

2025 – 2028 Remote Area Board Program Program Guidelines

This is a general resource and is to be used as a guide only. Grant program owners must actively consider what is necessary and appropriate for each different grant funding program. Grant program owners should seek program-specific advice in respect of each program, including legal, financial and probity advice.

Department of State Development, Infrastructure and Planning

The Department of State Development, Infrastructure and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

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1. Introduction

The Remote Area Board (RAB) Program supports Queensland's five RABs. The Queensland Government will invest \$3 million in the Remote Area Board Program. Applicants may seek funding up to a maximum of \$600,000 over three years but are only eligible for \$200,000 per financial year. (ex GST).

Funding will be distributed through an application and assessment process. These Program Guidelines relate to the 2025 – 2028 Round only. RAB program is administered by the Department of State Development, Infrastructure and Planning (the Department).

2. Objectives

The objectives of the RAB Program are to:

- a) Build sovereign capability
- b) Draw on our strengths
- c) Grow our regions in the following industries:
 - Defence
 - Biomedical
 - Biofuels
 - Resources
 - Agriculture
 - Tourism.

3. Application requirements

3.1 Eligible and ineligible applicants

To be eligible to apply for funding from the Program an organisation must be one of the following RABs:

- Gulf Savannah Development Inc. (GSD)
- Mount Isa - Townsville Economic Development Zone Inc. (MITEZ)
- Central Western Queensland Remote Area Planning and Development Board (RAPAD)
- South West Queensland Regional Organisation of Councils Inc. (SWQROC)
- Torres Cape Indigenous Council Alliance Inc. (TCICA)

3.2 Partnering arrangements

Eligible Organisations may collaborate with other parties (both ineligible and Eligible Organisations) to deliver an Eligible Project. However, the party submitting the Application must be an Eligible Organisation and will be the Project lead. If the Application is successful, the Applicant will be responsible for entering into a Project Funding Agreement with the State and managing the Project's delivery.

3.3 Eligible projects and ineligible projects

Eligible Projects

Projects should align with departmental priorities including Defence, Biofuels and Biomedical or whole of Government economic priorities including Resources, Agriculture and Tourism .

Eligible Applicants may seek funding for more than one Project.

Each Project requires a separate Application.

If submitting more than one Application, Applicants should consider their capability to deliver multiple Projects at the same time.

Examples of projects are provided in Section 3.4.

Table 2 Eligible Projects and Ineligible Projects

Eligible Projects	Ineligible Projects ¹
<ul style="list-style-type: none"> » Align with the program objectives » Not be an ineligible project » Seek funding of up to \$200,000 per financial year (ex GST) » Demonstrate the Eligible Applicant has or has access to sufficient funding to fund all project costs over and above the funding sought through this grant program » Provide benefits to the Remote Area Region » Be capable of Project completion by 30 June for the respective year of the round, ie the 2025 – 2026 round projects to be completed by 30 June 2026. » Have either obtained all of the necessary approvals and permissions, e.g. Regional Organisation of Council board, development approvals, Native Title, landowner permission, needed to proceed; or demonstrate that the necessary approvals and permissions will be obtained in a timely manner. » Be supported by evidence that the Project has been discussed with the relevant Departmental regional office 	<ul style="list-style-type: none"> » Have already commenced or been completed at the time of submission of the Application » Are planned to commence prior to a Project Funding Agreement being executed with the State » Have not secured sufficient funding from other sources to cover any Ineligible Project Costs and Eligible Project Costs over and above any funding provided through this grant program, see section 3.6 » Combine multiple, discrete projects that are not interdependent and could reasonably be delivered separately, e.g. a project to undertake two feasibility studies for different purposes » Have already received Queensland Government funding for the same outputs and benefit » Fund the day-to-day operations of a business or focus primarily on marketing and promotion » Seek direct funding for university programs and/or research centres » Would usually be funded through the normal business of Queensland Government agencies » That would require ongoing funding from the Queensland Government » That seeks funding for tourism marketing.

¹ The above list is not a definitive list of Ineligible Projects and consideration against the grant program objectives should be made in the first instance. If there is any doubt about Projects which may be considered Ineligible, please contact DSDIP.

3.4 Types of eligible projects

The Queensland Government is seeking to fund Eligible Projects that draw on regional strengths, build sovereign capability and grow our regions as outlined in Section 2. Projects involving co-contributions from the RAB and partners will be viewed favourably.

