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| Project Plan [Project name]  Remote Area board Round 2025 - 2026 |

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| --- | --- |
| Information with solid fill | **Guidance** |
| **Purpose**   * Information provided in the project plan will be considered in assessing the suitability of the Project for funding. * A project plan is required to be submitted with all Applications to the [Insert program name] and may form part of the 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. The rationale provided will be considered during the assessment of the Application. | |

|  |  |
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| Information with solid fill | **Guidance** |
| **Instructions for use**   * Each section of the project plan template contains a guidance box which provides instructions on how to complete that section of the template. * 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 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. | |

Contents

[Technical terms and acronyms 6](#_Toc204352493)

[Project scope 7](#_Toc204352494)

[Scope of works 7](#_Toc204352495)

[Works in scope 7](#_Toc204352496)

[Works out of scope 7](#_Toc204352497)

[Project management 8](#_Toc204352498)

[Project summary 8](#_Toc204352499)

[Project partners 8](#_Toc204352500)

[Project and governance structure 9](#_Toc204352501)

[Key project roles and responsibilities 10](#_Toc204352502)

[Specialist expertise 10](#_Toc204352503)

[Procurement 11](#_Toc204352504)

[Project timeframes 12](#_Toc204352505)

[Key project tasks/activities and timeframes 12](#_Toc204352506)

[Project progress monitoring 12](#_Toc204352507)

[Project site 13](#_Toc204352508)

[Land ownership 14](#_Toc204352509)

[Permitted use 15](#_Toc204352510)

[Land interests and issues 15](#_Toc204352511)

[Native title impact 16](#_Toc204352512)

[Infrastructure ownership and management 17](#_Toc204352513)

[Infrastructure ownership 17](#_Toc204352514)

[Infrastructure management 17](#_Toc204352515)

[Regulatory requirements 18](#_Toc204352516)

[Project budget 19](#_Toc204352517)

[Project costs 19](#_Toc204352518)

[Project financing 20](#_Toc204352519)

[Stakeholder management 21](#_Toc204352520)

[Risk management 22](#_Toc204352521)

[Risk identification 22](#_Toc204352522)

[Appendix A - Gantt chart [or] project delivery/works schedule 24](#_Toc204352523)

[Appendix B - Project cost breakdown 25](#_Toc204352524)

[Appendix C - Cashflow forecast 27](#_Toc204352525)

# Technical terms and acronyms

Please provide a definitive list of technical terms and acronyms mentioned in this project plan.

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

# Project scope

## Scope of works

|  |  |
| --- | --- |
| Information with solid fill | **Guidance** |
| * Provide a detailed description of all activities included in the project, including pre-construction (e.g. tendering, ‘for construction’ design, materials procurement), construction, and commissioning. This information will define the project deliverables and facilitate effective project management if funding is approved. * In-scope project works that are part of the [Insert Program Name] financial assistance request should be listed and described in the section in scope below. * In-scope works include both Eligible Project Costs and Ineligible Project Costs as outlined in section [X] of the Program Guidelines. * Out-of-scope project works that are not part of the [Insert Program Name] application should be listed and described in the section Out of scope below. | |

*Add your response here.*

## Works in scope

*Add your response here.*

## Works out of scope

*Add your response here.*

# Project management

## Project summary

| Information with solid fill | Guidance |
| --- | --- |
| Provide a summary of the Project history including why the Project is needed and the Project objectives. | |

*Add your response here.*

## Project partners

| Information with solid fill | Guidance |
| --- | --- |
| If the project is being delivered with a partner, provide a brief summary of:   * The partner organisation * Their scope of involvement in the project * Their experience in delivering similar community infrastructure projects | |

*Add your response here.*

## Key project roles and responsibilities

| Information with solid fill | Guidance |
| --- | --- |
| * Identify the key roles and their nominated responsibilities. Include details of any project partner employees/representatives who will play a key role in project delivery and attach CVs for each. * Identify the nominated project manager. * Ensure that the individuals identified have the capabilities, skills, and expertise to successfully deliver the project. * Date of birth is required for due diligence purposes. (Refer to the section of the Program Guidelines for information on the treatment of personal information.) | |

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

| Information with solid fill | **Guidance** |
| --- | --- |
| * 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 skills or expertise that will be required for the Project and how they will be sourced. | |

*Add your response here.*

## Procurement

| Information with solid fill | **Guidance** |
| --- | --- |
| * Outline the proposed approach for procuring key services, employment, and equipment for the project, including competitive quotation/tendering procedures and contract models. * Demonstrate efforts to engage local suppliers and contractors wherever feasible and address compliance with the Queensland Charter for Local Content. If significant expenditure outside Queensland is necessary and unavoidable (e.g., purchase of specialised equipment not available in Queensland), identify and explain this. * If project contractors and suppliers have been identified or engaged, use the table below to provide information about their location, the key product/service being provided, the source of significant components (if known), and the contract value. | |

