



**Queensland  
Government**

Department of Regional Development,  
Manufacturing and Water



# Applicant Guidelines

ReMade in Queensland Round 1

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### **Acknowledgement of Traditional Owners**

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This publication has been compiled by the Department of Regional Development, Manufacturing and Water.

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# 1. Introduction

The ReMade in Queensland (ReMIQ) Program is a grant initiative under the Recycling and Jobs Fund aimed at supporting the Queensland Manufacturing sector to implement plant, equipment, and systems to increase the reuse of existing Recycled Material Streams or diversify to remanufacture new Waste Streams. ReMIQ will bolster the Manufacturing sector within Queensland by providing financial support to Small to Medium Enterprises (SMEs) and plays a pivotal role in promoting the increased utilisation of Recycled Material Streams.

The ReMIQ Program is an integral component of the [Queensland Government's Waste Management and Resource Recovery Strategy](#), the [Queensland Resource Recovery Industries 10-Year Roadmap And Action Plan](#) as well as focus area 3 of the [Queensland Energy and Jobs Plan](#). Furthermore, it aligns with the [Queensland Government's Advanced Manufacturing 10 Year Roadmap and Action Plan](#). The administration of this fund falls under the purview of the Department of Regional Development, Manufacturing, and Water (the Department).

This document sets out the guidelines for applicants to Round 1 of the ReMIQ Program (the Guidelines).

The competitive, two-stage process for Round 1 applicants will commence at a date to be announced on the ReMade in Queensland webpage at [www.rdmw.qld.gov.au/remiq](http://www.rdmw.qld.gov.au/remiq)

## 2. ReMade in Queensland Program

### 2.1 Overview

The ReMIQ Program is designed to provide support to eligible SMEs and Queensland's Manufacturing sector through the reimbursement of up to 50% of Eligible Project costs for projects to enable Manufacturing that includes recycled Waste Streams.

Grants are available:

- between \$50,000 to \$2.5 million (excluding GST) per grant
- as matched funding for Eligible Project costs on a dollar-for-dollar cash basis
- for projects that align with the:
  - strategic direction of the applicant
  - ReMIQ Program Objectives
  - Eligibility Criteria; and
  - Circular Economy objectives.

The application process is a competitive two stage process consisting of:

Stage 1. Application via Expression of Interest (EOI)

Stage 2. Detailed Proposal Application

In each stage, applications will be evaluated and scored against the Assessment Criteria. The highest scoring Stage 1 EOI Applications will be invited to Stage 2 Detailed Proposal Application. The highest scoring Stage 2 applications will be awarded funding.

**Note: only one eligible application from each entity will be assessed for this round.**



## Repeat applicants

Applicants who received funding under a previous round of Made in Queensland (MIQ) may apply for funding for other projects in this round. The total value of all MIQ and ReMIQ grants received by any applicant (including the applicant's Associated Entities) across all rounds of the MIQ Program, including the ReMIQ Program, must not exceed \$2.5 million (excluding GST).

## 2.2 Program Objectives

The objectives of the ReMIQ Program (**Program Objectives**) are to support the [Queensland Government's objectives for the community](#), and the Department's [Strategic Direction](#) with a focus on the [Queensland Government's Waste Management and Resource Recovery Strategy](#) (the Strategy) and the [Queensland Resource Recovery Industries 10-Year Roadmap And Action Plan](#). The Strategy serves as the blueprint for Queensland's transition towards a zero-waste society, emphasising the reduction, reuse, and maximal Recycling of waste materials.

The ReMIQ Program is designed to have both direct and indirect impacts on commitments, such as:

**The Strategy including the Recycling and Jobs Fund** - Providing the overarching framework for Queensland's progression towards a zero-waste society, embracing the principles of a Circular Economy to preserve material value.

**Advanced Manufacturing Roadmap and 10-Year Action Plan** - [Strategy 1](#): Drive advanced manufacturing in Queensland through the adoption of cutting-edge design, innovation, technologies, processes, and practices, and [Strategy 2](#): Supporting manufacturers to grow in a carbon-neutral future.

**Queensland Resource Recovery Industries Roadmap and 10-year Action Plan** - supporting the development of a sustainable industry with strong and integrated supply chains and create jobs in resource recovery industries. [Strategy 4](#) of the 10-year roadmap and action plan: advancing new technologies to drive the achievement of a zero-waste society.

**Queensland Energy and Jobs Plan** - Secure Jobs and Communities (Focus area 3).

The ReMIQ Program targets eligible SMEs (those with 5-200 employees) with the following key objectives:

1. investment in Industry 4.0 or 5.0 plant, Equipment, Technologies, Systems, and Processes to maximise the use of recycled waste material streams in Manufacturing
2. strengthening and expanding Advanced Manufacturing capabilities
3. diversifying operations to transform waste materials into higher value products
4. the integration of Circular Economy Principles and practices
5. support economic development and employment opportunities; and
6. the advancement of the Manufacturing industry in regional Queensland.

Established Queensland SME Manufacturers and Recyclers intending to transition into Manufacturing are invited to submit an EOI, reflecting market-driven ambitions to convert waste materials into manufactured goods.

## 2.3 Eligibility Criteria

To be eligible for an offer of funding, an application must meet the following eligibility requirements for:

- the applicant
- project; and
- project costs.

