

Building our Regions

Round 5 Program Guidelines

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Contents

Glossary	4
1.0 Introduction	5
2.0 Program overview	6
2.1 Program aim.....	6
2.2 Program objectives	6
2.3 Program funds	6
3.0 Program requirements	7
3.1 Mandatory requirements	7
3.2 Applicant eligibility	7
3.3 Project eligibility	9
3.4 Eligible project costs	10
3.5 Other eligibility requirements	11
4.0 Funding arrangements.....	13
4.1 Approved construction projects.....	13
4.2 Project savings	13
4.3 Program evaluation.....	13
5.0 Application process.....	14
5.1 Key dates.....	14
5.2 How to apply	14
6.0 Assessment	17
6.1 Construction project assessment criteria	17
6.2 Planning project assessment criteria	19
7.0 Communications	20
7.1 Communications with the media	20
7.2 Confidentiality, privacy and use of information.....	20
7.3 Complaints	20
7.4 Contact details.....	21

8.0	Terms and conditions	22
8.1	Reservation of rights	22
8.2	No relationship	23
8.3	Participation at applicant's cost	23
8.4	Non-exhaustive	23
8.5	Intellectual property	24
8.6	Law	24
8.7	Acceptance	24
9.0	Conditions of funding	25
9.1	Funding agreements	25
9.2	Council Resolution.....	25
9.3	Funding acknowledgement and branding	25
9.4	Project Reporting	25
9.5	Financial acquittal	26
9.6	Delivery.....	26
	Attachment 1	28
	Eligible local governments	28
	Attachment 2 – Construction projects.....	29
	Eligibility checklists and attachments.....	29
	Attachment 3 – Planning projects	31
	Eligibility checklist	31
	Attachment 4 – Council acknowledgement.....	32

Glossary

Construction commencement – construction is considered to commence when physical changes are made to the project site or when works commence on another site (e.g. manufacture/fabrication of major project components) as agreed with the Department of State Development, Manufacturing, Infrastructure and Planning.

DSDMIP – the Queensland Department of State Development, Manufacturing, Infrastructure and Planning.

Grant Program – Building our Regions Round 5.

Project – a project includes the entire scope of works identified in the application, e.g. for a construction project this includes identified pre-construction activities (e.g. tendering), construction related activities and commissioning.

Regional Queensland – regional Queensland includes all areas of the State that are outside of South East Queensland, as well as the Toowoomba urban area and the local government areas of Lockyer Valley, Scenic Rim and Somerset.

State – the State of Queensland.

1.0 Introduction

The \$515 million Building our Regions: Regional Infrastructure Fund provides targeted regional infrastructure funding for local government projects.

This funding is administered through two funding programs.

- The Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) is responsible for administering \$365 million through the Building our Regions competitive funding program. To date, Building our Regions has approved funding towards 223 projects across 66 regional local governments.
- The Department of Transport and Main Roads (DTMR) is responsible for administering the remaining \$150 million through the Transport Infrastructure Development Scheme (TIDS). More information about TIDS is available at www.tmr.qld.gov.au.

Funding of \$70 million is available under Round 5 of Building our Regions. All local governments in regional Queensland are eligible to apply for funding under this round of Building our Regions. Attachment 1 lists eligible local governments.

This document sets out the guidelines for funding under Round 5 of Building our Regions.

2.0 Program overview

2.1 Program aim

The aim of Building our Regions is to provide funding for regional infrastructure projects that create flow-on economic development opportunities and jobs.

Funding available through Round 5 of Building our Regions aims to deliver job-creating infrastructure in regional communities that improves liveability and economic conditions.

2.2 Program objectives

The primary objectives of Building our Regions are to fund eligible regional infrastructure projects that:

- support regional economic development and the sustainability of regional communities
- support the development of new industries or the expansion of established industries in the regions
- contribute to the creation of new sustainable employment opportunities
- improve the liveability and amenity of regional communities through improved infrastructure and increased economic activity
- align with regional industry and economic development priorities
- deliver collaborative regional priority infrastructure.

2.3 Program funds

Funding of \$70 million is available under Round 5 of Building our Regions. Funding is available through three funds as follows:

- Regional Capital Fund – \$34 million
- Royalties for Resource Producing Communities Fund – \$26 million
- Remote and Aboriginal and Torres Strait Island Communities Fund – \$10 million

This allocation is provisional and higher or lower amounts may be approved under each fund depending on the availability of suitable high-quality applications.

3.0 Program requirements

Building our Regions Round 5 has two classes of eligible projects: construction projects and infrastructure planning projects.

Local governments should submit construction projects for infrastructure that will create and sustain long-term jobs and support improvement in the liveability and economic conditions of regional communities.

Local governments should submit planning projects for infrastructure:

- that have the potential to contribute to economic growth, jobs and liveability and
- where additional project planning documentation is required to support investment decisions.

Funding decisions for construction projects will be made following a two-stage application and assessment process—an expression of interest (EOI) stage and a business case stage for shortlisted projects.

Funding decisions for planning projects will be made following a single stage application and assessment process (EOI), however announcement of successful planning projects may not occur until after announcement of successful construction project.

Please note that funding for construction projects will be prioritised.

