



Let's Get it Sorted Partnership Program

(Behaviour Change Coordinator)

PROGRAM GUIDELINES

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

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Let’s Get it Sorted Partnership Program (Behaviour Change Coordinator) Program Guidelines

Key Information

Opening date:	24 April 2024
Funding period:	From commencement date of funding agreement to 30 June 2028
Enquiries:	<p>If you have any questions, contact:</p> <p>The Education and Behaviour Change Programs team at the Office of Circular Economy, Department of Environment, Science and Innovation</p> <p>Email: circulareconomy@des.qld.gov.au</p>

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Introduction

The Queensland Waste Management and Resource Recovery Strategy (the Waste Strategy) provides the framework for Queensland to become a zero-waste society, where waste is avoided, reused and recycled to the greatest possible extent. To meet the Strategy's targets, all Queenslanders must work together to reduce the amount of waste that is produced, and ultimately disposed of, through sustainable waste management practices.

Queensland's local governments play a vital role in providing reliable waste management services to households and businesses across the state. These services are an important avenue for change to ensure that recycling is maximised and as much waste as possible is diverted away from landfill.

With this in mind, the Queensland Government is investing \$1.1 billion into the Recycling and Jobs Fund (the Fund). Through the Fund, The Department of Environment, Science and Innovation (the department) is delivering the Education and Behaviour Change Initiative (EBCI) to support Queensland councils drive a shift in community attitudes and behaviours to waste management and recycling.

Under the EBCI is a range of activities supporting Queensland councils to target household waste management and recycling behaviours, reduce contamination in kerbside recycling, increase resource recovery rates, and reduce littering and illegal dumping incidents.

These activities include:

- Attitudinal baseline surveys across Queensland households, councils and material recovery facilities (MRF) to establish baseline data and monitor changes in the real and perceived attitudes towards recycling in Queensland.
- A six-week digital and social "Let's get it sorted" advertising pilot delivered across twelve South East Queensland and seven regional government areas (March 2023), focussing on materials that can be recycled and consistent recycling tips, in preparation for a major campaign.
- The Let's Get it Sorted Partnership Program (LGIS Partnership Program) toolkits which provide best practice guidance and strategies for councils undertaking household education and behaviour change interventions. The toolkits include a range of materials, assets, consistent messaging and resources that can be adapted for use in all local areas across the state.
- The LGIS Partnership Program (Behaviour Change Intervention) providing funds for councils to undertake household education and behaviour change interventions using behaviour change toolkits with a range of materials, assets, consistent messaging and resources that can adapted for use in all local areas across the state.
- The LGIS Partnership Program (Behaviour Change Coordinator) - herein referred to as the Program - providing funds for groups of geographically aligned Queensland councils, or lead councils for a Queensland region, to engage a behaviour change coordinator (coordinator) to develop and coordinate education and behaviour change interventions.

The Program

Program summary

Funding	<p>The program will be administered as a non-competitive program supporting regional groups of councils.</p> <p>Funding of up to \$440,000 (excl. GST) over four years is available per regional coordinator (until 30 June 2028).</p>
Eligible applicants	<p>Eligible applicants:</p> <ul style="list-style-type: none">- Regional groups of councils that are a legal entity (i.e. regional organisations of councils or similar); or- If not a legal entity; a group of councils, including a lead applicant, with endorsement from all other councils in the application will also be considered. <p>Councils can only be represented by one regional coordinator.</p> <p>Only one regional coordinator per endorsed Regional Waste Management Plan (RWMP) will be approved, including where the applicant is a lead council for a regional group of councils.</p> <p>Applications must be endorsed by the regional organisation of councils (RoC), where applicable.</p> <p>Up to three regional coordinators will be considered for the South East Queensland region, in recognition of the large population, diverse needs of councils within the region and relatively advanced implementation stage of the RWMP. The application for SEQ must be submitted by the Council of Mayors SEQ (COMSEQ) and will be expected to demonstrate alignment with the RWMP and represent each council in the region.</p> <p>Up to two regional coordinators will be considered for the Darling Downs and South West Queensland region, in recognition of the differing needs of councils within the region, and two RWMPs being implemented. The application for this region must be submitted by the Darling Downs and South West Council of Mayors (DDSW-CoM) and will be expected to demonstrate alignment with relevant RWMP and represent each council in the region (only once).</p>
Eligible projects	<p>This program will grant eligible applicants (groups of councils) funds to engage a coordinator to develop and deliver waste education and behaviour change intervention activities for households on behalf of the councils they represent.</p> <p>To be eligible for funding under this program, the project must be:</p> <ul style="list-style-type: none">a) consistent with the objectives of the programb) to resource coordinated development and delivery of EBC activities that align with regional waste management plans and individual council prioritiesc) capable of being completed by 30 June 2028d) undertaken in the applicant region/s.
Application window	<p>Open 24 April 2024</p> <p>https://des.smartygrants.com.au/LGISCoordinator</p>

