

# South-East Queensland City Deal Organics Processing Program

## Program Guidelines

Prepared by: Office of Waste Reduction and Recycling  
Department of the Environment, Tourism  
Science and Innovation.

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

April 2026

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# 1. Overview

The Australian Government, Queensland Government and Council of Mayors South East Queensland (CoMSEQ) entered into a partnership under the South East Queensland (SEQ) City Deal in March 2022. The three tiers of government are working collaboratively and contributing resources to deliver 29 commitments to generate long-lasting benefits for the community of SEQ.

Under commitment 16 of the SEQ City Deal the Australian Government, Queensland Government and Local Governments will develop waste processing infrastructure in SEQ to increase resource recovery rates, facilitate organics recycling and progress the region towards a circular economy.

The SEQ City Deal Organics Processing Program (the Program) provides a competitive grant opportunity for eligible Queensland councils to invest in organic processing infrastructure and practices, develop new industries to drive economic growth, support meaningful employment across SEQ, and reduce the impact of waste on the environment. The Program will be delivered by the Department of the Environment, Tourism, Science and Innovation (the Department).

The Program is delivered on the basis of a 1:1:1 funding ratio between the Queensland Government, Australian Government and successful applicant council/s. The Program focusses on the development of new, or upgrades to existing, organics processing infrastructure to increase organics processing capacity across SEQ while supporting job creation in the sector.

Details regarding eligible applicants, eligible activities and the application process are provided in these guidelines and in Frequently Asked Questions on the Department's website.

The key dates for program release and submission of applications are located on the Department's website.

For more information, please email the Department at [WastePlanImplementation@detsi.qld.gov.au](mailto:WastePlanImplementation@detsi.qld.gov.au).

## 2. Program Objectives

The objectives of the Program are to:

- Support the development of new, or upgrades to existing, organics processing infrastructure to expand the capacity for managing organic waste in South East Queensland.
- Enhance the quality of processed organic products to meet industry standards and community expectations.
- Drive employment opportunities in the organics processing and recycling sector in South East Queensland.

## 3. Eligibility

### 3.1 Applicant eligibility

To be eligible for funding under the Program applicants must be a member council of CoMSEQ as of 21 March 2022 (Appendix 2).

Please note that an eligible applicant may:

- Apply as the lead applicant for a council specific project.
- Apply as the lead applicant for a group of CoMSEQ councils (listed in Appendix 2).
- Apply as the lead applicant for a council partnership or public-private partnership (PPP) project.
- Submit more than one application under the Program.

#### 3.1.1 Council partnerships and public-private partnerships

Partnership projects involving a council or councils and/or PPPs are supported and encouraged.

Where councils are working in partnership with another council/s or a private partner:

- One eligible council must be identified as the lead applicant, who will act as the contracting party and will be responsible for contract management and project delivery.
- All council partners and other project partners must be identified in the funding application.
- Formal written arrangements or signed letters of support and commitment from the project partners board, Chief Executive Officer or equivalent must be in place between all parties before an application is submitted.

### 3.1.2 Projects that have received funding through other government programs – co-benefit projects

Councils that have received funding from other sources must clearly demonstrate that this Program funding is being sought for **distinct** purposes within a broader program of works.

Applicants should articulate the specific stages of the organics processing supply chain that requires funding under this Program and how it differs from other elements of the project that have been funded through another program. For example, a council that has received funding under the *Growing the Recovery of Organic Waste via Food Organics and Garden Organics (GROW FOGO) Program* to roll out new organic bins may apply for funding under this Program for subsequent activities, such as bulking up or decontaminating organic material for processing. Applications must clearly detail how Program funding will be allocated and ensure there is no overlap with other funding sources.