3.1 Mandatory requirements

Mandatory requirements for all construction EOIs and business case applications and planning project applications are that they must:

- be submitted by an eligible local government by the advertised closing date
- be for an eligible construction or planning project
- be seeking Building our Regions funding within the range available for the eligible local government's fund (refer to section 3.2)
- provide copies of all mandatory documents for the application stage (refer to section 5.2)
- for construction projects at the business case stage:
 - provide evidence that all land-related issues (such as ownership, tenure, native title, etc) are finalised [note: exceptions may apply and must be agreed to in writing by the department prior to submission]
 - provide a copy of the final construction/engineering design certified (if required) by a Registered Professional Engineer of Queensland (RPEQ)
 - provide written confirmation of all financial co-contributions
- prior to submission, provide a copy of the final application to the local DSDMIP regional office for review and endorsement of project eligibility and consistency with the program objectives. Regional offices will provide the assessment team with a copy of each project endorsement.

More detailed information about the mandatory requirements for each stage are detailed in section 5.2 and Attachments 2 and 3.

3.2 Applicant eligibility

To be eligible for funding under Building our Regions, an applicant must be:

- a local government body constituted under the *Local Government Act 2009* or Weipa Town Authority and
- located in regional Queensland (see Glossary for definition of regional Queensland)

Regional collaboration is encouraged. Where two or more local governments seek to apply for a single project, one eligible local government must be identified as the lead partner and take responsibility for contract management and project delivery.

Local governments are encouraged to work with local organisations such as chambers of commerce, economic development organisations, industry groups and local businesses to progress infrastructure projects that will provide enduring economic outcomes for the local community.

Eligible local governments have been allocated to one of three funds and are eligible only under that fund. These are detailed in Attachment 1.

3.2.1 Regional Capital Fund

The Regional Capital Fund is open to local governments of provincial cities and surrounding rural areas.

Under the Regional Capital Fund, eligible local governments may submit applications for construction projects that are seeking funding of \$250,000 up to a maximum of \$7 million per project.

Eligible local governments in this fund may also submit one application for a planning project that is seeking funding to a maximum of \$300,000.

Voluntary contributions to construction and planning projects are encouraged from applicant local governments and other contributors, which may include collaborating local governments, industry, the State Government, the Australian Government and others (e.g. community groups).

Please note that funding for construction projects will be prioritised.

3.2.2 Royalties for Resource Producing Communities Fund

The Royalties for Resource Producing Communities Fund is open to local governments of resource communities. These are those which:

- are experiencing significant direct impacts from resource sector activity
- have well-established and/or significant mining activities
- have smaller, but nevertheless, active mining activities
- have significant exploration activity being undertaken.

Under the Royalties for Resource Producing Communities Fund, eligible local governments may submit applications for construction projects that are seeking funding of \$250,000 up to a maximum of \$7 million per project.

Eligible local governments in this fund may also submit one application for a planning project that is seeking funding to a maximum of \$300,000.

Voluntary contributions to construction and planning projects are encouraged from applicant local governments and other contributors, which may include collaborating local governments, industry, the State Government, the Australian Government and others (e.g. community groups).

Please note that funding for construction projects will be prioritised.

3.2.3 Remote and Aboriginal and Torres Strait Islander Communities Fund

The Remote and Aboriginal and Torres Strait Islander Communities Fund is open to local governments of remote and Aboriginal and Torres Strait Islander communities.

Under the Remote and Aboriginal and Torres Strait Islander Communities Fund, eligible local governments may submit applications for construction projects that are seeking funding of \$50,000 up to a maximum of \$1 million per project.

Eligible local governments in this fund may also submit one application for a planning project that is seeking funding to a maximum of \$300,000.

Voluntary contributions to construction and planning projects are encouraged from applicant local governments and other contributors, which may include collaborating local governments, industry, the State Government, the Australian Government and others (e.g. community groups).

Please note that funding for construction projects will be prioritised.

3.3 Project eligibility

3.3.1 Construction projects

To be eligible for funding for a construction project, an application must:

- be consistent with the objectives of Building our Regions
- be for the construction of an infrastructure project. Examples of eligible projects include:
 - infrastructure to establish or expand a commercial/industrial precinct
 - infrastructure supporting tourism development
 - infrastructure supporting events attraction including sporting and recreational facilities
 - water, sewage/wastewater, and waste infrastructure projects where there is a direct economic benefit to an industrial, commercial or tourism development
 - alternative/renewable energy infrastructure
 - airport infrastructure
 - logistics/transportation hubs
 - marine infrastructure.
- be capable of commencing construction by 30 April 2020 (see Glossary for definition of construction commencement)
- have final construction/engineering designs available at time of business case submission
- have no outstanding land tenure issues (including native title) to resolve at the time of business case submission [note: exceptions may apply and must be agreed to in writing by the department prior to submission].

Construction projects include construction of new infrastructure as well as the upgrade, extension or replacement of existing infrastructure. Projects that will only undertake repair or maintenance of existing infrastructure are not eligible.

3.3.2 Planning projects

To be eligible for funding for a planning project, an application must be:

- consistent with the objectives of Building our Regions and
- to engage an appropriately qualified professional service provider/s to develop:
 - final/detailed construction/engineering design for an eligible construction project type or
 - a project business case (including associated supporting documentation) for an eligible construction project type to provide better clarity about investment decisions.

Projects that will update or further develop existing detailed designs or project business cases may also be submitted.

It should be noted that completion of a Building our Regions funded planning project:

- is not a pre-requisite for consideration of future Queensland Government funding and
- does not prioritise local government proposals and does not commit the Queensland Government to progress or fund further planning or provide funding for the delivery of infrastructure projects.

