

Building our Regions

Round 5 – Planning projects

Guide to completing an application

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1.0 Introduction

Before applying for funding under the Building our Regions program, please read the Program Guidelines. The Program Guidelines, and all other supporting information can be found on the Building our Regions website at www.dsdmip.qld.gov.au/buildingourregions

Applications for planning projects are to be submitted through the Building our Regions online portal. Each eligible local government will be provided with a portal login username, password and portal user guides. Please refer to the Local Government Administrator Portal Guide and the Local Government User Portal Guide for information on how to use the portal.

This document is intended to be a guide only and does not guarantee a successful outcome. The Minister for State Development, Manufacturing, Infrastructure and Planning is under no obligation to approve any planning project application.

If you have any questions or require assistance, please contact the Building our Regions team on 3452 7377 or 13 QGOV (13 74 68).

1.1 Before starting

When preparing a planning project application, it is important to keep the following in mind:

- Applicants may only submit one application for a planning project.
- Applications will be considered through a competitive, one-stage application process. Submission of an application does not guarantee funding will be awarded.
- Applications must satisfy all of the mandatory requirements identified in the Program Guidelines. Applications that do not satisfy the mandatory requirements may be deemed ineligible. Refer to sections 3.1 and 5.2.2 and Attachment 3 of the Program Guidelines for the mandatory requirements of planning project applications.
- Applicants must not submit their planning project application until they have provided a final version of their application to their local Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) regional office for feedback on its consistency with the Program Guidelines.
- Applications will be competitively assessed. Applications that substantiate statements made with relevant quantitative and qualitative documentary evidence will generally be more competitive than those that do not. Refer to section 1.4 of this guide and section 5.2.3 of the Program Guidelines for information on using evidence to support applications.
- If an application is being made by a consortium, one eligible local government must be the lead partner and be responsible for project delivery. Information about the involvement and support of consortium partners should be provided as part of the application.

1.2 Assistance preparing applications

Assistance is available to help applicants identify appropriate priority projects for Round 5 of Building our Regions.

Applicants are strongly encouraged to work with their DSDMIP regional office. Information about the department's regional offices is available at www.dsdmip.qld.gov.au/contact-us/regional-contacts.html

The outcomes of previous rounds strongly indicate applicants are more likely to be successful if they have worked with their regional office to identify projects and prepare applications. While working with the regional office does not guarantee success at any stage of the application process, it can improve the competitiveness of applications.

Applicants should also note that they must not submit their planning project application until they have provided a final version of their application to the local regional office for feedback on the application's consistency with the Program Guidelines.

1.3 Project identification and selection

Local governments are encouraged to identify a pipeline of strategic infrastructure priorities. The pipeline of projects should align with identified economic development priorities for the region outlined in regional economic development strategies and plans. This pipeline of projects will assist local governments in preparing project applications for potential future funding rounds and to capitalise on other funding opportunities.

Local governments should consider using the Queensland Treasury Corporation's (QTC) Project Decision Framework to assist with the identification and prioritisation process. The implementation of a formal project decision framework will provide the necessary methodology, governance arrangements and relevant tools for effective project consideration and selection.

QTC's Project Decision Framework has been specifically developed to assist local government and will help ensure project business cases consider the whole-of-life costs, options, risks and benefits attributable to the proposed project. The Project Decision Framework's templates and tools are available at no cost for Queensland local governments through QTC Link on the QTC website at www.qtc.com.au or by emailing accountmanager@qtc.com.au for assistance.

1.4 Evidence

Where possible, all statements made in the application should be supported by documentary evidence. Competitive applications use evidence to support responses to assessment criteria as well as responses to other questions, e.g. costings.

Evidence is most effective when it is:

- relevant to the statements it is substantiating
- rigorous, credible and able to stand up to critical analysis
- recently created or compiled.

