



Queensland Food Waste for Healthy Soils Program Guidelines



Queensland
Government

Prepared by: Office of Resource Recovery, Department of Environment and Science

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The Department of Environment and Science acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea and community, and pay our respects to Elders past, present and emerging.

The department is committed to respecting, protecting and promoting human rights, and our obligations under the Human Rights Act 2019.

The information contained in these Program Guidelines is intended to act as a guide only.

The supporting information contained in this application form does not reflect the amount of detail required for, or propose a preferred methodology that may be used to, submit an application for funding.

These Program Guidelines does not reflect the individual circumstances of an applicant and is not intended to operate as a substitute for independent legal and technical advice in relation to a particular project.

For further information on the Queensland Food Waste for Healthy Soils Program, please contact the Department at wasteprograms@des.qld.gov.au.

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1 Introduction

In May 2021, the Australian Government announced the Food Waste for Healthy Soils Fund (the Fund) as part of the National Soils Strategy. The fund includes \$57 million nationally to build new or enhanced organic waste processing infrastructure to improve product quality and/or increase capacity.

The Fund will help achieve the National Waste Policy Action Plan (NWPAP) targets which seek to halve the amount of organic waste sent to landfill by 2030.

The Queensland Government has also released the Draft Queensland Organics Strategy 2022-2032 for consultation. This strategy commits to a reduction in the generation of avoidable organic waste and to the facilitation of economic and market development for increased recovery of organic material.

The Queensland and Australian Government are partnering to deliver the Queensland Food Waste for Healthy Soils Program (the Program). This Program is jointly and equally funded by state and federal governments and the application process reflects this, allowing for a Queensland assessment followed by an Australian Government assessment.

The aim of the Program is to:

- support the diversion of nutrient-rich household and commercial organic material from landfill
- increase the quantity and improve the quality of recycled organic material
- develop sustainable markets for high-value, nutrient rich compost and soil conditioners.

The Queensland Government is seeking proposals that create additional organics recycling capacity and/or facilitate higher-value products for composting and soil application.

2 Program objectives

The aim of the Program is to support projects that increase the diversion of organic waste from landfill and facilitate economic and market development of end-products.

The Program objectives are:

- increase diversion of organic waste from landfill
- increase the capacity of organic waste processing in Queensland
- improve the quantity and quality, safety and consistency of recycled organic material, especially for use in the agricultural industry to improve soil health
- facilitate development of sustainable markets for high-value, nutrient rich compost and soil conditioners
- create economic development opportunities, particularly in regional areas
- address Queensland's regional and remote organic waste challenges, where possible.

The Program aligns with the Queensland Waste and Resource Recovery Infrastructure Report and will support projects located in regions or areas that have been identified as having insufficient organics processing capacity.

The Program will be continuously monitored and reviewed to ensure that objectives are achieved.

3 Eligibility

Under the Program, your organisation and project must meet minimum eligibility criteria to be considered for funding. Eligible applications will undergo assessment against the criteria set out in Section 6 and the program objectives. This assessment will determine whether an application is put forward by the Queensland Government to the Australian Government, recommending funding support.

3.1 Organisation eligibility

To be eligible to apply for funding under the Program your organisation must:

- be a legal entity* with an active Australian Business Number (ABN) or Australian Registered Body Number (ARBN) and registered for GST
- propose capital investment in organic resource recovery facilities and infrastructure to be located in Queensland
- have obtained internal approval** to make the application, including approval to co-fund the project to at least one-third the total cost of the project before applying for a grant
- have the financial and technical capacity to deliver the project
- have a history of effective regulatory compliance
- not be insolvent and not have owners/directors who are an undischarged bankrupt
- be able to adequately address an environmental or safety breach or can demonstrate they are working effectively to resolve the breach
- not be subject to current industrial relations investigations or prosecution
- be able to demonstrate they have satisfactorily progressed or completed previous projects funded by Government within funding program timeframes and with sufficient reason.

Only one application will be accepted per organisation, including where you are the lead for a joint application.