### 2.3.1 Eligible applicants

To be eligible for a ReMIQ Program grant, an applicant must be one standalone entity or a group of entities (see below) that:

- is a Queensland-Based Business:
  - whose principal activity and majority annual turnover is derived from Manufacturing, as defined under Division C of the Australian Bureau of Statistics' [Australian and New Zealand Standard Industrial Classification \(ANZSIC\) 2006](#) or
  - is a Recycler seeking to transition to manufacture new products, by bridging the gap between waste management and Manufacturing through repurposing recycled materials into a product
- is registered for GST and holds an active Australian Business Number (ABN)
- operates independently and has control of its own corporate governance and decision making
- is an SME with between five and 200 Full-Time Equivalent (FTE) Employees. A minimum of five FTE Employees must be located in Queensland
- has a proposed Eligible Project that meets the requirements set out in Section 2.3.2 with Eligible Project Costs more than the minimum grant funding amount
- will own any equipment to be purchased under the proposed Eligible Project
- has the financial capacity and standing necessary to successfully undertake and complete the proposed Eligible Project recognising that grant payments are made in arrears
- accepts that the Department may require security over any or all of Eligible Project items for the duration of up to seven years
- has not, and must not be an Associated Entity of an entity that has, received (or is about to receive) funding under any round of the MIQ Program or ReMIQ Program that in aggregate exceeds, or will exceed, funding of \$2.5 million (excluding GST)
- is not insolvent or does not have owners or directors that are an undischarged bankrupt
- is not a federal, state or local government entity, statutory authority or special purpose vehicle or not-for-profit organisation.



#### How to meet the applicant Eligibility Criteria

An applicant may be either:

- a single entity (i.e. one ABN holder) that meets all of the applicant Eligibility Criteria within the one standalone entity, or
- a group of entities (i.e. multiple business entities with their own ABNs) under a shared ownership structure controlled by the applicant and/or its affiliates that collectively meets all of the applicant Eligibility Criteria. For example, one group entity may own the equipment and project assets, while a separate group entity may undertake the Manufacturing or Recycling operations, and another group entity may employ staff.

To be considered an SME in this instance, the total employees across the group of entities should be between five and 200 FTE Employees, with a minimum of five FTE Employees located in Queensland. The employing entity must be registered in Queensland.

If an applicant does not demonstrate it meets the Eligibility Criteria, the Department may reject the application and not consider it for any further assessment.

Applicants should note that a detailed due diligence and probity review may be undertaken on the applicant including, but not limited to, the checks and searches below:

- applicant bona fide checks (status, corporate structure, ownership, directors review etc.)
- background and probity searches (ACCC, Banned & Disqualified, Bankruptcy, Adverse Media, Courts)
- financial capability (historical financials) and viability (funding capacity and sources)
- business and project risks, and planned mitigations.

The outcome of the Department's due diligence review may impact on the Department's assessment of the application, that is, if deemed not to satisfy due diligence and financial probity, the application may be deemed ineligible for a grant and the Department may elect to not progress the application further.

### 2.3.2 Eligible Projects

To be an Eligible Project, the project must:

- be consistent with the Program Objectives
- have a project site address in Queensland
- implement advanced robotics and/or Industry 4.0 and/or 5.0 Equipment, Technology, Systems or Processes, (e.g. digitisation, interconnected factory, big data analytics) that increases the reuse of existing Recycled Material Streams in Manufacturing or enable diversification to remanufacture new Waste Streams
- enable the remanufacture of products using design principles and processes enabling continued Recycling/multiple life cycles that align with Circular Economy Goals, which create durability and extended use
- be involved in a Manufacturing process, which would align with a process under Division C of the Australian Bureau of Statistics' ANZSIC 2006
- produce products manufactured from a recycled Waste Stream that are market ready, i.e. must not be in the research and development phase
- balance Circular Economy Principles with Net Zero goals and/or Decarbonisation principles
- utilise a Waste Stream that is commercially sustainable
- be able to be completed within 12 months of execution of a Funding Agreement
- not have commenced, and not be scheduled to commence, until after a Funding Agreement has been executed
- not be the same as a project approved under any previous round of MIQ where an agreement has already been entered into (or about to be entered into) between the Department and the applicant
- not be subject to funding under any other local, state or federal government grant or scheme.

### 2.3.3 Eligible Project costs

Your project must include advanced robotics and/or Industry 4.0 and/or 5.0 equipment and may include plans, strategies and associated eligible costs outlined below:





### **Advanced robotics and/or Industry 4.0 and/or 5.0 Equipment**

New equipment, purchase, installation, commissioning and training, including but not limited to:

- simulation or digital twin
- new and advanced robotics or cobotics
- equipment which automates existing processes
- autonomous equipment
- augmented or virtual reality equipment.

Equipment should be integrated with existing systems, processes or workflow, and must not duplicate existing equipment within the business or its associated entities regardless of location.

The Industry 4.0 or 5.0 aspect can include:

- big data, artificial intelligence (AI) analytics, digital connectivity, Internet of Things (IoT), digital twin.

The equipment must utilise Waste Streams to manufacture or remanufacture a new or existing product line.

The equipment should include energy monitoring capability.



### **Plans and strategies critical to the success of the proposed ReMIQ project**

#### **Professional assistance to deliver a strategy or plan**

- professional advice to develop a strategy or plan on optimising/augmenting current resources/equipment or new equipment/technology investment (planning), including an integration of advanced technologies plan – focused on designing waste reduction out of the manufacturing processes
- professional advice encompassing greenhouse gasses accounting and environmental product footprint analysis (life cycle assessment)



### **Associated project costs critical to the success of the proposed ReMIQ project**

- servers to accommodate advanced systems and process connectivity to be installed as part of the project
- software licensing (up to 12 months) where the software is required to operate the new equipment or implement the system or process
- training to support implementation of a new software system or integrated technology
- freight of Eligible Project items (equipment) to the project site
- cybersecurity

Eligible Project cost items must be supported by Quotes.