3.3.3 Ineligible projects

Ineligible projects are:

- projects (including pre-construction activities) that have already commenced, or are intended to commence prior to official notification of funding approval
- road and bridge projects (including causeways and floodways)
- water, sewage/wastewater, and waste infrastructure projects for general community needs
- projects that will primarily benefit a single private sector commercial operator

- projects that are intended to enable the local government to operate a business in competition with the private sector in that local government area
- state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies
- multiple projects that are not interdependent but have been submitted in a single application e.g. upgrading airports in two separate communities [note: the entire application will be deemed ineligible]
- construction projects that have approved funding from an earlier round of Building our Regions or Royalties for the Regions [note: applications for subsequent stages of a previously funded project would potentially be eligible]
- planning projects:
 - that have approved funding from the Maturing the Infrastructure Pipeline Program [note: applications for subsequent stages of a previously funded project would potentially be eligible, e.g. previously funded project business case progressing to final design]
 - ready for construction or for which construction has commenced
 - that enable local government's compliance with direct legislative requirements
 - that are already fully funded from another source [note: partial funding or co-contributions from the State or Commonwealth government is acceptable].

3.4 Eligible project costs

Local governments will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Local governments will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

Approved Building our Regions funding may only be applied towards 'Eligible project costs'.

3.4.1 Construction project eligible costs

For construction projects, eligible project costs include:

- construction costs including:
 - all site works required as part of the construction
 - the costs of construction-related labour, materials, equipment hire
- costs of conducting a tender for construction of the approved works
- project management costs including remuneration of local government technical, professional and/or administrative staff for time directly related to managing the construction of approved works, but excluding executive duties and overhead charges
- purchase and installation of fixed plant and equipment required to fully commission the infrastructure.

Eligible project costs for construction projects do not include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure
- costs associated with road or bridge construction activities (including causeways and floodways), where such activities form part of an otherwise eligible project
- land acquisition
- feasibility and planning studies
- conceptual or final design
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- legal expenses
- temporary works, other than those required to enable completion of the proposed project
- official opening expenses (including permanent signage)

- ongoing costs for local government administration, operation, maintenance or engineering
- remuneration of employees for work not directly related to the Approved Project
- overhead charges for internal council costs, e.g. stores, plant and equipment
- vehicle purchasing
- vehicle leasing, unless directly required for construction (and only to that extent), e.g. water trucks, excavators
- portable assets e.g. computers, furniture, desks, whitegoods
- preparation of a Building our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive.

3.4.2 Planning project eligible costs

For planning projects, eligible project costs include:

- professional third-party service provider fees (excluding the service provider's administrative or overhead costs), for delivery of the funded activity
- project management costs e.g. technical or professional advisor fees (third party)
- costs of conducting a tender for the funded activity
- any other costs deemed eligible by the department.

Eligible project costs for planning projects do not include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- costs incurred for activities conducted after construction commencement
- marketing and advertising advice or services
- legal advice
- work or advice in relation to the local government's compliance with direct legislative requirements
- financial advice
- administrative or operational advice
- operational planning or business planning advice
- ongoing costs for local government administration, operation, maintenance or engineering
- remuneration of employees for work not directly related to the Approved Project
- overhead charges for internal council costs, e.g. stores, plant and equipment
- preparation of a Building our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive.

3.5 Other eligibility requirements

3.5.1 Application review by DSDMIP regional offices

Prior to submission of a construction project EOI or business case or a planning project application, local governments must provide a copy of their completed application to the local DSDMIP regional office for feedback on consistency with the program guidelines.

Regional offices will respond to the local government in writing and advise the assessment team that this step has been undertaken. Local governments are not required to attach a copy of the response to their applications on submission.

Local governments should work with their local DSDMIP regional office to ensure applications are provided to regional offices with sufficient time to enable feedback. Late requests may not be able to be accommodated by regional offices.

3.5.2 Business case scope of works

If invited to submit a business case, the fundamental elements of the infrastructure to be constructed must remain unchanged from the expression of interest stage. Significant changes to the proposed scope of works may result in a business case being ineligible.

3.5.3 Project contingencies

To cover any unforeseen expenditure or price rises, all Building our Regions applications can include a maximum 15 per cent contingency allowance on top of their total project expenditure.

The total estimated project cost for Building our Regions projects is the project expenditure plus the contingency. Use the following formula to work out the total estimated project cost that includes a 15 per cent contingency:

Project expenditure x 1.15.

This amount should then be used to work out the Building our Regions funding required and the necessary applicant contribution along with any additional financial contributions from other sources.

Should contingency costs above 15 per cent be included they must be funded solely from the local government's financial co-contribution. Contingency amounts over 15 percent assigned to Building our Regions funding will, if the project is successful, result in any Building our Regions funding approval being reduced by an equivalent amount.

4.0 Funding arrangements

Successful applicants will be required to execute a Project Funding Agreement with the State.

The State has no obligation to provide Project Funding to an applicant until a Project Funding Agreement has been executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule.

Further details about Conditions of Funding are set out below and in section 9.0.

4.1 Approved construction projects

Local governments that are approved for funding will be required to ensure that the resulting infrastructure continues in operation or use, as per its intended purpose at the time of application, for a period of at least 10 years after the project's completion.