Program objectives

The objectives of the program are to:

- support groups of geographically aligned councils to engage a coordinator (a resource) to develop and coordinate EBC activities aligned with councils' priorities, regional waste management plans, and that are complementary to activities funded through other department programs
- facilitate enhanced engagement and efficiencies across councils within a region in relation to EBC activities
- facilitate delivery of EBC activities.

Key dates

Key dates	Key activities/actions
24 April 2024	Application open date
30 June 2028	Projects completed

Eligibility criteria

To be eligible, an applicant must be:

- (a) a regional group of councils, which is a legal entity (i.e. a regional organisation of councils, RoC).

If a group of councils wishes to apply for funding which will benefit multiple local government areas in a region, however the group of councils is not a legal entity, then:

- (b) all councils must be identified in the application for funding; and
(c) a single council constituted under the *Local Government Act 2009* must be nominated as the lead contact, who will be the contracting party and will be responsible for contract management and delivery.

The applicant must have internal approval¹ to make the application.

Only one regional coordinator per approved RWMP will be approved for the following seven regional organisations of councils / groups of councils:

- Far North Queensland RoC
- North Queensland RoC
- North West Queensland RoC
- Greater Whitsundays Council of Mayors (CoM)
- Central Queensland RoC
- Wide Bay Burnett region
- Remote Area Planning and Development Board (RAPAD).

Applications must be endorsed by the representative RoC of the applicant, where applicable.

Councils can only be represented by one regional coordinator.

¹ For councils this will be endorsement of the project by elected members or relevant financial delegate. For regional groups of councils which are legal entities this may be endorsement from executive management or the board.

Up to three regional coordinators will be considered for the South East Queensland CoM, in recognition of the large population and diverse needs of councils. Up to two regional coordinators will be considered for the Darling Downs and South West Queensland CoM, in recognition of the differing needs of councils within the region, and two RWMPs being implemented.

The application must be submitted by the two respective Council of Mayors and will be expected to demonstrate alignment with the RWMPs and representation of each council within the regions.

Councils can only be represented by one regional coordinator.

Eligible projects

To be eligible for funding under this program, the proposed coordinator project must be:

- a) consistent with the objectives of the program
- b) to resource coordinated development and delivery of EBC activities that align with regional waste management plans and individual council priorities
- c) capable of being completed by 30 June 2028
- d) undertaken in the applicant region/s.

The appointment of the coordinator is at the discretion of the applicant and may be undertaken by:

- a) employing a part time or full-time staff member
- b) seconding an existing staff member
- c) engaging a contractor
- d) apportioning wages across one or more existing staff, particularly where recruitment of a suitably experienced candidate may prove difficult.

The scope of activities to be undertaken by a coordinator is described at **Attachment 1**.

Eligible project posts

Funding is only available for the wage, recruitment and on-costs of the regional coordinator.

