

To: Steve Costello, Assistant Secretary (for decision)

**SECTION 23(1) APPROVAL TO ENTER INTO A CONTRACT FOR SERVICES TO DELIVER ON REEF 2050 TRADITIONAL OWNER COMMITMENTS**

**Timing:** By 21 December 2017 - to engage the Service Provider as soon as possible.

**Recommendations:**

1. Approve the tender evaluation report for the open tender for services to support the delivery of Traditional Owner aspirations and commitments in the Reef 2050 Plan at Attachment A.

Approved / Not approved

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**Signatory:** *Steve Costello*  
Assistant Secretary Steve Costello

Date: *20/12/2017*

**Comments:**

<b>Clearing Officer:</b> on <i>20/12/2017</i>	Celeste Powell <i>CPowell</i>	A/g AS, Reef Branch	s22 Ph: 02 6274 s22
Contact Officer:	s22	Assistant Director, Reef 2050 Plan Section	Ph: 02 6274 s22

**Key Points:**

1. The Reef 2050 Plan Section ran an open tender procurement process to procure services to support the delivery of Traditional Owner aspirations and commitments in the Reef 2050 Plan.
2. The request for tender closed on 1 September 2017 and fifteen tenders were received and assessed by the Tender Assessment Panel (the Panel). The Panel undertook their assessments in accordance with the Commonwealth Procurement Rules, the Request for Tender and the Procurement Plan which includes the Evaluation Plan and Probity Plan.

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13. You are an appropriate Natural Heritage Trust delegate under Section 23(1) of the PGPA Act with the authority to enter into a services agreement on behalf of the Department.

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## ATTACHMENTS

A: Evaluation report

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## EVALUATION REPORT

The Evaluation report provides business system and audit trail documentation, and is intended for any procurement over \$80,000 in value (inclusive of all fees, charges and expenses including GST) where an Open Tender approach to market has been used and where an RFT will be published on AusTender. A copy of the report (including the Tender Assessment Panel (TAP) Chair's endorsement) is to be suitably filed for audit purposes.

This evaluation report is to be used in conjunction with the Department's Procurement Plan

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### EVALUATION REPORT SUMMARY

**Procurement Title:** Services to support the delivery of Traditional Owner aspirations and commitments in the Reef 2050 Plan

**Project Officer:** s22 **Ph:** 02 6274 s22

**Division:** Heritage, Reef and Marine

## TABLE OF CONTENTS

EVALUATION REPORT SUMMARY .....	1
1 EVALUATION SUMMARY .....	4
2 SCOPE OF CONTRACT .....	5
3 PROCUREMENT DEVELOPMENT .....	6
4 THE EVALUATION .....	7
4.1 TENDER ASSESSMENT PANEL (TAP) PARTICIPANTS .....	7
4.2 RESPONSES RECEIVED .....	7
4.3 DESK TOP ASSESSMENT .....	8
4.4 QUALITATIVE SCORE SUMMARY TABLE .....	8
5 RECOMMENDATION.....	10
5.1 BASIS.....	10
5.1.1 CAPABILITY.....	10
5.1.2 CAPACITY.....	11
5.1.3 PRICE .....	12
5.1.4 RISK.....	12
5.1.5 OTHER CONSIDERATIONS .....	12
5.2 REFEREE REPORTS AND INDEPENDENT ENQUIRIES .....	13
5.3 NEGOTIATION ISSUES TO BE RAISED WITH THE PREFERRED TENDERER.....	14
6 HIGHLY RANKED (SECOND TO FOURTH) .....	15

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APPENDIX A – TENDER EVALUATION INDIVIDUAL ASSESSMENT .....	25
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## 1 EVALUATION SUMMARY

Item	Response
<b>Contract Title:</b>	Services to support the delivery of Traditional Owner aspirations and commitments in the Reef 2050 Plan
<b>Division:</b>	Heritage Reef and Marine Division
<b>Procurement Scope:</b>	The Department is seeking a service provider to support the delivery of Traditional Owner aspirations and commitments in the Reef 2050 Plan. See ' <b>Scope of Contract</b> ' at <b>Section 2</b> for further information.
<b>Contract Term:</b>	<ul style="list-style-type: none"> <li>• Initial:</li> </ul> <p>Anticipated Contract Commencement: once signed, as soon as practicable.</p> <p>Anticipated Contract Completion: 30 December 2018</p> <ul style="list-style-type: none"> <li>• Extension options: To 30 June 2021</li> </ul>
<b>Recommended or Preferred Tenderer:</b>	RRRC consortium. See ' <b>Basis of Decision</b> ' at <b>Section 5</b>
<b>Total Contract Value:</b>	\$990,000 (GST inclusive)
<b>Pre-Tender Estimate:</b>	<p>\$825,000 for operating costs and up to \$739,200 for consultation costs (for consultation which may either occur only in Phase 1 or may occur in Phase 1 and 2 and included provision for Traditional Owners-related costs).</p> <p>This is a total of up to \$1,564,200 (GST inclusive) to 30 December 2018.</p>
<b>Price Basis:</b>	<ul style="list-style-type: none"> <li>➤ Fixed charges</li> <li>➤ Milestone payments</li> </ul>



## 2 SCOPE OF CONTRACT

The Department is seeking a service provider to support the delivery of Traditional Owner aspirations and commitments in the Reef 2050 Plan.

There are two phases to the delivery of these services:

1. Phase 1 – Services from commencement of the service agreement until completion of the mid-term review of the Reef 2050 Plan.
2. Phase 2 – an extension option to 30 June 2021 for potential Phase 2 work may be exercised at the Department's discretion.

Services will fall into three main categories:

1. Engagement and delivery
2. Monitoring, evaluation and reporting
3. Adaptive management, including options for sustainable delivery arrangements.

There are four products for delivery:

1. Draft project and engagement plan.
2. Draft mid-term review recommendations report, i.e. input to inform the broader mid-term review of the Reef 2050 Plan.
3. Draft Phase 1 Project Report.
4. Final Phase 1 Project Report.

