

# GROW FOGO SEQ - Application Form

## Form Preview

### Overview and Privacy

\* indicates a required field

### Before You Begin

#### About The Program

Thank you for your interest in the Department of Environment, Science and Innovation's Growing the Recovery of Organic Waste via Food Organic Garden Organic (GROW FOGO).

This program is open to the following councils to implement new or expanded, source-separated kerbside organic waste collection services to contribute to meeting local, state and national organic waste recovery and diversion targets:

- South East Queensland (SEQ) Councils (streams 1-4)
- Major Regional (R7) Councils (streams 1-4)
- Regional Councils other than R7 Councils (stream 3 only).

To better understand your project and whether it aligns with the objectives of the program, the department is looking for key information including applicant and project details, governance and funding. Please ensure that all information is provided on the application form, including the attachments where requested.

Please read the program guidelines ([Growing the Recovery of Organic Waste via Food Organic and Garden Organics \(GROW FOGO\) Fund](#)), which provides detail of funding eligibility and other program information, prior to progressing with your application.

Please ensure that you are completing the correct application form for your council. This form should be completed by SEQ councils.

**I have read the program guidelines and are applying on behalf of an eligible council. \***

Yes

#### While Completing Your Application

You are strongly encouraged to save your application form every five to 10 minutes to reduce the risk of loss of information.

You will need to upload attachments to support your application. Files can be up to 25MB each; however files up to a maximum of 5MB are recommended - the larger the file, the longer it takes to attach.

Help is available to guide you through using this form - please download the [Help Guide for Applicants](#).

#### Program Queries

For queries about the guidelines, timeframes, or questions in the form, please contact the Office of Circular Economy Programs team by email [CEPrograms@des.qld.gov.au](mailto:CEPrograms@des.qld.gov.au).

#### SmartyGrants Queries

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on (03) 9320 6888 during business hours or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au) and quote your application number.

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### Submitting Your Application

You need to review your application before you submit it, via the 'Review' button at the bottom of the navigation panel.

Once you have submitted your application, no further editing or uploading of supporting documents is possible. You will be required to contact the department if you wish to re-open a submitted application form.

When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email address that you used to register with SmartyGrants.

***If you do not receive a 'confirmation of submission' email, to either your inbox or spam folder, then your application has not been received.***

**I have read and understand the above information \***

Yes

### Privacy Statement

The Department of Environment, Science and Innovation is collecting personal information in the application form to assess your application for funding and prepare a grant deed 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 to assess your application; and
- External assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and Science and the Ministers members of staff for reporting purposes (except for information which relates to the Departments confidentiality obligations).

If the application is successful, the following information will be routinely published on the Department of Environment, Science and Innovations media platforms:

- Organisation's name;
- Total amount of funding allocated;
- Project location and description; and
- Project outcomes (tonnage).

The Department will only use personal information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law or with consent. Personal information will be handled in accordance with the [Information Privacy Act 2009](#).

The grant application and associated documentation is subject to the [Right to Information Act 2009](#). If you wish to access your personal information that is under 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 team](#).

**I have read and accept the Privacy Statement. \***

Yes

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### Applicant Details

\* indicates a required field

#### Council Details

**Council Name \***

Organisation Name

**Council ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### Council Primary Contact

Please provide details of the most appropriate council contact officer. This should be someone who has knowledge of the operational aspects of the proposed project.

**Council Contact Officer \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position Within Council \***

**Office Address \***

Address

<input type="text"/>
<input type="text"/>

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Mobile Phone Number \*

Must be an Australian phone number.

### Office Phone Number \*

Must be an Australian phone number.

### Email Address \*

Must be an email address.

## Alternate Contact

Please provide details of an alternative person that could be contacted should the primary contact not be available.

### Alternate Contact Person

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position Within Council

### Mobile Phone Number

Must be an Australian phone number.

### Office Phone Number

Must be an Australian phone number.

### Email Address

Must be an email address.