In most cases it is expected that the local government will own the land on which the funded infrastructure is to be constructed. If the applying local government does not own or have control over the land for the purpose of constructing, operating and maintaining the infrastructure, the local government will be required to enter into a formal arrangement with the land owner to guarantee access for these purposes, prior to submitting a business case.

It is also expected that the local government will own and operate the funded infrastructure. If this is not the case, the local government will be required to enter into a formal arrangement (such as an enterprise works agreement) with the intended owner/operator to guarantee the continued operation of the infrastructure, to the satisfaction of the department, prior to the commencement of construction.

4.2 Project savings

Building our Regions funding will be provided to reimburse the actual eligible project costs of the approved project. If actual total project costs at project completion are less than the estimated total project cost (as identified in the Project Funding Agreement), the difference between these two amounts will be considered project savings.

If an approved project has contributions from the local government or a third party, project savings will be apportioned between the contributors as per the ratio of the approved funds to the estimated total project cost. The Building our Regions funding for the project may therefore be reduced by DSDMIP by the amount of project savings apportioned to Building our Regions funding. Should the local government have received milestone payments that exceed the Building our Regions share of total project costs after savings are apportioned, the local government will be required to refund the relevant amount to DSDMIP within sixty days of the project completion date.

4.3 Program evaluation

All funded projects will be monitored and evaluated by DSDMIP to ensure Building our Regions is achieving the program aim and objectives.

Successful applicants must comply with the reporting and audit obligations outlined in these program guidelines and the Project Funding Agreement.

5.0 Application process

5.1 Key dates

Key Date	Key Activity / Action
Construction projects	
5 August 2019	Expression of interest stage opens
30 August 2019	Expression of interest stage closes
From 23 September 2019	Successful expressions of interest announced
30 September 2019	Business case stage opens
25 October 2019	Business case stage closes
From 13 December 2019	Successful business cases announced
10 January 2020	Earliest project start date (e.g. release of tender, construction)
30 April 2020	Last date for construction to commence
Planning projects	
2 September 2019	Planning applications open
27 September 2019	Planning applications close
From 13 December 2019	Successful planning applications announced
10 January 2020	Earliest project start date (e.g. release of tender)

Dates are indicative and local governments will be informed if there is a change.

5.2 How to apply

Funding under Building our Regions is awarded through a competitive application assessment process.

Construction and planning project applications and all required supporting documentation, must be received by the relevant closing dates.

Local government requests to change its project, EOI or business case application after the closing date will not be accepted and the State is under no obligation to allow a local government to provide any additional information. However, if a local government discovers an error after submitting an EOI or business case, contact the Building our Regions program team immediately on (07) 3452 7377 or via email on buildingourregions@dsmip.qld.gov.au

The Chief Executive Officer of the local government is responsible for ensuring that the application is complete and accurate. Giving false or misleading information is a serious offence and may also exclude the local government from funding consideration.

5.2.1 Construction projects

5.2.1.1 Expressions of interest

Eligible local governments submitting an EOI will be required to complete the EOI application via the Building our Regions portal and:

- upload any identified documentation (evidence) that supports statements made in the EOI (unless web addresses are provided in your responses)
- have provided a copy of the final EOI application to the local DSDMIP regional office for review and endorsement of project eligibility and consistency with the program objectives prior to submission
- read and accept the council acknowledgement prior to submitting the EOI (refer to Attachment 4 and
- assign a priority to each EOI submitted.

Applicants will be notified in writing of the assessment outcome of their projects and those with shortlisted construction projects will be invited to submit a business case for further consideration.

Feedback will be made available to applicants. Feedback on shortlisted projects will be given priority to assist in preparation of business cases.

5.2.1.2 Business case

Business cases will only be required where a local government has had a construction project shortlisted at the EOI stage.

Eligible local governments submitting a business case will be required to complete the business case via the Building our Regions portal and:

- upload the following mandatory documentation:
 - a detailed project plan – the template is available on the Building our Regions website
 - a cash flow forecast in Excel format – the template is available on the Building our Regions website
 - either a Cost Benefit Analysis (for projects with a total project cost of over \$500,000) or a Benefits Assessment (for projects with a total project cost up to and including \$500,000) – the templates are available on the Building our Regions website
 - if applicable, letters confirming any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding. [note: all funding must be confirmed at the time of submission]
 - evidence that there are no land ownership/access issues including native title to resolve [note: exceptions may apply and must be agreed to in writing by the department prior to submission]
 - a copy of the final construction/engineering design certified (if required) by an RPEQ
- upload any additional identified documentation (evidence) that supports statements made in the business case (unless web addresses are provided in responses)
- have provided a copy of the final business case application to the local DSDMIP regional office for review and endorsement of project eligibility and consistency with the program objectives prior to submission
- read and accept the council acknowledgement prior to submitting the business case (refer to Attachment 4) and
- assign a priority to each business case submitted.

Applicants will be notified in writing of the assessment outcome for their business cases. Those with successful applications will be contacted in due course by DSDMIP about developing a Project Funding Agreement. Feedback will be made available to all applicants.

5.2.2 Planning projects

Eligible local governments submitting a planning project will be required to complete the planning project application via the Building our Regions portal and:

- upload any identified documentation (evidence) that supports statements made in the application (unless web addresses are provided in responses)
- have provided a copy of the final application to the local DSDMIP regional office for review and endorsement of project eligibility and consistency with the program objectives prior to submission and
- read and accept the council acknowledgement prior to submitting the application (refer to Attachment 4).