Regional groups of councils and partnerships between industry and local government are encouraged to apply, but one organisation must be identified as the lead applicant and administrator of the project.

Individuals and sole traders are not eligible.

*The organisation may be a business, local government (including local government owned / controlled organisations) or a not-for-profit or non-government organisation. You may also be in the process of establishing a business for the purpose of launching a resource recovery project.

**For local government applicants, this will be an endorsement of the project from elected members or relevant financial delegate. For other organisations, this may require sign-off from executive management or the board.

3.2 Project eligibility

A project must meet all the following eligibility criteria:

- must be located in Queensland
- must process organic material originated in Queensland that was otherwise destined for landfill disposal
- must specifically target organic waste (not mixed or unseparated organic waste) and preferentially applied to agricultural land
- must relate to increasing capacity or improving product quality, safety and consistency of processing recovered organic waste that is either
 - a proposed new facility
 - an improvement or expansion to an existing facility
- must be economically viable over its operational life
- all technology or equipment used must have proven commercial capability nationally or internationally
- must have a confirmed investment decision made after 15 April 2021 and will be commissioned and operational by 30 June 2025
- must be able to demonstrate appropriate contamination management with end products meeting Australian Standards (AS4454) and capacity to adapt to any changes to the Australian Standards which may increase minimum product requirements
- must have all necessary planning and environmental approvals and other licenses/permits as required for the proposed project and activity or, if a new business, demonstrate the ability to obtain such approvals within a reasonable timeframe
- must have a history of compliance.

The following projects will not be considered:

- those that do not meet eligibility criteria of this Program
- mixed waste organic outputs (MWOO) facilities
- mechanical biological treatment (MBT) facilities
- infrastructure to facilitate the collection and redistribution of edible food waste to food rescue charities
- food waste disposal such as insinkers, macerators and food dehydrators
- costs associated with collection services, for example FOGO collection and transport infrastructure (gate fees, kitchen caddies, bin liners, vehicles etc.)
- energy from waste projects
- landfill projects – construction of new landfills or landfill cells, improvement of existing landfills (excluding source separation equipment), new landfill equipment, capping of landfills or rehabilitation of legacy landfills
- projects that have already commenced or are planned to commence regardless of financial support from government, for example:
 - your organisation is already contracted to provide the resource recovery infrastructure or service that is proposed
 - funding has been approved and committed to the project
 - construction has commenced or contracts have been executed
- projects not directly resulting in new infrastructure investment, for example education and behaviour change programs, market development, strategy development, and feasibility studies with no follow up investment component
- projects or project components already funded
- projects dealing with waste streams other than organic waste
- projects that do not clearly demonstrate a need for Government support.

3.3 Eligible project costs

The Program is directed at funding capital costs to reduce the amount of organic waste going to landfill, improve the quality, safety and consistency of organic material and facilitate the development of sustainable markets for end product. Eligible project costs include, but are not limited to:

- construction and material for new, upgraded or expanded organic recovery facilities
- technology
- purchase and installation of fixed or mobile equipment
- market development where the activity is part of an infrastructure project and supports development of sustainable markets for a completed facility.

You should demonstrate that local suppliers and contractors will be engaged. Where significant expenditure outside of Queensland is required and unavoidable (e.g. purchase of specialised equipment not available in

Queensland), this should be identified and explained in the application.

Eligible project costs must be auditable. Eligible costs can be calculated in the detailed data template included with the application form.

The following items will not be funded and should be excluded from the estimate of eligible project costs for co-funding:

- salaries of staff working directly on the project
- other ongoing operation and maintenance costs such as, but not limited to, electricity, water and other utilities, travel, marketing, promotion, advertising and education
- project development costs such as business case development, options analysis, feasibility studies, application development and due diligence
- in-kind contributions
- routine or cyclical maintenance works
- legal costs
- any expenditure incurred prior to the project commencement date included in a funding agreement
- development approvals and environmental licence application costs, including any impact assessment studies that may be required
- costs associated with compliance with regulation and licence conditions
- civil works outside or unrelated to the direct project site such as road and drainage upgrades
- pre-construction (site preparation) activities such as site clearing, earthworks or site accessibility works
- costs associated with equipment not dedicated to the project purpose
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance
- site acquisition costs such as purchase or lease costs and any site rehabilitation costs
- foregone profits or revenues due to the need to undertake modifications or upgrades to existing facilities for the project
- leased equipment
- legal and financing costs and costs related to making, monitoring and administering the grant application (including for consultants)
- existing plant and equipment which may be utilised in the new project
- contingency allowances (it is considered prudent for these to be included in the total project budget).

