

GROW FOGO

Growing the Recovery of Organic Waste
via Food Organic Garden Organic Fund
(South East Queensland) **guidelines V2**

January 2024

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Glossary and acronyms

CoMSEQ	Council of Mayors South East Queensland
Contaminant	Any material found in a bin that is not correctly disposed in that bin
Contamination rate	The proportion of a contaminant not correctly disposed 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
The department	The Department of Environment, Science and Innovation
FO	Food organic
FOGO	Food organic garden organic
Food participation rate	The proportion of households that use the organics bin for food materials
Funding acknowledgement requirements	Sets out how funding recipients are to acknowledge funding provided by the Queensland Government
GO	Garden organic
Household	single dwelling household with a kerbside waste collection service
IRC	Investment Review Committee
Kerbside collection	The collection of household waste from the kerbside by a council delivered collection service
Organics Action Plan	The <u>Queensland Organics Action Plan 2022-2032</u>
Organics Strategy	The <u>Queensland Organics Strategy 2022-2032</u>
PCG	Portfolio Control Group
PMO	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 proportion of organic waste disposed in the correct bin
SEQ	South East Queensland
SEQ Councils	The twelve councils that are party to the South East Queensland Waste Management Plan (see Appendix 1).

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 Strategy's goals will be achieved. The 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 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 (South East Queensland) (SEQ) will provide support to assist SEQ councils to implement or expand kerbside organics collection services that form part of a core waste service. The funding can be used to:

- support direct transition to a kerbside food organic garden organic (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 local government area; or
- enable another multi-step change that results in the introduction of a kerbside FOGO service.

The Department of Environment, 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.

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 Action Plan implementation.

Objective

Funding will support 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.

Eligibility

SEQ councils (listed in Appendix 1) intending to introduce or expand existing kerbside organics collection services, or engage in transitional activities, are eligible for funding support under these guidelines.

Queensland councils, other than SEQ councils, who wish to enquire about funding support to implement an organics collection service should contact wasteprograms@des.qld.gov.au.

Funding

The following fixed funding is available:

- **Stream 1*** - \$65 per household that will receive a new, source-separated, organic waste kerbside collection service. Stream 1 funding is for the supply and delivery of kerbside organics bins.
- **Stream 2*** - \$15 per household for a household/kitchen food organics caddy for FOGO service delivery.
- **Stream 3*** - \$20 per household for bin harmonisation (i.e. replacement of dark green lids with red lids on general waste bins) to 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.
- **Stream 4** - \$10 per household to contribute towards council-specific education and awareness activities related to the inclusion of organic materials in the council waste collection service.

*Funding that is surplus to the direct costs of supply, delivery and/or installation of new household equipment may be used by councils to contribute to the establishment or operation of the organics collection service.

Councils can seek funding from all four streams for the same household depending on proposed service changes – up to \$110 total funding per household.

Funding is not subject to GST.

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.

Stream 2 funding (household food organics caddies) will only be available where it is proposed to commence the collection of food organics in the service within two years of execution of a funding agreement.

Stream 3 funding (bin harmonisation) may be subject to contingency funding above \$20 per household if either of the following circumstances apply:

- bins are broken or damaged in the process of lid exchange
- bins that require harmonisation are incompatible with lid exchange

In reaching a decision about contingency funding for either of these, or any other exemption, the delegate will consider the fairness and equity of the provision of additional funds from the program budget.

1. Bins that are damaged or broken in the process of lid exchange

Council claims for stream 3 expenses above \$20 per household may be considered at the milestone 2

review.

In addition to information required for the milestone 2 payment, councils wishing to claim contingency funding must submit the following information for delegate review:

- number and cost of replacement lids
- total number of bins broken or damaged in the process of lid exchange and requiring replacement;
- number and cost of replacement bins
- evidence of total stream 1, 2 and 3 expenditure incurred by council including number of units and cost per unit under each stream (copies of invoices from suppliers and/or contractors)
- any other information reasonably required by the department to reach a decision.

Additional funding will be decided based on the total funding allocation for capital items (bins, caddies, bin lids) including supply and delivery. Additional funding will be capped at 7.5% of the funding allocated to council under stream 3.

2. Bins that require harmonisation but are incompatible with lid exchange

Council claims for stream 3 expenses above \$20 per household may be considered at the application stage or at the milestone 2 review.

For consideration at the application stage, councils wishing to claim contingency funding must submit the following information for delegate review:

- number of replacement bins required to achieve harmonisation;
- total number of units and total cost of supply and delivery proposed under streams 1, 2 and 3, supported by quotes from suppliers and/or contractors; and
- any other information reasonably required by the department to reach a decision.

For consideration at the milestone 2 payment stage, councils wishing to claim contingency funding must submit the following information for delegate review:

- evidence of total stream 1, 2 and 3 expenditure incurred by council including number of units and cost per unit under each stream (copies of invoices from suppliers and/or contractors); and
- any other information reasonably required by the department to reach a decision.