The use of quantitative and qualitative data that is sourced and as up-to-date as possible is strongly encouraged—for example population data sourced from the Queensland Government Statistician's Office (QGSO) website: www.qgso.qld.gov.au/index.php, or the Australian Bureau of Statistics (ABS). Using consultants' reports and local and/or state government plans and strategies as evidence is encouraged.

Evidence is most effectively used when it substantiates statements made in the application or specifically identifies the proposed works. For example, an applicant could write: 'the consultant's report identified the proposed project as the most cost-effective option to address the issue for the following reasons... (Refer to section/page xx)'.

Documentary evidence may include:

- studies and reports such as feasibility studies, option analyses, engineering reports
- modelling, e.g.:
 - of catchment wide issues where a project is for flood mitigation infrastructure
 - showing the costs and benefits of providing (or not providing) the infrastructure
- evidence of community concern such as petitions, letters, survey outcomes, copies of media reports
- maps showing the location of proposed infrastructure and identifying relevant features
- photographs showing the condition of existing infrastructure
- council minutes or resolutions relating to the need or opportunity and/or to the specific infrastructure.

Where reports are used as evidence, they should be provided in full, or at least the relevant sections along with the cover and copyright pages. If documents are available online, hyperlinks can be provided instead. In all cases, please identify the relevant section and page numbers. If this is not provided, particularly for very long documents, it is not possible to guarantee that evidence of specific claims will be noted.

If an older study is being used as evidence, applicants must explain why it is still relevant and identify any additional work that has been done to provide more up-to-date information.

2.0 Project details

2.1 Project title

Enter a short but descriptive project title so the project can be easily identified.

For example, a project to prepare the final designs for a foreshore redevelopment project in Hidden Bay could be called Hidden Bay Foreshore Redevelopment Final Design.

2.2 Project description

What will the project deliver? Provide a clear and concise summary of the project to be undertaken – what will the professional service provider be contracted to deliver? Please make sure the response clearly identifies if the project is for final/detailed design or a project business case.

Please note that project need/demand is not the focus of this question and is addressed elsewhere in the application.

2.3 Infrastructure type

Applicants will need to identify an infrastructure category for the project. The appropriate category for planning projects is the “N/A – Planning project” option.

2.4 Project type

Applicants will need to identify their project as a “Planning project”.

3.0 Estimated project timeframe

Applicants are strongly encouraged to ensure timeframes incorporate all activities that need to be undertaken in order to deliver the planning project and allow for any potential delays.

3.1 Project start date

This is the date from which applicants expect to start incurring eligible costs if funding is approved such as releasing the tender to appoint an appropriate service provider.

NOTE: The project start date must be after the Minister is expected to announce successful applications. The Program Guidelines Attachment 3 identifies 10 January 2020 as the earliest project start date that applications should include. Announcements may occur earlier than this, and approved projects will be able to start as soon as announcements are made.

3.2 Construction commencement date

While there is no construction commencement date for planning projects, this is a mandatory field in the portal. Applicants should use the same date entered for the project start date.

3.3 Project completion date

The date that the project is anticipated to be finished, i.e. when council expects to receive the final detailed design or project business case from the service provider.

3.4 Project readiness

The project readiness of planning project applications is not being assessed. However, a number of the questions in this section of the portal are mandatory and require a response. Please complete the questions in this section as follows:

- where the portal asks whether a Gantt Chart or detailed project delivery/works schedule has been attached:
 - these documents are not required – please select one of the options to satisfy the mandatory requirement so the webpage will submit the application
- where the portal asks if additional documentation is attached to demonstrate the project's readiness:
 - this section is not required and can be left blank
- Where the portal asks, "What stage has the project reached at the time of application?":
 - select 'Other' from the drop-down list
- Where the portal asks, "If the project is not ready to proceed to construction, please describe what action is being taken to ensure the project will be able to commence construction within the required timeframe":
 - enter 'Not applicable' in the text field.

4.0 Project contacts

Applicants must nominate a primary contact and a project manager for the project.

The primary contact will be the main point of contact for the project during assessment of the application and should be able to provide clarification of any information included in the application.