## 3.2 Project Eligibility

To be eligible for funding under the Program, projects must:

- Not have commenced construction for the eligible activities for which funding is sought, or been completed prior to, the release of the Program Guidelines (this document).
- Manage and process organic material that originates in SEQ.
- Be located within one of the CoMSEQ member council areas listed in Appendix 2.
- Be completed by March 2028.
- Constitute a clearly defined project that will be measurable against the program objectives outlined in section 2.
- Have demonstrably secured financial contributions from the applicant and any partners to meet the 1:1:1 contribution to eligible costs, plus all other costs which are the responsibility of the applicant.
- Demonstrate a clear pathway for organics processing through the value chain, e.g. feedstock security and management, decontamination, processing and sustainable end markets for products such as compost, soil conditioners and mulches.
- Demonstrate measurable and evidence-based organic material management outcomes e.g. meets best practice environmental management and quality specifications (such as AS 4454-2012 Compost, soil conditioners and mulches).
- Demonstrate that all reasonable endeavours will be used to target a minimum expenditure of 3% of the total project value on First Nations businesses and suppliers<sup>1</sup>.

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<sup>1</sup>SEQ City Deal mandatory requirements

- Demonstrate that all reasonable endeavours will be used to target a minimum of 3% First Nations employment in relation to the project<sup>1</sup>.
- Comply with the SEQ City Deal Communication Protocol<sup>1</sup>.

Applicants who believe they may have an eligible project that commenced prior to the release of the Program Guidelines may contact the Department to seek clarification on meeting eligibility.

### 3.3 Eligible costs and activities

Eligible costs under the Program are **explicitly capital costs** associated with establishing new, or upgrading existing, organics processing facilities.

Eligible costs **must relate to one or more of the following organics supply chain stages:**

1. Storage, sorting and bulk up
2. Decontamination
3. Processing

Some examples of eligible costs are provided in the table below. This is not an exhaustive list, and applicants should contact the Department to discuss potential eligibility of any other capital costs associated with these supply chain stages.

| Supply Chain Stage                                 | Examples of eligible costs (capital only)  |
|--|--|
| <b>Storage</b><br><b>Sorting</b><br><b>Bulk up</b> | <ul style="list-style-type: none"> <li>• Composting pads</li> <li>• Storage sheds</li> <li>• Transfer station upgrades</li> <li>• Bulking stations</li> <li>• Shredders</li> <li>• Windrow covers</li> <li>• Vehicles (non-passenger) related to sorting/processing such as tippers, loaders and windrow turners</li> <li>• Negative pressure processing shed</li> <li>• Signage and barriers</li> </ul> |
| <b>Decontamination</b>                             | <ul style="list-style-type: none"> <li>• Picking lines</li> <li>• AI and Software Contamination Detection</li> <li>• Air separation systems</li> <li>• Optical sorting</li> <li>• Metal detectors</li> <li>• De-packaging equipment</li> <li>• Trommel screens</li> <li>• Washing systems</li> </ul>   |
| <b>Processing</b>                                  | <ul style="list-style-type: none"> <li>• Anaerobic digestion</li> <li>• Tunnel composting</li> <li>• Windrow composting</li> <li>• Static aerated composting</li> </ul>  |

<sup>1</sup>SEQ City Deal mandatory requirements

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Community composting hubs</li> <li>• Operating software</li> <li>• Aeration equipment</li> <li>• Monitoring equipment</li> <li>• Food waste to animal feed</li> </ul> |
|--|--|

Activities under the Program can target organic material that has been generated from either household (municipal solid waste) or from commercial premises (commercial and industry waste).

### 3.4 Ineligible costs and activities

Under the Program, the following costs and activities are ineligible for funding:

- Activities and costs associated with the collection of organic material, either from households or commercial premises, for further processing, including bins, trucks, salaries, gate fees, kitchen caddies and bin liners.
- Activities and costs associated with transporting material from collection to processing, or from processing to end markets.
- Operational costs associated with project delivery.
- Activities and costs generally considered as business-as-usual for councils, such as delivery of an existing waste collection service and maintenance of existing organics processing equipment and infrastructure.
- Education and behaviour change activities, including production of associated materials.
- Market development activities, including research and development, certification and partnerships.
- Alternative organics processing methods, such as mixed waste organic outputs (MWOO) facilities and mechanical biological treatment (MBT) facilities.
- Activities and costs at existing facilities solely directed at ensuring compliance requirements are met under Environmental Authorities under the *Environmental Protection Act 1994*.
- Activities and costs that have received financial support from other Australian Government or Queensland Government programs, including GROW FOGO, Queensland Food Waste for Healthy Soils Program, the Regional Waste Management Plan Coordination Program or the Resource Recovery Boost Fund. *Refer to section 3.1.2 for co-benefit project information. Please contact the Department during development of your application if a proposed project may intersect with an existing program.*
- Devolved grant funding, where funds provided to the applicant are in turn provided as grant funding to third parties.

- Other standard capital and operational exclusions including wages, core business costs, passenger vehicles, land acquisition costs, ongoing and recurrent operation costs and overheads, civil construction costs including access roads, leased equipment, contractor and project management costs, catering and events.

**Successful applicants will be responsible for all of the following costs which are additional to the required 1:1:1 contribution to eligible project costs:**

- All Ineligible Project Costs which may be required for the successful completion of the project.
- Any project cost increases that occur over the life of the project.

## 4. Project timeframes

All projects must be completed by March 2028.

Priority consideration will be given to applications that can demonstrate they are ready to commence within six months of execution of a funding agreement.

## 5. Program funding

The Program is delivered following a 1:1:1 funding ratio between the Queensland Government, Australian Government and the successful applicant.

The Program offers a total of \$36 million (excl GST) in grant funding under two distinct streams:

- **Stream 1 Small projects** – \$12 million (excl GST) to support smaller-scale initiatives that provide greater capacity of organic waste processing to benefit the local community.
- **Stream 2 Major projects** – \$24 million (excl GST) to support more substantial undertakings that offer large scale organics processing solutions and economic benefits to SEQ.

|                                       | Stream 1 Small Scale         | Stream 2 Major Projects                            |
|---------------------------------------|------------------------------|--|
| <b>Total Funding available</b>        | \$12 Million (excl GST)      | \$24 Million (excl GST)                            |
| <b>Funding available per project*</b> | Up to \$2 million (excl GST) | Over \$2 million (excl GST)                        |
| <b>Total eligible project cost**</b>  | Up to \$3 million (excl GST) | Over \$3 million and up to \$24 million (excl GST) |

\* The funding available per project indicates both Queensland Government and Australian Government funding contributions.

\*\* Total eligible project cost includes the Queensland Government, Australian Government and the applicant council(s) funding contribution based on the 1:1:1 ratio.

The Program will reimburse up to a maximum of two thirds of expenditure on total eligible project costs at the time of application. Applicants must be able to fund any eligible projects costs not funded by the Program and all ineligible project costs required to complete the project. This includes project cost increases from the approved funding amount over the life of the project.

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 to confirm:

- all budget line items and their cost;
- each item included as an eligible project cost meets the Program criteria as eligible;
- eligible and ineligible costs incurred for each budget line item; and
- the total cost for the project.

Applicants are required to provide supporting evidence, such as supplier quotations and letters of endorsement from supporting organisations and receiving entities, to verify and confirm projected costs.

The applicant co-contribution may be obtained from internal funds, as well as any other funding sources, including other participants or parties to the project.

In-kind contributions are welcome but will not be counted towards the applicants 1:1:1 contribution to eligible project costs.

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

Funding will only be provided to eligible costs which are incurred after the release of the Program Guidelines.

## 5.1 GST

Funding offered through the Program will be subject to the Australian Tax Office determination [GSTR 2012/2](#).

Activities funded under the Program do not involve the supply of goods or services to the Department. This means that grant funding provided under the Program is not subject to GST.

Additional funds will not be provided to cover applicant's GST obligations associated with their project. Applicants are responsible for their own GST obligations incurred through the delivery of their project.

Grants may be treated as assessable income for taxation purposes. The State does not provide tax advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

For advice on GST, please seek assistance from the [Australian Tax Office](#).