## **2.3.4 Ineligible Project costs**

Applicants must identify the expected total project costs (including Eligible Project costs and Ineligible Project costs), and the grant amount requested. The grant amount must not exceed 50 per cent of the total Eligible Project costs.

Applicants will be entitled to claim funding only for Eligible Project costs incurred and paid by the applicant. Eligible Project costs mean those costs and expenses reasonably incurred by the applicant in connection with the Eligible Project but excluding any Ineligible Project costs.

Applicants will not be entitled to receive funding in respect to Ineligible Project costs. Ineligible Project costs include costs and expenses associated with:

- projects generating single-use disposable items without reuse, Recycling or end of life prospects (ie. being discarded as landfill) that oppose Circular Economy Principles
- project costs incurred or paid prior to the execution of the ReMIQ Funding Agreement

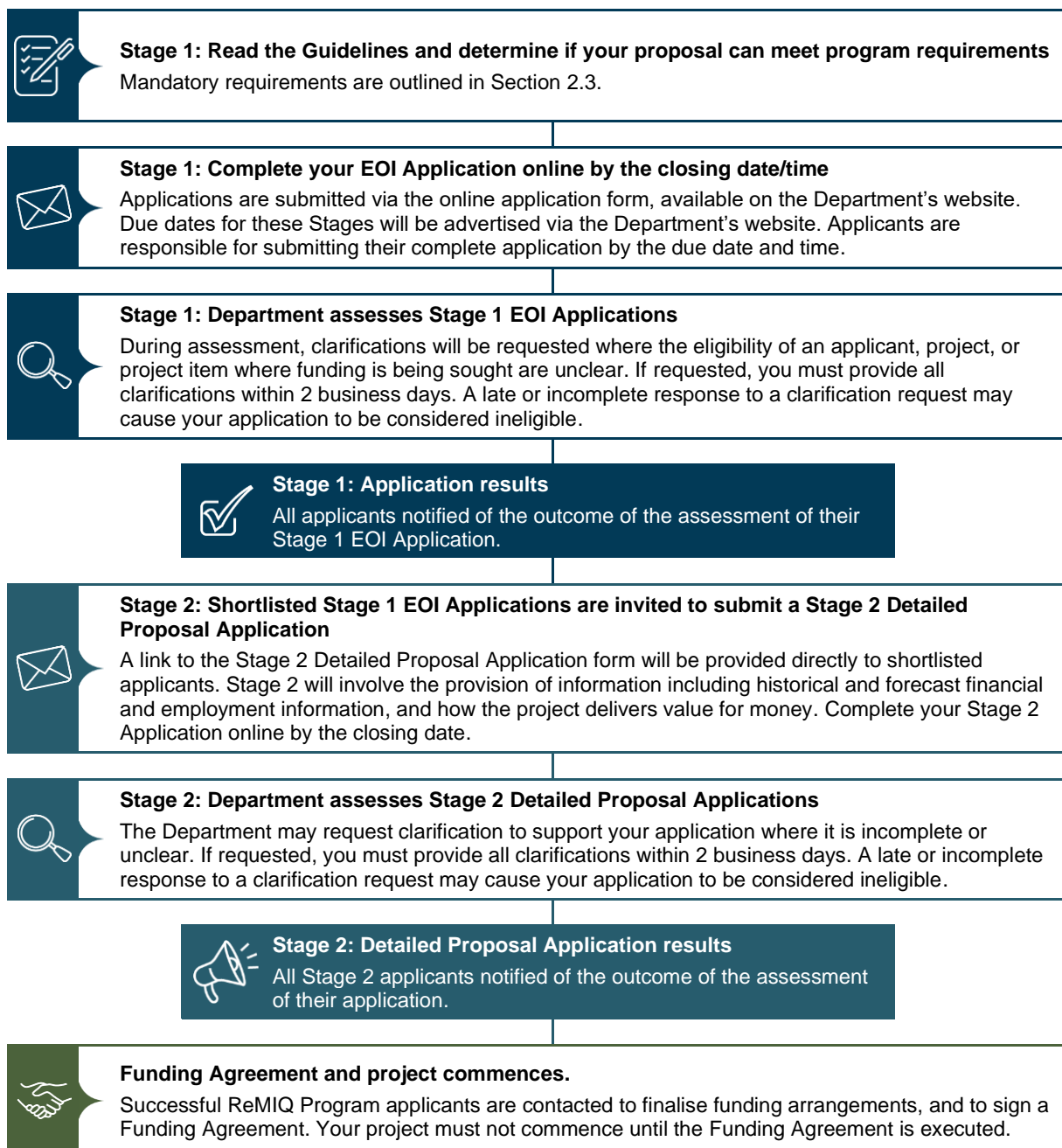


- proposed project or project item/s that are the same as a project or project item/s approved under any previous round of MIQ where an agreement has already been entered into (or about to be entered into) between the Department and the applicant
- proposed project or project item/s that are the same as a project or project item/s subject to funding (either already under contract or contract pending) under any other local, state (including interstate) or federal government grant or scheme
- preparing an application for the ReMIQ Program, including any third-party consultant costs involved in the preparation of materials in support of a Stage 1 EOI Application and/or Stage 2 Detailed Proposal Application or any associated reports used as the basis for an application
- salaries for staff or the costs associated with any human resources activities of the entity
- project items where the applicant (or Associated Entity) is the supplier
- normal operations (e.g., utilities charges, telecommunications charges, standard tool or machinery hire/purchases, licensing fees except those outlined in Section 2.3.3, membership fees, etc)
- repair, maintenance or like-for-like replacement of existing equipment, technology, systems or processes
- duplication of existing equipment within the business or its associated entities regardless of location
- duplication of existing software within the business or its associated entities regardless of location
- equipment, technology, systems or processes not considered to be Industry Leading
- equipment, technology, systems or processes which do not constitute, relate to or improve a Manufacturing process
- development and build of equipment for demonstration purposes (that is, equipment and components not being used for the manufacture of products), and equipment built for proof of concept purposes
- equipment, technologies, systems or processes which are standard, mundane, 'everyday', not advanced or not Industry Leading
- second-hand, leased or hire-purchased equipment, or purchase of equipment to be leased or sold to a third party (i.e. not an applicant entity)
- freight or carriage services other than those associated with Eligible Project items
- modifications or extensions to existing infrastructure or construction of new infrastructure (including wiring, cabling and plumbing installation, renovations of buildings, building extensions, telecommunications, server rooms etc)
- design and printing of promotional materials, website design and development, advertising and animation, copyright and development of promotional material or any online content
- exhibiting at trade shows, visiting overseas trade events, study tours or conventions
- travel and accommodation
- general on-the-job training and supervision, training courses, training programs and further education (e.g., Certificates III & IV)
- vehicle repair, maintenance, purchasing or leasing
- fees and charges associated with quality accreditation, certification, compliance, and registering domestic or international patents or other intellectual property protection
- legal advice and intellectual property rights advice of any kind
- consultants or contractors that are Associated Entities

- research and development
- commercialisation of products that do not align with the current activities of the business
- funding for project contingencies or cost overruns
- installation and training not demonstrated to be critical to the correct functioning of equipment, technologies, systems or processes which is part of a ReMIQ Eligible Project
- statutory fees and charges
- other project costs that the Department considers, acting reasonably, are not reasonably incurred by the applicant primarily for or in connection with the Eligible Project.

## 2.4 Application process

ReMIQ Program applicants will proceed through a competitive, two-stage process as outlined in the following figure.



## 2.5 Key timeframes

The key timeframes for the assessment process will vary based on the number and complexity of applications received by the Department. As such, indicative dates will be provided as assessments progress. The Department anticipates that assessment of Stage 1 EOI Applications will take up to 6 weeks from the closing date for applications depending on the volume received. Assessment of Stage 2 Detailed Proposal Applications will take up to eight weeks from the closing date for Stage 2 applications, depending on the volume of applicants invited to submit Stage 2 applications.