The project manager identified should be the person who will be responsible for overseeing delivery of the project on behalf of the applicant if the project is approved. Applicants will be required to provide more detail about this person, including date of birth, under key personnel on the criteria tab of the portal, for due diligence purposes.

Additional contacts can be added to the application and instructions for this are provided in the Local Government User Portal Guide.

5.0 Project costings

NOTE: Responses to this section will be considered in assessing project eligibility.

Building our Regions funding can be used for the eligible project costs of approved projects. Applicants 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 and any funding shortfall if other co-contributions fall through.

Rounding of dollars

Please round amounts up to the nearest \$100, e.g. \$125,125.69 would be rounded to \$125,200.

Total project expenditure

A project's total project expenditure is the sum of all expenditure directly related to delivering the project. Examples of costs to consider include professional third-party service provider fees (excluding the service provider's administrative or overhead costs), project management costs e.g. technical or professional advisor fees (third party), and tendering.

Applicants are encouraged to thoroughly consider all costs associated with delivering the project.

15% contingency allowance

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

Calculating Total Estimated Project Cost

The Total Estimated Project Cost for Building our Regions projects is the total project expenditure plus the contingency. Use the following formula to work out the Total Estimated Project Cost that includes a 15% contingency:

Total project expenditure x 1.15.

This amount should then be used to work out the Building our Regions funding required, and any financial contributions from the applicant or other sources.

5.1 Financial contributions

5.1.1 Program funding sought (ex GST)

Please state the amount of Building our Regions funding being sought. Note applicants can seek funding up to \$300,000 (exclusive of GST) for planning projects.

Please note that only eligible expenses will be reimbursed up to the maximum of the approved Building our Regions funding amount. Refer to the Program Guidelines section 3.4.2 for eligible and ineligible expenditure.

5.1.2 Council's financial contribution (ex GST)

Insert the financial contribution that the applicant will make to the project (exclusive of GST).

Applicant contributions must not include any in-kind contributions.

NOTE: Ineligible costs will not be reimbursed with Building our Regions funding, even if the applicant is seeking 100% funding.

If project costs include any ineligible expenditure items, applicants must ensure their contributions (combined with other non-Building our Regions contributions) are sufficient to cover these ineligible expenses.

5.1.3 Other financial contributions

Detail any other financial contributions to the project (exclusive of GST). Please identify whether the funding is confirmed and if there are any conditions on the funding, e.g., funds need to be expended by the end of the 2019/20 financial year.

Attach evidence that these contributions have been confirmed to the application if available.

Do not include any in-kind contributions in this section.

5.1.4 Total estimated project cost

The Total Estimated Project Cost will be automatically calculated by the portal based on the amounts entered at Program funding sought, Council's financial contribution, and Other financial contributions.

5.1.5 Previous Queensland Government funding

Please detail any funding the Queensland Government has provided for any component of this project, including earlier stages.

If the Queensland Government has provided funding for other related activities that are not part of this project application, including earlier stages, e.g. for a feasibility study, options analysis, provide details of the funding here. Do not include financial contributions already identified under other financial contributions in this section.

As a minimum, please identify the department/agency that provided the funding, the program name, name of the project, purpose of funding, approved amount and date of approval.

5.1.6 In-kind contributions

Detail in-kind contributions to the project and an estimate of their value (exclusive of GST). Applicants should attach evidence that these contributions are confirmed, such as letters from relevant organisations. Do not include any financial/cash contributions in this section.

6.0 Cost breakdown

6.1 Cost breakdown

Provide a breakdown of all project costs and indicate how these costs will be distributed between the financial contributors. Applicants are encouraged to include a contingency of up to 15 per cent of the total project cost.

A number of cost categories may be selected, including professional fees, statutory fees and charges, contingency, and others. Multiple items may be included under each category. Some of the identified cost categories will not be relevant, such as construction costs.