Additional funding will be decided based on the total funding allocation for capital items (bins, caddies, bin lids) including supply and delivery. Additional funding will be capped at 7.5% of the funding allocated to council under stream 3.

Stream 4 funding (education and awareness activities) must support the introduction/expansion of the organics bin 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.

Requirements

1. Council will 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. The funding agreement will include details about the requirements for acknowledgement of Queensland Government funding and reporting requirements linked to milestone payments.
2. The funded activities relating to the source-separated kerbside organic waste service must commence within two years of execution of a funding agreement.
3. Funding must be used for the purposes of establishing or enhancing the delivery of the kerbside organic waste service.
4. Funded local governments must demonstrate an intent for the funded service to be in operation for a minimum of eight years.
5. Funded local governments must commit that material collected through the 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 collected¹.
6. Where Stream 3 funding (bin harmonisation) is provided, where possible, the replaced bin lids should be recovered for reprocessing.
 7. Where Stream 4 funding (education and awareness) is provided:
 - a. education and awareness materials must include acknowledgement of Queensland Government funding in accordance with the funding acknowledgement requirements (appendix 2)
 - b. any education and awareness materials that are not part of a toolkit produced by the department must be provided to the department for approval prior to their use
 - c. where possible, the delivery of residential education materials must commence at least 6 months before service delivery (organic waste collection) commences
 8. communications toolkits will be available for use to support statewide consistency. Where possible, procurement of household infrastructure by councils should maximise local content through greater participation of capable local industry.
 9. Bins, caddies and replacement bin lids must be manufactured using a proportion of recycled content, wherever possible.
 10. Councils must provide evidence of council executive support that the following matters have been considered in relation to the proposed project²:
 - a. Overall context and rationale for the service changes.
 - b. Implementation plan:
 - i. project schedule
 - ii. interim solutions (i.e. GO to FOGO)
 - iii. service locations
 - iv. community and environmental context
 - v. inclusions/exclusions (caddies and certified compostable liners, definition of FOGO).
 - c. Evidence of a business case approved by the council of the proposed project. It is anticipated a business case would address:
 - 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
 - vi. Financial analysis that clearly demonstrates costs of status quo and organic service options, including consideration of levy rates, grant funding, impacts to user charges

¹ 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.

² Where relevant documents (e.g. Implementation Plan, Communication and Engagement Strategy, Monitoring and Evaluation Strategy) have not been finalised, it is expected that Council would have considered timing of completion and early stage activities (e.g. commencement of community education) a minimum of 6 months prior to intended service commencement. In this case, final documents will be included in milestone arrangements.

(total annual cost per household), cost per tonne recovered, and revenues/shortfalls through full cost pricing analysis

- vii. 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.
- d. Evidence of a communication and engagement strategy, endorsed by council, to deliver region-specific messaging and resources to support community adoption of a new organics kerbside service.
- e. Proposed actions to be implemented by council to monitor and address contamination above acceptable levels.
- f. Monitoring and evaluation strategy that considers:
 - i. Key performance targets
 - ii. Data collection methodologies
 - iii. Key data sources
 - iv. Reporting schedule.

Accessing funding

Eligible councils will work with the Council of Mayors South East Queensland (CoMSEQ) Portfolio Management Office (PMO) to provide the required information. Councils will submit initiatives to the PMO for formal endorsement by the PMO Investment Review Committee and Project Control Group (PCG).

Following PCG endorsement, the department will make a recommendation for delegate consideration of funding. Final funding decisions will be made at the discretion of the Minister for the Environment and the Great Barrier Reef, Minister for Science and Innovation, or delegate of the department.

The department may undertake additional due diligence, assessment, or request additional information where required to satisfy the requirements of this guideline.

Milestones, payments and reporting

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. Updated implementation plan.
3. Council-specific communication and engagement strategy. The strategy must include:
 - a. The approach/method of engaging households for a change in their bin-system service. This must consider any changes to current bin sizes and collection frequency, as well as the additional bin incorporated into the service
 - b. The approach for acknowledging Queensland Government funding in accordance with the

program guidelines and funding agreement.

- c. Council collateral must acknowledge the Queensland Government funding by either using:
 - i. pre-prepared promotional collateral provided by the department **OR**
 - ii. Locked Queensland Government crest and funding statement
 - d. Details for measuring the effectiveness of household communications, including data points, collection frequency and evaluation
 - e. Details and copy of the education awareness activities, developed in accordance with Requirement 7 of these program guidelines
 - f. A breakdown of funding allocation per activity and per household
 - g. A copy of the bin-system service key messages and collateral proposed for households during pre-transition, transition, and post-transition stages.
4. Updated monitoring and evaluation strategy.
 5. Progress against Action Plan actions attributable to Local Government.

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. Receipt of infrastructure including number of units procured under streams 1, 2 and 3
2. Planned and delivered engagement and communication activities per household, including proof of costings (activity schedules, invoices, resource allocation) and number of households reached.
3. Evidence of the use of the correct Queensland Government funding acknowledgement.

