

# Queensland Government Reef Assist – Traditional Owner Grant Program

## Program Guidelines

Applications close at 2pm, 30 June 2025



**Queensland  
Government**

Prepared by: Reef Partnerships, Office of the Great Barrier Reef and World Heritage,  
Department of the Environment, Tourism  
Science and Innovation.

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*The Department of the Environment, Tourism, Science and Innovation acknowledges Aboriginal and Torres Strait  
Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land,  
sea and community, and pay our respects to Elders past and present.*

*The department is committed to respecting, protecting and promoting human rights, and our obligations under  
the Human Rights Act 2019.*

*Cover artwork by Navada Currie,  
Mununjali and Kabi Kabi woman at Gilimbaa.*

May 2025

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# Important information

The Department of the Environment, Tourism, Science and Innovation (the department) is pleased to provide advice on the Queensland Government's *Reef Assist Traditional Owner Grant Program*. This program will provide \$2 million to Traditional Owner organisations to build capacity and deliver outcomes for the Great Barrier Reef (GBR) catchments.

Important dates:

Closing date for applications:	2pm, Monday 30 June 2025
Projects to be completed:	by 30 October 2026 (all on-ground works to be completed by 31 August 2026)

## Introduction

Reef Assist is a \$33.5 million Queensland Government initiative that delivers priority environmental projects and creates regional jobs in the GBR catchment. Projects connect land management activities and outcomes with short, medium and longer-term employment initiatives and help to support local economies in Central, North and Far North Queensland. An overview of the Reef Assist program, including projects underway as part of the current Reef Assist 2.0 component, can be found at: [Reef Assist program | Environment, land and water | Queensland Government](http://www.qld.gov.au/environment/coasts-waterways/reef/reef-programs/reef-assist) ([www.qld.gov.au/environment/coasts-waterways/reef/reef-programs/reef-assist](http://www.qld.gov.au/environment/coasts-waterways/reef/reef-programs/reef-assist))

The *Reef Assist Traditional Owner Grant Program* (the program) is a new sub-component under Reef Assist which takes a more holistic and inclusive approach to the management and protection of the GBR and its catchments by supporting key actions in the Traditional Owner-led *Reef 2050 Traditional Owner Implementation Plan*. The grant program supports Traditional Owner-led and prioritised protection and restoration activities in the GBR catchments while supporting the following work areas listed under the *Reef 2050 Traditional Owner Implementation Plan*:

- Partnerships and Capacity,
- Knowledge Systems, and
- Land and Coast.

The *Traditional Owner* sub-Program sets out to achieve the following outcomes:

- Increase the capacity and capability of Indigenous businesses to successfully tender for Queensland Government contracts, particularly targeting GBR related initiatives,
- Assist the growth and development of a diverse and sustainable Indigenous business sector in Queensland by increasing the capacity and capability of Indigenous businesses to supply to the Queensland Government and the private sector through supply chains and increased private sector demand,
- Improve employment outcomes and opportunities for Aboriginal peoples and Torres Strait Islander peoples to participate in the Queensland economy, and

- Build a more skilled and diverse workforce focusing on youth and planning for future success.

## Program overview

*The Reef Assist Traditional Owner Grant Program* is a competitive grants program which provides a total of \$2 million in grant funding to eligible Traditional Owners to lead and collaborate on activities that reflect their aspirations and cultural obligations to connect, care for, heal and maintain the condition of the GBR catchment areas.

This program is part of the Reef Assist Program, under the Queensland Reef Water Quality Program which contributes to improving the engagement of Traditional Owners in protection and restoration of the GBR World Heritage Area and Catchments. The program will achieve the dual outcomes of delivering on-ground outcomes which benefit the GBR while also building capacity of Traditional Owners, enabling groups to be well positioned to apply for and deliver GBR management projects into the future.