These costs and others associated with the delivery of the project may be included as the applicant's contribution.

4 Funding arrangements

The Queensland Government is committing up to \$11 million to the Program over four years.

The minimum funding request is \$50,000 (excluding GST).

Through this application process, the Queensland Government will put forward a recommended list of projects to the Australian Government to consider for co-funding. Funding will be delivered on at least a 1:1:1 basis between the Queensland Government, Australian Government, and the applicant. Funding outcomes are ultimately the decision of the Australian Government.

The Program will reimburse up to a maximum of two thirds of actual expenditure on total project costs. Projects with a higher applicant contribution will be more competitive.

Applicants must be able to fund any eligible project costs not funded by the Program and all ineligible project costs required to complete the project.

The applicant co-contribution may be obtained from internal funds as well as any funding sources including other participants in the project, other Queensland Government agencies and/or local government.

In-kind contributions are welcome but will not be counted toward the minimum applicant contributions to eligible costs.

Applicants are required to provide a project budget identifying all project costs in the template provided with the application form. All eligible and ineligible project costs should be included. The project budget must be sufficiently detailed for the Department of Environment and Science (the Department) to confirm:

- that each item included as an eligible project cost meets the Program criteria as eligible
- the eligible and ineligible costs incurred for each deliverable
- the total costs for the overall project.

You will be required to provide supporting evidence, such as supplier quotations and letters of endorsement from supporting organisations and receiving entities, to verify and confirm projected project costs.

If you are successful, you will be required to execute a funding agreement with the Department. The Department is under no obligation to provide any funds until the agreement has been counter executed. All project deliverables will link to expenditure for that deliverable and the corresponding instalment amount.

If successful, you must also comply with any Australian Government requirements for undertaking building and construction work. You must ensure that any contractor you engage is accredited under the Australian Government Building and Construction WHS Accreditation Scheme and ensure that compliance with the Code for the Tendering and Performance of Building Work 2016 is a condition of tender for performance of building work for the project.

You will be required to provide progress reports to the Department to demonstrate that the project is being delivered to schedule. A completion report will be required once the project is finalised. Templates for these reports will be provided.

The Department reserves the right to undertake an audit of the project to monitor progress and/or appoint an independent advisor to undertake an assessment of projects.

The State does not provide advice about the appropriate tax treatment of any funding arrangement and organisations are encouraged to seek independent professional advice.

No funding will be provided and there will be no legally binding arrangement until both parties have signed a grant agreement.

5 Application and assessment process

5.1 Key dates and process summary

The Australian Government will assess applications in two rounds. In order to be considered, applications should be submitted for the relevant round deadline. The key dates for the Program are as follows.

Round 1 - Applications due	5 December 2021
Round 2 – Applications due	25 February 2022
Successful applications announced	Round 1 - March 2022* Round 2 – June 2022* <i>*indicative date only pending Federal Government decisions</i>
Projects complete	30 June 2025

Access to the Program will involve a three-step process:

- Step one – application and Queensland assessment: you submit an application which is assessed according to eligibility, assessment criteria and program objectives. Applications submitted by 5 December 2021 will be assessed for Round 1, applications submitted after 5 December will be assessed for Round 2.
- Step two – Queensland moderation panel review: if your application is successful at step one, a detailed economic and technical assessment will be undertaken by a moderation panel. At this step, you may be requested to provide further details in relation to your application. The moderation panel will recommend projects for funding to the Australian Government.
- Step three – Australian Government assessment: The Queensland Government will present all recommended applications to the Australian Government for final assessment and decision on co-funding. The Australian Government will assess each recommended application competitively on a national basis. A conditional letter of offer will be issued with information about the terms on which funding will be granted.

