

7.7. QUEENSLAND GOVERNMENT SECURE COMMUNITIES PARTNERSHIP PROGRAM (ROUND 2) GRANT

REPORT AUTHOR Manager Environment and Planning

MANAGER Manager Environment and Planning

DEPARTMENT Environment and Planning

DATE 31 March 2026

RECOMMENDATION

That Council endorses the preparation and submission of a grant application seeking funding of up to \$400,000 (ex GST) for the procurement of rapid-deployment trailer-mounted Closed Circuit Television surveillance units for deployment within commercial precincts across the Douglas Shire.

EXECUTIVE SUMMARY

This report seeks Council endorsement to prepare and submit an application under the Queensland Government's Secure Communities Partnership Program (SCPP) – Round 2 for grant funding to support the procurement of rapid-deployment trailer-mounted closed circuit television (CCTV) surveillance units (TrailerCams).

The proposed project will deliver mobile, relocatable surveillance infrastructure to improve safety outcomes within publicly accessible commercial precincts and business strips across the Shire by deterring unlawful entry, theft, vandalism, public nuisance behaviour and antisocial activity impacting local small and family businesses.

Trailer-mounted CCTV units provide a scalable and flexible infrastructure solution capable of deployment in emerging crime locations without reliance on fixed power supply or civil trenching works. These units will be required to integrate into Council's harmonised CCTV platform currently being progressed through the Local Laws and ICT infrastructure standardisation program.

In accordance with program requirements, funded projects must be delivered and operational by 30 June 2027.

PREVIOUS COUNCIL CONSIDERATIONS / RESOLUTIONS

Not Applicable

REPORT/BACKGROUND

The Secure Communities Partnership Program provides grant funding to Queensland local governments for the installation of infrastructure-based crime prevention and public safety measures within public commercial precincts.

Eligible projects under Round 2 include:

- CCTV surveillance systems
- Lighting and environmental security improvements
- Access control and alarm systems
- Bollards and perimeter security measures

Councils may apply for funding of up to \$400,000 per project, with a maximum of two (2) applications permitted.

Trailer-mounted CCTV systems represent a contemporary best-practice response to place-based crime affecting small business precincts and provide:

- Rapid deployment capability to emerging crime hotspots
- Night-time monitoring capability
- Visible deterrence through overt surveillance presence
- Reduction in reactive enforcement attendance
- Support to Queensland Police Service investigations
- Integration with fixed CCTV infrastructure

Potential deployment locations include:

- Mossman town centre
- Port Douglas commercial precinct
- Craiglie industrial and retail area
- Tourism-adjacent parklands and accessways
- Commercial service hubs experiencing property crime trends

Under program eligibility requirements, proposed infrastructure must:

- Deliver demonstrable crime deterrence benefits to business precincts
- Have an operational life exceeding five (5) years
- Be owned and maintained by Council
- Integrate with existing or planned Council infrastructure
- Commit at least 50% of project expenditure to local suppliers or Local Buy procurement

FINANCIAL AND RESOURCE IMPLICATIONS

Grant Funding Requested: Up to \$400,000 (ex GST)

If successful, the project will support:

- Procurement of trailer-mounted CCTV surveillance units
- Solar or off-grid power capability
- Integrated communication systems
- Harmonised video management platform compatibility

Council resource commitments will include:

- Project management
- Procurement processes
- Integration with Council's CCTV platform
- Ongoing asset maintenance and lifecycle management

Renewal of assets at end of life is not budgeted. Review will be undertaken to determine efficacy and future funding allocations if any. Currently two (2) trailer existing trailer mounted cameras are at end of life and require replacement.

RISK MANAGEMENT IMPLICATIONS

Property crime and antisocial behaviour impacting commercial amenity and tourism-dependent economic activity.