For the purposes of the program guidelines Traditional Owner refers to the Traditional Owners of GBR land and sea Country. Traditional Owners are the Aboriginal and/or Torres Strait Islander Peoples who have connections to their apical ancestors and ongoing traditional and cultural association with the land and sea and possess rights and interests under Traditional and Customary Lore and Australian and Queensland government laws. In some parts of the GBR and Catchment, Aboriginal and/or Torres Strait Islander Peoples refer to themselves as Bama, Traditional Custodians or Australian First Nations Peoples.

## Program Objectives

The aim of the *Reef Assist Traditional Owner Grant Program* is to achieve benefits for both the GBR and for Traditional Owners. Achieving this aim may look different for every applicant, based on their own priorities and aspirations to care for their Country under the below objectives. Projects/initiatives should align with one or more of the objectives shown below - examples of activities have been provided for each of the objectives but the list is not exhaustive.

### **Objective 1: Increased training, learning and development opportunities for Traditional Owners**

This might look like:

- Providing support for activities that lead to improved leadership skills and competency levels for Traditional Owners,
- Activities that build capacity or training programs and key educational pieces that focus on increasing skills and capabilities of your community to either start a project or be used to support future projects,
- Activities that build an understanding of the requirements, risk and potential costs, income and other benefits generated through entering nature-based economic opportunities,

- Supporting and encouraging connection and collaboration with other Traditional Owner groups, peer-to-peer and hands-on learning, sharing and Traditional Owner leadership, and/or
- Engaging with researchers to build relationships and partnerships for training and education to engage in land and catchment management e.g. water quality monitoring, environmental surveys and assessments, wetland/riparian/land restoration.

### **Objective 2: Build business and project readiness of Traditional Owner groups.**

This might look like:

- Developing and documenting governance arrangements that can facilitate projects or business decision making through cultural authority processes,
- Training and/or upskilling of staff or recruiting staff that can support overall project management, co-ordination, administration and reporting for future projects,
- Traditional Owner groups developing or updating (land and sea) country-based plans,
- Traditional Owner groups implementing their (land and sea) country-based plans,
- on-Country visits to map or collect important information (e.g. photos or GIS information),
- Business planning and recording how they wish to care for their Country or waterways, and/or
- Training and/or expert support to develop data sharing and benefit sharing agreements to ensure data sovereignty and protect Indigenous Cultural and Intellectual Property (ICIP).

### **Objective 3: Traditional Owner led Land, Catchment and Coastal restoration**

This might look like:

- Building skills through hands-on experience and training opportunities with partners in land restoration or monitoring the health of Country,
- Participating in or co-leading with partners on land and catchment restoration activities such as habitat restoration, erosion control, gully remediation, mangrove replanting or wetland/waterway revegetation and rehabilitation, weed and feral animal management, and/or
- Maintenance and enhancements to sites previously rehabilitated through Reef Assist or similar programs.

### **Objective 4: Traditional Owner monitoring and reporting to improve current capacity.**

This might look like:

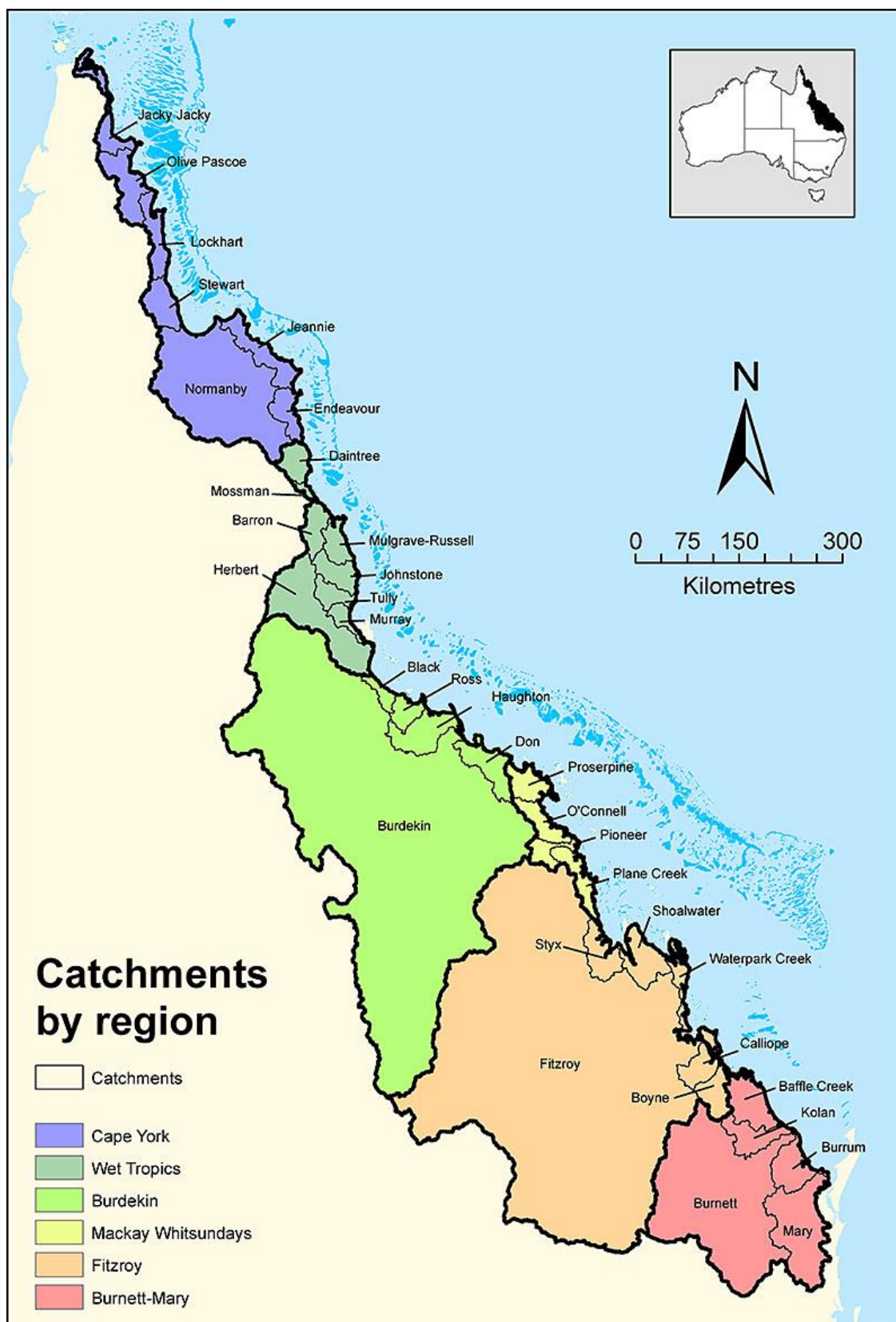
- Acquiring, improving, developing and updating cultural heritage databases which assist Traditional Owners in looking after Country,
- Mapping and monitoring of Country and its cultural values and uses,
- Implementing the Strong Peoples Strong Country framework, or developing monitoring frameworks (including biocultural indicators) that can be implemented on Country,
- Producing relevant communication materials about helping Country and why it's important to your group, your Country and the GBR,

- Project activities that involve the identification, conservation, protection, management and promotion of culture and heritage as they relate to looking after the health of the GBR,
- On country water quality monitoring of freshwater waterways,
- Engaging with GBR partners to share Indigenous knowledge and data into broader GBR monitoring and reporting processes, and to draw on broader GBR partner datasets, to inform management.

## Eligibility

### Who can apply?

*The Reef Assist Traditional Owner Grant Program* is focused on Traditional Owner groups (with established or emerging governance arrangements) that have responsibility for caring for Country in the GBR catchments (refer to Figure 1 below).