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 the commencement of the service and must include:

1. Evidence of infrastructure costs, operational costs and other costs incurred in relation to the approved funding.
2. Final service details confirming number of households with new service and any variations to the implementation plan.
3. Available 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. Total mass (tonnes) of waste collected
 - b. Contamination rates of organics and recycling bins
 - c. Presentation rates.
4. Any waste audit compositional data collected post- service introduction.
5. Activities delivered, per household, under the council communication and engagement plan, including proof of costings (activity schedules, invoices, resource allocation).
6. Details of risks, issues and learnings from service expansion or implementation.

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.

Final arrangements in relation to milestones, payments and reporting will be formalised through the funding agreement.

Funding agreement

Successful local governments will be required to 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 any arrangements in place to allow the sharing of information (e.g. application requirements; reporting) between the department, the PMO and the council from which the information originated.

Details of funding acknowledgement requirements are outlined in appendix 2.

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

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.

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.

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

wasteprograms@des.qld.gov.au

phone: 07 3330 6050

For further information about submitting an application through the PMO please contact:

Council of Mayors South East Queensland

Project Management Office

wastepmo@seqmayors.qld.gov.au

phone: 07 3040 3460

Appendix 1: Eligible local governments

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

Appendix 2: Funding acknowledgement requirements

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).

Where funding should be acknowledged

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

Table 1: Acknowledgment requirements by funding stream

Funding stream	Item	Coat of Arms	Funding statement
Stream 1	1. New kerbside organic bins	☑	☑
	2. Paid advertising referencing the establishment or operation of the organics collection service	☑	☑
	3. Website copy referencing the establishment or operation of the organics collection service	Optional	☑
	4. Printed flyers, newsletters, signage and any other materials referencing the establishment or operation of the organics collection service	☑	☑
	5. Digital flyers, newsletters and any other materials referencing the establishment or operation of the organics collection service	Optional	☑
	6. Social media referencing the establishment or operation of the organics collection service	N/A	☑ + DESI handle/ hashtag
Stream 2	7. New kitchen/household caddy	☑	☑
	8. Paid advertising where there is mention of the introduction of kitchen/household caddies	☑	☑
	9. Website copy where there is mention of the introduction of kitchen/household caddies	Optional	☑
	10. Printed flyers, newsletters, signage and any other materials where there is mention of the introduction of kitchen caddies	☑	☑
	11. Digital flyers, newsletters and any other materials where there is mention of the introduction of kitchen caddies	Optional	☑
	12. Social media where there is mention of the introduction of kitchen caddies	N/A	☑ + DESI handle/ hashtag
Stream 3	13. New kerbside bin lids	☑	☑
	14. Paid advertising 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	☑	☑
	15. Website copy 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	☑
	16. Printed flyers, newsletters, signage any other materials 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	☑	☑
	17. Digital flyers, newsletters any other materials where there is mention of the project where funding has been used to replace bin lids to enable	optional	☑

	consistency with waste and recycling colour coding		
	18. Social media 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
Stream 4	19. Paid advertising 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.	☑	☑
	20. Printed newsletters, signage and any other materials 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.	☑	☑
	21. Digital: web copy, newsletters and any other materials 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	☑
	22. Social media 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

Approval

Acknowledgment of the Queensland Government funding must be approved for paid advertising, printed materials and external signage (including vehicle signage). This must be submitted to the department for approval at least 10 business days prior to release, printing, publishing or production.

Approval of other items is not required however evidence of the use of the correct acknowledgement must be supplied as part of the funding milestone reporting requirements.

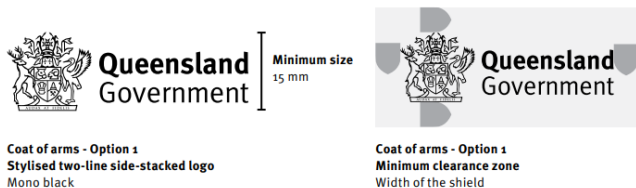
For more information or if you have questions regarding these acknowledgement requirements, please contact your relevant departmental contact.

Queensland Government Coat of Arms usage guide

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

Guidelines for its use include:

- Preferred placement is the lower right-hand side of any materials.
- The funding statement and Coat of Arms elements may not be separated.
- The Coat of Arms should be of sufficient and equal size to council logos to allow easy recognition and readability, considering the type of sign, positioning and visibility.
- The minimum clearance zone around the coat of arms is the width of the shield as per the example below.



For use when acknowledging the GROW FOGO Fund:

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



**Queensland
Government**

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.

Social media

Acknowledgement of the Queensland Government's support must be included in all relevant social media posts (including project updates, openings etc). This can include the appropriate departmental handle or program hashtag listed below. The department must be notified three business days in advance of the publication of social media to enable collaboration and sharing.

Handles:

@QueenslandEnvironment

@QldEnvironment (X/Twitter)

Hashtag: #QueenslandEnvironment

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.