## 6. Application process

### 6.1 Submitting applications

Application open dates, as well as links to the application forms can be found on the Department's website.

All applications must be submitted using [SmartyGrants](#), the Department's online grants administration program.

Applicants must read these Program Guidelines in full before applying for funding and are strongly encouraged to familiarise themselves with the SmartyGrants online application system and other supporting documentation before beginning the application process.

Applicants are required to submit their complete application and all supporting documentation in full by the submission deadline.

Deadlines for submitting an application are strict and no extensions will be provided, unless under certain circumstances where the applicant has contacted the Department before the closure date with a reasonable request. Applications that do not meet the minimum requirements, e.g. provision of full project details, documentation, required quotes, may not be considered.

If submitting more than one application, applicants should:

- Consider their capability to deliver multiple projects at the same time.
- Specify the applicant's preferred level of priority to be assigned to that application.

The Department may consider council's capacity to deliver the project should the council submit more than one application or have other funded projects running concurrently.

The Department reserves the right to refuse project funding where an applicant or project partner is undergoing formal investigation or has a departmental management process or court order in place.

New SmartyGrants users will need to set up a free online account. If you already have a SmartyGrants account, you can login using your existing details.

The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your form.

**If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au).**

### 6.2 Required documents

Similar types of documents are required to support both stream 1 (small) and stream 2 (major) projects. However, the level of detail required will depend on the scale and complexity of the proposal.

The application form in SmartyGrants identify the required fields (\*) and will prompt you to upload the necessary supporting documents. These include but are not limited to:

- Authorisation to submit the application and certification of applicant contributions by the financial delegate.
- A letter of commitment from each project partner (if applicable) including financial contribution and/or in-kind contribution. If letters of commitment are not available by the application close date, they may be provided to the Department within four weeks of the application close date.
- A minimum of two valid quotes for individual expenses exceeding \$25,000 (excl GST) or justification of quote absences and method for calculation of costs.
- Proposed scheduling of key activities including expected completion date of project.
- A risk management plan.
- A communications and engagement plan if relevant to the project.
- Proposed governance arrangements if working with partner councils or private partners.
- Certificate of currency of public liability insurance coverage of at least \$20 million (in total and per event), that is current and remains current for the duration of the project.
- Certificate of currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).

## 7. Assessment process

Applications will be assessed by an assessment panel established by the Department.

Departmental staff involved in the assessment will operate under the Queensland Public Service Code of Conduct.

Where necessary, technical advice will be sought from external representatives with expertise in a relevant field. This may include the Australian Government, the SEQ City Deal team of the Department of State Development, Infrastructure and Planning and/or CoMSEQ, as well as technical experts in organics processing and end markets.

External advisors will operate under confidentiality and conflict of interest requirements.

The Department may seek additional advice from applicants regarding their application.

Based on assessment outcomes, the Department will make funding recommendations to the relevant delegates.

The Department reserves the right to assign a different level of priority to each application at its discretion.

## 7.1 Assessment criteria

The following assessment criteria applies to both stream 1 (small) and stream 2 (major) projects. Applicants applying under the major projects stream should note that additional detail, evidence and emphasis is required for larger scale projects, and that additional scrutiny will be applied to these applications through the assessment process.