## Current Organic Services (If Applicable) and Other Waste Services

\* indicates a required field

## Household Details

Please enter the following information in relation to the total number of households in your LGA, irrespective of the services they may receive.

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**What is the total number of households in your LGA? \***

Must be a number.

Include all households (SUDs and MUDs).

**How many of the above households are in Single Unit Dwellings (SUDs)?**

Must be a number.

**How many of the above households are in Multi-Unit Dwellings (MUDs)?**

Must be a number.

**Comments (optional)**

Existing organic waste services

**Do you currently provide any organics services (Garden Organics or Food Organics)? \***

- No
- Yes - Food and Garden Organics (FOGO) Kerbside Collection
- Yes - Garden Organics (GO) Kerbside Collection
- Yes - Garden Organics (GO) Self-Haul
- Other:

Select all that applies

Existing organic waste services details

**Number of households with an existing Garden Organics (GO) waste kerbside collection service**

Must be a number.

**Number of households with an existing Food Organics Garden Organics (FOGO) waste kerbside collection service**

Must be a number.

**Collection frequency**

- Weekly GO
- Fortnightly GO
- Weekly FOGO
- Fortnightly FOGO

**Total annual quantity Garden Organics (GO) collected from kerbside (tonnes)**

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Must be a number.

**Total annual quantity Food Organics Garden Organics (FOGO) collected from kerbside (tonnes)**

Must be a number.

**Total annual quantity Garden Organics self-hauled by households (tonnes)**

Must be a number.

**Describe the current processing arrangements for the organic waste**

**Attach supporting documentation (optional)**

Attach a file:

Other existing waste services

**# of households that receive a general waste collection service \***

Must be a number.

**Collection frequency of general waste service \***

- Weekly
- Fortnightly

**# of households that receive a co-mingled recycling collection service \***

Must be a number.

**Collection frequency of co-mingled recycling service \***

- Weekly
- Fortnightly

**# of households that do not receive any waste collection service/s \***

Must be a number.

**Is there any additional information you would like to provide on your council's current waste collection/processing arrangements?**

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### Attach supporting documentation or calculations (optional)

Attach a file:

## Funding Stream

\* indicates a required field

### Funding Stream Selection

**Please select the funding stream you would like to apply for: \***

- Stream 1: Organic Waste Bins
- Stream 2: Kitchen Caddies
- Stream 3: Bin Harmonisation
- Stream 4: Education and Awareness Activities

Please select one or more streams which you would like to apply for.

### Stream 1

**Stream 1** provides \$65 per household that will receive a new, source-separated, organic waste kerbside collection service. Stream 1 funding is for the supply and delivery of kerbside organics bins.

**# of households that will receive the new organic bins and service \***

Must be a number.

Note: Only Single Unit Dwellings (SUDs) are eligible for this program.

**% of households in your LGA that will receive the new organic kerbside collection service**

This number/amount is calculated.

**Funding requested**

\$

This number/amount is calculated.

**Briefly summarise how the # households for kerbside organic bins was calculated \***

Word count:

Must be no more than 150 words.

**Please attach supporting evidence for the calculations \***

Attach a file:

e.g. Data and/or calculations of how the number was chosen, quote from supplier.

**Proposed collection frequency of the new service \***

- Weekly  Fortnightly  Other:

**What items will be included for the Food Organics (FO) collection?**

- Fruit & vegetable scraps
- Leftover food & takeaway scraps (cooked and uncooked)
- Eggshells
- Bread, cereals, pasta & grains
- Dairy
- Loose tea leaves & coffee grounds
- Meat & seafood
- Bones
- Seafood & nut shells
- Other:

If there is a category of item which cannot be captured in the list above, please enter it into the Other Comments field.

**What items will be included for the Garden Organics (GO) collection? \***

- Grass clippings
- Small garden prunings from shrubs/trees
- Palm fronds
- Twigs, small branches & leaves
- Flowers & foliage
- Weeds including ivy, creepers & vines
- Other:

If there is a category of item which cannot be captured in the list above, please enter it into the Other Comments field.