Operational Risk

- Limited deterrence capability in areas without fixed surveillance
- Increased reliance on reactive officer response
- Reduced evidentiary capture for enforcement matters

Mitigation Through Project

- Mobile surveillance deployment capability
- Integration with harmonised CCTV platform
- Support to QPS investigative activity
- Reduced enforcement response demand

ENVIRONMENTAL IMPLICATIONS

NIL

SOCIAL IMPLICATIONS

The proposed infrastructure is expected to:

- Improve perceived and actual safety within business precincts
- Support economic resilience of small businesses
- Enhance public confidence in place-based safety measures
- Strengthen Council partnership with QPS

CORPORATE AND OPERATIONAL PLAN

This report has been prepared in accordance with the following:

Corporate Plan 2025-2030 Initiatives:

Theme 1 - Liveability

To deliver community activities to promote safe, healthy, inclusive and socially engaged communities with an environmental conscious.

1.1 - Deliver community initiatives that support healthy, inclusive and socially engaged communities.

Theme 3 - Service Delivery

We deliver Council services effectively and efficiently to meet community expectations, focusing on the wellbeing of both the community and our employees.

3.6 - Deliver Council services to meet community expectations.

3.7 - Identify and manage risk.

3.9 - Preserve, protect and improve our unique environment.

Operational Plan 2025-2026 Actions:

New project arisen during the financial year.

LEGISLATION AND POLICY

Not applicable

CONSULTATION

Environmental Health & Local Laws
ICT Services Finance

External (Required for Application):
Queensland Police Service – Officer in Charge endorsement

CONCLUSION

The Secure Communities Partnership Program – Round 2 provides a time-limited opportunity for Council to externally fund mobile CCTV infrastructure capable of integration with the planned harmonised surveillance platform.

Endorsement to proceed with application development will enable Council to seek State co-funding for rapid-deployment TrailerCam units to improve safety outcomes across commercial precincts within the Douglas Shire, with delivery required by 30 June 2027.

ATTACHMENTS

1. scpp-r 2-local-council-guidelines-v 1.0-published (1) [7.7.1 - 17 pages]

Secure Communities Partnership Program Round 2 – Local Council

Program Guidelines

Key Information

Round budget	\$8 million
Program type	Application based (competitive)
Eligible applicants	All Queensland Local Governments
Available funding	Up to \$400,000 (excluding GST) per project, up to two projects
Co-contribution	Based on sustainability grouping of councils
Payment type	Milestones: First 70%, Final 30% of approved project funding
Policy agency	Department of Customer Services, Open Data and Small and Family Business (CDSB)
Administering agency	Department of Local Government, Water and Volunteers (DLGWV)
eGrant portal open to accept applications	18 February 2026
eGrant portal closing date for submissions	31 March 2026
Earliest project commencement date	On execution of Project Funding Schedule
Project completion	30 June 2027
Project acquittal	30 September 2027
Enquiries	<p>Email: SCPPLC@dlgww.qld.gov.au</p> <p>Website: www.localgovernment.qld.gov.au www.business.qld.gov.au/securegrant</p>

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Version Control

Version	Date	Comments
1.0	18 January 2026	Publication version

1 Introduction

The \$40 million Secure Communities Partnership Program (Program) supports Queensland small and family businesses through improving physical elements and the installation of vital safety and security infrastructure that will help create safer public commercial precincts and business strips, creating a more confident and secure Queensland small business community.

Round 2 of the Program builds on Round 1 by providing funding to Queensland councils to deliver local projects via grants of up to \$400,000 per project, within a round budget of \$8 million.

The Department of Customer Services, Open Data and Small and Family Business (CDSB) is leading the Program with support from Department of Local Government, Water and Volunteers (DLGWV) to administer directly to local governments.

2 Overview

2.1 Program description

- (a) The Program is an application-based (competitive) funding program.
- (b) CDSB is responsible for delivering the Program and working with the DLGWV to administer the Program to Queensland local governments.
- (c) Councils are to submit project proposals providing details of the project(s) which the council intends to deliver using its Program funding.
- (d) All projects must be completed by 30 June 2027, with councils returning any unspent funds to CDSB.
- (e) Eligible councils are invited to submit a maximum of two (2) applications via the DLGWV's eGrant portal.
- (f) Each application can seek approval for funding of up to \$400,000 per project.