| Assessment Criteria  | Weighting |
|--|-----------|
| <p><b>1. Meets the objectives of the Program.</b></p> <p>Projects will be assessed against their ability to meet the following objectives:</p> <ul style="list-style-type: none"> <li>• <b>Support the development of new, or upgrades to existing, organics processing infrastructure to expand the capacity for managing organic waste in South East Queensland.</b></li> <li>• <b>Enhance the quality of processed organic products to meet industry standards and community expectations.</b></li> <li>• <b>Drive employment opportunities in the organics processing and recycling sector in South East Queensland.</b></li> </ul>  | 40%       |
| <p><b>2. Value for money</b></p> <p>This includes the extent to which the application:</p> <ul style="list-style-type: none"> <li>• Describes the scale of the project, project activities and expected material outcomes versus the funding sought.</li> <li>• Details the appropriateness and proportionality of the proposed organics processing solution for the council and regional context.</li> <li>• Clearly specifies eligible and ineligible project costs.</li> <li>• Provides supporting documentation for project costs and budget breakdown including required evidence for project expenses above \$25,000.</li> <li>• Demonstrates organisational support of the funding contributions and in-kind contributions proposed by the lead applicant and any project partners.</li> <li>• Demonstrates government investment per tonne of organic waste diverted.</li> </ul> | 20%       |
| <p><b>3. Community and regional benefits*</b></p> <p>This includes the extent to which the proposed project:</p> <ul style="list-style-type: none"> <li>• Has stakeholder and community support.</li> <li>• Delivers regional benefit(s) across more than one local government area.</li> </ul>  | 20%       |

|  |            |
|--|------------|
| <ul style="list-style-type: none"> <li>• Will support local organics processing solutions, job creation, capacity building and strengthening local business, including for First Nations peoples, industry and end markets.</li> <li>• Demonstrates ongoing community benefit.</li> <li>• Demonstrates measurable and evidence-based organic material management outcomes through best practice environmental management and quality specifications for outputs.</li> <li>• Enables sustainable end markets for high-quality products such as nutrient rich compost, soil conditioners and mulches, including for agricultural application.</li> </ul> <p>*Small-scale projects will have greater consideration of localised community benefit.</p>  |            |
| <p><b>4. Project management and governance</b></p> <p>This includes the extent to which the application:</p> <ul style="list-style-type: none"> <li>• Clearly details the project’s necessity, objectives, anticipated outcomes and key performance indicators.</li> <li>• Provides a clear explanation of the proposed project activities.</li> <li>• Clearly demonstrates robust consideration of feedstock suitability and security.</li> <li>• Clearly demonstrates robust consideration of material outputs, contamination risks and the security of sustainable end markets.</li> <li>• Includes a clear implementation schedule including project start and end dates, timeframes and key milestones linked to activity and/or expenditure.</li> <li>• Demonstrates organisational (including project partner) capability and capacity to deliver the project.</li> <li>• Clearly details project governance (and extended arrangements for partnership projects), stakeholder engagement strategies, project monitoring, reporting and evaluation.</li> <li>• Provides a comprehensive risk identification and management framework.</li> <li>• Provides a commitment to maintain the project deliverables beyond the life of the project and demonstrates ongoing benefit.</li> </ul> | <p>20%</p> |

## 7.2 Additional considerations

Applicants should note that they:

- Are responsible for obtaining all necessary building, safety and/or environmental permits/approvals required for delivery of project activities. Note that this will not form part of the application process and will be a pre-condition of any funding agreement.
- Must demonstrate that all required land tenure and/or Native Title and/or Cultural Heritage approvals have been secured, or are in the process of being secured, noting that this would be a pre-condition of any funding agreement.

Where applicable, an applicant's past performance in grant programs administered by the Department will be taken into consideration. This includes performance against reporting requirements, evidence provision, financial acquittal and ability to meet milestones and other contractual obligations.

The assessment of applications will be undertaken as follows:

**Eligibility and completeness** – once the application period has closed, applications will be checked to ensure applicants and projects are eligible and all documents have been uploaded. Probity/ due diligence checks will also be undertaken. Applicants may be contacted to provide additional information during this stage.

**Assessment** – applications will then be assessed against the Assessment Criteria outlined in section 7.1 (above), with scoring applied.

**Selection and recommendations** – based on this assessment, the Assessment Panel will recommend projects for consideration and endorsement by a Moderation Panel ahead of Australian Government and Queensland Government delegate approvals.

**Approvals** – the relevant delegates from the Australian Government and Queensland Government will then consider projects to be approved for funding under the Program.

**Notification** - successful applicants will be advised by a letter of offer, along with detailed instructions on signing a Project Funding Agreement. Unsuccessful Applicants will be advised and will have the opportunity to seek feedback from the assessment process.

