

Great Barrier Reef Island Marine Infrastructure Package

Industry guidelines 2023





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ACKNOWLEDGEMENT OF COUNTRY

Sport and Recreation respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

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1. Fund overview

The Great Barrier Reef (GBR) Island Marine Infrastructure Package (MIP) has been developed to improve public and visitor access to Queensland's key tourism islands and island-based national parks. The MIP will provide funding to support development of new and upgraded marine infrastructure.

The MIP forms part of the \$20 million Tourism Activation Fund (Fund), which reflects the Government's considerations of the recommendations and strategic direction of the Tourism Industry Reference Panel's [Towards 2032 - Reshaping Queensland's visitor economy to welcome the world](#) report (June 2022) and is a key commitment within the Queensland Government's \$74 million **Rebuilding Queensland Tourism** policy to accelerate the tourism industry's response and recovery from COVID-19.

This Government-led initiative will be delivered by the Department of Tourism, Innovation and Sport (DTIS) in partnership with the tourism industry and key stakeholders.

The objectives of the MIP are to:

- activate island-based tourism by improving access to the islands and national park estate for all visitors
- facilitate investment into island resort accommodation and new island tourism experiences
- demonstrate a commitment to the industry and investors about the importance of island resorts
- improve access for island residents and workers
- create and support tourism jobs.

2. Available funding

A total funding pool of \$3 million (excluding GST) is available to support marine infrastructure development under the MIP. MIP funding will provide a contribution towards eligible project costs, with the balance funded by the applicant. The amount of funding requested must be a minimum of \$500,000 and a maximum of \$1.5 million. The Department at its absolute discretion may offer grant funding in excess of the maximum grant amount.

While there is no matched funding requirement, the MIP aims to leverage significant private sector investment and the ratio of private sector investment to proposed MIP funding is a key consideration as part of the assessment process. Projects may be of a much greater value than the eligible project costs, however all costs above the approved grant allocation will need to be covered by the applicant.

3. Eligibility

3.1 Applicant

Projects supported by this fund need to be led by an applicant that meets the following criteria:

- have an established tourism operation in Queensland
- a private sector business (e.g. for profit)
- have an Australian Business Number (ABN), an Australian Company Number (ACN) or exemption from these
- be registered for GST.

3.2 Eligible projects

Requirements for projects able to be funded under the MIP include:

- development of new marine infrastructure or the upgrade or rebuild of existing marine infrastructure
- able to commence construction within twelve (12) months of approval and reach practical completion by 31 December 2024
- create new jobs in construction and ongoing operational phases
- increase overnight visitor numbers and expenditure
- deliver regional economic benefits
- be located on a Great Barrier Reef island that has national park estate open to visitors and some form of current or planned tourism development (experience or accommodation)
- facility must remain accessible for public use
- projects must be well advanced in planning and approvals. If development and regulatory approvals are not already in place there must be a high likelihood of being approved for delivery within the fund's timeframes.

3.3 Project costs

Project costs will include a combination of eligible and ineligible expenditure. Applicants will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount.

The assessment process will consider the total project cost and ratio of proposed state funding to external funding. Applicants are advised the requested amount may not be approved.

Eligible project activities include:

- capital construction costs (including site works required as part of construction)
- costs of labour (e.g. external contractors), materials, equipment hire that is directly related to developing and delivering the project
- project management costs (e.g. external contractors) for time directly related to managing the construction of approved works but excluding executive duties and overhead charges
- vehicle leasing or hiring directly associated with construction of the project (e.g. excavators).

Ineligible activities may include:

- works that are deemed as maintenance for existing infrastructure
- activities that have commenced or been completed prior to approval of funding*
- all preparatory work, such as planning, feasibility studies, conceptual design, detailed design, final designs, obtaining regulatory approvals, stakeholder consultation, and processes undertaken to comply with regulatory requirements
- tender processes
- environmental offset costs (if applicable)
- marketing, advertising, and promotional activities
- employee costs
- costs directly related to the recording of progress e.g. time-lapse video which is a requirement of any funding
- engagement or hiring permanent employees or temporary employees (e.g. remuneration and entitlements), whether or not associated with the project

- buying or leasing real estate, including the land on which the project is located
- soft infrastructure, such as furniture and removable fixtures and equipment, unless the soft infrastructure is expressly approved as essential to the delivery of the project
- equipment hire, vehicle leasing or hiring not directly associated with the project
- any other activities that are not directly related to the project.

*Some eligible costs incurred after the business case is submitted may be deemed appropriate for funding. However, please note submission of a business case does not guarantee that funding will be approved.

4. Application process

Applicants will be identified via engagement and invited to apply by submitting a business case.

The process will include the following stages:

- identification
- review for strategic alignment
- assessment and
- decision

4.1 Identification

DTIS will engage with industry stakeholders such as island resort leaseholders or investors, local governments and Regional Tourism Organisations to identify potential proposals which could be eligible for funding.

4.2 Review for strategic alignment

Proposals that meet the objectives of the MIP will be able to submit a business case to the fund for consideration.

4.3 Application

Applicants will be required to complete a business case which demonstrates alignment with the evaluation criteria and details how risks will be managed. There will be a link to the Department of Tourism, Innovation and Sport (DTIS) Smarty-Grants portal: ditidtourism.smartygrants.com.au/ where they will complete and submit the business case form, along with relevant attachments.

Business cases must be submitted by 5pm on **1 March 2023**.