**Proposed bin manufacturer \***

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**Do the new bins meet the requirements under AS4123.7/2006 standards? \***

Yes

**Recycled content of organics bins (%) \***

Please note where possible bins, caddies and bin lids should be manufactured using a proportion of recycled content.

**If applying for funding to implement GO bins and service, please describe council's future commitment or any considerations related to moving from GO to FOGO.**

**I can confirm Council intends to follow the funding acknowledgement requirements for organics bins as detailed in the Program Guidelines (see Appendix 2) \***

Yes  
 No

**Other Comments**

**Upload any other relevant supporting documentation**

Attach a file:

## Stream 2

**Stream 2** provides \$15 per household for a household/kitchen food organics caddy for FOGO service delivery.

**# of households that will receive the new food organics caddy \***

Must be a number.

Note: Only Single Unit Dwellings (SUDs) are eligible for this program.

**Proposed manufacturer \***

**% of households in your LGA that will receive the new food organics caddy**

This number/amount is calculated.

**Funding requested**

This number/amount is calculated.

**Recycled content of caddies (%) \***

Please note where possible bins, caddies and bin lids should be manufactured using a proportion of recycled content.

**Will compostable liners be accepted by the FOGO collection service? \***

Yes  No

**Will council be providing compostable liners? \***

Yes  No  Unsure

**Briefly summarise how the # households for food organics caddies was calculated \***

Word count:

Must be no more than 150 words.

**Other Comments**

**Upload any other relevant supporting documentation**

Attach a file:

**Please attach supporting evidence for the calculations \***

Attach a file:

e.g. Data and/or calculations of how the number was chosen, quote from supplier.

**I can confirm Council intends to follow the funding acknowledgement requirements for caddies as detailed in the Program Guidelines (see Appendix 2) \***

Yes  
 No



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Comments (optional)

### Stream 3

**Stream 3** provides \$20 per household for bin harmonisation (i.e. replacement of dark green lids with red lids on general waste bins) to enable consistency with the Australian Standards - waste and recycling colour coding (AS4123.7-2006) and maximise the capture of each waste stream in the correct bin.

**# of households with compatible bins that will receive bin harmonisation \***

Must be a number.

Note: Only Single Unit Dwellings (SUDs) are eligible for this program. Councils can apply for contingency funding for incompatible bins for bin lid harmonisation.

**% of households in your LGA that will receive bin harmonisation**

This number/amount is calculated.

**Funding requested**

\$

This number/amount is calculated.

**Briefly summarise how the # households for bin lid harmonisation was calculated \***

Word count:

Must be no more than 150 words.

**Please attach supporting evidence for your calculations \***

Attach a file:

e.g. Data and/or calculations of how the number was chosen, quote from supplier.

**Proposed manufacturer \***

**Do the new bin lids meet the requirements under AS4123.7/2006 standards? \***

Yes

**Recycled content of bin lids (%) \***

Please note where possible bins, caddies and bin lids should be manufactured using a proportion of recycled content.

**Contingency funding can be applied for at the time of application or at Milestone 2. Please indicate your intent below.**

Note: Only contingency funding for incompatible bins is available at the time of application. Other available contingency funding can be applied for at Milestone 2.

**What is the estimated cost per household for council to achieve bin harmonisation (compatible bins only)? \***

\$

Must be a dollar amount.

Note: excluding any funding requested through stream 3.

**Please provide procurement details \***

e.g. Timing considerations, selection criteria used to choose supplier.

**Upload any other relevant supporting documentation**

Attach a file:

**I can confirm Council intends to follow the funding acknowledgement requirements for bin lids as detailed in the Program Guidelines (see Appendix 2) \***

Yes

No

Comments (optional)

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**Where possible, bins and/or bin lids must be recovered for reprocessing (recycling or reuse). Please provide evidence from Council or their supplier(s) / contractor(s) demonstrating their intention below.**

Attach a file:

This can be supplied at Milestone 1 instead (if preferred). Evidence suggested - email from supplier.