## 7.3 Assessment outcome

The Department will provide written advice to all applicants regarding the outcome of their application.

Successful applicants will be required to execute a Project Funding Agreement with the State of Queensland represented by the Department.

Details of successful applications including the name of successful applicants, funding allocated, project location and a description of the project will be published on the Queensland Government website and may be announced through media, including social media.

Unsuccessful applicants can request feedback on their application by emailing [WastePlanImplementation@detsi.qld.gov.au](mailto:WastePlanImplementation@detsi.qld.gov.au).

Applicants may lodge an appeal with the Department for any decisions made relating to their grant application by emailing [WastePlanImplementation@detsi.qld.gov.au](mailto:WastePlanImplementation@detsi.qld.gov.au).

## 8. Funding availability

Successful applicants will enter into a Project Funding Agreement with the State. Successful applicants should not make any financial commitments (that rely on the grant funding) until all necessary documents have been finalised, and the Project Funding Agreement has been executed.

The Project Funding Agreement will outline the payment arrangements for project funding based on a milestone schedule. A percentage of funds will be retained by the Department until the project is successfully acquitted.

The State has no obligation to provide project funding to a successful applicant until a Project Funding Agreement has been properly executed by the successful applicant and the State and the relevant conditions have been satisfied.

A successful applicant undertakes the project(s) at its own risk.

Any financial or other commitments in relation to a project made by a successful applicant prior to a Project Funding Agreement being properly entered into by the parties, is at the sole risk of the successful applicant.

Successful applicants are required to effect and maintain public liability, professional indemnity and other relevant insurances with a reputable insurer, that is authorised to operate in Australia and is acceptable to the State.

## 9. Further information

If you have any questions relating to these Program Guidelines or if you would like to discuss your application, please contact the Department by email at [WastePlanImplementation@detsi.qld.gov.au](mailto:WastePlanImplementation@detsi.qld.gov.au)

## 10. Privacy statement

The Department is collecting personal information in the application for the Program to assess your application for funding and prepare a Project Funding Agreement, should your application be successful.

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

- Other Queensland Government agencies.
- Australian Government agencies.
- CoMSEQ.
- External assessment panel members as decided by the Department.

The Department will ensure representatives from these organisations operate under confidentiality and conflict of interest requirements.

Where necessary, information contained in your application may also be provided to:

- The Queensland Minister for the Environment and Tourism and Minister for Science and Innovation and the Minister's members of staff for reporting purposes (except for that information which relates to the Department's confidentiality obligations).
- Relevant Australian Government Ministers and their members of staff for reporting purposes (except for that information which relates to the Department's confidentiality obligations).

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

If your application is successful, the following information will be routinely published on the Queensland Government website and may be announced through media including social media:

- Your organisation's name.
- Total amount of funding allocated.
- Project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the Department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please contact the Department's Privacy Services unit by email [privacy@detsi.qld.gov.au](mailto:privacy@detsi.qld.gov.au).

## 11. Grant terms and conditions

### Applying for the grant

- Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (\*). Failure to submit all required documents may result in your application being deemed ineligible.
- By submitting an application, the applicant agrees to abide by all terms and conditions as specified in these Program Guidelines.
- Applicants must be covered by at least the following insurance:
  - public liability insurance of a minimum of \$20 million
  - workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.

### Grant agreements and the provision of funding

- A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient.
- The grant agreement will specify the financial and operational requirements of the grant.
- Funding will not be available until both parties sign the grant agreement and any additional required documentation has been provided to the Department.
- Signing of the grant agreement indicates the recipient's acceptance of all funding terms and conditions in the guidelines and funding agreement.
- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the Department's acceptance of acquittal documentation.
- The date and value of the milestone payments will be negotiated, however the final decision will be made by the Department.
- Funding provided must be spent for the purposes stated in the grant agreement and in accordance with Program Guidelines.
- Variations to the agreed project details should be applied for in writing to the Department. It is at the absolute discretion of the Department's delegated officer to provide approval. No variation is to be implemented without the applicant first receiving written approval from the Department.
- In the event of cancellation of a funded activity, the Department must be notified in writing. Any unspent funds shall be returned to the Department.
- All projects must be completed within the timeframes established by the grant agreement and in accordance with Key Dates published on the Department's website.