Applicants will be notified in writing of the assessment outcome for their planning project application. These may not be communicated until after funding decisions are made for construction projects. Those with successful planning project applications will be contacted in due course by DSDMIP about developing a Project Funding Agreement. Feedback will be made available to all applicants.

5.2.3 Evidence and supporting information

Local governments will be expected to provide substantive documentary evidence to support statements made in their EOIs, business cases and planning project applications. Evidence should be directly relevant to the project, be from a credible source, and relatively recent.

For supporting evidence to be considered it should be properly referenced in responses provided through the Building our Regions portal. References to evidence should include the document name or attachment number, and the section or page numbers. Failure to properly reference supporting evidence may result in supporting evidence not being considered during assessment.

For more information on using evidence to support an application, please refer to the relevant guidance material provided by the department.

5.2.4 Application assistance

Enquiries may be directed to the Building our Regions program team on (07) 3452 7377 or via email at buildingourregions@dsdmip.qld.gov.au

The department's regional officers are available to work with local governments to assist them to identify projects that may be eligible and prepare applications and supporting documentation.

Regional officers will not be involved in the assessment of applications from local governments within their regions or in the selection of successful projects.

Contact information for the office that services each local government is available at <http://www.dsdmip.qld.gov.au/contact-us/regional-contacts.html>

6.0 Assessment

Applications will be assessed against the assessment criteria detailed below. Applicant and project due diligence will also be undertaken for each project submitted at the business case stage.

Funding may be prioritised for construction projects that:

- demonstrate clear alignment with one or more of the State Government's Industry Roadmap priority industry sectors or industries with strategies for growth in place including:
 - advanced manufacturing
 - aerospace
 - biofutures
 - biomedical and life sciences
 - craft brewing
 - defence
 - hydrogen
 - mining equipment, technology and services
 - North West Minerals Province
 - beef processing
 - rail manufacturing
 - resource recovery
 - space
 - superyachts
 - screen industry
- are located in drought declared areas of the state or areas that have been subject to a natural disaster declaration anytime in the last three financial years.

Priority will be given to such projects through application of an additional weighting during the assessment process.

Local governments will be notified in writing of the outcome for their submissions on completion of each stage of the application process. Feedback will be offered to local governments on all applications.

6.1 Construction project assessment criteria

6.1.1 Expression of interest assessment

Assessment Criterion 1 — Project demand (weighting 100 per cent)

The application describes the demand for the project, providing detailed information about the current economic environment within the local government area and/or region including:

- opportunities for ongoing economic growth and/or constraints on economic growth
- opportunities to improve the liveability and amenity of regional communities
- the specific need for the proposed infrastructure and how it will assist in addressing the identified economic opportunities and/or constraints, and improve liveability and amenity
- the consequences for the local/regional economy, industry and community if action is not taken and
- stakeholder (business, industry and community) recognition of the demand.

Responses should include both quantitative and qualitative information about the demand for the project.

6.1.2 Business case assessment

Assessment Criterion 1 — Proposed solution (weighting 40 per cent)

The application provides detailed information about:

- how the project will assist in taking advantage of the identified economic opportunities and/or addressing the economic constraints
- how the project will assist in taking advantage of identified opportunities to improve the liveability and amenity of regional communities
- why the proposed infrastructure is the most appropriate course of action and what alternatives have been considered
- readiness to commence construction within the program's timeframes, including how any regulatory approvals are being addressed
- incorporation of any environmental, sustainability, low emission technology, materials or processes in the construction of the infrastructure
- feasibility of delivering the project within the identified budget and timeframes, including experience in delivering projects previously funded by Building our Regions and other infrastructure funding programs
- stakeholder (business, industry and community) support for the proposed infrastructure.

Responses should include both quantitative and qualitative information about the demand for the project.

Assessment Criterion 2 — Value for money/project benefits (weighting 35 per cent)

The application provides detailed information about:

- direct and indirect construction related economic benefits that are expected to be realised by the project
- direct and indirect ongoing economic benefits that are expected to be realised by the project
- other direct and indirect benefits, including social and environmental benefits, that are expected to be realised by the project
- the ongoing operational and maintenance costs of the infrastructure and the capacity of the local government to fund these costs over the life of the infrastructure
- the level of other investment (e.g. industry, business, universities) in the project and/or ongoing partnerships with these organisations in achieving the long-term objectives of the project.

The Cost Benefit Analysis or Benefits Assessment (as required depending on total project cost) is the primary source of information for this criterion. The information provided in the Cost Benefit Analysis or Benefits Assessment should include both quantitative and qualitative information about the direct and indirect benefits.

Assessment Criterion 3 — Leverage (weighting 25 per cent)

The application clearly details confirmed financial contributions to the project from the applicant and other contributors.

Confirmed financial contributions that exceed the minimum mandatory requirements that applied to a council in previous rounds of the Building our Regions program will achieve a higher rating against this criterion.

Due diligence

Due diligence will be undertaken on both the applicant local governments and submitted projects, and outcomes will inform project assessments. This process will consider a range of factors including, but not limited to: financial capacity; management capability, including how the project will be delivered and evidence of appropriate technical expertise; identified project risks and mitigation strategies; and the local government's experience in delivering infrastructure projects.

Local governments may be asked to provide further information for this purpose.