*Add your 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 |
|  |  |  |  |  |
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# Project timeframes

| Information with solid fill | **Guidance** |
| --- | --- |
| * Submit a Gantt chart or detailed project delivery schedule with the application, outlining the anticipated timeframes for all project activities. These activities may include detailed design, obtaining development approvals, permits, licences, land acquisition, tendering, material procurement, construction, and commissioning. * Additionally, complete the table in section Key project tasks/activities and timeframes below with high-level details about the project's stages and activities, ensuring it only includes work within the project's scope. | |

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

| Information with solid fill | **Guidance** |
| --- | --- |
| This section can be included in the application form if tasks/activities will be monitored and reported on during project delivery. | |

|  |  |  |
| --- | --- | --- |
| Key Project milestones | Start date | End date |
| *E.g. Tender process* | *20/09/2024* | *28/11/2024* |
|  |  |  |
|  |  |  |
|  |  |  |

## Project progress monitoring

| Information with solid fill | **Guidance** |
| --- | --- |
| * 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. | |

*Add your response here.*

# Project site (if applicable)

| **Information with solid fill** | Guidance |
| --- | --- |
| * 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 Program Guidelines. | |

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

## Land ownership (if applicable)

| Information with solid fill | Guidance |
| --- | --- |
| * **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, such as a recent Land Title Search or a copy of the title deed. * **If the Project Site is not owned by the Applicant as freehold:**   + If the Applicant intends to acquire ownership or control over the Project Site, provide:     - The name of the registered land title holder.     - Evidence of ownership, e.g., a recent Land Title Search or a copy of the title deed. Attach this evidence to the Application.     - Evidence that the Applicant is purchasing the land or 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 Program Guidelines. Attach this evidence to the Application.   + If the Applicant does not and will not own or control the Project Site, provide:     - The name of the registered land title holder.     - Evidence of ownership, e.g., a recent Land Title Search or copy of the title deed. Attach this evidence to the Application.     - Evidence of the owner’s approval that the Applicant or a Project Partner has or will have access to the Project Site with permission to construct, operate, and maintain the Project infrastructure for the required term, as specified in the Program Guidelines (e.g., via a lease, letter of intent). Attach this evidence to the Application. * **If the land is owned by the Queensland Government:**   + Identify the Queensland Government agency responsible for the land, e.g., the Department of Resources.   + Provide evidence that 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 Program Guidelines. Attach this evidence to the Application. | |

*Add your response here.*

## Permitted use (if applicable)

|  |  |
| --- | --- |
| Information with solid fill | **Guidance** |
| The identified Project Site may have restrictions on its permitted use, such as council zoning or land established as a reserve for a specific purpose.   * If there are any restrictions on the permitted use of the Project Site, provide these details. * If the permitted use is inconsistent with the proposed use of the Project, explain how this issue is being resolved to ensure that Project construction and operation can proceed. * Ensure that the Project is consistent with the relevant planning scheme. | |

*Add your response here.*

## Land interests and issues (if applicable)

| Information with solid fill | **Guidance** |
| --- | --- |
| * Are there any third-party interests in the land (e.g. easement, lien, lease)? If yes, 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? These issues could include cultural heritage, strategic cropping land, etc | |

*Add your response here.*

## Native title impact

|  |  |
| --- | --- |
| Information with solid fill | **Guidance** |
| * Native Title represents the rights and interests held by Aboriginal and Torres Strait Islander people. Addressing Native Title is essential before commencing any land and resource dealings. The Project cannot proceed without considering Native Title and meeting the requirements of the Commonwealth Native Title Act 1993 (NTA). * Is the Project Site subject to any Native Title considerations? * Investigations: What investigations have you performed to ensure there are no Native Title implications for the Project? Provide details about the Native Title status of the Project Site and relevant evidence. * A Native Title assessment is required to determine whether Native Title exists over the proposed area and how to address it. The Queensland Government has prepared Native Title work procedures to assist in your assessment and ensure validity concerning Native Title (https://www.resources.qld.gov.au/qld/atsi/native-title-work-procedures). * Invalid dealings with Native Title could result in liability for compensation to Native Title holders for any extinguishment or impairment of their rights and interests arising from ‘compensable acts’. | |