## 2.6 How to apply

Applicants should refer to these Applicant Guidelines when completing the online application form.

Applications must be submitted via the Department's grants system using the forms provided and by the closing date for both Stage 1 and (if applicable) Stage 2. Closing dates and times will be advertised on the Department's website and also on the online application form. Applications and associated documentation submitted by other means will be rejected.

The Department may, at its discretion, accept or reject any late applications. Once Stage 1 opens, the online form will be available via the [ReMade in Queensland page](#) of the Department's website.

Applicants invited to submit a Stage 2 Application will be provided with a link to the Stage 2 Application form.

Applicants will be responsible for their own costs with regards to applications for both stages as per Section 2.3.4 Ineligible Project costs.

### 2.6.1 Stage 1 – EOI

The first stage of the application process involves submitting a Stage 1 Application. A completed Stage 1 EOI Application form must include:

- information on the applicant entity or entities
- written answers to every applicable question. Answers solely in the form of external links will not be accepted
- a description of the proposed ReMIQ project that aligns with Eligibility Criteria and Assessment Criteria (specified in Sections 2.3 and 2.7)
- identification of how the proposed project will achieve one or more of the Program Objectives (specified in Section 2.2)
- a high-level project cost breakdown in Australian dollars, which includes Eligible Project cost and Ineligible Project cost items
- the employment outcomes including retaining, creating and upskilling jobs
- information about the project's expected benefits, including productivity, Waste Stream use and volume, product output and value for money to the business, the local region or supply chain and the State
- confirmation of completion of research and development, the project must be ready to commence when the funding agreement is executed
- a high-level project plan, outlining scope and risks
- a high-level project timeline or Gantt chart showing the project delivery timeframe and key milestones
- applicant's declaration.

Stage 1 EOI Applications that meet the Eligibility Criteria (as set out in Section 2.3) will be evaluated and scored against the Assessment Criteria set out in Section 2.7.

The highest-ranking applicants from the Stage 1 assessment will be invited to progress to Stage 2.

## 2.6.2 Stage 2 – Detailed Proposal Application

Stage 2 of the application process involves providing information requested by the Department which will be used to conduct a detailed assessment of each project.

Stage 2 Applications must include:

- all information requested by the Department
- evidence that the business can fund the project costs not funded by the ReMIQ Program grant. This must include details of the extent to which this will be financed internally or externally and any associated security. Note the Department may take security over any or all of the funded equipment for the duration of up to seven years
- if the applicant's business has been in operation
  - for three years or more: three years of financial statements including profit and loss, balance sheet and statement of cash flows (where available) including notes to the accounts that are either Accountant prepared, audited and certified (preferred) or Accountant prepared and signed financial statements
  - for less than three years: a statement of viability and a 'management accounts' report prepared by an Accountant
- forecast financial and employment information for the next five years
- certificates of currency for insurances (e.g. public liability, Workcover, general insurance)
- a detailed project cost breakdown in Australian dollars, supported by Quotes, which includes Eligible Project cost and Ineligible Project cost items. Note that only Eligible Project cost items supported by Quotes will be eligible for an offer of funding
- multiple Quotes (where available) per item where funding is sought, and detail of the project governance process
- a detailed plan, which should include an executive summary, goals, objectives, project scope, implementation plan, risk management, and resource/team description including resumes or evidence of experience
- a detailed project timeline or Gantt chart showing the project delivery timeframe and key milestones.
- evidence to support claims (or the rationale behind claims) about the project's expected benefits, including productivity, Waste Stream use and volume, profitability and value for money to the business, the local region or supply chain and the State (e.g. strategic plan, External Business Evaluation, workforce development and training plan, market research)
- evidence to demonstrate that the proposed project directly aligns with the applicant's strategic direction
- applicant's declaration.