Funding may only be applied towards the following eligible project costs:

- (a) wages and on-costs (i.e., leave loading and superannuation guarantee payments, etc.) for employment of a coordinator, including for an existing employee or a secondee
- (b) engagement of a contractor as a coordinator
- (c) recruitment expenses to attract and engage a coordinator
- (d) where required, coordinator travel and accommodation expenses in accordance with the *Minister for Industrial Relations Directive: Domestic Travelling and Relieving Expenses (Directive 13/23)*, or applicable directive which supersedes Directive 13/23, or applicable council travel policy.

Ineligible project costs

The following costs are ineligible for funding:

- (i) costs associated with delivering specific EBC activities
- (ii) costs associated with development of the program application
- (iii) computers and computer equipment
- (iv) office rent and outgoings, including rates, electricity, water, equipment hire and maintenance
- (v) project management or grant administration costs, including management of the coordinator
- (vi) procurement expenses, including but not limited to completing feasibility studies or business cases
- (vii) engagement of a contractor, except:
 - i) engagement of a contractor as a coordinator
 - ii) engagement of a contractor to undertake recruitment to attract and engage a coordinator
- (viii) consultant's² fees
- (ix) office consumables, including but not limited to stationery and printing
- (x) financial auditor costs such as third-party accountants providing endorsement of expenditure relating to the coordinator project
- (xi) gifts, sponsorships, and membership fees
- (xii) purchase of publicity and advertising materials
- (xiii) entertainment, event or celebration expenses
- (xiv) alcohol and catering
- (xv) contingencies, including expressed as a percentage of the total project cost
- (xvi) conference registration or expenses related to conference attendance
- (xvii) items already purchased or committed to before the opening of the program
- (xviii) items funded through other government programs
- (xix) purchase of assets
- (xx) purchase of land or buildings
- (xxi) leasing a vehicle and vehicle operating expenses
- (xxii) vehicle allowances
- (xxiii) purchase or rent of a mobile telephone and operating expenses or allowances
- (xxiv) training, workshop and course expenses
- (xxv) workshop expenses, including expenses to conduct workshops to develop an implementation plan, including for venue hire, equipment hire, and catering.

It is expected that any ineligible costs associated with the project are covered by the applicant or third-party contributions.

² A consultant is engaged as an individual or via an organisation, and all of the following apply: provides expert knowledge to analyse information, draw conclusions and make recommendations in the form of a written report or an intellectual product for further action; the nature of the output is not necessarily predictable, it tends to be open ended and is more complex; develops a new concept or process and where the organisation engaging the consultant requires critical judgement to consider the recommended course of action; is engaged for a fixed period at an agreed payment rate; and work is not directly supervised by the organisation engaging the consultant.

Funding

Applicants can apply for funding on the following basis:

Up to \$440,000 (excluding GST) per regional coordinator over four years (until 30 June 2028).

Other requirements

Successful applicants must use approved funding solely for eligible costs specified in the grant agreement with the department.

Successful applicants are expected to make a financial and/or in-kind co-contribution to the coordinator project. Ineligible costs may form part of an applicant's contribution towards the coordinator project.

Provision of grant funding to local governments is not considered a taxable supply and so Goods and Services Tax (GST) is not applicable. All GST expenses must be covered by the successful applicant.

Funding arrangements

Successful applicants will be required to execute a grant agreement with the Queensland Government.

The Queensland Government has no obligation to provide project funding to an applicant until a grant agreement has been executed between the two parties. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

The grant agreement will set out the arrangements for payment of project funding (a milestone schedule) to a successful applicant.

Assessment criteria

Assessment criteria	
Meets the objectives of the program	<p>Support groups of geographically aligned councils to engage a coordinator to develop and coordinate EBC activities in alignment with council priorities, regional waste management plans, and that are complementary to activities funded through other department programs.</p> <p>Facilitate enhanced engagement and efficiencies across councils within a region in relation to EBC activities.</p> <p>Facilitate delivery of EBC activities in individual council areas.</p>
Demonstrates a clear project management approach and governance arrangements	<p>Details the coordinator project's objectives and expected outcomes.</p> <p>Provides a clear explanation of the proposed staffing arrangement.</p> <p>Demonstrates organisational capability, including governance arrangements and capacity to deliver the coordinator project.</p>
Represents value for money	<p>The applicant's capability, such as management and financial viability.</p> <p>Applicant co-contributions (cash and in-kind).</p> <p>Project benefit, including achieving desired economic and environmental outcomes.</p> <p>Ability of the applicant to maintain or extend project deliverables beyond the life of the funding.</p> <p>Whether the funding sought, and individual line items identified in the budget, are necessary to successfully deliver the coordinator project.</p>

Applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with expertise in a relevant field. Departmental staff involved in the assessment will operate under the Queensland Public Service Code of Conduct.