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

*Add your response here.*

### What investigations have you performed to ensure there are no native title implications of the project?

*Add your response here.*

# Infrastructure ownership and management (if applicable)

| Information with solid fill | **Guidance** |
| --- | --- |
| * Applicants must demonstrate and provide evidence that the ongoing operation, maintenance, and replacement costs of the Project can be funded. Please detail the plan for managing and funding these costs. Simply referring to Project Infrastructure being included in asset management plans is insufficient. * If the Applicant will not own the completed Project Infrastructure or be directly responsible for its operation or maintenance, provide details of who will own or be responsible. Explain the arrangements made to ensure the continued operation of the Project Infrastructure and/or service delivery. For example, in-principal agreements for leases from the Project Site owner to the Applicant for service delivery after the Project Infrastructure completion. | |

## Infrastructure ownership

*Add your response here.*

## Infrastructure management

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

*Add your response here.*

# Regulatory requirements

| Information with solid fill | **Guidance** |
| --- | --- |
| * Applicants are responsible for complying with all relevant legislative requirements and securing the necessary approvals with the appropriate regulatory agencies. * Please list all regulatory and other approvals, permits, licences, and authorities required for the construction and operation of the Project Infrastructure and indicate their current status. Include any additional explanatory information after the table if needed. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Approval required (licence/permit /authority/etc) | Name of regulatory agency | Approved/ | Actions being taken and likely timeframe of approval |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add your response here.*

# Project budget

## Project costs

#### Cost breakdown

| Information with solid fill | Guidance |
| --- | --- |
| * Please complete the Project cost breakdown template at Appendix B, detailing all costs associated with the construction of the Project. * Include both Eligible and Ineligible Costs. * Indicate how these costs will be distributed among the financial contributors to the Project. * Funding sought from the [Insert program name] can only be used for Eligible Project Costs. * Any Ineligible Project Costs must be covered by the Applicant or through third-party financial contributions. * It is recommended to include a contingency of up to <enter number> per cent. | |

*Refer to the Project cost breakdown at Appendix B.*

#### Cashflow forecast

| Information with solid fill | **Guidance** |
| --- | --- |
| * 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 forecast must identify total revenue (by source) and list all expenditure items to show net cashflow related to the construction of the Project. * All Project costs listed should be exclusive of GST. | |

*Refer to the Cashflow Forecast at Appendix C.*

#### Cost management

| Information with solid fill | **Guidance** |
| --- | --- |
| * Please outline how the Project costs will be managed and reported on within the organisation. | |

*Add your response here.*

## Project financing

| Information with solid fill | **Guidance** |
| --- | --- |
| Please provide details on how the Applicant will cover any costs beyond the funding sought from the Fund, including any potentially ineligible Project costs and any unanticipated cost increases.   * **Applicant's financial contribution:** Detail the internal approvals in place for the required funding. * **Third-party financial contribution:** Describe and attach evidence of the third-party’s confirmation of their financial contribution. | |

*Add your response here.*

# Stakeholder management

| Information with solid fill | **Guidance** |
| --- | --- |
| Outline how stakeholder expectations and engagement will be managed during the Project’s delivery, including:   * **Communications and engagement context:** Provide an overview of the communication environment and context. * **Engagement strategy:** Describe the approach for engaging stakeholders throughout the Project. * **Communications strategy:** Detail the methods and channels to be used for effective communication. * **Community consultation:** Explain the process for involving the community and addressing their concerns. | |

*Add your response here.*

# Risk management

| Information with solid fill | **Guidance** |
| --- | --- |
| * 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. | | |

## Risk identification

Major factors which could significantly influence the timing, cost or scope of the work.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Identification |  |  |  |
| Risk Level | High (H) | Medium (M) | Low (L) |
| Likelihood | Likely (L) | Possible (P) | Unlikely (U) |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Risk level | Likelihood | Mitigation strategy |
| *[Example] 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* |
| *[Example] 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* |
| *[Example] Approval timeframes for works within a restricted area* | *H* | *L* | *Ensure liaison with relevant regulatory authority early and throughout the Project* |
| *[Example] 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.* |
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# Appendix A - Gantt chart [or] project delivery/works schedule

[Delete whichever does not apply]

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

# Appendix B - Project cost breakdown

| Information with solid fill | Guidance |
| --- | --- |
| * 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 Program Guidelines (section X) 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 X of the Program 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. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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) | | | | | |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project item | Eligible or Ineligible Project Cost | Project funding sought ($) | Applicant contribution ($) | Other contributions ($) | Total item cost ($) |
| Professional fees | | |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Statutory fees and charges | | |  | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Other (please specify) | | |  | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Contingency (allow maximum <enter number %>) | | |  | | |
|  |  |  |  |  |  |
| 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.