Eligible Projects include:¹

- Development of a product, process, system, or technology that will enhance opportunities for economic development, sustain or create employment, and improve liveability in the region
- Project activation studies or projects with a focus on later-stage support to assist companies in moving to the next stage of project certainty, such as:
 - Definitive or bankable feasibility studies
 - Front end engineering design (FEED) studies
 - Prototype design, assessment, manufacture, and product/process optimisation
- Commercialisation of research and development, technology, and intellectual property that benefits the sector
- Purchase, design, manufacture, and integration of equipment to further a project's development or commercialisation
- Trial operations
- Proof of concept validation

Projects may also:

- Enable new skills and capabilities, reduce expenditure, increase revenue, or develop a new revenue stream by introducing new or upgrading existing technology, or adopting business innovation and automation
- Expand, onshore, or replace imported manufacturing products and services
- Differentiate or diversify existing products and services
- Expand capabilities and productivity by the installation, implementation, and integration of:
 - Inventory management systems
 - Supply or value chain integration management systems
 - Optimising or augmenting current resources or equipment or new equipment/technology investment
 - Networking and digital connectivity
 - Business model innovation

3.5 Infrastructure projects

Successful applicants must:

- Own and operate the project infrastructure that is the subject of the Eligible Project, or
- Have a Project Partner that will own and/or operate the project infrastructure and control the project site, or
- Provide evidence of an in-principal agreement with the entity that owns the project site showing the Applicant has the right to access the project site to construct, maintain, and operate the site for up to 10 years following project completion.

Eligible Applicants approved for funding may be required to ensure that the resulting project infrastructure continues in operation or use, as intended at the time of application, for up to 10 years after project completion unless otherwise approved in writing by the department.

¹ Other project types may be considered but must be approved in writing by DSDIP before the Application is submitted.

3.6 Eligible project costs and ineligible project costs

Table 3 below outlines the expenditures the State considers as Eligible Project Costs and Ineligible Project Costs. These lists are not exhaustive, and other project costs will be assessed by the State on a case-by-case basis. If applicants are uncertain about a project cost's eligibility (including core business costs), they should seek written confirmation from the Department and attach this to their application.

The application of GST on grants funding to Local Government, private or public sector led projects may differ. For consistency, all applicants should report project costings in the application (and attachments) as excluding GST.

Table 3 Project Costs

Eligible Project Costs	Ineligible Projects Costs
<p>Eligible Project Costs means:</p> <ul style="list-style-type: none"> » costs directly relating to delivering the Project » project management costs including remuneration of the Eligible Organisation's technical, professional and/or administrative staff for time directly related to managing of approved works (for example that part of the salary of a project manager spent project managing the Approved Project) but excluding executive duties and overhead charges (Note: Project management costs must not exceed 10 percent of Project funding sought from the Program) » exclude Ineligible Project Costs » travel costs for employees/contractors/consultants as relating to consultation and delivery of the project within reason 	<p>Ineligible Project Costs include:</p> <ul style="list-style-type: none"> » costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise Eligible Project Costs » statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals » legal expenses » core business costs (business as usual), including: <ul style="list-style-type: none"> – core business for an Eligible Organisation, including ongoing costs for administration, operation, maintenance and engineering – corporate overheads and on-costs – remuneration costs of employees not involved in the direct delivery of the Approved Project. This includes senior executive, professional, technical and clerical salaries of employees or contractors whose involvement in the Project would form part of their normal duties. – temporary works, other than those required to enable completion of the Approved Project – ongoing costs for administration, operation, maintenance or engineering of the Approved Project – overhead charges for internal costs of the Eligible Organisation, e.g., stores, plant and equipment – portable assets e.g. computers, furniture, desks, whitegoods – costs primarily related to marketing, advertising or promotion

3.7 Project funding

The State will provide grant funding to successful applicants up to a maximum of \$200,000 (ex GST) per financial for 3 years.

Approved funding may only be applied towards Eligible Project Costs for the approved project.

Eligible Applicants are responsible for:

- All project costs exceeding the State's contribution, notwithstanding funding pledged by Consortium members or third-party contributors to the approved project
- All cost increases during the delivery of an approved project

The Applicant may obtain funding from cash reserves, equity, debt, or third-party contributors including other government grants.

In-kind expenditure is not considered part of the total project funding.

Evidence must be provided in the application that the Applicant has sufficient funding or has secured funding to meet the estimated total project cost on an unconditional basis.