Where relevant, an applicant's past performance under another grant program managed by the department will be taken into consideration (including if there are any outstanding reports or acquittals).

Final funding decisions are at the discretion of the Chief Executive of the department.

How to apply

Funding under this Program is awarded through a targeted application and assessment process.

Applications for funding must be submitted through the SmartyGrants portal
<https://des.smartygrants.com.au/LGISCoordinator>.

The SmartyGrants portal will also be used as the platform for Program reporting and acquittal.

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.

Late submissions are the responsibility of the applicant, and the Chief Executive of the department is under no obligation to consider applications submitted or received after the round or the Program has closed. All decisions made are at the discretion of the Chief Executive of the department and are considered final.

Setting up a SmartyGrants account is free and previous SmartyGrants users can use the same SmartyGrants account. A help guide for applicants is available at: <https://applicanthelp.smartygrants.com.au/help-guide-forapplicants/>

If you experience technical difficulty creating a SmartyGrants account or completing an online form, please contact SmartyGrants on (03) 9320 6888.

Required documentation

Applicants must also include the following supporting evidence as attachments to the application:

1. Authorisation to submit the application and certification of any applicant contributions (e.g., for councils this may be endorsement of the project by elected members or relevant financial delegate. For regional groups of councils which are legal entities this may require endorsement from executive management or the board).
2. Certificate of currency for 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.
3. 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*.
4. A risk management plan (a risk management template is attached to the application form).
5. Governance arrangements (the management and reporting arrangements for the coordinator engaged through the program).

Communications with the media

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.

As far as practicable, all media and communications will be undertaken jointly with successful applicants.

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.

Acknowledgement of the funding

Acknowledgement requirements

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

Details of how and where Councils will be expected to acknowledge funding, including approval requirements can be found [on the department's website](#).

Contact details

For general program enquiries please contact:

The Department of Environment, Science and Innovation

Office of Circular Economy, Programs

email: circulareconomy@des.qld.gov.au

Please note, the department is not able to assist in the preparation of applications.

Privacy statement

The department is collecting personal information in the application for this Program to assess your application for funding and prepare a grant agreement, should your application be successful.

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

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for the Environment and the Great Barrier Reef 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).

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:

- 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 Office of Circular Economy Programs team by email circulareconomy@des.qld.gov.au, or the department's Privacy Services unit by email privacy@des.qld.gov.au

Complaints and appeals

An applicant whose grant application is deemed ineligible may appeal the decision. The applicant must appeal the decision within seven calendar days of receiving notice of the decision regarding the application's eligibility, by contacting: grantsadministration@des.qld.gov.au

Complaints may also be made via the department's website at: [feedback form - complaints](#).

All questions about decisions on applications for the Program must be lodged in writing to: grantsadministration@des.qld.gov.au where applicants can request feedback on application decisions.

Terms and conditions

Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the Queensland Government reserves the right to administer the program and conduct the process for the assessment and approval of applications to the program in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the Queensland Government retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:
 - (i) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
 - (ii) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect
 - (iii) vary or amend the eligibility or assessment criteria
 - (iv) take into account any information from its own and other sources (including other government agencies and other advisors)
 - (v) accept or reject any application, having regard to these guidelines, the eligibility criteria, 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
 - (vi) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria
 - (vii) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
 - (viii) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information
 - (ix) terminate the further participation of any applicant in the application process
 - (x) terminate or reinstate the program or any process in the Program
 - (xi) not proceed with the Program in the manner outlined in these guidelines, or at all
 - (xii) amend the nature, scope or timing of the program
 - (xiii) allow the withdrawal of an applicant
 - (xiv) seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged
 - (xv) publish the names of applicants to the Program and
 - (xvi) take such other action as it considers in its absolute discretion appropriate in relation to the Grant Program processes.
- (c) Where, under these Guidelines, it is stated that the Queensland Government 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 an applicant).