6.2 Planning project assessment criteria

Assessment Criterion 1 — Project demand (weighting 100 per cent)

The application describes the demand for the project, providing detailed information about the current economic environment within the local government area and/or region including:

- opportunities for ongoing economic growth and/or constraints on economic growth
- opportunities to improve the liveability and amenity of regional communities
- the specific need for the proposed infrastructure and how it will assist in addressing the identified economic opportunities and/or constraints, and improve liveability and amenity
- that necessary previous project planning stages have been completed and show the need to proceed to the next stage
- the timeframes associated with the project, including whether there is an urgent need and whether the project will address a short, medium or long-term priority
- alignment with local, state or regional infrastructure priorities, policies or initiatives
- whether it addresses any issues identified through previous reviews or audits
- whether the previous options analysis considered both infrastructure and non-infrastructure solutions.

Responses should include both quantitative and qualitative information about the demand for the project.

Due diligence

Due diligence will be undertaken on applicant local governments and outcomes will inform project assessments. Local governments may be asked to provide further information for this purpose.

6.2.1 Assessment process

Assessment and moderation of Building our Regions applications is undertaken by DSDMIP. The assessment process includes consultation with other relevant Queensland Government agencies. Assessments are then referred to an Advisory Committee for consideration and to make recommendations to the minister. The Advisory Committee comprises the Directors-General of a number of Queensland government agencies.

Recommendations for shortlisting of construction project EOIs will be made to a sub-group of the Advisory Committee for consideration and recommendation to the minister.

Recommendations for approval of construction project business cases and planning project applications will be made to the full Advisory Committee for consideration and final recommendation to the minister.

7.0 Communications

7.1 Communications with the media

All media enquiries or public announcements relating to the Building our Regions will be coordinated and handled by DSDMIP's media team.

Applicants must seek and obtain the State's approval before contacting or responding to the media in connection with successful or unsuccessful applications for funding support under or in connection with the Grant Program.

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

7.2 Confidentiality, privacy and use of information

The State will maintain controls in relation to the management of confidential information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

During the application, assessment and approval process, an applicant must keep confidential its application/s and its dealings with the State about its application/s but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The State may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
- if required to be disclosed by law.

The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated economic outcomes and benefits of successful projects.

Personal information collected as part of the application and assessment process will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

7.3 Complaints

The decision in relation to an application is final and may not be appealed. If however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns in writing by contacting buildingourregions@dadmip.qld.gov.au

All questions about decisions on applications for the Grant Program must be lodged in writing to: buildingourregions@dadmip.qld.gov.au

7.4 Contact details

Enquiries about Building our Regions can be directed to the Department of State Development, Manufacturing, Infrastructure and Planning via email to buildingourregions@dsmip.qld.gov.au or (07) 3452 7377.

General information on the Building our Regions program is available at www.dsmip.qld.gov.au/buildingourregions

8.0 Terms and conditions

In these terms and conditions, a reference to:

- an application means an application (or relevant part of an application) made to the Grant Program, and includes an EOI, a business case and any other supporting or additional information in whatever form provided by the applicant in connection with its EOI or business case;
- Guidelines is a reference to these Building our Regions Round 5 Program Guidelines.

8.1 Reservation of rights

Despite any provision of these Guidelines to the contrary, the State reserves the right to administer the Grant Program and conduct the process for the assessment and approval of applications to the Grant Program in such manner as it thinks fit, in its absolute discretion.

Without limiting the above paragraph, the State 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 Grant Program;
- (vi) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
- (vii) seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;
- (viii) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- (ix) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- (x) terminate the further participation of any applicant in the application process;
- (xi) terminate or reinstate the Grant Program or any process in the Grant Program;
- (xii) not proceed with the Grant Program in the manner outlined in these Guidelines, or at all;
- (xiii) allow the withdrawal or addition of an applicant after the closing date; and
- (xiv) take such other action as it considers in its absolute discretion appropriate in relation to the Grant Program processes.

Where, under these Guidelines, it is stated that the State 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).

8.2 No relationship

The State's obligations in connection with the application process are limited to those expressly stated in these Guidelines.

Subject to clause 8.7, no contractual or legal relationship exists between the State and an applicant in connection with the Grant Program, these Guidelines or the application process or any stage of the Grant Program.

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 State;
- (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 State; and
- (iii) must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

8.3 Participation at applicant's cost

Each applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (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 State, attendance at meetings or involvement in discussions) or otherwise in connection with the Grant Program;
- (ii) the State 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.

Without limiting the above paragraph, if the State 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 8.1 of these Guidelines, no applicant will have any claim against the State 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.

8.4 Non-exhaustive

These Guidelines have been prepared to give potential applicants background information in relation to the Grant Program, and 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.

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.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Grant Program or interpretations placed on that information by applicants.

8.5 Intellectual property

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.

The applicant grants to the State (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.

8.6 Law

These guidelines are governed by the laws applicable in Queensland.

8.7 Acceptance

By submitting an application, each applicant:

- (a) warrants to the State that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in assessing the application;
- (b) undertakes to promptly advise the State if the applicant becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
- (c) acknowledges that the State will rely on the above warranty and undertaking when evaluating the application;
- (d) acknowledges that the State may elect to remove an application at any stage as a result of material changes to the information presented in its application;
- (e) acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- (f) is taken to have accepted these Guidelines, including these terms and conditions.

