



# **Let's Get it Sorted Partnership Program**

(Behaviour Change Intervention)

## **PROGRAM GUIDELINES**

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

© State of Queensland, 2024.

*The Department of Environment, Science and innovation acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea and community, and pay our respects to Elders past and present. The department is committed to respecting, protecting and promoting human rights, and our obligations under the Human Rights Act 2019.*

The Queensland Government supports and encourages the dissemination and exchange of its information. This work is licensed under a Creative Commons Attribution 4.0 International License.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms. You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit <https://creativecommons.org/licenses/by/4.0/>

If you need to access this document in a language other than English, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Library Services on +61 7 3170 5470.

This publication can be made available in an alternative format (e.g. large print or audiotape) on request for people with vision impairment; phone +61 7 3170 5470 or email [library@des.qld.gov.au](mailto:library@des.qld.gov.au).

# Let's Get it Sorted Partnership Program (Behaviour Change Intervention) Program Guidelines

## Key Information

Opening date:	24 April 2024
Closing date:	Midday 6 June 2024
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: <a href="mailto:circulareconomy@des.qld.gov.au">circulareconomy@des.qld.gov.au</a></p>

# Contents

Introduction .....	3
Key dates .....	4
Required materials .....	5
Eligibility .....	5
Eligible projects .....	5
Eligible project costs .....	6
Additional information.....	7
Ineligible Project Costs.....	7
Funding .....	8
Other requirements .....	9
Funding Arrangements.....	9
Assessment Criteria .....	10
How to apply .....	11
Required Documentation .....	12
Communications .....	12
Communications with the media .....	12
Acknowledgement of the funding.....	12
Contact details .....	12
Privacy statement.....	13
Terms and conditions .....	13
Reservation of rights .....	13
No relationship .....	14
No action .....	15
Non-exhaustive .....	15
Disclaimer.....	15
Intellectual Property .....	15
Law.....	15

# 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, the department is delivering a range of initiatives aimed at 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 initiatives include:

- Attitudinal baseline surveys across Queensland households, councils and material recovery facilities (MRFs) to establish baseline data on 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 advertising 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 Love Queensland Let's Keep it Clean, Litter and Illegal Dumping Intervention Guide and Toolkits which provide councils with the steps and tools to implement a public place litter or illegal dumping reduction project.
- The LGIS Partnership Program (Behaviour Change Coordinator) to provide funding for regional groups of councils to employ a resource to coordinate EBC interventions for councils in the region.
- The LGIS Partnership Program (Behaviour Change Intervention) - herein referred to as the Program – providing funds for councils to undertake education and behaviour change interventions for household kerbside waste and recycling services and public place litter or illegal dumping using the aforementioned toolkits.

## Program overview

The Program provides \$6.6 million to support Queensland councils undertake education and behaviour change interventions for kerbside collection services and/or to address litter or illegal dumping hotspots.

The intent of the Program is to provide councils with a framework and tools to implement interventions that will change behaviour using consistent, statewide messaging.

This Program will be delivered in two streams and Queensland Councils are eligible to apply for the funding up to June 2025.

### Stream 1 – Kerbside waste Service Interventions

Stream 1 relates to funding for:

- education and behaviour change interventions for:
  - **existing** general waste, recycling and organics kerbside bin collection services; or
  - **new recycling** kerbside bin services
- apply for \$8 per household for SEQ Queensland councils with more than 60,000 households
- apply for \$12 per household for all other Queensland councils.

*Note that funding for **new organics** bin services is not available through this Program, due to the availability of support through the GROW FOGO Fund.*

### Stream 2 – Litter and Illegal Dumping Interventions

Stream 2 relates to funding for:

- education and behaviour change interventions to reduce littering and illegal dumping in hot spot locations
- apply for funding up to \$40,000 per project for all Queensland councils.