### 3 PROCUREMENT DEVELOPMENT

Item	Response
<b>Procurement Plan Prepared?</b>	YES. Date endorsed by TAP Chair: 28 June 2017
<b>Risk Rating:</b>	Medium
<b>Selection Criteria</b>	<p><b>1. Capability (total 70%)</b></p> <p>The capability of the tenderer to provide the goods or services in accordance with the Statement of Requirement.</p> <p>1.1 Demonstrated extensive experience and expertise of organisation and specified personnel in culturally appropriate engagement with Traditional Owners (20%).</p> <p>1.2 Knowledge of and experience in Great Barrier Reef protection matters, including an understanding of the Reef 2050 Plan (20%).</p> <p>1.3 Demonstrated ability of specified personnel to effectively engage and collaborate with government officials, programs and processes (20%).</p> <p>1.4 Demonstrated knowledge and understanding of Traditional Owner groups and engagement mechanisms in the Great Barrier Reef Region (10%).</p> <p><b>2. Capacity (total 30%)</b></p> <p>The capacity of the tenderer to provide the goods or services in accordance with the Statement of Requirement.</p> <p>2.1 Demonstrated capacity of specified personnel for analysis, strategic thinking and synthesis of information through production of high quality reports and information products on time and within budget (20%).</p> <p>2.2 Administrative capacity of the organisation/supplier to support the project throughout the entire contract period (10%).</p> <p><b>3. Price</b></p> <p>All costs, fees, allowances and charges associated with the implementation and completion of contract obligations.</p> <p><b>4. Risk</b></p> <p>Any risks inherent in the tender.</p> <ul style="list-style-type: none"> <li>• any actual or perceived conflict of interest</li> <li>• level of compliance with this RFT (including the Draft Form of Contract)</li> <li>• adequacy of insurance proposed by the tenderer</li> </ul>

Item	Response
	<ul style="list-style-type: none"> <li>• financial viability of the tenderer</li> </ul> <p><b>Weighting of criteria:</b></p> <ul style="list-style-type: none"> <li>• Capability – 70%</li> <li>• Capacity – 30%</li> <li>• Price – not weighted</li> <li>• Risk – not weighted</li> </ul>
<b>RFT Closing Date</b>	1 September 2017
<b>Offer Validity Expiry Date:</b>	Clause 15.2 of the RFT is listed at 6 months from the Closing Time which is 1 March 2018.

## 4 THE EVALUATION

### 4.1 TENDER ASSESSMENT PANEL (TAP) PARTICIPANTS

Name	Division/agency	Job Title
s22	HRM	Assistant Director
	HRM	Assistant Director
	ESD	Assistant Director

The TAP chairperson is s22 Assistant Director ph 02 6274 s22  
email: s22 @environment.gov.au.

### 4.2 RESPONSES RECEIVED

Responses were received from the following organisations:

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- m) Reef and Rainforest Research Centre (RRRC) (with the North Australian Indigenous Land and Sea Management Alliance - NAILSMA, Cape York Institute - CYI, Commonwealth Scientific and Industrial Research Organisation - CSIRO, Australian Institute of Marine Science - AIMS and James Cook University – JCU), ABN: 48 118 943 632, Cairns, Queensland.

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#### 4.3 DESK TOP ASSESSMENT

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#### 4.4 QUALITATIVE SCORE SUMMARY TABLE

Tenderer	Capability score (out of 70)	Capacity score (out of 30)	Total Technical score (out of 100)	Total tendered price (GST incl)	Risk comparison
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Tenderer	Capability score (out of 70)	Capacity score (out of 30)	Total Technical score (out of 100)	Total tendered price (GST incl)	Risk comparison
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## 5 RECOMMENDATION

### 5.1 BASIS

The Reef and Rainforest Research Centre Ltd (RRRC) led consortium (with NAILSMA, Cape York Institute, CSIRO, AIMS and JCU) is the TAP's preferred Tenderer (please see Appendix A for the technical score).

The basis for this decision is discussed below.

#### 5.1.1 CAPABILITY

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**5.1.2 CAPACITY**

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### **5.1.3 PRICE**

Cost of \$990,000, which includes Traditional Owner-related consultation costs (\$132,000 GST inclusive).

### **5.1.4 RISK**

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### **5.1.5 OTHER CONSIDERATIONS**

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## 5.2 REFEREE REPORTS AND INDEPENDENT ENQUIRIES

As part of the evaluation process, a number of referees were contacted. The following table provides a summary of the referees contacted and their comments in relation to the recommended Tenderer.

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Independent enquiries were also made of two people:

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**5.3 NEGOTIATION ISSUES TO BE RAISED WITH THE PREFERRED TENDERER**

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**6 HIGHLY RANKED (SECOND TO FOURTH)**

Please see Appendix A for the technical scores.

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## APPENDIX A – TENDER EVALUATION INDIVIDUAL ASSESSMENT

### Ratings Scale

<b>Judgement against criteria</b>	Unsatisfactory	Poor	Satisfactory	Good	Very Good	Excellent
<b>Ratings against criteria</b>	0	20	40	60	80	100

The following acronyms or abbreviations are used in the following tables:

CEO = Chief Financial Officer, crown of thorns starfish = COTS, GBR = Great Barrier Reef, GBRMPA = Great Barrier Reef Marine Park Authority, IRAC = Indigenous Reef Advisory Committee, ISO = International Organization for Standardization, NRM = Natural Resource Management, NSW = New South Wales, PMC = Department of the Prime Minister and Cabinet, Qld = Queensland, TO = Traditional Owner, TUMRA = Traditional Use of Marine Resources Agreement.

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## EVALUATION REPORT

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### Endorsement by Tender Assessment Panel

TAP Chairperson

**s22** \_\_\_\_\_

13/11/2017

Panel Member

**s22** \_\_\_\_\_

13/11/2017

Panel Member

**s22** \_\_\_\_\_

13/11/2017

Copy to:

To: Minister for the Environment and Energy (For Decision)

Mr Knudson  
Mr Oxley

Cc: Assistant Minister for the Environment

Chief of Staff  
s22



**REEF TRUST PHASE VI INVESTMENT**

**Timing:** 6 April 2018 – to enable funding to be provided to the Queensland Government for the Innovation Challenge in time to proceed with funding successful applicants.