9.0 Conditions of funding

9.1 Funding agreements

Local governments accepting offers of financial assistance through the Grant Program will be required to execute a Project Funding Schedule under the applicant's Head Funding Agreement with the State to form a Project Funding Agreement. It is intended that Project Funding Schedules will be executed within three months of the funding announcement, and prior to the commencement of construction.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule set out in the Project Funding Agreement. Other conditions will include (without limitation) those listed in section 4.0 of these guidelines and those set out below.

9.1.1 GST requirements

Generally, provision of Building our Regions funding to local governments is not considered a taxable supply and so GST is not applicable.

9.2 Council Resolution

Prior to the Queensland Government executing the Project Funding Agreement, local governments will be required to provide a resolution from council that it has budgeted their financial contribution to the project, is committed to delivering the approved project, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

9.3 Funding acknowledgement and branding

Local governments that receive funding through the Building our Regions program are required to appropriately acknowledge the Queensland Government's contribution.

This should include acknowledgement of State funds in all publicly made statements, websites, other appropriate promotional materials and documentation, and local government applications regarding the approved projects.

The department requires any media announcements or other publicly made statements to be provided in draft form for approval prior to release. The department or the minister may wish to collaborate with the local government on joint media announcements or statements.

The current Building our Regions Funding acknowledgement guide is available from www.dsdmip.qld.gov.au/noindex/building-our-regions-funding-acknowledgement-guide.pdf

The funding acknowledgement guide may be updated from time to time.

9.4 Project Reporting

9.4.1 Progress and completion reporting

The Project Funding Agreement will specify requirements for the submission of Project Progress Reports and a Project Completion Report. Templates for these reports will be provided by the Department.

Project Progress Reports will require the local government to provide information about progress in delivering the approved project including details of any delays or risks, project expenditure and financial contributions received, regulatory approvals, implementation of signage requirements, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

Project Completion Reports will require the local government to provide an overview of the approved project's delivery including actual project dates, budget and costs, regulatory approvals, photographs of completed works and signage, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

9.4.2 Project benefits reporting

To fully capture how Building our Regions funding is making a real difference in regional communities, local governments that secure funding are required to complete a benefits report for each project. This report should highlight the economic benefits of the project, along with any social and environmental benefits that will be realised.

The Project Benefits Report will build on the project benefits identified in the application process and include both quantitative and qualitative data. This information will establish anticipated benefits when the project commences, and be updated with realised benefits once complete. Ongoing benefits monitoring requirements following project completion may also be required.

Departmental officers will provide guidance to local governments in developing these reports.

9.5 Financial acquittal

DSDMIP may review payments made under Building our Regions to ensure compliance with the funding agreement. In such instances, the local government must be able to provide documentation that supports claims for Building our Regions funding, including invoices, remittance advices and transaction listings. These reviews do not limit the State's broad audit rights.

9.6 Delivery

9.6.1 Confirmation of ownership

In certain circumstances, a construction project may be approved for funding where the local government will not:

- own the land upon which the infrastructure will be built
- own and operate the resulting infrastructure.

In these cases local governments must have obtained and must maintain all relevant permissions or agreements in order to ensure that:

- the local government has the right to access the land in order to construct, operate and maintain the proposed infrastructure – evidence of this must first be provided with submission of a business case
- the infrastructure will be operated in accordance with its intended purpose at the time of application for a period of not less than 10 years – evidence of this must be provided prior to construction commencement.

9.6.2 Construction

Approved projects must commence construction no later than 30 April 2020.

Note: Construction is considered to commence when physical changes are made to the project site or when works commence on another site agreed with DSDMIP.

9.6.2.1 Building and Construction Training Policy

The Queensland Government Building and Construction Training Policy is one element in a longstanding partnership between the building and construction industry and the Queensland Government to develop the industry's skills base and future workforce capability.

Local governments must comply with requirements set out in the training policy when awarded Building our Regions funding for building projects with a contract sum of \$500,000 or greater (including GST), and civil construction projects with a contract sum of \$3 million or greater (including GST).

The training policy supports employment opportunities and skills development in Queensland's building and construction industry. It also focuses on increasing the economic independence of Aboriginal and Torres Strait Islander Queenslanders in the industry.

The training policy requires contractors to employ apprentices and trainees and undertake other workforce training as a mandated component of being awarded work on eligible Queensland Government projects.

The training policy has a core requirement that a minimum of 10 per cent of the total labour hours on eligible projects be undertaken by apprentices and/or trainees and through other workforce training. This may be increased to 15 per cent on a case-by-case basis as determined by the Department of Employment, Small Business and Training.

More information is available at: <https://desbt.qld.gov.au/training/employers/trainingpolicy>

9.6.2.2 Local industry content

The Queensland Government is committed to maximising local content through greater participation of capable local industry in major government procurements.

Building our Regions projects are subject to the Queensland Government's Charter for Local Content. To fulfil the Charter, where projects in regional Queensland have total Queensland Government funding contributions greater than \$2.5 million (exclusive of GST), excluding information and communication technology products and services, local governments will be required to provide details about how they have applied the Charter's principles and submit a Project Outcome Report on completion of the project.