**Figure 1 – Map of GBR catchments**

**To be eligible to apply**, applicants must meet all the following eight criteria:

1. Applicants who apply for this must be a Traditional Owner legal entity (one that is at least 50 per cent or more owned by GBR Traditional Owner/s), or Traditional Owner groups without legal entities at the closing date for applications must be represented or auspiced by a legal entity who may apply on their behalf (this includes but is not restricted to a peak body or regional natural resource management organisation). The legal entity will be legally responsible for meeting contractual obligations. Traditional Owner groups can nominate what type of entity they would like to use to engage with the project for instance:

- a. an incorporated association
- b. a body corporate
- c. a company
- d. a cooperative society
- e. an Aboriginal or Torres Strait Islander corporation or incorporated association, or
- f. a trust duly constituted.

2. Be a Traditional Owner group for the area where the work / project is proposed (or have culturally appropriate permissions where the project may cover multiple estates)

3. Have legal access to the area(s) where the project will take place (note written consent from landholders where relevant is required to be submitted as part of the grant application).

4. Accept the terms and conditions of the application and the specified terms in the grant agreement templates.

5. Confirm that all actual, perceived and/or potential conflicts of interest are declared, and a management plan is proposed.

6. Hold or be willing to hold the required insurances: Workers Compensation; Public Liability (minimum required: \$20,000,000 per occurrence); Professional Indemnity Insurance (minimum required: \$1,000,000) and Asset Insurance (if applicable).

7. Have developed and implemented comprehensive Work Health Safety (WHS) policies and procedures for the project, or is willing to undergo a WHS risk assessment, take all reasonable steps to manage identified risks, and undergo specific training or qualifications that the department recommends prior to commencing the project.

8. Have a project that is ready to commence by 1 September 2025.

## Who can't apply?

The following groups or organisations are not eligible to apply:

- Regional or other natural resource management organisations (unless auspicing a Traditional Owner group(s))
- Peak industry groups or umbrella bodies (unless auspicing a Traditional Owner group(s)),
- All levels of government (except for Aboriginal Shire Councils),
- Applicants that have any overdue project acquittals or any other outstanding contractual obligations for state or Commonwealth government funding at the time of application, and

- Individuals not representing a group or organisation outlined above

## How much can organisations apply for?

Project funding of up to \$200,000 (GST exclusive) is available.

## What projects and activities are eligible for funding?

Only projects that clearly meet the objectives of this Grant Program will be eligible for funding under the Grant Program.

Project activities must be related to helping Country or focus on further developing business skills and capacity for Traditional Owners that would enable them to work on or, contribute to, helping Country programs or activities that are of benefit or improve the health and resilience of the GBR's catchments. In addition, activities that help to build business and project management to further application success will also be considered.

All projects must be completed by 30 October 2026.

Projects can include a wide range of activities. These can include (but are not limited to) the examples given under the Grant Program objectives detailed earlier in these guidelines.

Whilst not exhaustive, the list in the table below provides examples of the categories of expenditures that would be considered eligible or ineligible for funding as part of an application under the Grant Program.

Activities or specific expenditure may be *ineligible* because the department determines it does not directly support the achievement of the planned project outcomes or is contrary to the spirit and intention of the grant.

### **Eligible activities and expenditure**

- Project staff wages and on-costs <sup>1</sup>
- Project delivery costs including Elders, contractors, consultants, materials, and appropriate domestic travel and accommodation
- On-ground works operating costs (i.e., plants, nursery materials, herbicides etc.)
- Vehicle hire
- Monitoring and evaluation
- Data analysis and synthesis
- Training expenses including formal accredited and non-accredited courses
- Communication and engagement including workshops, cultural camps etc.
- Materials and equipment e.g., PPE equipment and safety training
- Administrative costs required to deliver the project; this must not exceed 15% of the funding allocation