There is no guarantee of funding at any stage in the process and you will be notified in writing of the outcome. The State reserves the right to award grant funding in a different amount or with alternative conditions to that requested.

Step one: application and Queensland assessment

Application forms are available on the Department's [SmartyGrants website](#).

Applicants are required to ensure the Department receives the application and all supporting documentation in full by the time and date the application portal closes. By submitting an application, the applicant agrees to abide by all of the terms and conditions specified in these guidelines and in the application itself. Submissions or approval of an application will not guarantee that funding will be provided.

Each application (including the provided detailed data template provided) will be checked against the organisation and project eligibility criteria set out in Sections 3.1 and 3.2 of these guidelines. If the application does not satisfy these criteria, it will not be assessed any further.

Applications that satisfy the organisation and project eligibility criteria will undergo an assessment against the criteria set out in Section 6.

At step one, applications are subject to a due diligence and probity review of the applicant including, but not limited to:

- applicant bona fides check (status, corporate structure, ownership, directors review)
- background and probity searches (ACCC, banned and disqualified registers, bankruptcy, adverse media, court documents)
- regulatory compliance and corporate conduct checks.

You must demonstrate you have the financial capacity to fund the project in the application.

The Department may engage contractors, consultants or specialist advisors to assist with the assessment of applications against the eligibility and assessment criteria. The Department may consider information from its own or other sources and may seek advice from other government agencies as part of the assessment process.

The most meritorious applications will progress to Queensland moderation.

5.2 Step two: Queensland moderation panel review

Applications will be moderated and reviewed by an expert panel to ensure consistency in assessment.

You may be contacted during this step to clarify information provided in your application. The Department will advise if additional information and supporting material is required and the timeframes in which it is required.

The moderation panel will consist of senior representatives from the Department, the Department of State Development, Infrastructure, Local Government and Planning and other Queensland Government departments as necessary. The moderation panel may recommend a lesser amount of funding for an application or defer a recommendation pending further information.

The most meritorious applications will be referred to the Australian Government for funding consideration.

If the moderation panel does not support the application, you will be notified in writing. Feedback will be provided to unsuccessful applicants on request.

5.3 Step three: Australian Government assessment

Once applicants have been recommended by the moderation panel, the Department will seek the approval of the relevant financial delegate, typically the Director-General of the Department.

The Department will then present all applications it deems meritorious to the Australian Government. The Australian Government will run an independent competitive assessment process comparing projects put forward by other jurisdictions.

Applicants will then be informed of the outcome of this assessment, and should they be successful, be provided information about the terms on which funding will be granted.

6 Queensland assessment criteria

Proposals will be assessed against the following criteria at the Queensland assessment stage (Step one). The information required to respond to each criteria will be included in the application form.