**Recommendations:**

1. That you approve funding of up to \$5 million GST exclusive (up to \$5.5 million GST incl), in accordance with section 71 of *Public Governance, Performance and Accountability Act 2013* (PGPA Act), to the Great Barrier Reef Foundation for a co-investment project from 2018-19 to 2022-23 to rehabilitate and conserve Reef islands, as an ad-hoc grant from the Reef Trust Special Account.

Approved / Not approved

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3. That you approve expenditure of up to \$3.5 million GST exclusive (up to \$3.85 million GST incl) from the Reef Trust Special Account, in accordance with section 71 of the PGPA Act, to procure agronomy services through a limited tender from the Queensland Government Department of Environment and Science to contribute to the Reef 2050 Plan water quality targets by assisting cane farmers to adopt complete nutrient management planning over 2017-18 to 2021-22.

Approved / Not approved

4. That you approve funding of up to \$1.5 million GST exclusive (up to \$1.65 million GST incl), in accordance with section 71 of the PGPA Act, to the Queensland Government Department of Environment and Science in 2017-18 to deliver an innovation challenge, as an ad-hoc grant from the Reef Trust Special Account.

Approved / Not approved

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Signatory:

Date:

Comments:

4/4/18



<b>Clearing Officer:</b> Sent 22/03/2018	Deb Callister	Assistant Secretary, Reef Branch	Ph: 02 6275 9424 Mob: s22
Contact Officer:	s22	Director, Reef Trust Section	Ph: 02 6159 s22 Mob: s22

**Key Points:**

1. This brief seeks your approval of funding for a package of investments for Phase VI of the Reef Trust program s22

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3. Two of the investments have been defined as grants in line with the definition found in the *Commonwealth Grants Rules and Guidelines* (CGRGs) sections 2.3 and 2.5. Therefore these two proposals are bound by the requirements of the CGRGs.
4. The proposed investments are for purposes consistent with the terms of the *PGPA Act (Reef Trust Special Account 2014) Determination 01*, which provides legislative authority for the proposed expenditure.
5. In providing your approval of the recommended investments, you are doing so under section 71 of the PGPA Act which means that, after reasonable enquiry, you are satisfied that the spending proposals would be a proper use of relevant money.
6. Ministers have mandatory grant approval and reporting requirements under the PGPA Act and the CGRGs which are specified at **Attachment B**.

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Island rehabilitation proposal

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11. This proposal has been defined as an ad-hoc grant in accordance with paragraph 13.11 of the CGRGs.

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12. This Department has assessed the proposal on its merits as a non-competitive grant in accordance with grant guidelines developed by the Hub, and recommends the proposal as value for money. GBRF's proposal, the grant guidelines and the Department's assessment are at **Attachment C**. This recommendation is consistent with paragraphs 11.5 and 13.13 of the CGRGs (refer **Attachment B**). Justification for the use of a non-competitive grant process is at **Attachment D**.

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## Nutrient Management proposal

16. Expenditure of up to \$3.5 million (GST exclusive) is recommended, using a limited tender approach, for agronomy services to be provided by the Queensland Department of Environment and Science from 2017-18 to 2021-22.
17. The proposed services will cost-effectively contribute towards the Reef 2050 Plan water quality nutrient targets by assisting cane farmers to adopt complete nutrient management planning systems. This will result in more efficient use of fertiliser, lower nutrient losses to the Reef and improved cane industry sustainability and profitability.
18. The proposed services are based on a successful, cost-effective agronomy service delivery model developed over several years by the Queensland Department of Environment and Science. This delivery model utilises highly skilled, locally trusted agronomists and cane farmer 'champions' to engage cane farmers and support them to evaluate the relationship between fertiliser application rates, yield and profit on farms.
19. The Department has obtained a quote from the Queensland Department of Environment and Science and assessed the quote as representing value for money as outlined at **Attachment F**. With your approval, the Department will enter a contract for delivery of these agronomy services.

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21. s22 he Innovation Challenge was defined as an ad-hoc grant in accordance with paragraph 13.11 of the CGRGs and will be contracted through the Hub. This Department has assessed the proposal in accordance with grant guidelines developed by the Hub, and recommends the proposal as value for money. The grant guidelines and the Department's assessment are at **Attachment G**. This recommendation is consistent with paragraphs 11.5 and 13.13 of the CGRGs (refer **Attachment B**). Justification for the use of a non-competitive grant process is at **Attachment D**.

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**Sensitivities and risks**

23. Sensitivities and risks of the proposed investments are low. The GBRF and the Queensland Department of Environment and Science are experienced delivery partners, with a successful track record for implementation of Reef projects. GBRF is also an experienced fundraiser of private and philanthropic donations.

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**ATTACHMENTS**

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- B:** Mandatory grant approval requirements
- C:** GBRF proposal, grant guidelines and assessment against the guidelines
- D:** Justification for the use of a non-competitive grant process

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- F:** Nutrient management planning – request for quote and tender evaluation
- G:** Innovation Challenge grant guidelines and assessment against the guidelines

## MANDATORY REPORTING REQUIREMENTS

Under Part 1 Mandatory Requirements, Requirements for Ministers Sections 4.10 to 4.13 of the *Commonwealth Grants Rules and Guidelines* (CGRGs), you have mandatory obligations associated with approving grants presented by the Department. These include:

- 4.10 Where you approve expenditure under section 71 of the PGPA Act, in relation to a grant or group of grants, you *must* not approve the grant without first receiving written advice from entity staff on the merits of the proposed grant or group of grants. That advice *must* meet the requirements of the CGRGs (paragraph 4.6).
- 4.11 Where the proposed expenditure of relevant money relates to a grant, where you exercise the role of approver you *must* also record, in writing, the basis for the approval relative to the grant guidelines and key considerations of value with relevant money.
- 4.12 (a) Where you approve a grant situated within your own electorate, whether it is one the Department recommended, did not recommend (recommended for rejection) or deemed ineligible (recommended for rejection) for funding, you *must* provide the details of your decision in writing to the Minister for Finance at the time of approval, except where grants are awarded Australia-wide, state-wide, or across a region on the basis of a formula.
- (b) Where there is correspondence to the relevant grant recipient, a copy of this letter is sufficient, except if the approval relates to a grant in your own electorate. If there is no correspondence, you must write to the Finance Minister advising of the decision as soon as practicable after it is made.
- 4.13 Where you approve a grant the Department has not recommended (recommended as rejected) or deemed ineligible (recommended as rejected) for funding, you must provide written advice on the basis of your approval for reporting to the Department of Finance in line with the CGRG annual reporting requirement 4.12, i.e. by 31 March each year for grants approved in the preceding calendar year.