### **Ineligible activities and expenditure**

- Projects that have commenced and/or include the reimbursement of costs for any work conducted prior to funding allocation under this grant program
- Projects that have been paid for by someone else or another entity, or include costs that are reimbursable under other external funding sources and programs
- Projects that are being funded through current or previous receipt of government (local, state, or federal) or third-party funding for substantially the same project
- Project proposals by the applicant with the purpose of distributing funds to other parties who are not contractors to the project and who have not been clearly identified in the grant application
- Projects that relate to on-ground activities outside the GBR Catchment as defined by the Queensland Government (see [www.reefplan.qld.gov.au](http://www.reefplan.qld.gov.au))
- Activities that are likely to have an adverse environmental impact
- Activities that include planting species (including native species) that are known to be, or could become, environmental or agricultural weeds in or near the project location
- Activities that provide bounties for the control of vertebrate pests
- Costs incurred in the preparation of a grant application (including this application) or related documentation
- Remuneration of employees for work not directly related to the approved project
- Administrative costs that exceed 15% of the funding allocation
- The repair, replacement, or installation of new works for private purposes or benefit
- The repair, replacement or construction of new works that are not lawfully constructed
- Projects that involve the purchase of equipment or materials that are normally part of a landholder's or organisation's responsibility unless a critical link to program or project outcomes can be demonstrated
- Infrastructure costs of more than 20 per cent of the total project value (including contributions from other sources)
- Infrastructure costs, where the infrastructure would require significant ongoing maintenance

<sup>1</sup> Refer to [First Nations Payment Guide \(external\) \(v6.00\)](#) for guidance on appropriate wages for successful projects (see Appendix 1, for project staff wages, and the Guide – Schedule 1 for specialist cultural advice or services).

- Assets of more than \$15,000 in value
- Purchase of motor vehicles
- Overseas or inter-state travel

*Note: Items that were not budgeted in original application will not be funded.*

The above table identifies the most common examples of ineligible activities/expenditure and is not intended to be prescriptive or comprehensive. If there is any doubt about ineligible activities, please contact the department via email at [OfficeoftheGBR@des.qld.gov.au](mailto:OfficeoftheGBR@des.qld.gov.au) to seek clarification.

A cap on operational expenses<sup>2</sup> to deliver approved projects of no more than 15% of the total approved cost will be applied. The department reserves the right to negotiate the final grant allocation with applicants.

## Allocation limits

Eligible applicants are invited to apply for funding of up to \$200,000 (GST exclusive) per project.

**Multiple applications may be submitted by a group.**

## Application and assessment process

There are some important steps to consider when applying for a *Reef Assist Traditional Owner* grant.

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### <sup>2</sup> Cap on operational expenses

- Any operational expenses will be limited to no more than 15% of the total approved cost (**Cap**)
- Operational expenses means permitted expenses incurred to carry out the approved projects that are administrative in nature, including the following:
  - corporate governance and compliance costs;
  - reasonable office and equipment operating costs;
  - costs incurred for the planning, development, performance monitoring, reporting and evaluation; and
  - wages and disbursements incurred for the performance of the activity.
- Operational expenses can only be spent on overheads that are directly related to the approved project, not for any other overheads that would have incurred whether or not the project was approved.

## Step 1 - Prepare

Read these guidelines carefully to see if your organisation and project are eligible.

Discuss with Traditional Owner members and/or group/s for the area/s within which the project is proposed how the project aligns with Traditional Owner aspirations and priorities, and the management of the project. Get written endorsement for the applicant to conduct the project, and letters of support from members of your Traditional Owner group or your Traditional Owner organisation.

The applicant should be the legal entity and owner of the bank account into which the grant (if successful) will be paid. The legal entity will be required to enter into a funding agreement with the department and will be legally responsible for the proper acquittal of any funds awarded. Persons signing applications and grant agreements must be duly authorised to do so by their group or organisation.