Stage 2 Detailed Proposal Applications will be assessed and scored against the Assessment Criteria set out in Section 2.7 and due diligence and financial probity checks may also be undertaken by the Department. Applications will then be ranked and a recommendation made to the Department's delegate to award grants to those Applicants with the highest ranked applications overall until the funds are exhausted.

Where necessary, a full technical assessment by industry experts, selected by the Department in its absolute discretion, may be undertaken to verify claims by the applicant about the project.

## 2.7 Assessment Criteria

If a ReMIQ Program grant application:

- meets the Eligibility Criteria and
- contains all information (including supporting evidence) identified in these Guidelines and the application form

the grant application will be assessed and scored against the following criteria:








Criteria	Weighting Stage 1	Weighting Stage 2
 <p>1. Demonstrating the direct alignment of the proposed project with the <b>principles and practices of the Circular Economy</b> and a detailed explanation of the Recycled Material Streams that the proposed project will utilise.</p>	30%	20%
 <p>2. A demonstration of the project's direct alignment through implementation of <b>plant, equipment, processes and systems</b>, promoting the increased use of Recycled Material Streams in Manufacturing and supporting business transformation by embracing Industry 4.0 and/or 5.0</p>	30%	20%
 <p>3. The project will support current Manufacturing jobs and will create new <b>High-Skilled Manufacturing Jobs</b> in Queensland.</p>	20%	20%
 <p>4. The project aligns with the strategic direction of the business and will <b>increase profitability</b> and <b>sustainability</b>.</p>	Not Scored at EOI	10%
 <p>5. The project demonstrates <b>value for money</b> to the business, the local market, and the State.</p>	10%	10%
 <p>6. Demonstrated ability to deliver the project, and to <b>deliver within stated budget and timeframes</b></p>	Not Scored at EOI	10%
 <p>7. <b>Regional weighting</b> will be applied to the scores of applicants with a project site located outside the boundaries of the following Local Government Areas: Brisbane City, Gold Coast City, Ipswich City, Logan City, Moreton Bay Regional, Noosa Regional, Redlands City, Sunshine Coast Regional</p>	10%	10%

Table 2.1 Eligibility assessed at Stage 2

Examined separately but not scored in the overall total	
Ability to fund project	Ability to fund the project costs not funded by the ReMIQ Program grant
Due diligence and probity	Satisfactory due diligence and financial probity checks

Applications that do not pass the above eligibility requirements may be ineligible for a ReMIQ Program grant.

Applicants should note that detailed financial and other company and project information will be required to enable due diligence and financial probity checks to be conducted.

## 2.8 Assessment process

Applications must contain all information required to be submitted at the time of lodgement for both Stage 1 EOI and 2 Detailed Proposal Applications. The Department may decide not to consider applications that do not include all required information.

Applicants may be contacted during the assessment process to clarify information provided in the application and/or request further information to determine the eligibility of an applicant, project, or specific project item.

If an applicant does not submit all clarification information in the required timeframe the Department may set aside the application.

Despite anything else contained in these Guidelines and without limitation, the Department may decide to grant an application, or part of an application, in its absolute discretion, including where it considers the grant of the application, or part of an application, supports the achievement of the priorities and objectives of the Government.

The Department aims to notify an applicant about the outcome of its application within 10 business days of the decision being made.

The Department's decision in relation to an application is final and may not be appealed.

## 2.9 Funding arrangement

Successful ReMIQ Program applicants will be required to execute a Funding Agreement with the Department. The Department has no obligation to provide the ReMIQ Program grant until such Funding Agreement has been duly executed by both the successful applicant and the Department.

This Funding Agreement will outline the terms and conditions of the proposed grant including deliverables, grant funding, reporting and outcomes to be achieved by the applicant.

A 20% up-front payment may be made following execution of the Funding Agreement (subject to the requirements of any special conditions being satisfied, and the results of any due diligence undertaken by the Department). The remainder of the funding will be paid, as detailed in the Funding Agreement, following completion of the project deliverables to the satisfaction of the Department. The Department will retain 5% of the funding for 12 months following completion of the project, to ensure reporting on delivery of the outcomes and objectives of the project. The Department may also take security over any or all of the funded items for the duration of up to seven years (see below).

Without limiting the terms and conditions set out in Section 5 of these Guidelines, the Department will not be liable to an applicant for any commitments made, or costs incurred or paid, by an applicant prior to execution of a Funding Agreement.

The Department will not exceed the maximum grant funding amount under the Funding Agreement. Any extra costs incurred must be met by the applicant.

For each deliverable, the applicant must submit a payment claim with supporting documentation to evidence the expenditure on the Eligible Project costs, including invoices from suppliers and bank statements/remittance advices showing project expenditure. Subject to acceptance of a valid payment claim, the funding will be paid in accordance with the terms set out in the Funding Agreement.



## Security over assets

If an application is successful, the applicant will be required to enter into a Funding Agreement with the Department. The Department may take security over any or all of the funded items, and this may involve, for example, security over assets such as funded equipment being registered on the Personal Property Securities Register in favour of the Department. The Department will meet any registration costs associated with this registration.

If the applicant is obtaining a loan to fund the project, they should confirm their financier is satisfied with these arrangements and note that the Department may require a contractual arrangement with other financiers (for example, a deed of priority or deed of release) to ensure the Department has first priority security over the funded assets.