### **Acknowledgement of funding**

- All promotional material relating to the project must acknowledge funding per the SEQ City Deal Communication Protocol. This includes promotional flyers, banners and any other promotional material.
- Details of how and where grant recipients will be expected to acknowledge funding, including approval requirements, will form conditions of the grant agreement and will be consistent with SEQ City Deal Communication Protocol.

### **Reporting requirements**

- Failure to meet reporting and acquittal requirements in the grant agreement may render the applicant ineligible for further funding under this grant program, and/or result in suspension of grant instalments.
- All grant recipients will be required to submit quarterly progress/milestone reports as per the SEQ City Deal requirements.

- All grant recipients will be required to complete and submit a final report and project acquittal within the timeframes established by the grant agreement.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the Department on request.

### **Announcement of successful applicants**

- The Queensland Minister for the Environment and Tourism and Minister for Science and Innovation will announce successful applicants in collaboration with the relevant Australian Government Minister/s, CoMSEQ, and CoMSEQ councils.
- Following the announcement, successful applicants will be listed on the Queensland Government website.
- All applicants will be advised of the outcome of their application in writing.
- Successful recipients are to treat their funding as confidential prior to the announcement of the successful applicants, i.e. no media or public announcements of the project should be made until then.

## Appendix 1 – Glossary and acronyms

|   |   |
|---|---|
|   |   |
| <b>Infrastructure</b>                   | Facilities and systems for organics recovery, including processing plants and equipment.  |
| <b>Lead applicant</b>                   | The council that applies for grant funding on behalf of itself and/or other councils or industry. The lead applicant will be the council that is responsible for project management and delivery including executing a grant agreement with the Department; coordinating project delivery; and reporting to the Department on the delivery of milestones. |
| <b>MBT</b>                              | Mechanical biological treatment is a residual waste management technology designed to process mixed waste (municipal, commercial or industrial), integrating mechanical sorting with biological treatment.  |
| <b>MWOO</b>                             | Mixed waste organic outputs are the end products of alternative waste treatment, typically from MBT processes, which contains mixed putrescible waste.  |
| <b>Non-passenger vehicle</b>            | Vehicles used for the movement of material/products either to or within a resource recovery operation. Includes specialised vehicles such as wheeled loaders or rubbish trucks.   |
| <b>Partner council</b>                  | A council involved in a proposed project (i.e. committing capital and/or resources) but is not the lead applicant for the project.  |
| <b>Passenger vehicle</b>                | Includes vehicles whose main function is the movement of people or people and goods (e.g. sedan, 4wd and utility vehicles).   |
| <b>Private partner</b>                  | A private sector entity that collaborates with an eligible applicant to deliver a project under the Program. For the purposes of this program a private sector entity is any organisation that is not classified as a public sector entity and includes private companies and non-government organisations.   |
| <b>Program</b>                          | The SEQ City Deal Organics Processing Program.  |
| <b>Public-private partnership (PPP)</b> | A contractual agreement between a public sector entity (an eligible applicant) and a non-CoMSEQ council or private partner to deliver infrastructure and/or services under the Program.   |

## Appendix 2 – CoMSEQ SEQ City Deal Councils

| CoMSEQ SEQ City Deal Councils   |                             |                            |
|---------------------------------|-----------------------------|----------------------------|
| Brisbane City Council           | City of Moreton Bay         | Somerset Regional Council  |
| Ipswich City Council            | Noosa Shire Council         | Sunshine Coast Council     |
| Lockyer Valley Regional Council | Redland City Council        | Toowoomba Regional Council |
| Logan City Council              | Scenic Rim Regional Council |                            |

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