Other parts of the CGRGs relevant to these proposed grants include:

- 11.5 Competitive, merit-based selection processes can achieve better outcomes and value with relevant money. Competitive, merit based selection processes should be used to allocate grants, unless specifically agreed otherwise by a Minister, accountable authority or delegate. Where a method, other than a competitive merit-based selection process is planned to be used, officials should document why this approach will be used.
- 13.3 Probity and transparency in grants administration is achieved by ensuring:
- that decisions relating to granting activity are impartial; appropriately documented and reported; publicly defensible; and lawful. The key relevant requirements are set out in Part 1 of the CGRGs (section 3, Resource Management Framework and section 4, Grants-specific Processes and Requirements);
  - compliance with the public reporting requirements set out in Part 1 of the CGRGs (section 5, Public Reporting); and
  - that grants administration by officials and grant recipients incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.



# Reef Trust - Phase VI Island Restoration Partnership

## Guidelines

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**Commonwealth policy entity:** Department of the Environment and Energy

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**Enquiries:** If you have any questions, contact us at [business.gov.au](https://business.gov.au).

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**Type of grant opportunity:** One off ad-hoc grant

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# Contents

<b>Reef Trust - Phase VI Island Restoration Partnership</b>	<b>1</b>
<b>Guidelines</b>	<b>1</b>
<b>1. Grant opportunity overview and objectives</b>	<b>3</b>
<b>2. Grant selection process</b>	<b>3</b>
<b>3. Eligibility</b>	<b>3</b>
3.1 Eligible grant activities	4
<b>4. The assessment criteria</b>	<b>4</b>
4.1 Criterion 1: Project alignment with policy intent	5
4.2 Criterion 2: Project likelihood of success	5
4.3 Criterion 3: Capacity, capability and resources of the applicant to deliver the project	5
4.4 Criterion 4: Innovation	6
4.5 Criterion 5: Reef Trust Special Account provision	6
<b>5. Grant assessment and decision making</b>	<b>6</b>
<b>6. Who will approve the grant</b>	<b>6</b>
<b>7. Notification of application outcomes</b>	<b>7</b>
<b>8. The grant agreement</b>	<b>7</b>
<b>9. Announcement of grants</b>	<b>7</b>
<b>10. Grant acquittal and reporting</b>	<b>7</b>
<b>11. Grant evaluation</b>	<b>8</b>

# 1. Grant opportunity overview and objectives

The objective of the Reef Trust is to provide cost effective, strategic investment which goes above and beyond existing programs to address key threats to the Great Barrier Reef and catchments for the long-term protection and conservation of the outstanding universal value of the Great Barrier Reef.

The expected outcomes of the grant activity are to deliver on-ground restoration and conservation projects across a network of islands to boost the resilience of ecosystems and provide critical alternative habitat for seabirds, turtles, corals and other marine species.

The grant will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

## 2. Grant selection process

The grant opportunity has been established as a one-off or ad hoc grant.

The \$5 million grant over five years (2018-19 to 2022-23) is subject to an acceptable application from the Great Barrier Reef Foundation.

The Department of Industry, Innovation and Science (the department) considers that this is an appropriate type of selection process as:

- there are a limited number of service providers capable of delivering the project
- the service provider has a well-established record of delivering the same or similar activities
- the service provider is co-investing in the project
- the project outcomes are best achieved by an organisation with a demonstrated history of successfully leveraging private investment to support environmental projects and in delivering on-ground biodiversity outcomes
- the project outcomes would be achieved only with the engagement and support of specific stakeholders and these stakeholders have committed to partnering with the service provider.

The project must align with the debiting purposes of the *Public Governance, Performance and Accountability Act 2013* (Reef Trust Special Account 2014) *Determination 01*, specifically clause 7 (1) (a) to make payments for projects to improve water quality and the coastal habitat in the Great Barrier Reef World Heritage Area and/or clause 7 (1) (b) to make payments for projects to address threats to the environment of the Great Barrier Reef World Heritage Area.

## 3. Eligibility

To be eligible to receive a grant the potential grant recipient must:

- be a legal entity, able to enter into a legally binding agreement
- have an Australian Business Number
- be registered for the purposes of GST
- be able to match the grant dollar-for-dollar

If the potential grant recipient does not satisfy the eligibility criteria, it will not be considered.

<sup>1</sup> <http://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines-July2014.pdf>

### 3.1 Eligible grant activities

The grant can be used for the following grant activities:

- scoping and technical design of an on-ground island restoration project
- project management, stakeholder coordination and oversight of an on-ground delivery of island restoration activities
- integrated monitoring and reporting program of the outcomes of an on-ground island restoration project.

Costs that the grant can be used for are:

- project administration of 10% of total project costs such as project planning, project management meetings and running the project. These costs must be additional to the normal day to day running costs of the organisation and be directly related to the project
- monitoring and reporting of 5% of total project costs. Monitoring and reporting requirements could reasonably exceed this limit. In these circumstances, the grantee must request an increase in percentage of total project costs to be allocated to monitoring and reporting. The grantee must provide an explanation for the additional percentage in the request. The department will consider the request based on factors such as:
  - percentage increase
  - logistics of monitoring, including location of monitoring site
- direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions
- contract expenditure is the cost of any agreed project activities that you contract to others
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia
- staff training that directly supports the achievement of project outcomes
- the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure
- other eligible expenditure as approved by the program delegate.

Costs that the grant cannot be used for are:

- overseas travel, except where otherwise approved by the program delegate
- capital expenditure for the purchase of motor vehicles

## 4. The assessment criteria

The application must demonstrate how the grant will contribute to achieving one or more of the Reef Trust Outcomes:

- improve the quality of water entering the Great Barrier Reef from broad-scale land use to increase the health and resilience of the Great Barrier Reef
- improve the health and resilience of coastal habitats
- improve and protect marine biodiversity, including the reduction of crown-of-thorns starfish and protection of listed threatened and migratory species, such as dugongs and turtles.