### 3. Glossary of key terms

Table 3.1 ReMade in Queensland glossary of terms

Concept/Term	Meaning
<b>Accountant</b>	A current Australian Certified Practising Accountant (CPA) and/or Chartered Accountant.
<b>Advanced Manufacturing / Advanced Manufacturers</b>	Advanced Manufacturing involves a holistic approach to the way a Manufacturing business operates, with a high level of technology and expertise applied throughout every step of the value chain.  Advanced Manufacturers use and integrate new technologies, design and innovative production and customer engagement systems to produce high-value product and smart services across key industry sectors.
<b>Assessment Criteria</b>	The Assessment Criteria are set out in Section 2.7 of these Guidelines.
<b>Associated Entity</b>	Associated Entity has the same meaning as under s50AAA of the <i>Corporations Act 2001</i> .
<b>Circular Economy</b>	The economic system designed to minimise waste and make the most of resources. In a Circular Economy, products, materials, and resources are reused, refurbished, remanufactured, and recycled for as long as possible, creating a sustainable, closed-loop system. This approach contrasts with the traditional linear economy, where products are made, used, and then disposed of as waste. The goal of a Circular Economy is to reduce environmental impact, conserve resources, and promote economic growth through sustainable practices.
<b>Circular Economy Goals</b>	Goals within a Circular Economy are targeted objectives aimed at reshaping economic systems towards sustainability, reducing waste, and maximizing resource efficiency. These goals are designed to create a regenerative cycle where materials and resources are used, repurposed, and reused rather than discarded after a single use.
<b>Circular Economy Principles</b>	Circular Economy Principles aim to reduce waste, enhance resource efficiency, and promote sustainability. Key principles include designing for longevity, resource efficiency, reuse, remanufacturing, Recycling, sharing, digitalisation, collaboration, sustainable materials, and waste reduction. This approach seeks to create a more sustainable and efficient economic model.
<b>Critical Industries</b>	Manufacturing activity that supports the Queensland Government's <a href="#">industry sectors</a> .
<b>Decarbonisation</b>	The process by which carbon dioxide emissions associated with electricity, industry, and transport are reduced or eliminated. Decarbonisation is achieved by switching to energy sources or materials that emit less carbon.
<b>Eligibility Criteria</b>	The Eligibility Criteria are set out in Section 2.3 of these Guidelines.
<b>Eligible Project</b>	A project that meets the requirements of an Eligible Project as set out in Section 2.3.2 of these Guidelines.
<b>External Business Evaluation</b>	A review which demonstrates the connection between the proposed project and the intended strategic direction of the applicant. To be considered external, the review must have been conducted by a third party (i.e. not the applicant or any Associated Entity of the applicant).

<b>Full-Time Equivalent (FTE) Employee</b>	Full-Time Equivalent (FTE) Employee, divide the actual number of scheduled hours by the number of hours you consider full-time. For example, two employees each working 20 hours per week count as 1 FTE where 40 hours per week is considered full-time.
<b>High-Skilled Jobs</b>	Jobs that require special skills, training, knowledge (usually acquired), ability and proficiency in the latest technologies and processes relevant to the industry.
<b>Industry 4.0 or 5.0</b>	<p>Industry 4.0, otherwise referred to as the fourth industrial revolution, is the integration of intelligent digital technologies (such as big data, analytics, automation and robotics) with Manufacturing processes. This improves cost, productivity, profitability and Manufacturing processes, to create 'smart factories'.</p> <p>Industry 5.0, otherwise referred to as the fifth industrial revolution, builds on Industry 4.0 with a human-centric focus, where humans and technology work side-by-side to enhance and improve Manufacturing processes, resilience and sustainability.</p>
<b>Industry 4.0 Equipment</b>	Industry 4.0 Equipment refers to advanced technological tools and devices utilised within the Manufacturing and industrial sectors to facilitate the implementation of Industry 4.0 principles. These tools are integral to modernising and optimising production processes.
<b>Industry 4.0 Processes</b>	Industry 4.0 Processes refer to the integration of advanced technologies and digital systems into industrial operations to revolutionise traditional Manufacturing practices. These processes focus on optimising efficiency, productivity, and flexibility by leveraging various technological advancements.
<b>Industry 4.0 Technologies</b>	A set of advanced digital and technological innovations that are transforming the Manufacturing and industrial sectors. This fourth industrial revolution builds upon the preceding three (steam and mechanisation, electricity, and automation) and is characterised by the integration of digital technologies, automation, data exchange, and smart systems to create more efficient, connected, and responsive industrial processes.
<b>Industry 4.0 Systems</b>	Industry 4.0 Systems encompass the integration of advanced technologies and interconnected digital frameworks into industrial operations to create smart, data-driven, and agile processes.
<b>Industry Leading</b>	<p>Industry Leading means equipment, technologies, systems or processes that are:</p> <ul style="list-style-type: none"> <li>• superior to or more advanced than the equipment, technologies, systems or processes currently in use in Australia or the industry, and</li> <li>• aligned with international best practice (i.e. not designed merely to bring a business into line with existing industry practice in Australia).</li> </ul>
<b>Manufacturing</b>	Physical or chemical transformation of raw materials, substances or components into new products (excluding agriculture and construction)
<b>Manufacturers</b>	Manufacturers are entities that produce goods by converting raw materials into finished products, serving various industries and contributing to the global economy.
<b>Net Zero</b>	Net Zero, a long-term goal (by 2050), refers to the balance between the amount of human-caused greenhouse gas (GHG) that's produced and the amount that's removed from the atmosphere. It can be