Applicants are encouraged to provide a comprehensive breakdown of costs as this will provide a clearer picture of the proposed project. In addition, this will help to identify ineligible costs and enable the applicant to ensure appropriate funds are available.

6.2 Basis of project costings

How have the project costs been calculated or determined?

Explain how the Total Estimated Project Cost has been calculated (e.g. preliminary quotes, completed tender process). Attach copies of quotes or other documentation to support the information provided.

7.0 Project site

7.1 Project site address

While it is understood that a street address for the potential construction project may not be known at this time, the project site address is a mandatory field in the portal.

If the project site is not known, applicants should enter the physical address for council's main office.

7.2 Real property description

Provision of a real property description is a mandatory requirement in the portal. Click on the 'add project site' button and complete the fields as follows:

- Title reference: Enter 'N/A'
- Lot number: Enter '1'
- Registered plan: Enter 'N/A'.

Responses to the Parish and County fields are not required.

7.3 Longitude and latitude

Applicants do not need to provide details of the project's longitude and latitude.

7.4 State and Federal electorates

Please select the Federal and State electorates the potential infrastructure is likely to be located within. For example, if the infrastructure is for a specific town, include the Federal and State electorates for that town. If infrastructure is likely to cross electoral boundaries (e.g. trunk infrastructure), please select all electorates that apply.

Electorates can be confirmed on the Electoral Commission Queensland website (www.ecq.qld.gov.au) and the Australian Electoral Commission website (www.aec.gov.au).

8.0 Land ownership

While land ownership is not being considered in assessing planning project applications, the questions in this section are mandatory fields in the portal and require a response. Please complete the questions in this section as follows:

- Who currently owns the land where the project will be located?
 - Response: Select 'Council' from the list.
- Is there any third-party interest in the land? (e.g. easement, lien, lease)
 - Response: Select 'No' from the list.
- Are there any land issues that need to be addressed before construction can commence?
 - Response: Select 'No' from the list.

9.0 Regulatory requirements

Regulatory requirements are not considered in assessing planning project applications and no response is required.

10.0 Response to assessment criteria

10.1 Project demand

1. Describe the regional economic environment and the opportunities to grow the economy and/or constraints/blockages to overcome.

Describe the local/regional economic environment. Identify and describe the resulting economic growth opportunities and/or constraints or blockages. Where available, include quantitative and qualitative information to demonstrate the significance of the opportunities and/or constraints.

The response needs to clearly describe the economic environment of the region/community including the specific opportunities for economic growth and/or constraints or blockages that may be limiting or preventing economic growth.

Applicants should consider the following:

- What are the opportunities and/or constraints?
- Where in the region do the opportunities and/or constraints exist?
- Do the opportunities and/or constraints impact particular industries, sectors, or communities?
- What are the time pressures or urgency around the opportunities and/or constraints?

The response should be supported with quantitative (statistics or forecasts, etc.) and qualitative information to demonstrate the significance of the opportunity and/or constraint for the community/region. For example, instead of saying “manufacturing is a key economic driver that has grown in recent years,” a response that includes quantitative and qualitative information might be “The 2019 Economic Profile identifies manufacturing as a key economic driver and notes the sector’s contribution to the area’s number of businesses and jobs has increased by 5% and 10% respectively between 2010 and 2017”.

Regional profiles can be obtained from the Queensland Government Statistician’s Office website: www.qgso.qld.gov.au/index.php

Any quantitative and qualitative information referred to in the application must be sourced and the source documents attached to the application unless web addresses are provided. Such evidence may include reports, studies, mapping/flood studies, photographs, results of community consultation, media reports, letters, etc.

2. Explain how the outcomes of the planning project will help address the economic growth opportunities and/or constraints.

Explain the link between the planning project and the economic growth opportunities/constraints. Where available, include quantitative and qualitative information to demonstrate the scale of the impact the project will have on the economic growth opportunities/constraints.

The response should explain how the outcomes of the planning project will help to address the particular economic growth opportunities and/or constraints or blockages identified in Question 1.

