Queensland METS   
Collaborative Project Fund – Project Plan

INSERT PROJECT NAME

INSERT APPLICANT NAME

INSERT VERSION

INSERT DATE

# Document information

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| Document summary information | |
| Version |  |
| Version release date |  |
| Document security |  |

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| Document history | | | |
| Version | Amendment | Amendment date | Amended by |
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| The purpose of this project plan  **Information provided in the project plan will be considered in assessing the suitability of the Project for funding.**  A detailed project plan is required to be submitted with all Applications to the [Insert program name] and may form part of the Project Funding Agreement if the Application is successful.  **All sections of the template must be completed. Assessment of the Application may be affected if any section of this project plan is removed or not completed.**  If a section is considered not relevant to the Project, type ‘not applicable’ and provide the reason why. The rationale provided will be considered during the assessment of the Application.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

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| --- |
| Instructions for using this project plan template  Each section of the project plan template contains a guidance box which provides instructions on how to complete that particular section of the template.  Whilst the guidance boxes should be deleted for the final version of the project plan document, it may be useful to save a working draft with all guidance intact. This allows you to review the guidance again if any changes are required.  Information should be provided in the fields or tables in the document and/or in the Appendices—wherever it is more efficient and effective to do so.  Applicants are also encouraged to provide additional relevant information that supports or expands on information included in the project plan as appendices or separate attachments. Any appendices or attachments should be clearly referred to in the body of the project plan.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

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# Technical terms and acronyms

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| --- |
| Please provide a definitive list of technical terms and acronyms mentioned in this project plan.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |
| --- | --- |
| Term/Acronym | Meaning |
|  |  |
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|  |  |

# Project scope

## Scope of works

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| --- |
| Please provide a detailed description of all activities included in the Project including pre-construction (e.g. tendering, ‘for construction’ design, materials procurement, etc), construction and commissioning.  This information will define the deliverables of the Project and help facilitate effective management of the Project should funding be approved.  All Project works that are in-scope and form part of the Project for which Queensland METS Collaborative Project Fund financial assistance is being sought should be listed and described in section 2.1.1.  **NOTE:** In-scope works include both those that are Eligible Project Costs and those that are Ineligible Project Costs as set out in section 3.5 of the Applicant Guidelines.  All Project works that are out-of-scope and not part of the [Insert program name] Application should be listed and described in section 2.1.2.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

### In-scope

*Insert response here*

### Out of scope

*Insert response here*

# Project management

## Project summary

|  |
| --- |
| Provide a summary of the Project history including why the Project is needed and the Project objectives.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Project Partners

|  |
| --- |
| If the Project is being delivered with a Project Partner, provide a brief summary of:   * the partner organisation * its scope of involvement with the Project and * its experience delivering similar Community Infrastructure Projects.   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Project and governance structure

|  |
| --- |
| Provide an overview of the Project and governance structure e.g.:  Where multiple entities are involved in delivery (e.g. different divisions of the Applicant organisation, Project Partner, etc) please identify which entity or entities are responsible for each element of the Project and governance structure. In addition, please provide details regarding which entity or entities:   * own or will own Project assets * will operate the Project and * will directly employ Project staff.   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Key Project roles and responsibilities

|  |
| --- |
| Identify the key roles and their nominated responsibilities. Include the details of any Project Partner employees/representatives that will have a key role in Project delivery and attach CVs for each of them.  Please also identify the person who will be the nominated Project manager.  The individuals identified must have the capabilities, skills and expertise to successfully deliver the Project.  Date of Birth is required for Due Diligence purposes. (Please see section 7.6 of the Applicant Guidelines for information on the treatment of Personal Information.)  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Position/Project role and responsibilities | Key skills and experience |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Specialist expertise

|  |
| --- |
| Provide details of any specialist organisations or agencies that have been contracted or engaged to deliver any components of this Project, e.g. asbestos removal, detailed design.  If specific organisations have not yet been engaged, please describe the particular skills or expertise that will be required for the Project and how they will be sourced.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Procurement