**Councils can apply for funding through stream 1 and stream 2 simultaneously.**

## Program objectives

The objectives of this Program are to:

- support Queensland councils to deliver education and behaviour change interventions for the correct use of existing kerbside waste and recycling services by Queensland households
- increase recovery and recycling rates and reduce contamination in kerbside waste and recycling services
- support Queensland councils to deliver education and behaviour change interventions that aim to reduce the incidences of litter and illegal dumping
- increase recovery of lost resources from litter and illegal dumping behaviours
- facilitate the implementation of consistent, statewide messaging for improving kerbside recycling practices and reducing litter and illegal dumping in Queensland.

## Key dates

Activities/Actions	Key dates
Applications open	24 April 2024
Applications close	Midday 6 June 2024
Projects completed	September 2025

## Required materials

This Program is supported by the departments LGIS Partnership Program ([Household Kerbside Waste](#) and [Litter and Illegal Dumping](#)) intervention toolkits. The toolkits are based on best practice behaviour change and provide the necessary steps to be undertaken by councils in planning, developing and delivering an education and behaviour change intervention for kerbside services and litter and illegal dumping incidents, as well as consistent key messages, assets and collateral.

Council officers are encouraged to familiarise themselves with the toolkit material which will form the basis for developing and delivering interventions through this Program.

**Stream 1** applicants should note: the LGIS baseline attitudinal survey provides a good starting point for councils to understand the need and requirements of an education and behaviour change intervention. Councils are encouraged to use their [localised attitudinal survey](#) results as a basis for planning their intervention under Stream 1.

## Eligibility

To be eligible for this Program, applicants must:

- be a local government body constituted under *the Local Government Act 2009 (Qld)* or the *City of Brisbane Act 2010*
- be able to complete the project and related reporting and acquittal requirements
- obtain council approval of the project, including financial and co-contribution elements.

## Eligible projects

To be eligible for funding, projects must take place within Queensland.

### Stream 1 – Kerbside Waste Services Interventions

To be eligible for funding under stream 1, a project must address the following:

- relate to defined education and behaviour change intervention(s) for an existing kerbside service that has been operational for at least 2 years, or a new recycling bin service
- be the only education and behaviour change intervention being run for kerbside waste services in the local government area, or be considered and integrated as part of other change interventions already taking place
- commence after the signing of a funding agreement with the department.
- be completed within 12 months of signing a funding agreement
- incorporate the Queensland Government's name type for 'Let's get it sorted' on assets/materials
- incorporate the Queensland Government crest and locked-up acknowledgement statement on assets/materials associated with the intervention project in which funding is being received
- where appropriate, utilise the Queensland Government's statewide education and behaviour change material, including key messages and intervention assets provided through the [Household waste behaviour change intervention](#) toolkits.

### Stream 2 – Litter and Illegal Dumping Interventions

To be eligible for funding under stream 2, a project must:

- relate to defined education and behaviour change intervention(s) for an existing litter or illegal dumping issue, specifically:
  - high cigarette butt litter
  - high roadside litter
  - high volume kerbside dumping
- commence after the signing of a funding agreement with the department.
- be completed within 12 months of signing a funding agreement.
- incorporate the Queensland Government's, Love Queensland- Let's keep it clean, messaging.
- must utilise the Queensland Government's statewide education and behaviour change materials, including key messages and intervention assets provided through the [Keeping Queensland Clean Litter and Illegal Dumping intervention guides and toolkits](#).

## Eligible project costs

This program will only fund eligible costs associated with behaviour change projects relating to an existing kerbside service and/or litter or illegal dumping problem.

*Please note that behaviour change projects relating to new organics kerbside bin collection services are being supported through the GROW FOGO fund.*

### Stream 1 – Kerbside Waste Services Interventions

Eligible expenses must be used to roll out education and behaviour change interventions. The following table outlines eligible costs, examples and the weighted funding for each section.