For example, if the application is for final/detailed design, the response could comment on how the use or operation of the proposed infrastructure will contribute to economic growth. For a project business case application, the response could outline how an economic opportunity will be maximised/realised.

Applicants should include specific examples of how the economic growth opportunities and/or constraints, will be addressed, rather than making broad or general statements. The expected scale of the impact on the economic growth opportunities and/or constraints also needs to be explained.

Where possible, the response should be supported with quantitative (statistics or forecasts, etc.) and qualitative information. Refer to and attach or provide web addresses for relevant evidence to support statements made in the application. Such evidence may include economic reports, studies, mapping/flood studies, photographs, results of community consultation, media reports, letters, etc.

3. Explain how the outcomes of the planning project will help improve the liveability and amenity of communities in the region.

Explain the link between the planning project and potential improvements to liveability and amenity. Where available, include quantitative and qualitative information to demonstrate the significance of this for the region. If there are potential negative impacts, explain how these will be managed.

The response should explain how the outcomes of the planning project will help make the region a better, more pleasant and desirable place to live. Applicants should describe specific improvements in liveability and amenity that have a clear link to the outcomes of the planning project, rather than making broad or general statements. The expected scale of the impact on liveability and amenity should also be included along with what this will mean for the region.

If the planning project's outcomes may have potential negative impacts on liveability and amenity on the community, identify those impacts and explain how they will be managed.

Where possible, the response should be supported with quantitative (statistics or forecasts, etc.) and qualitative information. Refer to and attach or provide web addresses for relevant evidence to support statements made in the application. Such evidence may include reports, studies, mapping/flood studies, photographs, results of community consultation, media reports, letters, etc.

4. What is the specific issue or need council is seeking to address through this project?

Apart from the economic and liveability issues identified, what specific issue or need is council seeking to address? What will be the primary purpose of any resulting infrastructure?

The response should explain the specific issue or need council is seeking to address, besides the economic and liveability ones already described. For example, upgrades to a regional airport may be required to repair defects in the runway to CASA standards or to meet the needs of heavier aircraft using the airport. Applicants should explain the primary purpose of the infrastructure that could be built or upgraded as a result of the planning project.

Refer to and attach or provide web addresses for relevant evidence to support statements made in the application. Such evidence may include reports, studies, mapping/flood studies, photographs, results of community consultation, media reports, letters, etc.

5. Describe the outcomes of previous planning stages and how they demonstrate the need to undertake this planning project.

Detail the work completed on previous planning stages, who completed the work (e.g. internal to council, expert/specialist engaged by council etc), and when it was completed. Explain what recommendations were made and whether it was recommended to proceed with a business case and/or detail design.

The response should detail what planning stages have already been completed and describe how the outcomes of those stages demonstrate the need to undertake this specific planning project.

Applicants need to provide the following information about the previous planning stages:

- What work/output was completed, e.g. feasibility study, options analysis, etc?
- Who completed the work, e.g. internal to council, expert/specialist engaged by council, etc.?
- When were the previous planning activities completed?

The response needs to explain what recommendations were made and whether proceeding with a business case and/or detail design was recommended.

If there have not been any earlier planning stages, applicants need to explain why and why they are starting at the project business case / final/detail design stage.

Refer to and attach or provide web addresses for copies or relevant extracts of documentation from the previous planning stages as evidence.

6. Detail issues identified through previous reviews or audits and how this planning project will address them.

Describe the review/audit and who conducted it (e.g. internal to council, expert commissioned by council, other external expert, regional or national body etc). Is the advice/position independent? What were the outcomes and how will the planning project address them?

The response should detail any issues identified through previous reviews and/or audits and explain how this planning project will address them. Please note that reviews and audits are different/separate activities to the previous planning stages referred to in question 5 above.

In detailing the previous reviews/audits, applicants need to provide the following information:

- What were the reviews/audits investigating?
- Who conducted them, e.g. internal to council, expert commissioned by council, other external expert, regional or national body, etc.?
- Is the advice/position independent?