### Comments (optional)

## Stream 3 Contingency Funding - Incompatible Bins

Please note that contingency funding for incompatible bins and bin breakages is capped at 7.5% of stream 3 funding. Contingency funding for incompatible bins (only) may be applied for at the application stage with appropriate documentation.

**Total number of bins incompatible with lid exchange and require replacement \***

Must be a number.

This is the amount of bins that cannot undergo bin harmonisation and require additional funding to be replaced with a full bin.

**Please provide evidence showing how the number of incompatible lids was calculated/estimated \***

Attach a file:

**Please provide evidence of total cost of supply and delivery of incompatible bins, supported by quotes from suppliers and/or contractors \***

Attach a file:

**Total cost of supply, delivery and installation of bins (to replace with incompatible lids) \***

\$

Must be a dollar amount.

**Total amount of contingency funding sought by Council \***

\$

Must be a dollar amount.

Note: Cap of 7.5% of stream 3 funding

## Stream 4

**Stream 4** provides \$10 per household to contribute towards council-specific education and awareness activities **related to the inclusion of organic materials in the council waste collection service**. Education and awareness activities must be developed in the context of changes to the council waste collection service, and messaging should guide householders to manage the change from a 2-bin to a 3-bin service, including what can be disposed in each bin and how to go about it.

It is suggested that all proposed activities related to stream 4 funding should be included in Council's **communications and engagement plan** (requested later in this form).

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Where possible, the delivery of residential education materials must commence **at least 6 months** before service delivery (organic waste collection) commences.

Please ensure you are familiar with the Program Guidelines, including the funding acknowledgement requirements (Appendix 2).

**# of households that will receive education and awareness activities related to the implementation or expansion of the new organics service \***

Must be a number.

Note: Only Single Unit Dwellings (SUDS) are eligible for funding in this program.

**% of households in your LGA that will receive education and awareness activities**

This number/amount is calculated.

**Funding requested**

\$

This number/amount is calculated.

**Briefly summarise how the # households for education and behaviour change activities was calculated \***

Word count:

Must be no more than 150 words.

**Please attach supporting evidence for your calculations \***

Attach a file:

e.g. data and/or calculations of how the number was chosen.

**Please provide any detail regarding the timeframes of delivery of education and awareness activities related to the new organics service \***

Please see the funding requirements for stream 4 regarding initiating delivery of education materials 6 months prior to introduction of a new organics service

**Other Comments**

Please provide any additional details if required e.g. GO vs FOGO split or other specific arrangements.

## Total Program Funding

**Total funding requested**

\$

This number/amount is calculated.

This value is calculated based on funding required per stream.

**Comments**

**Has Council previously received funding from the department for the activities listed in Streams 1 to 4? \***

Yes

No

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**If yes, please provide detail on previous funding received by council and specify which streams.**

Note: If a response is not received, the department may request further information on previous funding to support your application.

## Project Implementation and Business Case

\* indicates a required field

### Implementation Details

The following information relates to the Implementation Plan (or equivalent documents).

**Please upload your implementation plan (or equivalent) \***

Attach a file:

### Implementation Details

The following information relates to the Implementation Plan (or equivalent documents), which must have council executive support.

**Please upload your implementation plan (or equivalent) \***

Attach a file:

**Date the Implementation Plan received council executive support \***

Must be a date.

**Upload evidence of the council executive support here \***

Attach a file:

**Project schedule summary - include start and finish dates for each funding activity per stream (if you have a more detailed plan, please also update it below)**

\*

**Please upload your project schedule file here (if available)**

Attach a file:

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Please consult the program guidelines for supporting documentation

### **Overall context and rationale for service changes. This includes community and environmental context \***

Describe the environmental context community need/demand for this service. This could be qualitative information like “organic waste has increased as portion of total MSW, increasing rate of voluntary organic collection service, rising rate of community composting operations in area”, etc. Describe how the proposed changes support improved waste management and resource recovery.