|  |
| --- |
| Describe the proposed approach to procuring key services, employment and equipment for the Project, including competitive quotation/tendering procedures and contract models.  The Applicant is encouraged to demonstrate that local suppliers and contractors will be engaged wherever reasonably practicable and if the Project needs to comply with the Queensland Charter for Local Content. Where significant expenditure outside of Queensland is required and unavoidable (e.g. purchase of specialised equipment not available in Queensland), this should be identified and explained.  If any Project contractors and other suppliers have been identified or engaged, use the table below to provide information about their location, the key product/service being provided, where significant components of the product/service being provided have been sourced from (if known) and the value of the contracts.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of contractor/supplier | **Location of contractor/supplier** | Key product/service being supplied | Where significant components are being sourced from *(if known)* | Estimated value of contract |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Project timeframes

|  |
| --- |
| A Gantt chart or detailed Project delivery schedule identifying anticipated timeframes for all activities relating to delivery of the Project must be submitted with the Application. Such activities may include detailed design; obtaining development approvals, permits and licences; land acquisition; tendering; material procurement; construction; and commissioning.  In addition, please complete the table in section 4.1 with high level details about the Project’s stages and activities. Please note that this should only include work that is within the scope of the Project.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

A detailed Gantt chart [**OR**] Project delivery/works schedule is attached at Appendix A. [***Delete whichever does not apply***]

## Key Project tasks/activities and timeframes

|  |  |  |
| --- | --- | --- |
| Key Project milestones | Start date | End date |
| *E.g. Tender process* | *20/09/2022* | *28/11/2022* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Project progress monitoring

|  |
| --- |
| Explain the process you will use to monitor and report on the Project’s progress against its original timeframes and the achievement of key tasks.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Project Site

|  |
| --- |
| Land-related issues have the potential to significantly delay, or prevent, a Project going ahead.  Applicants must be able to demonstrate they have the right to access the Project Site with the landowner’s permission to construct, operate and maintain the Project infrastructure for the required term, as specified in the Applicant Guidelines.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

|  |  |
| --- | --- |
| Street address |  |
| Town/ suburb |  |
| Postcode |  |
| Lot and Plan | *e.g. Lot 1 on SP123456* |

## Land ownership

|  |
| --- |
| **Who owns the Project Site? Provide details of the landowner.**  If the Project Site is **owned** by the Applicant as freehold, provide evidence of ownership e.g., a recent Land Title Search or copy of the title deed.  If the Project Site is **not owned** by the Applicant as freehold, **you must** address the following:   * If **Applicant intends to acquire ownership or control over the Project Site**:   + the name of the registered land title holder, and   + evidence of ownership e.g. a recent Land Title Search or a copy of the title deed. This evidence should be attached to the Application, and   + evidence the Applicant is purchasing the land or entering/has a lease over the Project Site with permission to construct, operate and maintain the Project infrastructure for the required term, as specified in the Applicant Guidelines. This evidence should be attached to the Application. * Where **Applicant does not and will not own or control the Project Site**:   + the name of the registered land title holder, and   + evidence of ownership e.g. a recent Land Title Search or copy of the title deed. This evidence should be attached to the Application., and   + evidence of the owner’s approval that the Applicant or a Project Partner has or will have access over the Project Site with permission to construct, operate and maintain the Project Infrastructure for the required term, as specified in the Applicant Guidelines (e.g. via a lease, letter of intent). This evidence should be attached to the Application. * If the **land is owned by the Queensland Government**:   + identify the Queensland Government agency that is responsible for the land, e.g. Department of Resources,   + evidence the Applicant has the relevant Queensland Government agency’s permission to construct, operate and maintain the Project infrastructure for the required term, as specified in the Applicant Guidelines. This evidence should be attached to the Application.   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

*Insert response here*

## Permitted use

|  |
| --- |
| The identified Project Site may have restrictions on its permitted use, e.g. council zoning, land established as a reserve for a specific purpose.  If the Project Site has any restrictions on permitted use provide these details. If the permitted use is inconsistent with the proposed use of the Project to be constructed, explain how this is being resolved so that Project construction and operation of the resulting Project Infrastructure can go ahead.  Projects must also be consistent with the relevant planning scheme.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