The application must:

- provide for island prioritisation and development of a detailed work plan
- identify any appropriate partner(s) or other opportunity for co-investment
- provide letters of support that outline any proposed partnership and co-investment arrangements
- ensure that none of the activities described in the application are likely to have a significant adverse impact on any matters of national environmental significance for the purposes of the *Environment Protection and Biodiversity Conservation Act 1999* (Cth)
- ensure that none of the activities described in the application are required to be carried out by law, for example, as part of an approval under Commonwealth, state or territory legislation, such as the provision of an environmental offset under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth)
- ensure that the activities described in the application are independent of and in addition to activities that form part of the business-as-usual practices and/or the legally required process of managing land

The application is required to provide sufficient information to allow the following assessment criteria to be evaluated. All assessment criteria are weighted equally:

#### **4.1 Criterion 1: Project alignment with policy intent**

- the project aligns with the Reef Trust outcomes (improving water quality and coastal habitat, biodiversity protection and conservation) and relevant strategic objective and outcomes of the Reef 2050 Plan
- the project delivers environmental outcomes that value-add to the protection and conservation of the Great Barrier Reef
- the project delivers on-ground action and addresses priority threats and pressures to the Great Barrier Reef
- the project builds on existing efforts and does not duplicate or replace activities already being undertaken in the Great Barrier Reef or Reef catchments
- the project aligns with the Reef Trust principles of investment.

#### **4.2 Criterion 2: Project likelihood of success**

- the project is supported by a sound evidence-base and scientific rigor
- the project will be implemented with sound and proven approach/methodology and use targeted monitoring and evaluation
- the project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, and expertise
- the potential risks to the project have been considered and appropriate mitigation strategies prepared

#### **4.3 Criterion 3: Capacity, capability and resources of the applicant to deliver the project**

- the project focuses on delivering results and provides clear visible outcomes and outputs that are measurable
- the project has sound governance and oversight and that contractual obligations will be met

- the necessary knowledge, skills and experience will be applied to delivering the project

#### **4.4 Criterion 4: Innovation**

- assessment against this criterion will consider whether the project is distinctive and/or innovative in its approach

#### **4.5 Criterion 5: Reef Trust Special Account provision**

- assessment against this criterion will consider whether the Application aligns with the debiting provisions of the Reef Trust Special Account

### **5. Grant assessment and decision making**

The application will be assessed by the Department of the Environment and Energy who may seek information from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees.

The assessment of the application will consider that:

- the application represents value with money
- the project can be delivered on time and to budget (as identified in supporting documents)
- the project has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project)
- the level of risk associated with the project and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as new technology, the scale and/or complexity of the project
- the required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the project.

### **6. Who will approve the grant**

Following assessment, the Department of the Environment and Energy will make recommendations to the Minister for the Environment and Energy. The Minister will make the final decision to approve a grant.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- any terms and conditions of the grant.

The Minister must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or if the application does not represent value with money.

There is no appeal mechanism for decisions to approve or not approve a grant.

## 7. Notification of application outcomes

The applicant will be advised of the outcome, following a decision by the Minister. If the applicant is successful, the advice will contain details of any specific conditions attached to the grant.

## 8. The grant agreement

The applicant must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Industry, Innovation and Science. We will use the *Commonwealth Standard Grant Agreement*. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Industry, Innovation and Science may terminate the agreement.

Financial commitments should not be made until a grant agreement has been executed by the Commonwealth.

## 9. Announcement of grants

The grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the *CGRGs*.

## 10. Grant acquittal and reporting

The grantee must provide data to the department in line with the timeframes in the grant agreement.

This data will be entered into the Department of the Environment and Energy's Monitoring, Evaluation, Reporting and Improvement (MERI) tool.

Progress reports will be six-monthly. Sample templates for these progress reports will be included in the grant agreement. In addition, the grantee will have to provide spatial data, an annual audited financial statement and a final report. Progress reports will include:

- progress against agreed project milestones and activity schedule
- contributions of participants directly related to the project
- eligible expenditure of grant monies.

The grantee will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement

## 11. Grant evaluation

The Department of the Environment and Energy may evaluate the grant to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

## PROJECT ASSESSMENT

### PROJECT TITLE: REEF TRUST PHASE VI – GBRF ISLAND RESTORATION PARTNERSHIP

The project proposal was assessed by the Department of the Environment and Energy (Reef Trust Section) in accordance with the following assessment criteria.

#### *Assessment Criteria*

**1. Alignment with, and contribution to the Reef Trust and relevant Reef 2050 Plan Strategic Objectives and Outcomes as they relate to their associated national and international obligations.**

The extent to which:

- a) the project aligns with the Reef Trust outcomes (improving water quality and coastal habitat, biodiversity protection and conservation) and relevant strategic objective and outcomes of the Reef 2050 Plan
- b) the project delivers environmental outcomes that value-add to the protection and conservation of the Great Barrier Reef
- c) the project delivers on-ground action and addresses priority threats and pressures to the Great Barrier Reef
- d) the project builds on existing efforts and does not duplicate or replace activities already being undertaken in the Great Barrier Reef or Reef catchments.
- e) The project aligns with the Reef Trust principles of investment.

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## **2. Likelihood of success**

Whether:

- a) the project is supported by a sound evidence-base and scientific rigour
- b) the project will be implemented with sound and proven approach/methodology and use targeted monitoring and evaluation
- c) the project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, and expertise
- d) the potential risks to the project have been considered and appropriate mitigation strategies prepared.

## **3. Capacity, capability and resources of the applicant to deliver the project**

Whether:

- a) the project focuses on delivering results and provides clear visible outcomes and outputs that are measurable

# S47C

- b) the project has sound governance and oversight and that contractual obligations will be met
- c) the necessary knowledge, skills and experience will be applied to delivering the project.

**4. Innovation**

Whether the project is distinctive and/or innovative in its approach.

**5. Reef Trust Special Account provisions**

Whether the project aligns with the debiting provisions of the Reef Trust Special Account

**6. Value for money**

s47C

Whether the budget is adequately justified with respect to the Project's scale and intended outcomes.

s47C

Other comments

Assessor	Signature	Date
s22	s22	14.3.18
Reviewer		
s22	s22	14/3/18.