	achieved through a combination of emissions reduction and emissions removal strategies, cutting emissions to as close to zero as possible.
<b>Onshoring/reshoring</b>	A Manufacturing company applying to undertake a Manufacturing activity which is currently undertaken either overseas or interstate and bringing it to Queensland.
<b>Program Objectives</b>	The Program Objectives are the objectives of the ReMIQ Program set out in Section 2.2 of these Guidelines.
<b>Queensland-Based Business</b>	A business having at least one Manufacturing site and at least five FTE Employees located in Queensland.
<b>Quote</b>	A valid Quote must be provided by the entity supplying the goods or services and must clearly identify: <ul style="list-style-type: none"> <li>• the goods and services being purchased</li> <li>• the entity to which the Quote is being provided</li> <li>• the GST exclusive price of the goods or service.</li> <li>• The Quote should be dated within six months of the closing date for Stage 2 Detailed Proposal Applications.</li> </ul>
<b>Recyclers</b>	Recyclers are individuals or businesses that collect, sort, process and store materials for reuse, reducing waste and promoting resource conservation.
<b>Recycled Material Streams</b>	Recycled Material Streams refer to the various pathways through which materials, such as plastics, metals, paper, or other substances, are collected, processed, and reintroduced into the production cycle to be reused or remanufactured. These streams represent the flow of recycled materials from their initial collection through sorting, processing, and ultimately, their incorporation into new products, reducing the need for virgin resources and minimising waste. Recycling material streams are a key component of sustainable waste management and Circular Economy practices.
<b>Recycling</b>	Recycling is the practice of collecting, sorting, processing and reusing materials to reduce waste and conserve resources, promoting environmental sustainability.
<b>Small to Medium Enterprise (SME)</b>	A business which has 5-200 FTEs.
<b>Stage 1 EOI Application</b>	The Stage 1 EOI Application is the first stage of the ReMIQ Program application process. Under the competitive process, applications that meet the Eligibility Criteria will be evaluated and scored against the Assessment Criteria. The highest-ranking applicants from Stage 1 assessment will be invited to progress to Stage 2.
<b>Stage 2 Detailed Proposal Application</b>	Stage 2 Detailed Proposal Application is the second stage of the ReMIQ Program application process. Applicants proceed to this stage at the invitation of the Department. The Stage 2 Application must provide the necessary information requested by the Department.
<b>Waste Streams</b>	The flow or pathway of waste materials generated from various sources, such as households, industries, or commercial activities. These waste materials can include solid waste (e.g. metal, aluminium, glass, plastic), wastewater, hazardous materials, and other byproducts.

## 4. Contact and Complaint details

The Department's decision in relation to an application outcome is final and the decision may not be appealed. If, however, an applicant has any dispute in relation to the application process or assessment process, a formal complaint may be submitted to the Department via the [Department's website](#).

For complaints, inquiries, appeals (on process) or assistance, please contact

Web: [www.rdmw.qld.gov.au/remiq](http://www.rdmw.qld.gov.au/remiq)

Email: [madeinqueensland@rdmw.qld.gov.au](mailto:madeinqueensland@rdmw.qld.gov.au)

Phone: (07) 3330 4444

Information about application processes can be obtained from your local department office:

**Table 4.1 Local contact details**

Region	Office address/ email
<b>Cairns Manufacturing Hub</b>	TAFE Queensland Cairns Campus (S Block) Gatton Street, Manunda QLD 4870 <a href="mailto:cairns.manufacturinghub@rdmw.qld.gov.au">cairns.manufacturinghub@rdmw.qld.gov.au</a>
<b>Townsville Manufacturing Hub</b>	TAFE Queensland Trade Training Centre 763 Ingham Road, Bohle QLD 4818 <a href="mailto:townsville.manufacturinghub@rdmw.qld.gov.au">townsville.manufacturinghub@rdmw.qld.gov.au</a>
<b>Rockhampton Manufacturing Hub</b>	Building 37, Central Queensland University Yaamba Road, North Rockhampton QLD 4701 <a href="mailto:rockhampton.manufacturinghub@rdmw.qld.gov.au">rockhampton.manufacturinghub@rdmw.qld.gov.au</a>
<b>Gladstone Manufacturing Hub</b>	Room G.47, Martin Hanson Building, Central Queensland University, Gladstone Marina Campus, Gladstone QLD 4680 <a href="mailto:gladstone.manufacturinghub@rdmw.qld.gov.au">gladstone.manufacturinghub@rdmw.qld.gov.au</a>
<b>Mackay Manufacturing Hub</b>	Resources Centre of Excellence 65 Crichtons Road, Paget QLD 4740 <a href="mailto:mackay.manufacturinghub@rdmw.qld.gov.au">mackay.manufacturinghub@rdmw.qld.gov.au</a>
<b>Bundaberg and Fraser Coast Office</b>	14 Enterprise Street, Bundaberg, QLD 4670 <a href="mailto:rockhampton.manufacturinghub@rdmw.qld.gov.au">rockhampton.manufacturinghub@rdmw.qld.gov.au</a>
<b>Sunshine Coast Office</b>	Mike Ahern Building, Maroochydore QLD 4558 <a href="mailto:goldcoast.manufacturing@rdmw.qld.gov.au">goldcoast.manufacturing@rdmw.qld.gov.au</a>
<b>Gold Coast Manufacturing Hub</b>	Unit 2b, 19 Cotton Street, Nerang QLD 4211 <a href="mailto:goldcoast.manufacturing@rdmw.qld.gov.au">goldcoast.manufacturing@rdmw.qld.gov.au</a>
<b>Moreton Bay Office</b>	UniSC, 1 Moreton Parade, Petrie QLD 4502 <a href="mailto:goldcoast.manufacturing@rdmw.qld.gov.au">goldcoast.manufacturing@rdmw.qld.gov.au</a>
<b>Darling Downs South West Office</b>	Clapham Building 203 Tor Street, Toowoomba QLD 4350 <a href="mailto:southwest.manufacturing@rdmw.qld.gov.au">southwest.manufacturing@rdmw.qld.gov.au</a>

## 5. Terms and Conditions

In these terms and conditions, a reference to:

- an application means an application (or relevant part of an application) made to the ReMIQ Program, and includes a Stage 1 EOI Application, a Stage 2 Detailed Proposal Application and any other supporting or additional information in whatever form provided by the applicant in connection with a Stage 1 EOI Application or Stage 2 Detailed Proposal Application.
- Guidelines is a reference to these ReMIQ Program Guidelines.