Talk with established partners and with other organisations that might be able to provide financial or in-kind support. Working alongside partner organisations can strengthen an application.

## Step 2 – Apply

If you decide to apply:

Go to the *Reef Assist Program* webpage at the Queensland Government website for a link to the application form on the Smarty Grants platform. Important note: you will need to create a log-in so you can save and submit an application.

Read over the whole application form to know the information you will need to provide. The assessment panel may have little or no knowledge of what you or your organisation does. As decisions are based on the information provided, ensure your application is clear, with all relevant details and concise. You will need to describe your project and the support from key partners, identify key milestones and a budget, and provide other information. The application will ask you to include supporting evidence from Traditional Owners and landholders for the project area and project partners. Successful applicants will be required to develop a more detailed project plan and monitoring and evaluation plan for the project once a Grant Agreement has been executed.

Make sure you have answered every question and provided all the requested information and submit your application before the closing date of 30 June 2025.

If you have any questions about your application, please email [OfficeoftheGBR@des.qld.gov.au](mailto:OfficeoftheGBR@des.qld.gov.au). They will be happy to talk about your project, discuss whether it is eligible for funding, and answer any other questions you may have.

The department has no obligation to accept a request for extension or late applications.

## Step 3 – Eligibility Assessment (Stage 1)

Applications will be screened to confirm whether the eligibility criteria have been met and that the application has been submitted using the provided template.

If your application meets the eligibility criteria it will progress to Stage 2 – Assessment.

## Step 4 – Assessment (Stage 2)

Stage 2 applications will be assessed against criteria by the assessment panel and recommendations prepared.

The assessment panel will include members from within the Office of the Great Barrier Reef and World Heritage branch of the department, as well as members who are independent from the department, with appropriate experience in land and catchment management and grants project delivery.

The Director-General of the Department of the Environment, Tourism, Science and Innovation will be the final decision-maker for all grants recommended for funding by the assessment panel.

All staff involved in the process will be required to operate under the Queensland Public Service Code of Conduct.

## Step 5 – Advice of outcome

All applicants will be advised in writing of the outcome of their application. This is expected to occur in mid-August 2025. Applicants will be welcome to email [OfficeoftheGBR@des.qld.gov.au](mailto:OfficeoftheGBR@des.qld.gov.au) to seek feedback on their application.

Applicants should not commence a project until written approval has been obtained and a grant agreement has been signed. Funds shown to be expended before the date of the contract are not able to be acquitted against the grant. Applications that satisfied the criteria but were not successful under this program may be considered for funding under other Queensland and Australian Government funding programs that support Traditional Owner-led management and protection of the GBR and its catchments.

## Application assessment criteria

*The Reef Assist Traditional Owner* grants are awarded through a competitive assessment process. Applications will be assessed through two stages.

### Stage 1 – Eligibility assessment criteria.

Each application will be screened against the eligibility questions listed in the table below to check that:

- the applicant organisation is eligible to apply,
- the application has been completed in full and all essential information has been provided, and

- the applicant does not have any outstanding obligations for other projects funded by the department.

Applications that do not meet the eligibility criteria will not be progressed to Stage two.

Stage one eligibility criteria
Has the applicant accepted the conditions of application?
Is the Traditional Owner applicant a legal entity?
Has the applicant confirmed that all actual, perceived and/or potential conflicts of interest relating to the grant project have been declared?
Does the applicant hold, or are they willing to hold, the required insurances?
Is the grant funding which has been applied for within the limits of the grant program?
Does the applicant's project proposal clearly relate to the Program Objectives and describe how Traditional Owners are leading and responsible for project delivery and outcomes?
Is the Traditional Owner group/s for the area/s within which the project is proposed managing the project? If yes, has the applicant provided letters of support from Elders and/or community leaders showing agreement with the project?  If no, has written endorsement by Traditional Owners for the applicant to conduct the project been provided?