**JUSTIFICATION FOR USE OF NON-COMPETITIVE GRANTS PROCESS**

**Queensland Government – Innovation Challenge**

s47C

S47C

The Department considers Advance Queensland SBIR have the necessary experience and capacity to deliver and is satisfied that funding of this project is consistent with the policies of the Commonwealth and will make efficient, effective, economical and ethical use of public money as required under Section 71 of the *Public Governance, Performance and Accountability Act* (PGPA Act).

**Great Barrier Reef Foundation – Island Restoration Partnership**

S47C

The Department considers GBRF to have the necessary experience and capacity to deliver and is satisfied that funding of this project is consistent with the policies of the Commonwealth and will make efficient, effective, economical and ethical use of public money as required under Section 71 of the *Public Governance, Performance and Accountability Act* (PGPA Act).



Australian Government

Department of the Environment and Energy

## REQUEST FOR QUOTE

Reference Number [TBC]

### FOR THE PROVISION OF SERVICES TO ASSIST CANE FARMERS TO ADOPT COMPLETE NUTRIENT MANAGEMENT PLANNING

Date: 15 March 2018

<b>TO:</b> Queensland Government Department of Environment and Science	<b>FROM:</b> s22 Reef Branch Department of the Environment and Energy
<b>ABN:</b> 46 640 294 485	<b>ABN:</b> 34 190 894 983
<b>ATTENTION:</b> s22	<b>PHONE:</b> s22
<b>PHONE:</b> s22	<b>EMAIL:</b> s22

#### 1. Background

- 1.1 The Australian Government Department of the Environment and Energy (the Department) develops and implements national policy, programs and legislation to protect and conserve Australia's environment and heritage.
- 1.2 The Reef Branch has a requirement for Services to assist cane farmers to adopt complete nutrient management planning through delivery of on-farm demonstration and support for low water quality risk fertiliser management practices.

Please refer to Part A for the detailed Statement of Requirement.

#### 2. Lodgement Details

- 2.1 A Respondent should respond to this Request for Quote (RFQ) by completing Part B – Response to Request for Quote.
- 2.2 Quotes should be emailed to the contact officer identified in this RFQ at the email address specified below.

Electronic submissions should not exceed 2Mb in size and the email subject line should include the Reference number [TBC]. Electronic submissions must

be received no later than 5:00pm on the date identified at paragraph 3.1 of this RFQ.

**Responses are to be addressed and delivered to:**

s22

Reef Branch/Heritage and Marine Division

s22

**3. RFQ Closing Date**

3.1 The closing date for this RFQ is 23 March 2018.

**4. Project Officer**

4.1 The point of contact for all matters concerning the RFQ is the Project Officer, whose details are as follows:

s22

Reef Branch/Heritage and Marine Division

s22

**Responding to this Request for Quote**

Please complete all of the questions in the attached Part B, in the format provided and submit Part B as your response. Additional material such as CVs and proposals can be included with your response, if applicable.

s22

**6. Evaluation Process**

- 6.1 The Department will select the successful Respondent in accordance with the core principle underpinning Australian Government procurement – value for money. The evaluation will take into account the evaluation criteria outlined in the Part B response below and how the criteria are answered by the Respondent.
- 6.2 If the Department considers, at any time, that none of the quotes received represent value for money to the Department or that entering into a contract with any of the Respondents does not represent an effective, ethical and efficient use of Commonwealth funds, the Department may terminate this process.

# Request For Quote: Services to Assist Cane Farmers to Adopt Complete Nutrient Management Planning

(Limited Tender – one organisation approached for quote)

## EVALUATION

### TENDER ASSESMENT PANEL (TAP) PARTICIPANTS

Name	Division	Job Title
s22	HRM	Assistant Director
s22	HRM	Assistant Director
s22	HRM	Senior Project Officer

The TAP chairperson is:

s22

Reef Trust Section s22 [@environment.gov.au](mailto:s22@environment.gov.au); 6159 s22

### RESPONSES RECEIVED

A response was received from the following organisation:

Queensland Department of Environment and Science (DES)

### QUALITATIVE SCORE SUMMARY TABLE

Assessor	Organisation Experience (out of 40)	Experience of Key Personnel (out of 30)	Cost Effectiveness (out of 30)	Total Technical Score (out of 100)
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## RECOMMENDATION

### BASIS

The Queensland Government Department of Environment and Science is the TAP's recommended Tenderer.

The basis for this decision is as follows:

**s47C**

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**In summary, Department of Environment and Science is best suited to meet the Request requirements at a competitive price and therefore, represents Value for Money.**



# Reef Trust - Phase VI Innovation Challenge

## Queensland Government

### Guidelines

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**Commonwealth policy entity:** Department of the Environment and Energy

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**Enquiries:** If you have any questions, contact us at [business.gov.au](https://business.gov.au).

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**Type of grant opportunity:** One off ad-hoc grant

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# Contents

<b>Reef Trust - Phase VI Innovation Challenge</b>	<b>1</b>
<b>Queensland Government</b>	<b>1</b>
<b>Guidelines</b>	<b>1</b>
<b>1. Grant opportunity overview and objectives</b>	<b>3</b>
<b>2. Grant selection process</b>	<b>3</b>
<b>3. Eligibility</b>	<b>3</b>
3.1 Eligible grant activities	4
<b>4. The assessment criteria</b>	<b>4</b>
4.1 Criterion 1: Project alignment with policy intent	4
4.2 Criterion 2: Capacity, capability and resources of the applicant to deliver the project	4
4.3 Criterion 3: Likelihood of success	4
4.4 Criterion 4: Innovation	4
4.5 Criterion 5: Reef Trust Special Account provisions	5
<b>5. Grant assessment and decision making</b>	<b>5</b>
<b>6. Who will approve the grant</b>	<b>5</b>
<b>7. Notification of application outcomes</b>	<b>5</b>
<b>8. The grant agreement</b>	<b>5</b>
<b>9. Announcement of grants</b>	<b>6</b>
<b>10. Grant acquittal and reporting</b>	<b>6</b>
<b>11. Grant evaluation</b>	<b>6</b>



# 1. Grant opportunity overview and objectives

The objectives of the grant opportunity are for the Reef Trust to support delivery of an Innovation Challenge by the Queensland Government to tap into the wealth of talent and technologies within local, regional and global communities and unearth new ideas to protect and restore the Great Barrier Reef.