### **Included locations \***

This should include proposed suburbs for new service.

### **Rationale for excluded areas**

### **Describe any opt-in or opt-out conditions for the organics service**

Describe the process for applying for opting out / non-participation. Note: Not required for Stream 3 funding applications.

### **Describe how Council is maximising local content through greater participation of capable local industry for each stream of funding applied for \***

This may include procuring local bin suppliers/collectors, local processors, collection supplies or manufacturing.

## Business Case

The business case endorsed or approved by council of the proposed project must address the following items:

- 1.governance, risk and project management
- 2.commercial analysis including procurement and contractual considerations
- 3.material flows including expected capture rates and yields for all streams, considering changes over time
- 4.plan for processing of collected organics material
- 5.reasonable consideration of buy back arrangements, subject to quality requirements and other limitations

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6.financial analysis that clearly demonstrates costs of status quo and organic collection service options, including consideration of levy rates, grant funding, impacts to user charges (total annual cost per household), cost per tonne recovered, and revenues/ shortfalls through full cost pricing analysis.

**Please attach the business case or equivalent documentation here \***

Attach a file:

The attachment/s should include evidence to support the above fields.

**Date business case (or equivalent documentation) was endorsed by council \***

Must be a date.

**Upload evidence of council endorsement here \***

Attach a file:

**Describe any changes to the residual waste bin (red lid) service as a result of the project \***

E.g. bin size, collection frequency

**Organics collection service provider(s) \***

Provide tender information if the provider is not yet engaged.

**Organics processing service provider(s) \***

Provide tender information if the provider is not yet engaged.

**Processor EA number/s (if known)**

**Processor facilities \***

Please include location(s), and details of facility technology (e.g. open windrow)

**Please provide evidence of processor(s) compliance and licensing, including consideration of waste volumes and capacity**

Attach a file:

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The program requires written confirmation from processor(s) that GO/FOGO material will be processed at a lawful facility. FO material must also be processed at a facility that can lawfully receive and process high odour risk feedstocks.

### Anticipated annual quantity of GO collected (tonnes)

Must be a number.

### Anticipated annual quantity of FOGO collected (tonnes)

Must be a number.

### Outline projected changes in quantities over time

**Where possible, councils should provide an economic analysis that considers cost/benefit assessment - job impacts, contribution to relevant targets, contribution to organic product markets, carbon emissions assessment and landfill diversion benefits. Please upload relevant documentation here if available**

Attach a file:

### What is the number of jobs expected to be created by the project?

This includes all the funding streams nominated by the council.

**Activities funded under this application will commence within two years of execution of a funding agreement \***

Yes

## Communications and Engagement

\* indicates a required field

Please ensure you have read the Program Guidelines carefully. A communications and engagement plan (plan) may be submitted at **Milestone 1** if not currently available or is awaiting council endorsement. Milestone 1 of the funding agreement (see Program Guidelines - Appendix 3) will require councils to submit further communication and engagement details, particularly around funding acknowledgement. This can be in the form of an updated plan or as additional attachments. It is suggested that all applicants share the Program Guidelines with their relevant council communications/marketing staff at the time of application.

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- **Streams 1 & 2 funding:** the plan must deliver *region-specific messaging and resources to support community adoption of a new organics kerbside service*
- **Stream 3 funding:** the plan must support *community understanding of the proposed changes*.
- **Stream 4 funding:** it is recommended that all education and awareness activities are detailed in this plan. These activities must be developed in the *context of changes to the council waste collection service, and messaging should guide householders to manage the change from a 2-bin to a 3-bin service, including what can be disposed in each bin and how to go about it*.

For those councils applying for funding related to a new organics service *and* bin harmonisation, the communications and engagement plan may be submitted as separate or combined documents.

**Do you wish to submit the communication and engagement plan as part of your application? \***

Yes

No

Please provide the communication and engagement plan for the proposed project funding streams with evidence of Council executive level endorsement or approval.