Criteria No.	Weighting	Assessment criteria
1	30%	<p>Meets the objectives of the Program:</p> <ul style="list-style-type: none"> • increase the diversion of organic waste from landfill • increase the capacity of organic waste processing in Queensland • improve the quality, safety and consistency of recycled organic material, especially for use in the agricultural industry to improve soil health • facilitate development of sustainable markets for high-value, nutrient rich compost and soil conditioners • create economic development opportunities, particularly in regional areas • address Queensland's regional and remote organic waste challenges (where possible).
2	30%	<p>Viability of the project including:</p> <ul style="list-style-type: none"> • viability of the technology or infrastructure of the project • identification and removal of contamination and capacity to adapt to any changes to the Australian Standards which may increase minimum product requirements • access to feedstocks demonstrated through Heads of Agreement, Letters of Support, Memorandums of Understanding or similar • access to offtake markets similarly demonstrated through Heads of Agreement, Letters of Support, Memorandums of Understanding or similar • financial viability of the project over the completed facilities operational life demonstrated through financial assessment, cost benefit analysis and monitoring and evaluation frameworks.
3	20%	<p>Recipient capability and capacity to successfully deliver:</p> <ul style="list-style-type: none"> • demonstrated experience and capability in delivering similar projects and access to capital infrastructure, equipment or technology to deliver the project • access to secure and confirmed financial sources to deliver the project • governance structures to support project implementation, including appropriate commercial/contractual agreements being in place • comprehensive project planning that addresses scope, implementation, timeframes and budget and risk management, including mitigation of health risks and possible project delays associated with the current COVID-19 pandemic. • ability to secure all necessary planning and environmental approvals and other licenses/permits as required within a reasonable timeframe • demonstrating regulatory compliance.
4	20%	<p>Value for money and project benefit, including:</p> <ul style="list-style-type: none"> • project benefit i.e. increased organic diversion from landfill, increased capacity/filling a gap in capacity, increased quality or value of the product and/or increased market demand • government investment per tonne of waste diverted • need for government assistance, including impacts if not funded • amount of private sector investment compared to government investment • economic benefit including job creation, growth in industry and/or market development • social benefit including community value, consideration of social impacts and benefit sharing • environmental benefit including reduction in greenhouse gas emissions and any increased soil nutrition • alignment with state and federal waste and resource recovery policy, specifically the Queensland Waste and Resource Recovery Infrastructure Report.

7 Advice and support

7.1 Key contacts

For enquiries about the Program, please contact the Department at:

Email: wasteprograms@des.qld.gov.au

Phone: 07 3330 5164 or 13 QGOV (13 74 68)

The Department is not able to assist in the preparation of applications.

The Department's decision in relation to an application is final and may not be appealed. If you have any concerns in relation to the application or assessment process, you can raise your concern at wasteprograms@des.qld.gov.au and this will be considered.

The Department welcomes feedback on the Queensland Food Waste for Healthy Soils Fund.

8 Communications

8.1 Media

All media enquiries or public announcements relating to the Program will be coordinated and managed by the Department's media team and the Australian Government. Where possible, media and communications about projects will be undertaken jointly.

Funding decisions and assessment outcomes are considered confidential until announced by the Queensland Government and/or Australian Government.

You will be required to:

- seek and obtain the Department's and the Australian Government's approval before making public statements, or contacting the media, regarding successful or unsuccessful Applications through the Program
- provide the Department and the Australian Government with at least 25 business days' notice of any proposed media event
- provide any proposed media or public statement to the Department and the Australian Government for approval prior to its release as well as making any changes or amendments to the form, content or manner reasonably requested by the Department
- comply with branding guideline requirements provided by the Department.

8.2 Confidentiality

The Department will maintain controls in relation to the management of confidential information provided by organisations and all internal documentation produced in relation to the administration of the Program.

Organisations must keep confidential any dealings with the Department about their application, including any funding offered, but may make disclosures to advisors who are under an obligation of confidentiality or if required by law.

The State reserves the right to publicly disclose the names of organisations, information about funding granted and details about the anticipated economic outcomes and benefits of projects to the State.

The State may also disclose confidential information of, or provided by, organisations:

- if required to be disclosed by law
- to its advisors, consultants and contractors
- to any government agency (including any agency of the Australian Government).

9 Terms and conditions

In these terms and conditions:

- **applicant** means an organisation applying for funding under the Program;
- **application** means an application (or relevant part of an application) made under the Program and includes the application form and any other supporting or additional information in whatever form provided by the applicant to the State in connection with its application at any stage of the assessment process;
- **guidelines** means a reference to these Queensland Food Waste for Healthy Soils Fund Guidelines, as amended from time to time; and
- **organic waste** means waste derived from material that was once living, excluding petroleum-based materials, including food (domestic and commercial) waste, garden waste, biosolids, food processing wastes and agricultural by-products.
- **State** means the State of Queensland.

9.1 Reservation of rights

The State reserves the right to administer the Program and conduct the process for the assessment and approval of applications in connection with the Program in such manner as it thinks fit and to:

- a) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in, the process or overall Program (including timeframes and submission and compliance of applications);
- b) consider or accept or refuse to consider or accept any application which:
 - i. is lodged other than in accordance with these guidelines;
 - ii. is lodged after the relevant closing date for lodgement;
 - iii. does not contain the information required by these guidelines; or
 - iv. is otherwise non-conforming in any respect;
- c) vary or amend the eligibility criteria or assessment criteria set out in these guidelines;
- d) take into account any information from its own and other sources (including other Government agencies or advisors);
- e) accept or reject any application, having regard to these guidelines, the eligibility criteria and the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the Program;
- f) give preference by allocating weighting to any one or more eligibility criteria or assessment criteria over the other;
- g) seek clarifications or additional information from, or provide clarifications or additional information to, negotiate or deal with, or seek presentations or interviews from, any applicant, without doing or requiring the same from all or any of the other applicants;
- h) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- i) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- j) terminate further participation of any applicant in the application process for the Program;
- k) terminate, suspend or reinstate the Program or any process in the Program;
- l) not proceed with the Program in the manner outlined in these guidelines, or at all;
- m) allow the withdrawal or addition of any applicant after the closing date; and
- n) conduct negotiations with any one or more applicants after applications have been lodged.

Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including the applicants).

If the State does exercise any of its rights under these guidelines the State may inform any or all applicants. The State will not, however, be under any obligation to do so. Applicants should check the Program's website regularly for updates.

9.2 Relationship

The State's obligations regarding the application process are limited to those expressly stated in these guidelines.

Subject to section 9.7, no contractual or legal relationship exists between the State and an applicant in connection with the Program, these guidelines or the application process until a grant agreement is entered into. An applicant, or its representatives:

- a) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
- b) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State; and
- c) must not represent to any person that the State is a party to the proposed project (other than as a potential funder, subject to the application process and confidentiality obligations detailed in these guidelines).

9.3 Participation at applicant's cost

Each applicant participates in the Program at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- a) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Program;
- b) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Program; or
- c) any of the matters or things relevant to its application or the Program in respect of which the applicant must satisfy itself, including under these guidelines.

Without limiting the foregoing, if the State cancels or varies the Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation (whether directly or indirectly) to the Program.

9.4 Applicant to make own enquiries

These guidelines have been prepared to give potential applicants background information in relation to the Program. These guidelines do not, and do not purport to contain all of the information that applicants may require in relation to whether or not to submit an application.

Applicants must form their own views as to what information is relevant to such decisions and obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines or otherwise made available to them during the application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information supplied by it in connection with the Program or interpretations placed on the information by applicants.

9.5 Intellectual property

Any intellectual property rights that may exist in an application will remain the property of the applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain any intellectual property rights should be clearly identified by the applicant.

The applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Program.

9.6 Privacy

In this section, **Personal Information** has the meaning given to that term in the *Information Privacy Act 2009* (Qld).

Personal Information provided by applicants may, in the course of and for the purposes of assessment of the application, be disclosed to the State's associates (including other government agencies), advisors, consultants and contractors, and project stakeholders. Personal Information may also be disclosed where required for purposes associated with undertaking assessment of the application, including due diligence enquiries.

If any applicant collects or has access to any Personal Information in connection with its application or the Program the applicant must comply, in relation to that Personal Information:

- a) (as if it were the State) with the Information Privacy Principles in the *Information Privacy Act 2009* (Qld); and
- b) with all reasonable directions of the State.

9.7 Acceptance

By submitting an application, each applicant:

- a) warrants to the State that the information contained in its application is accurate and complete as at the date on which it is submitted and is not by omission misleading, and may be relied on by the State in determining whether or not to provide funding to the applicant under the Program;
- b) undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
- c) acknowledges that the State will rely on the above warranty and undertaking when evaluating the application;
- d) acknowledges that the State may elect to remove an applicant or elect not to further consider an application at any stage as a result of a material change to the information presented in an application;
- e) is taken to have accepted the guidelines, including these terms and conditions.