4. How to apply

4.1 Key dates

Key dates will be published on the Funds Website <<https://www.statedevelopment.qld.gov.au/regions/economic-development/remote-area-boards>>).

All dates are indicative and any changes to dates will be noted on the Programs website.

Applicants should check the Programs website for updates.

4.2 Completing the application

Applicants must ensure they:

- complete an Application Form and submit it to the department using the online grants system, SmartyGrants.
- include any identified supporting documentation (evidence) that supports statements made in the Application (unless web addresses are provided in responses)
- provide a jointly signed Letter of Intent of collaboration by partnering members
- include a detailed Project plan and cashflow forecast that uses the department's templates.
Note: All project costings must be reported excluding GST.
- read and accept these Program Guidelines, including the terms and conditions, prior to submitting the Application.

Where there are multiple, discrete Projects that are not interdependent and could reasonably be delivered separately, e.g. a Project to undertake two feasibility studies for different purposes, a separate Application should be lodged in respect of each.

Each Application should specify the Applicant's preferred level of priority to be assigned to that Application. Please note that the department reserves the right to assign a different level of priority to each Application at its absolute discretion.

If submitting more than one Application, Applicants should consider their capability to deliver multiple Projects at the same time.

The Applicant's Chief Executive or equivalent is responsible for ensuring that the Application is complete and accurate.

Applicants will be notified in writing of the outcome of the assessment of their Application.

4.3 Evidence and supporting information

Eligible Applicants will be expected to provide substantive documentary evidence to support statements made in their Applications and may be asked to provide additional information to clarify or substantiate any claims made including information about or from partnering organisations. Evidence should be directly relevant to the Project.

For supporting evidence to be considered:

- it should be properly referenced in responses provided with the Application
- 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 DSDIP.

A *Guide to using evidence to support applications* is provided with the Application form – refer Section 4.4

4.4 Questions

Once the RAB Program opens for Applications, the following resources will be available on the RAB website [Remote Area Boards | State Development, Infrastructure and Planning](#) website:

- Application form - including an eligibility self-assessment and guidance notes
- Guide to using evidence to support applications.

If you have any questions after reading these resources, email contact their local Departmental regional office if they have questions about the Program. The contact details for the regional offices are provided in section 9 of these Applicant Guidelines.

5. How will applications be assessed?

5.1 Assessment and approval process

The assessment process entails:

- **Eligibility confirmation** – Applications will only proceed to assessment if both the Applicant and Project are assessed as eligible by the department.
- **Assessment** – the department will:
 - i. assess the Application against the Assessment Criteria to determine the relative merit of each Project
 - ii. undertake due diligence and probity checks
 - iii. consult with other relevant Queensland Government agencies or external specialists, as required.

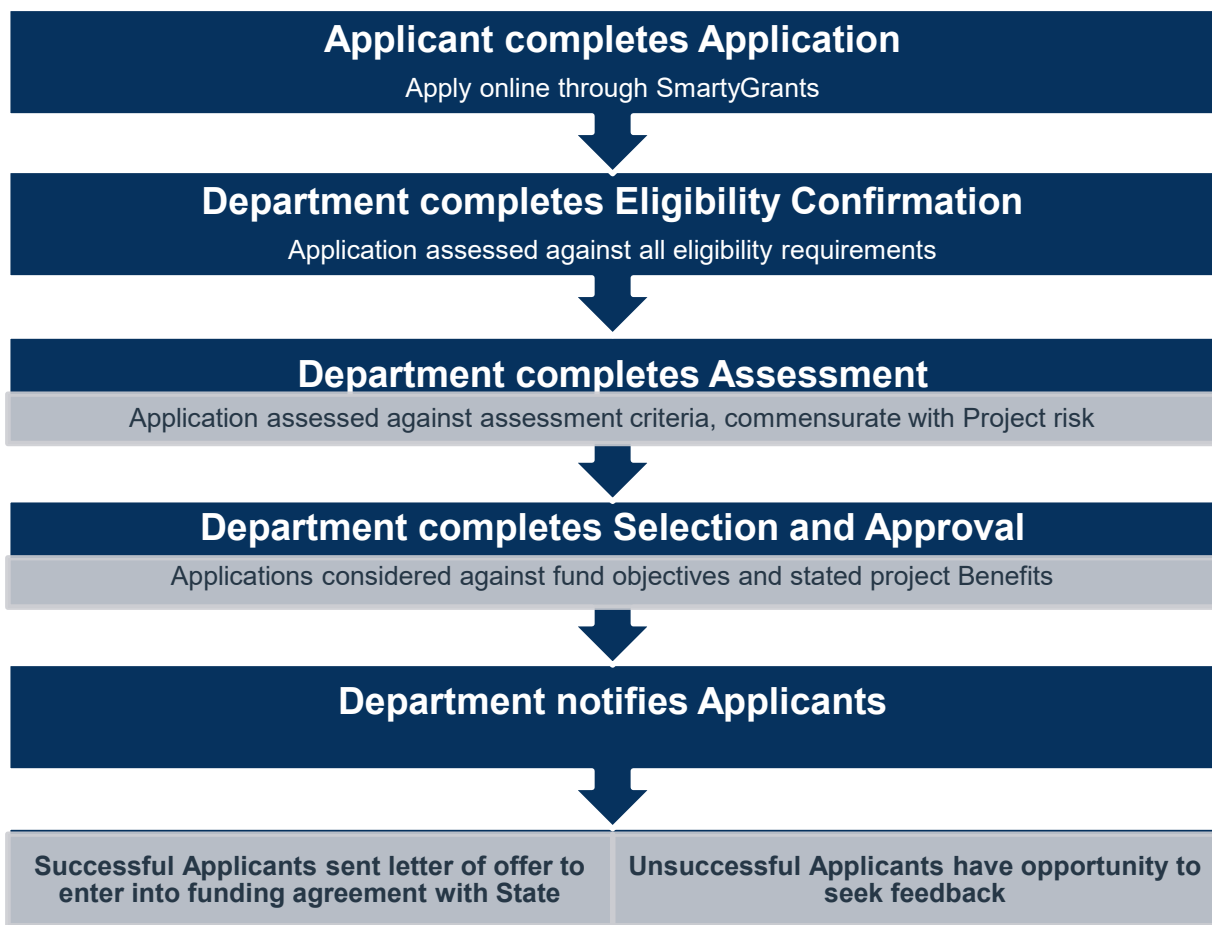
Selection and recommendation – for eligible applications the Committee:

- consider whether the Applications adequately meet the RAB Program objectives and the assessment of the stated Project Benefits,
- consider the level of Project risk in the context of broader considerations; and
- make the final recommendation to Deputy Director-General State Development (the delegated authority).

Approval - on receipt of the recommendations, the delegated authority will consider and approve the Projects to receive allocations from the RAB Program

Notification - Successful Applicants will be advised by email and a letter of offer will be provided subsequently, along with detailed instructions on signing a Funding Agreement.

The process flow is shown below:



5.2 Assessment criteria

Once Eligibility is confirmed, Applications will be assessed against the Assessment Criteria set out in these Program Guidelines. Please note that confirmation of Eligibility does not guarantee an Application will be funded.

Applications from Eligible Applicants for Eligible Projects will be assessed against the following Assessment Criteria to determine the relative merit of each Project.

Assessment Criteria

Does the Application show the Project is needed to address the objectives:

Assessment Criteria

- » Build sovereign capability
- » Draw on our strengths
- » Grow our regions in the following industries:
 - Defence
 - Biomedical
 - Biofuels
 - Resources
 - Agriculture
 - Tourism.

1. Value for Money

How well the Application demonstrates:

- » The Project will provide direct and indirect economic benefits for the region, especially economic development and community benefits.
- » The Project will support employment, including consideration of employment for First Nations peoples.
- » The Project would be unlikely to proceed without Program funding.

How Program funding will enable the Project to be delivered sooner and/or increase its size/scale to deliver additional direct and indirect benefits.

2. Project delivery

Does the Application show:

- » the Project's ability to be delivered within the identified budget and timeframes.
- » the Applicant and preferred contractors/consultants, have the capacity, capability and track record to deliver the Project within the identified budget and timeframes.
- » there are adequate financing arrangements in place to complete and deliver the Project?

6. Conditions of funding

6.1 Funding arrangements

Successful Applicants are required to execute a Project Funding Agreement with the State in order to access Project funding.

The State has no obligation to provide Project funding to an Applicant until a Project Funding Agreement has been properly executed by the Applicant and the State and the relevant conditions have been satisfied.

An Applicant undertakes a Project(s) at its own risk.

Any financial or other commitments in relation to a Project made by an Applicant partner member prior to a Project Funding Agreement being properly entered into by the parties, is at the sole risk of the Applicant.

The Project Funding Agreement sets out the arrangements for payment of funding to a successful Applicant in accordance with a Milestone Schedule.

Successful Applicants are required to effect and maintain public liability, professional indemnity and other relevant insurances with a reputable insurer, that is authorised to operate in Australia and is acceptable to the State.

6.2 Payment of funding

Subject to the terms of the Project Funding Agreement, funding will be paid directly to the successful Applicant in arrears on satisfaction of relevant conditions, including any milestones, and provision of:

- a valid invoice from the successful Applicant to the State for payment of the relevant milestone amount
- a Payment Claim Form and any relevant documentation that may be requested as evidence of expenditure on Eligible Project Costs
- any documentation required to satisfy milestone requirements in the Project Funding Agreement.

6.3 Project evaluation

The department will monitor and evaluate all Approved Projects to ensure the RAB Program meets its objectives.

Successful Applicants must comply with reporting and audit requirements as outlined in these Program Guidelines and the Project Funding Agreement.

6.3.1 Progress and completion reporting

The Project Funding Agreement will detail the requirements for:

- Progress reports
- A project completion report
- A post-completion monitoring report, due one and three years after the Project is completed.

Templates for these reports will be provided by the department.

6.3.2 Project benefits reporting

To fully capture how the RAB Program is contributing to the program objectives, successful Applicants will be required to report on Project Benefits which may include economic, social and environmental Benefits.

Ongoing Benefits monitoring requirements following Project completion may also be required.

6.4 Funding acknowledgement

Applicants that are successful through the RAB program will be required to appropriately acknowledge the contribution as advised by the department.

This includes acknowledgement of funding in all publicly made statements, websites, other appropriate promotional materials and documentation.

6.5 Tax

The State does not provide advice to Applicants and recommends Applicants seek independent professional advice on their tax obligations.

6.6 Interaction with other funds

Successful Applicants to the RAB are not precluded from applying to other Queensland Government funding programs.

6.7 Monitoring and evaluation

The RAB Program will be continuously monitored and reviewed to ensure that the program effectively achieves its objectives.

These Program Guidelines only apply to the current iteration of the RAB Program and may be updated, from time to time, to reflect future changes to the program.

7. Communications

7.1 Communication with the media

All media enquiries or public announcements relating to the RAB Program will be coordinated and managed by the department's media team. Where possible, all media and communications about Approved Projects will be undertaken jointly with successful Applicants.

Applicants are required to:

- seek and obtain the department's approval before making public statements, or contacting or responding to the media, regarding successful or unsuccessful Applications through the RAB;
- provide the department with at least 28 business days prior to the proposed media event; and
- provide any proposed media or public statement to the department for approval at least five business days prior to its release as well as making any changes or amendments to the form, content or manner reasonably requested by the department.

7.2 Confidentiality

The department will maintain controls in relation to the management of confidential information provided by or on behalf of Applicants and all internal documentation produced in relation to the administration of the program.

Applicants must keep confidential any dealings with the State about their Application, including any funding offered, but may make disclosures to advisors who are under an obligation of confidentiality or if required by law.

The State reserves the right to publicly disclose the names of Applicants, general information about Projects, and the funding provided and details about the anticipated economic and other Benefits of the Approved Project to the State.

The State may also disclose information, including confidential information of, or provided by, the Applicant:

- to the extent required to undertake assessment and consideration of Applications in accordance with these Program Guidelines;
- if required to be disclosed by law;
- to its advisors, consultants and contractors;
- to any government agency.

8. Terms and conditions

8.1 Reservation of rights

The State reserves the right to administer the RAB Program and conduct the process for the assessment and approval of Applications in connection with the RAB Program in such manner as it thinks fit, including to:

- (a) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in, the process or overall RAB Program (including timeframes and submission and compliance of Applications).
- (b) consider or accept or refuse to consider or accept any Application which:
 - i. is lodged other than in accordance with these Program Guidelines;
 - ii. is lodged after the relevant closing date for lodgement;
 - iii. does not contain the information required by these Program Guidelines; or
 - iv. is otherwise non-conforming in any respect;
- (c) vary or amend the eligibility criteria or Assessment Criteria set out in these Program Guidelines;
- (d) take into account any information from its own and other sources (including other government agencies or advisors);
- (e) accept or reject any Application, having regard to these Program Guidelines, the eligibility criteria and the Assessment Criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the <insert program acronym>;
- (f) give preference by allocating weighting to any one or more eligibility criteria or Assessment Criteria over the other;
- (g) seek clarifications or additional information from, or provide clarifications or additional information to, negotiate or deal with, or seek presentations or interviews from, any Applicant without doing or requiring the same from all or any of the other Applicants;
- (h) conduct due diligence investigations in respect of any Applicant and subject Applications to due diligence, technical, financial and economic appraisals;
- (i) require an Applicant to clarify or substantiate any claims, assumptions or commitment contained in an Application or provide any additional information;
- (j) terminate further participation of any Applicant in the Application process for the <insert program acronym> for any reason;
- (k) terminate, suspend or reinstate the RAB Program or any process in the RAB Program
- (l) not proceed with the RAB Program in the manner outlined in these Program Guidelines, or at all;
- (m) allow the withdrawal or addition of any Applicant after the closing date; and
- (n) conduct negotiations with any one or more Applicants after Applications have been lodged.

Where, under these Program 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 the Applicants).

If the State does exercise any of its rights under these Program Guidelines the State may inform any or all Applicants. The State will not, however, be under any obligation to do so.

8.2 Relationship

The State's obligations regarding the Application process are limited to those expressly stated in these Program Guidelines.

Subject to section 8.7 below, no contractual or legal relationship exists between the State and an Applicant in connection with the RAB Program these Program Guidelines or the Application.

An Applicant, or its representatives:

- (a) 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;
- (b) must not hold itself out, 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
- (c) 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 Application process and confidentiality obligations detailed in these Program Guidelines.

8.3 Participation at applicant's cost

Each Applicant participates in the RAB Program 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:

- (a) 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 RAB Program
- (b) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the RAB Program or
- (c) any of the matters or things relevant to its Application or the RAB Program in respect of which the Applicant must satisfy itself under these Program Guidelines.

Without limiting the foregoing, if the State cancels or varies the RAB Program at any time or does not approve any Application following its assessment of the Applications, or does (or fails to do) any other thing referred to under clause 8.1 of these Program 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 RAB Program

8.4 Applicant to make own enquiries

These Program Guidelines have been prepared to give potential Applicants background information in relation to the RAB Program. These Program Guidelines do not, and do not purport to, 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 and obtain their own independent legal, financial, tax and other advice in relation to information in these Program 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 supplied by it in connection with the RAB Program or interpretations placed on the information by Applicants.

8.5 Intellectual property

Any intellectual property rights that may exist in an Application will remain the property of the Applicant or the rightful owner of those intellectual property rights. Any part of an Application considered to contain any intellectual property rights should be clearly identified by the Applicant.

The Applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable, royalty free, perpetual, sub-licensable licence to exercise the intellectual property rights in the Application for the purpose of assessing and making decisions about the Application and in administering the RAB program.

8.6 Privacy

In this section, **Personal Information** has the meaning given to that term in the *Information Privacy Act 2009* (Qld).

Personal Information provided by Applicants may during the assessment of the Application, be disclosed to the State's associates (including other government agencies), advisors, consultants and contractors and Project stakeholders. Personal Information may also be disclosed where required for purposes associated with undertaking assessment of the Application, including due diligence enquiries.

If any Applicant collects or has access to any Personal Information in connection with its Application or the <insert program acronym>, the Applicant must comply, in relation to that Personal Information:

- (a) (as if it were the State) with parts 1 and 2 of Chapter 2 and section 41 of the *Information Privacy Act 2009* (Qld), including the Queensland Privacy Principles;
- (b) with all applicable laws applying to the Applicant; and
- (c) with all reasonable directions of the State.

8.7 Acceptance

By submitting an Application, each Applicant:

- (a) warrants to the State that the information supplied in the Application, including its attachments and any information provided in connection with the Application, is true, complete, and accurate as at the date on which it is submitted and is not by omission misleading and may be relied on by the State in determining whether or not to provide funding to the Applicant under the RAB Program
- (b) undertakes to promptly notify the State if it 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 Applicant or elect not to further consider an Application at any stage as a result of a material change to the information presented in an Application;
- (e) acknowledges that the State may suffer loss or damage if the Applicant breaches the above warranty and undertaking;
- (f) acknowledges that the Applicant has not received any guarantees or assurances that its Application will be approved by the State or that the State will provide any funding to it; and
- (g) is taken to have accepted these Program Guidelines, including these terms and conditions, and warrants that it will not breach these Program Guidelines or seek to bring any claim, of any kind whatsoever, against the State which is precluded by these Program Guidelines.