**Please attach the plan here: \***

Attach a file:

**Date the plan received council executive support \***

Must be a date.

**Upload evidence of council executive support here \***

Attach a file:

**Comments**

If a communications and engagement plan is not yet completed, please note that it **will be a requirement** at Milestone 1 of the Funding Agreement.

## Council Authorisation

\* indicates a required field



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### Council Authorising Environment

**Please upload the council resolution pertaining to this project \***

Attach a file:

Council resolution must demonstrate consideration of the requirements detailed in the program guidelines.

**Please enter the date the council resolution was passed \***

Must be a date.

**Comments**

Please provide any additional comments regarding council resolution or operation of service.

**What are the strategic council documents that demonstrate an intent for the service to be in operation for a minimum of 8 years? \***

Please detail any strategic documentation that supports councils FOGO implementation for a minimum of 8 years (i.e., LGA Waste Plan). This item excludes bin harmonisation projects.

**Please provide the strategic documents that demonstrate an intent for the service to be in operation for a minimum of 8 years**

Attach a file:

Please consult the requirements listed in the program guidelines. This item excludes bin harmonisation projects.

**Please provide information on how council's implementation of this project aligns with the Regional Waste Management Plan or similar.**

### Monitoring and Evaluation

\* indicates a required field

**Does your council have a monitoring and evaluation plan for the implementation of the new organic service? \***

Yes

No

Monitoring and Evaluation - Organics Service

**I confirm that the monitoring and evaluation plan includes the following information: \***

Key performance targets

Data collection methodologies

Key data sources

Reporting schedule

Contamination management (above acceptable levels)

Other:

**Comments**

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**Please attach the monitoring and evaluation plan here: \***

Attach a file:

Please refer to the requirements in the program guidelines.

**Date the plan received council executive support \***

Must be a date.

**Upload evidence of council executive support here \***

Attach a file:

**Baseline data is required at Milestone 1 of the funding agreement. You may choose to upload it here.**

Attach a file:

Please refer to the section "Milestones, Payments and Reporting" in the program guidelines.

If a monitoring and evaluation plan is not yet completed, please note that it **will be a requirement** at Milestone 1 of the Funding Agreement.

## Additional Information

**Is there anything else you would like to add to support your council's application?**

**Are there any additional documents you would like to provide to support your council's application?**

Attach a file:

## Declaration

\* indicates a required field

**Agreement with the following declarations is required to submit this application:**

\*

I declare my acknowledgment that funding is not guaranteed through submission of an application.

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- I declare that the information provided in this application is true and correct to the best of my knowledge.
- I declare that any funding received through the program will be used for the purposes of delivery of services as per the program guidelines.
- I declare that I have read the funding acknowledgement requirements in the guidelines, and will acknowledge Queensland Government funding where applicable.
- I declare that the Council is not insolvent or unable to pay its debts when due and has not entered any arrangement or composition with its creditors generally or had a receiver, receiver and manager, voluntary administrator, liquidator or other external administrator appointed nor has the Proponent taken or had any steps taken in relation to it which might result in such an appointment.
- I declare that the Council, its directors, senior officers and any key personnel and the directors and senior officers of any associated persons or entities of the Proprietor which may be involved in the project, have not acted at any time and are not acting in breach of their obligations under any law in conduct of business or in any role as an officer of a company, including (without limitation) their obligations to the Corporations Act 2001 (Cth).
- I declare that where a third party's information is contained in this application, the third party has been informed and consented to provide their information for this purpose.

### Declared by

<b>Name *</b>			<b>Date declared *</b>
Title	First Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Must be a date.
<b>Position within organisation *</b>			<b>Phone number *</b>
<input type="text"/>			<input type="text"/>
			Must be an Australian phone number.

### For Official Use Only

DESI Data Entry Comments and/or PMO Comments

#### Comments (if applicable)

#### Attachment

Attach a file: