure and/or service and any variations to the Implementation Plan.
3. Time series (minimum three months) of data relating to each of the services in place (recycling; GO/FOGO/organics; residual) demonstrating performance under new service arrangements:
  - a. Generation rates per waste stream (average annual mass per household)
  - b. Composition rates (average annual percentage proportion by mass of each material present)
  - c. Contamination rate (recycling and organics services)
  - d. Average presentation rate across service options.
4. Total mass (tonnes) of waste collected.
5. Waste audit compositional data if an audit has been conducted by council post-service introduction<sup>3</sup>.
6. \*Council-specific communication and engagement:
  - a. Evidence of completed collateral delivery methods and household reach (activity schedules, invoices and/or resource allocation)
  - b. A copy of the collateral delivered following the introduction of the organics collection service showing the correct use of Queensland Government funding acknowledgement.
7. \*Details of risks, issues and learnings from service expansion or implementation.
8. \*Progress against the Queensland Organics Action Plan 2022-2032 actions attributable to councils (D1 and D2).

## 12.2 Bin harmonisation only projects

- Milestone 1: 60 percent of the approved funding will be paid following execution of a funding agreement between council and the department, and upon council achieving the Milestone 1 milestones marked with an asterisk (\*) above.
- Milestone 2: 40 percent of the approved funding will be paid when council provides evidence of the supply, delivery and replacement of bin lids, and upon council achieving the Milestone 2 and 3 milestones marked with an asterisk (\*) above.

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<sup>3</sup> Bin audits are generally accepted as a useful methodology to capture information about waste composition and contamination rates. The department will continue to negotiate how bin audit data may be collected, shared and used to demonstrate the effectiveness of the funding and other Queensland Government funded programs.