## Stage 2 – Eligible application assessment criteria

Eligible applications will then be assessed by an assessment panel against the criteria listed in the table below.

The assessment panel will then provide recommendations to the Director-General of the Department of the Environment, Tourism, Science, and Innovation as the approver of the grant program.

An application that meets some or all criteria does not automatically guarantee funding through the competitive grant process.

Criteria	Description of Criteria
<b>Project Objectives and Outcomes</b> – project summary including benefits to Country, community and culture.	The applicant has provided a summary of the project including:  - The need for and objectives of the project,

(section 3 of Application Form)	<ul style="list-style-type: none"> <li>- Expected outcome(s) and benefits of the project</li> <li>- Activities proposed to meet the objectives</li> <li>- An explanation about whether the project builds on earlier project/s or will establish the foundation for future success</li> <li>- Identification of grant funding required</li> <li>- Identification of any other funding sources or delivery partners for the project</li> </ul>
<b>Project Plan</b> (section 4 of Application Form)	<ul style="list-style-type: none"> <li>• The applicant has outlined in a Project Plan the stages, activities and resources required to complete the project. The level of detail provided matches the cost and complexity of the project.</li> <li>• The applicant has identified any approvals which are needed for the project (e.g., government or local government permissions, landholder consent etc.).</li> <li>• Any on-ground work is completed by 31 August 2026, and project end date before 30 October 2026.</li> </ul>
<b>Project Budget</b> (section 5 of Application Form)	<ul style="list-style-type: none"> <li>• The applicant has developed a budget in line with the size and nature of the project and has provided clear and accurate descriptions of costs and where appropriate has provided quotes or cost estimates based on previous work.</li> <li>• The applicant has demonstrated value for money and clearly identified project partner contributions (financial or in-kind) and their added value to the project.</li> <li>• In cases where assets over \$5,000 and expenses relating to services and/or consultants over \$15,000 are included, the applicant has provided evidence of a quote.</li> </ul>
<b>Project Governance and delivery capacity</b> (section 8 of Application Form)	<ul style="list-style-type: none"> <li>• The applicant has outlined the governance arrangements that are in place that will help guide, manage, and implement the project.</li> <li>• The applicant has clearly described the available resources and capabilities held by the Traditional Owner group/s that are relevant to the delivery of the project,</li> </ul>

	<p>including any relevant skills and experience that will assist in successful project implementation.</p> <ul style="list-style-type: none"> <li>• The applicant has selected a project team (key personnel) with relevant expertise and capabilities for their role.</li> </ul>
<p><b>Communication</b> – ability to communicate project outcomes with Traditional Owners and the broader community.</p> <p>(section 9 of Application Form)</p>	<ul style="list-style-type: none"> <li>• The applicant has described how community members will participate, share, and promote the work of the project.</li> <li>• The applicant has provided details of the communication activities to be used including sharing information and raising community awareness and sharing results about the project.</li> </ul>

## What is the reporting and project completion process?

Payment of funding will be based on a staged process across the duration of the project, following a milestone schedule documented in the grant agreement.

Successful recipients will be required to submit periodic project reports, including budget expenditure, based on the completion of project milestones and a final report and acquittal documentation, using templates provided by the department.


An Audited Financial Statement verifying project expenditure may be requested.

Payment of funding will be made in accordance with the payment schedule only once the department is satisfied the organisation has met the obligations for each agreed milestone.

The department staff may also monitor the project progress through on-ground visits, phone and email contact.