The first stage of the challenge will be a feasibility stage where applicants will share in \$1 million with contracts with individual applicants not expected to exceed \$250,000. A further \$1 million will be made available for a proof-of-concept stage for feasible applicants.

The grant will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

## 2. Grant selection process

This grant opportunity has been established as a one-off or ad hoc grant.

The \$1.5 million grant will be provided to the Queensland Government which will deliver the challenge. On 28 July 2017, at the Great Barrier Reef Ministerial forum, the Australian Government Minister for the Environment and Energy and the Queensland Government Minister for the Environment agreed to pursue a joint innovation challenge.

Both Ministers subsequently agreed via individual briefings that the Advance Queensland Small Business Innovation Research initiative was the most appropriate mechanism to procure the innovation challenge. The 'challenge owner' and grantee is the Queensland Government Department of Environment and Science.

The Queensland Government is contributing \$500,000 and in-kind investment to the challenge.

The Department of Industry, Innovation and Science (the department) considers that this is an appropriate type of selection process as:

- there are a limited number of service providers capable of delivering the project
- the service provider has a well-established record of delivering the same or similar activities
- the service provider is co-investing in the project

The project must align with the debiting purposes of the *Public Governance, Performance and Accountability Act 2013* (Reef Trust Special Account 2014) *Determination 01*, specifically clause 7 (1) (a) to make payments for projects to improve water quality and the coastal habitat in the Great Barrier Reef World Heritage Area and/or clause 7 (1) (b) to make payments for projects to address threats to the environment of the Great Barrier Reef World Heritage Area.

## 3. Eligibility

To be eligible to receive a grant the potential grant recipient must:

- be a legal entity, able to enter into a legally binding agreement
- have an Australian Business Number

<sup>1</sup> <http://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines-July2014.pdf>

- be registered for the purposes of GST

If the potential grant recipient does not satisfy the eligibility criteria, it will not be considered.

### **3.1 Eligible grant activities**

The grant can be used for the following grant activities:

- procurement of an innovation challenge through the Advanced Queensland Small Business Innovation Research Initiative and providing payments to successful applicants through feasibility and proof-of-concept stages

Costs that the grant can be used for are:

- procurement of feasibility and proof-of-concept studies from successful applicants

## **4. The assessment criteria**

The innovation challenge will be assessed against the following criteria:

### **4.1 Criterion 1: Project alignment with policy intent**

- the project aligns with the Reef Trust outcomes (improving water quality and coastal habitat, biodiversity protection and conservation) and relevant strategic objective and outcomes of the Reef 2050 Plan
- the project delivers environmental outcomes that value-add to the protection and conservation of the Great Barrier Reef
- the project delivers on-ground action and addresses priority threats and pressures to the Great Barrier Reef
- the project builds on existing efforts and does not duplicate or replace activities already being undertaken in the Great Barrier Reef or Reef catchments
- the project aligns with the Reef Trust principles of investment.

### **4.2 Criterion 2: Capacity, capability and resources of the applicant to deliver the project**

- the project focuses on delivering results and provides clear visible outcomes and outputs that are measurable
- the project has sound governance and oversight and that contractual obligations will be met
- the necessary knowledge, skills and experience will be applied to delivering the project.

### **4.3 Criterion 3: Likelihood of success**

- the project is supported by a sound evidence-base and scientific rigor
- the project will be implemented with sound and proven approach/methodology and use targeted monitoring and evaluation
- the project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, and expertise
- the potential risks to the project have been considered and appropriate mitigation strategies prepared

#### **4.4 Criterion 4: Innovation**

- the project is distinctive and/or innovative in its approach

#### **4.5 Criterion 5: Reef Trust Special Account provisions**

- Assessment against this criterion will consider whether the Application aligns with the debiting provisions of the Reef Trust Special Account.

### **5. Grant assessment and decision making**

The innovation challenge grant to the Queensland Department of Environment and Science will be assessed by the Department of the Environment and Energy who may seek information from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees.

The assessment of the application will consider that:

- the proposal represents value with money
- the project can be delivered on time and to budget (as identified in supporting documents)
- the project has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project)
- the level of risk associated with the project and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as new technology, the scale and/or complexity of the project
- the required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the project.

### **6. Who will approve the grant**

Following assessment, the Department of the Environment and Energy will make recommendations to the Minister for the Environment and Energy. The Minister will make the final decision to approve a grant.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- any terms and conditions of the grant.

The Minister must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or if the application does not represent value with money.

There is no appeal mechanism for decisions to approve or not approve a grant.

### **7. Notification of application outcomes**

The applicant will be advised of the outcome, following a decision by the Minister. If the applicant is successful, the advice will contain details of any specific conditions attached to the grant.

## 8. The grant agreement

The applicant must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Industry, Innovation and Science. The department will use the *Commonwealth Standard Grant Agreement*. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The Department of Industry, Innovation and Science will negotiate an agreement with the applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Industry, Innovation and Science may terminate the agreement.

Financial commitments should not be made until a grant agreement has been executed by the Commonwealth.

## 9. Announcement of grants

The grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the *CGRGs*.

## 10. Grant acquittal and reporting

The grantee will be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement

## 11. Grant evaluation

The Department of the Environment and Energy may evaluate the grant to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

## PROJECT ASSESSMENT

### PROJECT TITLE: REEF TRUST PHASE VI – INNOVATION CHALLENGE

The project proposal was assessed by the Department of the Environment and Energy (Reef Trust Section) in accordance with the following assessment criteria.

#### *Assessment Criteria*

**1. Alignment with, and contribution to the Reef Trust and relevant Reef 2050 Plan Strategic Objectives and Outcomes as they relate to their associated national and international obligations.**

The extent to which:

- a) the project aligns with the Reef Trust outcomes (improving water quality and coastal habitat, biodiversity protection and conservation) and relevant strategic objective and outcomes of the Reef 2050 Plan
- b) the project delivers environmental outcomes that value-add to the protection and conservation of the Great Barrier Reef
- c) the project delivers on-ground action and addresses priority threats and pressures to the Great Barrier Reef
- d) the project builds on existing efforts and does not duplicate or replace activities already being undertaken in the Great Barrier Reef or Reef catchments.
- e) The project aligns with the Reef Trust principles of investment.