Business cases will need to clearly demonstrate the merits of the project from a tourism investment and access to national parks perspective, as well as providing details on the project and company. The business case requires applicants to provide information including:

- a detailed Project Management Plan which includes:
 - project delivery details
 - access arrangements, including how public access will be maintained
 - asset maintenance / management plan, including how the infrastructure will be maintained in a viable and operational state for at least thirty (30) years after construction completion
 - procurement plan, including if there is intention to contact First Nations businesses and/or start-ups

- risk assessment and mitigation actions or risk management plan
- implementation methodology
- Gantt chart or detailed delivery/works schedule showing timeframes and budget for all project stages up to and including practical project completion
- (if applicable) details of obligations under the Aboriginal or Torres Strait Islander Cultural Heritage Acts and an appropriate plan endorsed by the Traditional Owners
- audited company financials for the past 3 years, signed by an approved auditor
- evidence of the full financial contributions towards the delivery of the project
 - if applicable, letter/s confirming any financial contributions from other parties
- evidence of land ownership / tenure, Owner Consent and, where applicable, Native Title status. Applicants must disclose any land ownership/access issues, including Native Title to be resolved
- sufficient regulatory approvals to commence the project
- details and evidence of regulatory approvals required to complete the project
- support from Local Government and if applicable, Traditional Owners
- evidence that the project can commence within 12 months of funding approval and the physical construction completion of the project will be by **31 December 2024**
- evidence that the project will create jobs in both the construction and on-going operational phases, including opportunities for Indigenous economic participation and employment
- evidence that the project will deliver significant regional economic benefits
- evidence of proponent capability to deliver projects of a similar value and scale
- any further identified documentation that supports statements made in the application as per mandatory eligibility criteria.

4.4 Assessment

Assessment of business cases will involve:

- a preliminary review to confirm eligibility and that all relevant information has been provided
- expert advice from relevant stakeholders such as DTIS, the Department of Environment and Science, Department of Resources, Great Barrier Reef Marine Park Authority or other stakeholders as required
- independent due diligence, including financial and economic assessments, if required
- formal consideration by the MIP Assessment Panel against the MIP's objectives, eligibility, risks and assessment criteria responses.

The MIP Panel is chaired by DTIS and may comprise representatives from Tourism and Events Queensland and Maritime Safety Queensland.

4.5 Decision

Following assessment of the business cases, the Assessment Panel will make recommendations to the Director-General of DTIS for a final funding decision.

Applicants will be notified in writing of the decision.

5. Assessment criteria

All applications will be assessed against the following objectives and assessment criteria.

Criteria 1: Strategic alignment to government priorities (25% weighting)

The applicant must demonstrate that the initiative or project is strategically aligned to government priorities for tourism industry development and the MIP objectives including:

- priorities identified through the *Towards Tourism 2032*
- activating island-based tourism by improving access to the islands and national park estate for all visitors
- facilitating investment into island resort accommodation and new island tourism experiences
- creating and supporting tourism jobs
- priorities identified in relevant government strategies and plans.

Criteria 2: Economic value (25% weighting)

The application must demonstrate the proposed project:

- leverages private sector and other investment into the tourism industry
- delivers a value-for-money outcome to the State
- delivers regional economic benefits and supports resilience or growth of the visitor economy
- will support and create jobs in both construction/development and on an ongoing basis
- will attract and increase the number of visitors to the region, extend length of stay in the region, including regional dispersal
- increases overnight visitor expenditure.

Criteria 3: Risk and cost allocation (25% weighting)

The assessment panel will have regard to the balance of risk and cost proposed between government and the applicant, in determining whether the initiative or project presents an acceptable proposition to the State.

The application must demonstrate significant benefits, in proportion to the level of risk and cost.

The degree of risk, planning and preparedness can be demonstrated and is considered acceptable, including through:

- extensive plans (including any sections and elevations of each element of the proposal in the context of a functional layout of the overall facility)
- quantity surveyor quote/s
- land tenure for proposed activity location
- feasibility studies
- architectural sketches and/or detailed design drawings
- engineer design
- development approval
- environmental impacts, including approvals where applicable to the project
- Native Title agreement with relevant stakeholders if required
- compliance with cultural heritage duty of care where applicable

- evidence of local support for the project
- all other relevant approvals (e.g. GBRMPA etc)
- a risk management plan for the project.

Criteria 4: Leverage private sector investment (25% weighting)

As an outcome of the MIP is to maximise the amount of private sector investment in projects approved for funding, the Panel will consider the ratio of private sector investment to requested MIP funding.

6. Key dates

Activity	Date
Fund launch	25 August 2022
Applications close	1 March 2023
Outcomes expected by	April 2023
Project completion date	31 December 2024

All applications must be submitted by 5.00pm on the closing date.

7. Funding agreement

Successful applicants will receive a written offer of financial assistance in the form of a grant. If accepted, recipients will be required to enter into a legally binding contract with DTIS (acting on behalf of the State of Queensland).

The agreement will provide details on general and specific conditions associated with delivery of the approved initiative or project, including:

- the scope of the approved project
- milestone deliverables and dates
- funding amount and payment terms
- eligible and ineligible costs
- applicant's obligation to acknowledge Queensland Government support
- record-keeping requirements
- reporting requirements.

An example of the terms and conditions of a standard DTIS contract for external applicants is available at the website <https://publications.qld.gov.au/dataset>.

8. Privacy

Information provided by proponents will be treated in accordance with relevant privacy and information policies, including the *Information Privacy Act 2009*.

Applications will be retained for audit purposes and the provisions of the *Right to Information Act 2009* apply to documents collected as part of the MIP.

9. Further information

The Queensland Government's decision in relation to an application is final and there is no process for appeal. DTIS has established processes for dealing with complaints - if an applicant has any concern in relation to the application or assessment process, a formal complaint may be submitted to DTIS through the website at www.dtis.qld.gov.au.

10. Department contact

If you require any further information or clarification of these guidelines, please contact DTIS:

Phone: (07) 3333 5277 or Email: tourism@dtis.qld.gov.au