## What are the conditions of funding?

1. Applicants must provide all the required information at the time of submitting their application and agree to provide other relevant information for their application reasonably requested by the department.
2. For any on-ground works, applicants will be required written consent from the landholder authorising access and authorising proposed works to be undertaken
3. Applicants will be asked to indicate any 'commercial-in-confidence' issues associated with the proposal.
4. Successful applicants will be required to complete their funded projects by 30 October 2026.
5. Successful applicants will be required to provide evidence of the following insurances prior to the grant being provided: (a) public liability insurance of a minimum of \$20 million; (b) workers' insurance as required under the *Work Health and Safety Act 2011*.
6. Successful applicants will be required to accept the grant in accordance with the terms and conditions in the Grant Agreement, and legally comply with all requirements. Successful applicants must return a signed grant agreement within two weeks of the date of being issued by the department or the funding offer may be withdrawn.
7. The specific Grant Agreement for each successful applicant will be developed using information provided in the relevant application form, and in negotiation with the approved applicant.
8. All promotional material for the project must acknowledge funding from the Queensland Government's Reef Assist program. The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.
9. The department will not reveal to any person any confidential operations, dealings or affairs of the applicant that it becomes aware of through this agreement, but for publicity purposes, the department reserves the right to disclose general information about the awarding of grants.
10. Intellectual property rights arising from the project material shall be owned by the applicant.
11. By entering a grant agreement, successful applicants will grant the Queensland Government the right to use, reproduce and adapt the project material for its own purposes with agreement from the applicant, and where culturally appropriate.
12. Grant funds must be spent for the purposes stated in the application form and the Grant Agreement.
13. Any approved applicant must remain the project host for the duration of the project or until a new host organisation is approved by the department.
14. The department abides by the Queensland Government's privacy policies regarding the management of personal information.
15. Applicants provide or withhold consent as part of their application for their application/project to be shared for consideration for other Queensland and/or



Australian Government departments/agencies funding programs that support/facilitate Traditional Owner-led management and protection of the GBR and its catchments.

16. These grants are exclusive of GST. Applications and GST Applicants registered for GST will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the Australian Tax Office (ATO). Where an applicant is not registered for GST, the budget may include the GST as a cost component of the grant. For advice on GST, please seek assistance from the Australian Tax Office.

## Confidentiality and privacy


Applicants must identify any information contained within their application which they consider should be treated as confidential and provide reasons for the request.

The department will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms
- the information is by its nature confidential, or
- disclosure would cause detriment to the parties concerned.

The department is subject to the legislative and administrative accountability and transparency requirements of the Queensland Government, including disclosures to the Parliament and its Committees. Notwithstanding any obligations of confidentiality, the department may disclose, or allow at any time the disclosure of, any information contained in or relating to any application:

- to its advisers, employees or internal management for purposes related to the application and assessment processes, including to evaluate or otherwise assess applications and manage any resultant funding agreement
- to the responsible Minister
- in response to a request by a House or a Committee of the Parliament of the State of Queensland
- within the department, or with another agency, where this serves the Queensland Government's legitimate interests
- where the information is authorised or required by law to be disclosed, noting that information submitted to the department is subject to *the Right to Information Act 2009 (Qld)* and its requirements
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the department.



In submitting an application, applicants consent to the department using the information contained in its application. If the application contains personal information, it will be handled in accordance with the *Information Privacy Act 2009*. Personal information will otherwise not be used or disclosed unless authorised or required by law. For more information on the Department of the Environment, Tourism, Science and Innovation's Privacy Guide, refer to the following link: <https://www.des.qld.gov.au/legal/documents/information-privacy-guide.pdf>.

Through submitting an application, applicants acknowledge and agree that they do not hold any office, or are not engaged in any business or activity, and do not have any obligations whereby a Conflict of Interest is created, or may appear to be created, with the program. The applicant will ensure that its personnel and representatives do not place themselves in a position that may give rise to a Conflict of Interest between the interests of the department and the interests of the Applicant, or undertake any illegal activity, and will immediately notify the department of any Conflict of Interest that arises during any stage of its participation in the program.

The Department of the Environment, Tourism,  
Science and Innovation acknowledges Aboriginal  
and Torres Strait Islander peoples as the  
Traditional Owners and custodians of the land.

We recognise their connection to land,  
sea and community, and pay our  
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**Queensland**  
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