2.2 Aim

The Program aims to support Queensland's councils to create safer public commercial precincts and business strips where small businesses operate and thereby improving small business confidence for all Queenslanders.

2.3 Program funds

Funding of up to \$8 million is available to councils under Round 2 of the Program.

2.4 Applicant eligibility

To be eligible for funding under round two of the SCPP grant, an applicant must:

- (a) be a local government body constituted under the Local Government Act 2009 or the *City of Brisbane Act 2010*.

2.5 Project eligibility

(a) Overview

Recipient councils are to use their Program funding towards projects that will create safer public commercial precincts and business strips.

To be eligible for funding, a project proposal must:

- be submitted before the eGrant closing date;
- align with the aim of the Program (section 2.2);
- demonstrate that project construction can commence from 1 July 2026 and can be completed by 30 June 2027;
- demonstrate that all required land tenure and/or Native Title and/or Cultural Heritage approvals have been secured at the time of making the application;
- not involve the purchase of an asset or land, or be for works on an asset, that is not or will not be owned and/or controlled by the council;
- clearly show that at least 50% of the total project costs will be spent on goods and services sourced from local small businesses and/or the Local Buy network;
- provide evidence of this commitment, such as plans for procuring goods and services from local small business suppliers. Refer to Appendix 3 of these guidelines for guidance on how to enter project costs into eGrant;
- include information about local small and family business density in direct proximity;
- not be temporary works and a planned whole of life of not less than 5 years;
- be supported by a statement from the council's Chief Executive Officer that whole-of-life costs have been identified and are affordable;
- contain an appropriate project title and description. Refer to Appendix 1 of these guidelines for further information on preferred project titles and project descriptions;
- be supported through endorsement by the local Officer in Charge from Queensland Police Service (QPS) for local crime issues and support of the positive impact of the proposed location. Refer to Appendix 2 of these guidelines for further information on how to identify project locations through the QPS Online Crime Map; and
- contain written agreement and support for ongoing management from the landowner for projects undertaken on land not owned or controlled by the council at the time the project application.

Supporting documents are to be included with the project proposals and referenced. For example, to demonstrate:

- a project's link to improve business precincts;
- a project's capacity to deter localised crime surrounding locations with a high density of small business;
- project community support and need through consultation with local small business groups, chambers of commerce, local community groups, economic/regional development authorities; and

- project need through a condition assessment report or project scoping, community survey documents.

(b) Project infrastructure requirements

Councils may submit up to two (2) project proposals that fall within the following categories:

(1) Physical infrastructure upgrades

- Environmental design and landscaping for security
- Bollards
- Lighting

(2) Surveillance and alarm systems

- Intruder/trespasser alarms
- Duress alarm systems
- Access control systems (such as key fobs)
- Intercom systems
- CCTV deployment

(3) Perimeter and property defence improvements

- Lockable fencing, gates and barriers
- Outdoor security and sensor lighting
- Signage and Visible Deterrents

(c) Project location requirements

Projects must be completed in one of the following locations that benefit small businesses:

- malls, streets, walkways and active transport infrastructure (e.g. bikeways) adjacent to small business operations;
- publicly accessible small business hubs, buildings and facilities (e.g. shopping malls, business strips, community halls, access ways to public toilet facilities); and
- parks and recreation facilities adjacent to small business operations.

Each project proposal must demonstrate why the council considers the project site to be an appropriate location, including supporting information that demonstrate why the proposed project is important to assist in creating a safer small business operating environment by deterring crime and social disorder.

Councils are to consider specific factors when selecting locations and include justification in their proposal, referencing:

- Crime statistics and trends;
- Industry/Sector composition (density of small businesses);
- Sufficiency of existing infrastructure; and
- Environmental factors (e.g. high traffic areas used after dark, lighting, lines of sight).