9. Enquiries

For enquiries or assistance please contact the Department via the below contacts.

Departmental contact	Remote Area Board
Kristian Rose, Regional Director, Darling Downs and South West Ph: (07) 4616 7317 Kristian.Rose@dsdilgp.qld.gov.au	South West Regional Organisation of Councils
Tammy Parry, Regional Director North West Queensland Ph: (07) 4747 3903 Tammy.Parry@dsdilgp.qld.gov.au	Mount Isa to Townsville Economic Development Zone Incorporated Gulf Savannah Development Incorporated
Candace Veavea, A/Regional Director Central Queensland Ph: (07) 4924 2902 Candace.Veavea@dsdilgp.qld.gov.au	Central Western Queensland Remote Area Planning and Development Board
Kelsey Ormsby, Regional Director Far North Queensland Ph: (07) 4037 3225 Kelsey.Ormsby@dsdilgp.qld.gov.au	Torres Cape Indigenous Councils Alliance

General information on the Program is available at <https://www.statedevelopment.qld.gov.au/regions/economic-development/remote-area-boards>

10. Feedback

Applicants are encouraged to provide feedback on the RAB Program or seek feedback on the outcome of their Application by contacting the department by email as per contacts in Section 9.

If an Applicant has any concerns about department's handling of their Application, they are invited to raise their concerns by contacting the department as follows:

Phone, online or in person through the [Queensland Government portal](#)

Email: complaints@dsdilgp.qld.gov.au

Correspondence:

Director, Ethics
Department of State Development, Infrastructure and Planning
PO Box 15009, City East Qld 4002

An overview of the department's compliments and complaints process is available: [Compliments and complaints](#)

Glossary

Term	Definition
ABN (Australian Business Number)	A unique 11-digit identifier issued by the Australian Government to businesses and organisations. It is used for tax and business purposes, enabling businesses to be easily identified and ensuring compliance with various regulations. An active ABN is required to apply for funding.
Applicant	An applicant for funding under the RAB Program
Program Guidelines	These RAB Program Guidelines, as updated periodically.
Application	A submission to the State for funding from the RAB Program including the application form and any supporting or additional information provided by the Applicant.
Approved Project	The Project scope of works approved for funding and as defined in a Project Contract Agreement.
Assessment Criteria	The specific standards and requirements set out in these Program Guidelines, used to evaluate and score applications for funding.
Benefits	The measurable improvement resulting from the delivery of the Approved Project.
RAB Program	Remote Area Board Program
DSDIP/the department	The Queensland Department of State Development, Infrastructure and Planning
Eligible Applicant	An entity that meets the specified criteria for applying for funding under the program. Requirements typically include being a legal entity with an active Australian Business Number (ABN), registered for GST, having a Queensland business presence, and demonstrating operational capacity and financial stability. Specific eligibility criteria are detailed in the relevant section of the Program Guidelines.
Eligible Project Costs	Expenses directly related to the successful completion of the Approved Project. These may include detailed design costs, project management expenses, purchase and installation of necessary equipment, tendering costs, and reasonable construction expenses. All eligible costs must align with the objectives of the project and be specified in the Project Funding Agreement. For a comprehensive list, refer to the relevant section of the Program Guidelines.
Estimated Total Project Cost	An estimate of all costs (excluding GST) required to complete the Project. including all eligible and ineligible costs and a recommended contingency allowance. The specific amount should be outlined in the project plan and approved by the department.

Term	Definition
Ineligible Applicant	An entity that does not meet the requirements outlined in the section (Eligible and Ineligible Applicants) of these Program Guidelines.
Ineligible Project Costs	Expenses that are not eligible for funding under the grant program and will not be reimbursed from approved grant program funds.
Project	The full scope of works identified in the application, starting from the Project Start Date to completion. This includes all relevant activities such as final design, tendering, construction, and commissioning.
Project Funding Agreement	The formal agreement between a successful Applicant and the State, outlining the terms and conditions for the payment of grant funding.
Project Start Date	The anticipated date when project works are expected to commence, from which Eligible Project Costs may be reimbursed. Project works should not start before official notification of funding approval.
State	The State of Queensland
Project Partner	The Applicant's Project Partner/s required to deliver the Project and its outcomes.

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