*Insert response here*

## Land interests and issues

|  |
| --- |
| Are there any third-party interests in the land (e.g. easement, lien, lease)? Are these registered on the title for the Project Site? If not, provide details.  Are there any other land issues that need to be addressed before construction can commence? Issues to be addressed could include cultural heritage, strategic cropping land, etc.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

*Insert response here*

## Native Title impact

|  |
| --- |
| Native Title describes the bundle of rights and interests held by Aboriginal people and Torres Strait Islander people and must be addressed prior to the commencement of all land and resource dealings. No Project can proceed without appropriately considering Native Title and satisfying the requirements of the Commonwealth *Native Title Act 1993* (NTA).  Is the Project Site subject to any Native Title considerations? What investigations have you performed to ensure there are no Native Title implications of the Project? Provide details about the Native Title status of the Project Site and relevant evidence.  Until you carry out a Native Title assessment, you will not know whether Native Title still exists over the proposed dealing area or how to address it. The Queensland Government has prepared Native Title work procedures to assist in your assessment and ensure the dealing is valid in relation to Native Title (https://www.resources.qld.gov.au/qld/atsi/native-title-work-procedures).  Any dealing that invalidly deals with Native Title could result in the party being liable for compensation being sought by the Native Title holders for the extinguishment or impairment of Native Title rights and interests arising from ‘compensable acts’.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

### Is the Project Site subject to any Native Title considerations?

*Insert response here*

### What investigations have you performed to ensure there are no Native Title implications of the Project?

*Insert response here*

# Infrastructure ownership and management

|  |
| --- |
| Applicants are required to demonstrate and provide evidence that the ongoing operation, maintenance and replacement costs of the Project can be funded. Please outline how the Applicant plans to manage and fund the ongoing operation, maintenance and replacement costs associated with this Project. Referring to Project Infrastructure being included in asset management plans is not sufficient.  If the Applicant will not own the completed Project Infrastructure, or be directly responsible for the operation or maintenance of the Project Infrastructure, provide details below about who will own or be responsible for the Project Infrastructure, and what arrangements the Applicant has made/is making to guarantee the continued operation of the Project Infrastructure and/or delivery of the service. For example, in-principle agreement that a lease will be granted from the owner of the Project Site in favour of the Applicant to deliver the services from the completed Project Infrastructure for a specific period after completion of the Project Infrastructure.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

## Infrastructure ownership

*Insert response here*

## Infrastructure management

|  |  |  |
| --- | --- | --- |
| Whole-of-life costs | $ per year | Funding source |
| Maintenance |  |  |
| Operational |  |  |
| Rehabilitation/Replacement |  |  |

# Regulatory requirements

|  |
| --- |
| Applicants are responsible for complying with relevant legislative requirements and securing the necessary approvals with the appropriate regulatory agencies.  Please list all regulatory and other approvals/permits/licences/authorities, etc required for construction and operation of the Project Infrastructure and indicate current status.  Include any additional explanatory information after the table if required.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Approval (licence/permit /authority/etc) required | Name of regulatory agency | Approved/ not approved | Actions being taken and likely timeframe of approval |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Insert response here*

# Project budget

## Project costs

### Cost breakdown

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| --- |
| Please complete the Project cost breakdown template at Appendix B identifying all costs associated with construction of the Project.  Include all Eligible and Ineligible Costs and indicate how these costs will be distributed between the financial contributors to the Project.  Note: Project funding sought from the [Insert program name] can only be used for Eligible Project Costs.  Any Ineligible Project Costs must be funded by the Applicant or third-party financial contributions.  It is recommended that a contingency of up to a maximum of 15 per cent also be included.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete*. |

Refer to the Project cost breakdown at Appendix B.

### Cashflow forecast

|  |
| --- |
| Please complete the cashflow forecast template and submit it with your Application.  DO NOT EDIT OR DELETE THE FORMULAS IN THE CASHFLOW FORECAST TEMPLATE.  THE COMPLETED CASHFLOW FORECAST MUST BE SUBMITTED AS AN EXCEL DOCUMENT.  The cashflow must identify total revenue (by source) and list all expenditure items to show net cashflow related to construction of the Project. All Project costs listed should be exclusive of GST.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

Refer to the Cashflow Forecast at Appendix C.