### 5.1 Reservation of rights

The Department reserves the right to administer the ReMIQ Program and conduct the process for the assessment and approval of applications to the ReMIQ Program in such manner as it thinks fit, and to:

- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall ReMIQ Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
- consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect
- vary or amend the Eligibility Criteria or Assessment Criteria
- take into account any information from its own and other sources (including other Government agencies and other advisors)
- accept or reject any application, having regard to these Guidelines, the Eligibility Criteria, the Assessment Criteria or any other item, matter or thing which the Department considers relevant, including the limitations on the funds available for the ReMIQ Program
- give preference by allocating weighting to any one or more of the Eligibility Criteria or Assessment Criteria over other criteria
- seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant
- conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
- require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information
- terminate further participation of any applicant in the application process
- terminate or reinstate the ReMIQ Program or any process in the ReMIQ Program
- not proceed with the ReMIQ Program in the manner outlined in these Guidelines, or at all
- allow the withdrawal or addition of an applicant
- take such other action as it considers in its absolute discretion appropriate in relation to the ReMIQ Program processes.

Where, under these Guidelines, it is stated that the Department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the Department may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

## 5.2 No relationship

The Department's obligations regarding the application process are limited to these expressly stated in these Guidelines.

Subject to Section 5.7, no contractual or legal relationship exists between the Department and an applicant or its clients in connection with the ReMIQ Program, these Guidelines or the application process.

An applicant, or its representatives:

- has no authority or power, and must not purport to have the authority or power to bind the Department, or make representations on behalf of the Department
- must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint-venturer with the Department and
- must not represent to any person that the Department is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

## 5.3 Participation at the applicant's cost

Each applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the Department (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the Department, attendance at meetings or involvement in discussions) or otherwise in connection with the ReMIQ Program
- the Department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the ReMIQ Program or
- any of the matters or things relevant to its application or the ReMIQ Program in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the foregoing, if the Department cancels or varies the ReMIQ Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under Section 5.1 of these Guidelines, no applicant will have any claim against the Department arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the ReMIQ Program.

## 5.4 Non-exhaustive

These Guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines, or otherwise made available to them, during the application process.

The Department makes no warranty or representation express or implied and does not assume any duty of care to the applicants that the information in these Guidelines or supplied in connection with the ReMIQ Program is accurate, adequate, current, suitable or complete, or that the information has been independently verified.

The Department accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance or interpretation placed upon that information by applicants.

## 5.5 Intellectual property

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

The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the ReMIQ Program.

## 5.6 Law

These Guidelines are governed by the laws applicable in Queensland.

## 5.7 Acceptance

By submitting an application, each applicant:

- warrants to the Department that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in determining whether to select the applicant for the ReMIQ Program
- undertakes to promptly advise the Department if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect
- acknowledges that the Department will rely on the above warranty and undertaking when evaluating the application
- acknowledges that the Department may elect to remove an applicant at any stage as a result of material changes to the information presented in its application
- acknowledges that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking
- is taken to have accepted these Guidelines, including these terms and conditions.

## 5.8 Communications with the media

All media enquiries or public announcements relating to the ReMIQ Program will be coordinated and handled by the Department's media team.

Applicants must seek and obtain the Department's approval before contacting or responding to the media in connection with successful or unsuccessful applications for funding support under or in connection with the ReMIQ Program, and comply with the Department's requirements about the form, content, timing and manner of any proposed media statement or event.

Where possible, all media and communications will be undertaken jointly with successful applicants.

Applicants acknowledge that the Department intends to publicly disclose the names of successful applicants, general details about projects funded (including the amount of funding granted), and the anticipated and realised outcomes of funded projects (such as jobs creation benefits, types of equipment being purchased, and business improvements expected).



## 5.9 Confidentiality, privacy and use of information

The Department will maintain controls in relation to the management of confidential information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

An applicant must keep confidential its application, any information provided to the Department in connection with its application and its dealings with the Department about its application but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The Department may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
- if required to be disclosed by law.

The Department collects personal information during the application process. Personal information will be used and may be disclosed for the purpose of processing, assessing and making a decision about the application, and as authorised by law. This may include personal information being disclosed to third parties and other government agencies for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009* and the Privacy statement of the Queensland Government ([www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy)).

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

## 5.10 Program evaluation

As an initiative of the Queensland Government, ReMIQ will be continuously monitored and reviewed to ensure that the ReMIQ Program effectively achieves the Program Objectives. These Guidelines may be updated to reflect future changes to the ReMIQ Program.

These Guidelines only apply to applications for Round 1 of the ReMIQ Program.

## 5.11 Tax obligations

Grants may be treated as assessable income for taxation purposes. The Department does not provide advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

Department of Regional Development,  
Manufacturing and Water  
GPO Box 2771, Brisbane, Queensland 4001  
13 QGOV (13 74 68)  
[info@rdmw.qld.gov.au](mailto:info@rdmw.qld.gov.au)  
[rdmw.qld.gov.au](http://rdmw.qld.gov.au)



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