Applicants should also describe the outcomes of these reviews/audits and explain how the proposed planning project will address them.

Refer to and attach or provide web addresses for copies or relevant extracts of the previous reviews/audits as evidence.

7. Describe the options considered through previous planning stages, including any non-infrastructure options.

Describe the options considered including any non-infrastructure options. If non-infrastructure solutions were considered not suitable for progression, please explain the reasons why. If non-infrastructure solutions were not considered at previous planning stages, please explain why.

The response should describe any other options, including non-infrastructure solutions, considered during previous planning stages. If other options, especially non-infrastructure ones, were considered, applicants need to explain why those options are not being progressed.

If non-infrastructure solutions have not been considered at previous planning stages, applicants need to explain why.

Refer to and attach or provide web addresses for copies or relevant extracts of previous planning documents as evidence.

8. Explain the urgency for the project and whether it addresses a short, medium or long term infrastructure priority.

Explain the urgency for the project and include any relevant supporting evidence (e.g. statistical information, strong industry and/or community support). Explain how the project will address a short, medium or long term priority.

The response should explain the overarching urgency and timeframes for the project including:

- when the planning project needs to be delivered and why
- whether the project addresses a short, medium or long term infrastructure priority
- if known, when council will be in a position to deliver the proposed infrastructure (or other solution if outcomes of a business case don't support an infrastructure solution).

Refer to and attach or provide web addresses for relevant evidence to support statements made in the application. Such evidence may include statistical information, strong industry and/or community support, e.g. the results of consultation/surveys, media reports, letters, complaints, petitions, etc.

9. Explain how the project aligns with local, state or regional infrastructure priorities, policies or initiatives.

Detail (and name) any priority, policy or initiative the planning project aligns with and briefly outline relevant elements. Provide names and key contact details of any relevant Queensland Government stakeholders that have been consulted. Include links to publicly available documents.

The response should identify local, state or regional infrastructure priorities, policies or initiatives that the project aligns with, briefly explain how they are linked. The priorities, policies and/or initiatives should be identified by name and the key elements relating to the planning project should be outlined.

Applicants need to provide the key contact details for any relevant Queensland Government stakeholders that have been consulted.

Refer to and attach or provide web addresses for copies or relevant extracts of the identified documents.

11.0 Key personnel

The project's key personnel must have the capabilities, skills and expertise to successfully deliver the project.

Identify the individuals with responsibility for delivering the project including the project manager identified on the project contacts tab of the portal. Key personnel may be council employees and/or contractors involved in the planning activity. In addition to the project manager, applicants should consider including those tasked with other roles such as: tendering and contract management, and review and approval of project deliverables.

12.0 Documents

Mandatory attachments

There are no mandatory documents required with submission of a planning application.

Please note the portal shows a list of 'mandatory' documents on the 'Documents' page. Applicants will need to check the boxes against all of the documents listed so the portal will submit the application.

Additional/optional attachments

Identify the additional/optional documentation being provided with the application by checking the relevant boxes.

Applicants are encouraged to attach the following documents to support their planning applications:

- 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. Please note that project location maps can also be provided in PDF or picture (JPEG, GIF, etc.) formats. NOTE: only provide mapping files if a project location is confirmed at this time.
- 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 fields).

Applicants should attach any documentary evidence referred to in the application to substantiate their statements. Refer to the Local Government User Portal Guide for assistance attaching documents.

So that documents provided can be accessed by the department, please ensure that all documents (apart from GIS spatial mapping where relevant) are provided in either PDF, Word or Excel format.

Failure to provide copies of supporting evidence will affect the application's assessment outcome.

13.0 Checklist

The portal checklist will identify any mandatory fields within the application that have not been completed. Applications cannot be submitted until items in the checklist are green and ticked.

14.0 Submitting an application

Please refer to the Local Government Administrator Portal Guide for assistance with submitting an application.

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