More information is available at: www.dsdmip.qld.gov.au/local-content

Attachment 1

Eligible local governments

Local governments eligible to apply under each fund are as follows:

Regional Capital Fund	Royalties for Resource Producing Communities Fund	Remote and Aboriginal and Torres Strait Islander Communities Fund
Bundaberg	Banana	Aurukun
Burdekin	Barcaldine	Balonne
Cairns	Bulloo	Barcoo
Cassowary Coast	Burke	Blackall-Tambo
Douglas	Carpentaria	Boulia
Fraser Coast	Central Highlands	Cherbourg
Gladstone	Charters Towers	Cook
Goondiwindi	Cloncurry	Croydon
Gympie	Isaac	Diamantina
Hinchinbrook	Maranoa	Doomadgee
Livingstone	McKinlay	Etheridge
Lockyer Valley	Mount Isa	Flinders
Mackay	North Burnett	Hope Vale
Mareeba	Quilpie	Kowanyama
Rockhampton	Weipa	Lockhart River
Scenic Rim	Western Downs	Longreach
Somerset	Whitsunday	Mapoon
South Burnett		Mornington
Southern Downs		Murweh
Tablelands		Napranum
Toowoomba		Northern Peninsula
Townsville		Palm Island
		Paroo
		Pompuraaw
		Richmond
		Torres
		Torres Strait Island
		Winton
		Woorabinda
		Wujal Wujal
		Yarrabah

Attachment 2 – Construction projects

Eligibility checklists and attachments

EOI eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	Is the funding sought within the relevant funds' limits? <ul style="list-style-type: none"> • Remote and Aboriginal and Torres Strait Islander Communities Fund: \$50,000 – \$1,000,000 • Regional Capital Fund: \$250,000 – \$7 million • Royalties for Resource Producing Communities Fund: \$250,000 – \$7 million 	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is construction scheduled to commence on or before 30 April 2020?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the project scheduled to start after the earliest anticipated approval date (10 January 2020)?	<input type="checkbox"/>	<input type="checkbox"/>
DSDMIP regional office review	Has a copy of the final EOI application been provided to the local DSDMIP regional office for feedback on consistency with the program guidelines?	<input type="checkbox"/>	<input type="checkbox"/>

Business case eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	Is the funding sought within the relevant funds' limits? <ul style="list-style-type: none"> • Remote and Aboriginal and Torres Strait Islander Communities Fund: \$50,000 – \$1,000,000 • Regional Capital Fund: \$250,000 – \$7 million • Royalties for Resource Producing Communities Fund: \$250,000 – \$7 million 	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is construction scheduled to commence on or before 30 April 2020?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the project scheduled to start after the earliest anticipated approval date (10 January 2020)?	<input type="checkbox"/>	<input type="checkbox"/>
Project Scope	Is the project scope still fundamentally the same as in the shortlisted EOI? Note: minor changes in scope are allowable, but the fundamentals of what will be built or delivered should remain unchanged.	<input type="checkbox"/>	<input type="checkbox"/>
DSDMIP regional office review	Has a copy of the final business case application been provided to the local DSDMIP regional office for feedback on consistency with the program guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory attachments	Have all mandatory attachments been prepared and uploaded to the portal (see over page)?	<input type="checkbox"/>	<input type="checkbox"/>

EOI attachments

Mandatory attachments

- Nil

Additional/optional attachments

- Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers
- Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

Business case attachments

Mandatory attachments

- Detailed Project Plan (refer to template)
- Project Gantt Chart or Detailed Delivery/Works Schedule showing timeframes for all project stages up to and including project completion
- Project Cash Flow (refer to template)
- Cost Benefit Analysis or Benefits Assessment (one required based on total project cost – refer to templates)
- Documentation demonstrating that all land related issues (such as ownership, tenure, native title, etc) are finalised
- Copy of final/detailed construction/engineering design for the project
- If applicable: Letters from other contributors confirming financial contributions
- CVs for all Key Personnel identified in the business case including the Project Manager

Additional/optional attachments

- Additional documentation supporting project readiness such as detailed project costings, tender documents, etc
- Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers.
- If the local government will not own, operate and maintain the infrastructure: supporting documentation demonstrating the current status of negotiations with the proposed owner/operator
- Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

Attachment 3 – Planning projects

Eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	Is the funding sought \$300,000 or less?	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is the project scheduled to start after the earliest anticipated approval date (10 January 2020)?	<input type="checkbox"/>	<input type="checkbox"/>
DSDMIP regional office review	Has a copy of the final application been provided to the local DSDMIP regional office for feedback on consistency with the program guidelines?	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 4 – Council acknowledgement

Prior to submitting an application through the Building our Regions portal, the council Chief Executive Officer will be required to accept the following:

I have read and understood the Building our Regions Round 5 Program guidelines, the Building our Regions Funding acknowledgement guidelines, the Building and Construction Training Policy and the Queensland Charter for Local Content.

I declare that I am authorised by the applicant to submit this application for funding which the applicant has endorsed and on behalf of the applicant, I:

- a. acknowledge that submission of an application does not guarantee funding approval for all or part of the funding sought;
- b. authorise DSDMIP to assess the application and undertake due diligence activities, including sharing information with program stakeholders and other government agencies;
- c. warrant to the State that the information contained in the application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in assessing the application;
- d. undertake to promptly advise the State if the applicant becomes aware of any change in circumstances which causes the information contained in the application to become inaccurate or incomplete in a material respect;
- e. acknowledge that the State will rely on the above warranty and undertaking when evaluating the application;
- f. acknowledge that the State may elect to remove an application at any stage as a result of material changes to the information presented in its application;
- g. acknowledge that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- h. accept the Building our Regions Round 5 Program guidelines, including the terms and conditions.

Privacy Notice: DSDMIP is collecting personal information as part of the application and assessment process for the Building our Regions Round 5 Grant Program and it will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any funding agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

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