No relationship

- (a) The Queensland Government's obligations in connection with the application process are limited to those expressly stated in these Guidelines.
- (b) No contractual or legal relationship exists between the Queensland Government and an applicant in connection with the Grant Program, these Guidelines or the application process or any stage of the Grant Program.
- (c) An applicant, or its representatives:
 - (i) has no authority or power, and must not purport to have the authority or power to bind the Queensland Government, or make representations on behalf of the Queensland Government
 - (ii) 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 Queensland Government and
 - (iii) must not represent to any person that the Queensland Government is a party to the proposed project other than as a potential funder, subject to the application process detailed in these Guidelines.

No action

- (a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the Queensland Government (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
 - (i) 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 Queensland Government, attendance at meetings or involvement in discussions) or otherwise in connection with the Grant Program
 - (ii) the Queensland Government at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Grant Program or
 - (iii) any of the matters or things relevant to its application or the Grant Program in respect of which the applicant must satisfy itself under these Guidelines.
- (b) Without limiting paragraph (a), if the Queensland Government cancels or varies the Grant 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 clause 6.1 of these Guidelines, no applicant will have any claim against the Queensland Government 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 to (whether directly or indirectly) the Grant Program.
- (c) For the avoidance of doubt, each applicant:
 - (i) participates in the Grant Program at its own risk and
 - (i) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the Grant Program.

Non-exhaustive

- (a) These Guidelines do not contain all of the information that applicants may require in reaching decisions 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.
- (b) Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must 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.

Disclaimer

- (c) The Queensland Government makes no warranty or representation express or implied, and does not assume any duty of care to the applicants that the information in these Guidelines, or supplied in connection with the Grant Program (Information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.
- (d) The Queensland Government accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

Intellectual Property

- (a) Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.
- (b) The applicant grants to the Queensland Government (and will ensure relevant third parties' grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Grant Program.

Law

These guidelines are governed by the laws applicable in Queensland.

Attachment 1 – Behaviour change coordinator activities

Purpose of coordinator position:

The coordinator will work cooperatively with councils across the region to develop and deliver EBC activities that align with the regional waste management plans, individual council priorities as well as the overarching objectives of Queensland's Waste Management and Resource Recovery Strategy (the Waste Strategy).

They will work with councils to increase recycling and recovery and reduce contamination in household waste services and help achieve the region's waste and resource recovery targets, which contribute to achievement of Queensland's targets in the Waste Strategy, while improving environmental and social outcomes for the region.

Roles/Responsibilities:

The roles/responsibilities of the coordinator may include but are not limited to:

1. ensuring engagement, collaboration, consultation and communication with the ROC/group of councils to implement the EBC activities
2. developing a forward schedule of EBC activities and reporting to councils, the regional group of councils and the department on their delivery
3. developing and regularly reviewing and updating with the working group a Program Risk and Opportunities Register
4. engaging, consulting and communicating with any appropriate regional based waste industry stakeholders about the forward schedule of EBC activities and opportunities for collaboration
5. in liaison with officers from member councils, providing project delivery and contract management services, associated with the coordinator project and EBC activities
6. coordinating across councils to ensure project milestones/deliverables are met, and coordinating reporting on coordinator project delivery to councils, the group of councils and the department. This includes development of key performance indicators to report on the coordinator project' progress and outcomes at council and regional level
7. preparing reports and correspondence on progress of the coordinator project and EBC activities , including identifying progress and limitations or barriers.
8. working closely with council officers to ensure clear and considered advice to the regional group of councils and member councils on matters relating to the coordinator project and EBC activities
9. coordinating and liaising with other coordinators and the department to share information and learnings.