Eligible costs	Examples	Funding weight
Implementation and project management costs	<ul style="list-style-type: none"><li>• Intervention and engagement activities (prompts, incentives, visual social norms, diffusion, workshops, events, door knocking)</li><li>• Contractor costs and/or council staff costs in relation to delivery of the project</li><li>• Data collection (bin tagging, visual surveys, householder surveys)</li><li>• Monitoring and evaluation</li><li>• Customisation of the toolkit assets and materials developed by the Queensland Government, including incorporating the 'Let's get it sorted' name style, key messages and tagline.</li><li>• Localisation of campaign materials, including incorporation of council logo and linking to other council materials.</li></ul>	Minimum 60% grant funding
Advertising costs targeted to reach intended households	<ul style="list-style-type: none"><li>• Printed advertising</li><li>• Mail</li><li>• Radio</li><li>• Digital</li><li>• Television</li><li>• Selected out of home channels (billboards, signage)</li></ul>	Maximum 40% grant funding

### Stream 2 – Litter and Illegal Dumping Interventions

Eligible expenses must be used for the implementation of the chosen litter and illegal dumping intervention toolkit.

Expenses may include but are not limited to:

- contractor costs in relation to the delivery of the project, **no more than 30% of the total grant funding**
- costs to support implementation of intervention strategies, including but not limited to signage, bins, bin wraps, postcards, posters, brochures, or other materials as identified through the development of intervention strategies
- hire vehicles or other specialist equipment related to the implementation of the project.
- associated fuel costs
- purchase of PPE and tools to undertake activities related to the grant project
- advertising.



## Additional information

Please note the following information when preparing your application:

### Quotes

Where applicable, applicants must submit two quotes for contractor costs, hire of vehicle or boats, purchase of infrastructure and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel to determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why this requirement has not been met.

### Applicants seeking funding for contractors

It is preferable that the majority of project activities are completed by council officers. However, it is acknowledged that some activities cannot be completed by council officers and that contractors may be engaged to complete certain components of the work.

As such, applicants seeking funding for contractors must demonstrate in the application form why these are vital to the completion of the project.

## Ineligible project costs

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

Ineligible Item	Stream 1	Stream 2
Administration costs (outside of eligible costs)	x	x
Alcohol/gift cards	x	x
Contingencies	x	x
Costs associated with licencing and approvals	x	x
Earthworks	x	x
Entertainment, event, or celebration expenses	x	x
Staff salaries	x	x
Fees related to attending conferences, workshops, and events	x	x
Financial acquittal and audit fees	x	x
Gifts/sponsorship/membership fees	x	x
Hire of recipient-owned vehicles, equipment or boats	x	x
Insurances (e.g., public liability, volunteer, motor vehicle)	x	x
Leasing, Lease or purchase of land and buildings	x	x
Legal costs	x	x
Maintenance works	x	x
Purchase of a motor vehicle, trailer, heavy duty machinery or a boat and associated vehicle costs	x	x
Purchase of uniforms	x	x
Recurrent operational expenses (e.g., electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)	x	x
Research and development	x	x
Site rehabilitation expenses	x	x
Staff training, travel, and conferences	x	x
Waste disposal levy	x	x
Water sampling equipment	x	x
Capital costs (for example, infrastructure and equipment)	x	

## Funding

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

### Stream 1

Applicants can apply for funding on the following basis:

Council	Funding
SEQ councils with more than 60,000 households	\$8 per household
All other councils	\$12 per household

The total funding amount for successful applications will be awarded based on the number of households targeted in the intervention. Applicants can apply for funding for each serviceable household in their local government area.

Councils can apply multiple times through the Program (once per 12 month period) up to the maximum number of serviceable households in the local government area.

Successful applicants are expected to make financial and/or in-kind contributions to the project approved under this Program.

Successful applicants must acknowledge the financial support of the Queensland Government in delivering intervention(s), in accordance with the [department's funding acknowledgement](#) requirements and conditions of the funding agreement.

Successful applicants are expected to take part in education and behaviour change capability training provided by the department. Details of the training, including delivery dates, will be provided to successful applicants.

### Stream 2

Council	Funding
All Queensland councils	Up to \$40,000 per project

The total funding amount for successful applicant must be used to implement a litter and illegal dumping toolkit, associated tools and messages, and intervention strategies developed as part of the implementation.

Successful applicants must acknowledge the financial support of the Queensland Government in delivering intervention(s), in accordance with the [department's funding acknowledgement](#) requirements and conditions of the funding agreement. .