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**2. Capacity, capability and resources of the applicant to deliver the project**

Whether:

- a) the project focuses on delivering results and provides clear visible outcomes and outputs that are measurable
- b) the project has sound governance and oversight and that contractual obligations will be met
- c) the necessary knowledge, skills and experience will be applied to delivering the project.

**3. Likelihood of success**

Whether:

- a) the project is supported by a sound evidence-base and scientific rigour
- b) the project will be implemented with sound and proven approach/methodology and use targeted monitoring and evaluation
- c) the project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, and expertise
- d) the potential risks to the project have been considered and appropriate mitigation strategies prepared.

**4. Innovation**

s47C

Whether the project is distinctive and/or innovative in its approach.
<b>5. Reef Trust Special Account provisions</b> Whether the project aligns with the debiting provisions of the Reef Trust Special Account
<b>6. Value for money</b> Whether the budget is adequately justified with respect to the Project's scale and intended outcomes.
<b><u>Other comments</u></b>



Assessor	Signature	Date
s22	s22	14.3.18
Reviewer		
s22	s22	14/3/18

Copy to:

To: Minister for the Environment and Energy (For Decision)

Secretary  
Mr Knudson  
Mr Oxley

**PROCUREMENT OF REEF HAVENS RESEARCH SERVICES**

Chief of Staff  
s22

**Timing:** By 30 November 2017, to allow the project to commence in time for potential bleaching conditions in the 2018 summer.

**Recommendations:**

1. Having regard to the risks and sensitivities outlined in this brief, that you approve as proper use of relevant funds up to \$2,200,000 (GST exclusive) from the National Landcare Program Reef 2050 Plan Implementation funds, for the department to procure Reef Havens research services through a limited (direct source) tender.

Approved / Not approved

s22

s22

Minister:

Date:

30/11/17

Comments:

<b>Clearing Officer:</b> Sent 22/11/2017	Celeste Powell	A/g Assistant Secretary, Reef Branch	Ph: 6274 1342 Mob: s22
Contact Officer:	s22	Director, Reef Trust	Ph: 6159 s22 Mob: s22

**Key Points:**

1. The department received a Reef Havens proposal at **Attachment B** from the Reef and Rainforest Research Centre (RRRC), in collaboration with the Association of Marine Park Tourism Operators (AMPTO), to test whether water mixing technology, designed for large freshwater storages, can reduce coral stress during bleaching conditions.
2. The proposal would install eight water mixing units in a 1 km<sup>2</sup> area of the northern Moore Reef during summer months over the next three years. The units would aim to mix warmer layers of water near the surface with colder water at lower depths.

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Potential funding arrangements

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s22 \_\_\_\_\_ the department will procure the project as research services through a limited (direct source) tender, consistent with arrangements under the *Commonwealth Procurement Rules*.

12. The procurement is justified as a limited tender under section 10.3 of the *Commonwealth Procurement Rules*, including part (c) for procurements made under exceptionally advantageous conditions that arise only in the very short term, including unsolicited innovative proposals, and part (g) for a prototype or a first good or service that is intended for limited trial for research, experiment, study, or original development.

**s22**

**Sensitivities**

**s47C**

**s22**

**ATTACHMENTS**

**s22**

Copy to:

Secretary  
Mr Knudson  
Mr Oxley  
Chief of Staff  
s22

To: Minister for the Environment and Energy (For Decision)

RECEIVED  
13 SEP 2017  
Mars



**GREAT BARRIER REEF – RESILIENCE BRIGHT-SPOTS RESEARCH AND REEF RESTORATION**

**Timing:** 14 September 2017 to enable work to begin by October this year in time for the start of the coral spawning season.

**Recommendation:**

1. That you approve in accordance with section 20 of the *Natural Heritage Trust of Australia Act 1997* a notional payment to the Great Barrier Reef Marine Park Authority of up to \$600,000 (GST exclusive) (\$660,000 GST inclusive) during 2017-18 from the Reef 2050 Implementation Budget for a Great Barrier Reef 'bright-spots' project.

Minister:

Comments:

Approved / Not approved

Date:

11/9/17

<b>Clearing Officer:</b> Sent 08/09/17	Suzi Heaton	A/g Assistant Secretary, Marine & International Heritage Branch	Ph: 6274 s22 Mob: s22
<b>Contact Officer:</b>	s22	Director, Reef Trust	Ph: 6159 s22 Mob: s22

**Key Points:**

1. The Department of the Environment and Energy seeks your approval to fund a proposal from the Great Barrier Reef Marine Park Authority (GBRMPA) (refer **Attachment A**). The proposal includes identifying the highly resilient reefs ('bright-spots') which are important to the long-term health of the Great Barrier Reef as a whole; and piloting larval re-seeding as a reef restoration technique.
2. Establishing a network of 'resilience bright-spots' across the Reef was a key outcome of the recent *Managing for Resilience Summit* hosted by GBRMPA and has been highlighted as a priority in the Reef strategy work currently underway.
3. This inter-connected network will include reefs that may: retain high coral cover; have lower exposure to extreme weather; make a high contribution to coral larval (baby coral) supply; and have high ecological, cultural, social and/or economic values.
4. Funding this proposal will see the following actions:
  - a. \$200,000 will be used to fund development of a dynamic decision-support tool to identify the network of bright-spots to enable targeted delivery of local actions. Existing information will be collated, validated by experts, and field visits undertaken to confirm outcomes. A series of maps will be produced to identify a network of bright-spots reefs where management efforts will be focussed.

The tool will also enable information to be updated in a timely manner in response to changing conditions.

- b. \$400,000 will be used to pilot larval re-seeding, which is currently the only available coral restoration method with the potential to be effective at an ecologically meaningful scale. This work is time critical due to the need for it to be conducted during coral spawning which will commence in November.

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- 9. The activities will meet the debiting provisions of the Natural Heritage Trust of Australia Account. Authority for spending on this activity is provided under the *Natural Heritage Trust of Australia Act 1997*.

**Sensitivities and Handling**

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**Consultation: YES**

- 11. GBRMPA.

**ATTACHMENTS**

s22