### Cost management

|  |
| --- |
| Please outline how the Project costs will be managed and reported on within the organisation.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Project financing

|  |
| --- |
| Please detail how the Applicant will fund any costs over and above the funding sought from the Fund, any potentially ineligible Project costs, and any unanticipated cost increases.  If the Applicant is making a financial contribution to the Project, please detail the internal approvals in place for the required funding.  If the Applicant has a third-party making a financial contribution to the Project, please describe and attach evidence of the third-party’s confirmation of their financial contribution.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

1. Stakeholder management

|  |
| --- |
| Outline the how stakeholder expectations and engagement will be managed during the Project’s delivery**,** e.g.   * communications and engagement context * engagement strategy * communications strategy * community consultation   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Risk management

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risks include major factors which could significantly influence the timing, cost or scope of the Project and associated work. At a minimum, risks must be rated as high, medium or low. Applicants must specify the likelihood of those risks occurring and ensure that adequate and suitable risk mitigation strategies are in place.  Applicants must complete the risk identification and mitigation table below addressing all risks linked to this Project. Additional detail about any of the identified risks can also be provided in the field below.  Examples of risks include:   |  |  |  | | --- | --- | --- | | * planning assumptions | * costs | * cultural heritage | | * Native Title | * resumption of land | * public consultation | | * geotechnical / soil test | * environmental management | * flooding | | * quality standards | * political | * design risks | | * constructability | * traffic management | * Project funding | | * utility services | * workforce considerations | * safety. |   Examples of risks, ratings and mitigation strategies   |  |  |  |  | | --- | --- | --- | --- | | **Risk** | **Risk level** | **Likelihood** | **Mitigation strategy** | | Costs exceed the Applicant's funding capacity | H | U | Contracts will include clauses regarding cost escalation and associated penalties  Contingency included in the budget to accommodate minor deviations in construction costs | | Capability to deliver within Project timeframes / construction delays | M | P | Contract will include Project timeframes  Penalty rates will apply if the contractor fails to meet obligated timeframes | | Approval timeframes for works within a restricted area | H | L | Ensure liaison with relevant regulatory authority early and throughout the Project |   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk identification – major factors which could significantly influence the timing, cost or scope of the work. | | | |
| Risk Level: | High (H) | Medium (M) | Low (L) |
| Likelihood: | Likely (L) | Possible (P) | Unlikely (U) |

| Risk | Risk level | Likelihood | Mitigation strategy |
| --- | --- | --- | --- |
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Appendix A: Gantt chart [OR] Project delivery/works schedule **[Delete whichever does not apply]**

*Please embed a Gantt chart below or attach copy as a PDF to the Application.*

# Appendix B: Project cost breakdown

|  |
| --- |
| Include all Eligible and Ineligible Project Costs and indicate how these costs will be distributed between the financial contributors to the Project.  Project funding sought can only be used for Eligible Project Costs. Refer to the Applicant Guidelines (section 3.5) for further information.  All Ineligible Project Costs must be covered by Applicant or other contributors.  Eligible and Ineligible Costs must be identified as such in the column provided. See section 3.5 of the Applicant Guidelines for information on Eligible and Ineligible Costs.  All costs and funding must be exclusive of GST.  It is recommended that a contingency of up to a maximum of 15 per cent also be included in the Estimated Total Project Cost.  Please add additional rows to the table, if required.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

| **Project item** | **Eligible or Ineligible Project Cost** | **Project funding sought ($)** | **Applicant contribution ($)** | **Other contributions ($)** | **Total item cost ($)** |
| --- | --- | --- | --- | --- | --- |
| *Construction costs* | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Building escalation (if not included in quote)* |  | | | | |
|  |  |  |  |  |  |
| *Professional fees* |  | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Statutory fees and charges* |  | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Other (please specify)* |  | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Contingency (allow maximum 15%)* |  | | | | |
|  |  |  |  |  |  |
| **Estimated Total Project Cost** |  |  |  |  |  |

All costs are GST exclusive.

# Appendix C: Cashflow forecast

*Please attach a copy of the Cashflow forecast (in the provided excel template) to the Application.*