In the event of the Queensland Government logo being required on any promotional material, a final draft of each promotional item using the Queensland Government logo must be approved by the department before going to print, in accordance with the timeframes provided in the funding agreement.

## 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 intervention project. Ineligible costs may form part of an applicant's contribution towards the intervention project.

Successful applicants must advise their representative regional organisation of councils (RoC) and, where funded through the LGIS Partnership Program (Behaviour Change Coordinator), their representative EBC regional coordinator, of the approved funding and intervention activities of the 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 funding agreement with the State before any funding will be paid or any activities identified in the proposed project or draft agreement are commenced.

The funding agreement will outline the terms of funding and detail the milestones to be achieved by the applicant. The Queensland Government reserves the right to undertake an audit of projects to monitor progress and/or appoint an independent advisor to undertake an assessment of projects.

The funding agreement will include the details of how successful applicants are required to acknowledge the provision of funding.

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.

Changes to projects after commencement will require the signing of a separate agreement (variation) between the department and the applicant to evidence acceptance of those changes.

Funding is not to be used by the successful applicant as their contribution towards other State or Commonwealth Government funded programs. All unspent grant funds must be returned to the department at the project's close.

## Assessment criteria

Criteria	Requirements	Stream 1	Stream 2
Meets the objectives of the Program.	<p>Deliver education and behaviour change interventions for the correct use of existing kerbside waste and recycling services by Queensland households.</p> <p>Increase recovery and recycling rates and reduce contamination in kerbside waste and recycling services.</p> <p>Implement consistent, statewide messaging for improving kerbside recycling practices in Queensland.</p>	X	
	<p>Deliver education and behaviour change interventions that aim to reduce the incidences of litter and illegal dumping.</p> <p>Increase recovery of lost resources from litter and illegal dumping behaviours.</p> <p>Implement consistent, statewide messaging for reducing litter and illegal dumping in Queensland.</p>		
Applicant(s) capability and capacity to deliver the project.	<p>Clearly details the project's objectives and likely potential outcomes.</p> <p>Provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities (within the timeframes provided).</p> <p>Clearly details governance arrangements.</p> <p>Clearly details how the project will be monitored and how results will be evaluated, including data collection and evaluation.</p> <p>Provides a commitment to maintain the project deliverables beyond the life of the project or can demonstrate there will be ongoing benefit.</p> <p>Secured and confirmed financial contributions.</p>	X	X
Value for money	<p>Project benefit.</p> <p>Scale of project and deliverables versus the funding sought.</p> <p>Applicant co-contributions (cash and in-kind).</p> <p>Need for government assistance, including impacts if not funded.</p> <p>Ability 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 for the successful completion of the project.</p>	X	X
Past performance	Where relevant, an applicant's past performance under other grant programs delivered by the department will be taken into consideration.	X	X

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).

## How to apply

Funding under the 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/LGISintervention>

The Program will be open for application bi-annually. (Separate rounds for a period up to 2 years).

Councils can apply multiple times for Stream 1 through this Program (via available rounds) up to the maximum total number of serviceable households in the local government area. Each project must be completed and acquitted in full prior to applying for another project through Stream 1. Applications must be for the same behaviour change intervention.

Councils can apply multiple times for Stream 2 through this Program, however must ensure that each project is completed and acquitted in full prior to applying for another Stream 2 project.

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

The applicant will be required to provide the following supporting evidence as attachments to the application:

1. Letter from the Chief Executive (or equivalent), on council letter head, which certifies the project and confirms applicant co-contributions.
2. Evidence of endorsement from the Chief Executive of the applicants' regional waste management plan (either in full or draft).
3. Where possible, valid quotations to support cost estimates, or justification of quote absences and method for calculation of costs.
4. 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.
5. 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).
6. Certificate of Currency for professional indemnity insurance coverage of at least \$10 million that is current and remains current for the duration of the project.

## Communications

### 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 (Behaviour Change Intervention) (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](mailto: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](mailto:circulareconomy@des.qld.gov.au), or the department's Privacy Services unit by email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au)

## 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 Grant 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 State, 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.