(d) Ineligible projects

(1) The following projects and activities are ineligible under the Program:

- (i) projects not able to be delivered within the funding Program's timeframes;

- (ii) projects (including pre-construction activities) that have already commenced or are intended to commence prior to official notification of funding approval;
 - (iii) purchase of an asset or works to an asset that is not or will not be owned and/or controlled by the council or which will not benefit the council's area;
 - (iv) land purchases and / or costs associated with land purchases; land buy-back scheme costs; house raising and relocation schemes; purchase of existing buildings;
 - (v) projects dedicated towards purchase, lease or hire of core business capital equipment such as plant, motor vehicles, office furniture and equipment and information and communication technology (ICT) equipment; and
 - (vi) projects already fully funded from another source (examples: State Government funding programs, Commonwealth Government funding programs etc).
- (2) The Deputy Director-General, CDSB will have the final determination for eligible and ineligible project costs.

2.6 Eligible and ineligible project costs

Councils will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount, including ongoing operational costs such as CCTV monitoring.

Councils will be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

(a) **Eligible project costs** include direct project costs, for example:

- (i) capital costs;
- (ii) construction costs;
- (iii) project management costs; and
- (iv) costs of conducting a tender for construction of approved works.

(b) **Ineligible project costs** include:

- (i) any costs incurred prior to execution of the Project Funding Schedule;
- (ii) non-infrastructure solutions (for example: funding community initiatives such as Neighbourhood Watch);
- (iii) costs associated with operation or maintenance of the infrastructure;
- (iv) statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals;
- (v) legal expenses;
- (vi) Core business costs (business as usual), including remuneration of council employees for work not directly related to the approved project;
- (vii) Purchase, lease or hire of core business equipment such as plant, motor vehicles, office furniture and equipment and information and communication technology (ICT) equipment not required solely for the direct delivery of the project;
- (viii) Land purchases and/or costs associated with land purchases (including any purchases that may be part of an eligible project; and land buy-back scheme costs);
- (ix) Costs associated with preparing the project application;

- (x) Official opening expenses; and
- (xi) any other costs determined by CDSB to be ineligible.

2.7 Goods and Services Tax (GST)

Provision of grant funding to councils is not considered a taxable supply and therefore Goods and Services Tax (GST) is not applicable. All costs associated with the projects must be **excluding** GST.

2.8 Project assessment criteria

Project proposals will be assessed against the following criteria:

Assessment Criterion 1 – Project Need and Benefits (Weighting 60%):

Applicants must demonstrate this by describing the level of need in the small business community, with supporting evidence.

In responding to this criterion, you should consider:

- local small business count and demographics: detail which part of the community will be most impacted by the project – note small businesses are defined as businesses with 19 employees or less and with an annual turnover of \$10 million or less;
- crime statistics and trends specific to the project's location;
- existing infrastructure: outline its condition, cost to maintain, effectiveness, obsolescence;
- environment: describe the setting in which the project is needed and why - for example, the high density of local small business with high volume of traffic after dark in public transport locations, shopping precincts etc; and
- provide details of community consultation for use of proposed solution.
- supporting documents, such as:
 - letters of support from local small business groups, chambers of commerce, the community or other organisations;
 - recent media articles; and
 - photographs or details of recent criminal damage/vandalism.

Assessment Criterion 2 – Proposed Solution (Weighting 30%)

The application should provide detailed information about how the proposed solution's effectiveness in addressing the need and deterring crime for local small businesses, including:

- why the proposed project is the most appropriate course of action;
- what other options have been considered to address the identified need, including any publications and/or research undertaken that demonstrates the likelihood of the project being successful;
- project readiness to commence construction and be completed by 30 June 2027;
- consideration of the risks associated in delivering the project and strategies for mitigating them;

- the council's ongoing operational and maintenance costs of the infrastructure and the capacity of the local government to fund these costs over the life of the asset; and
- the proportion of total project expenditure in the project with local small businesses.

Assessment Criterion 3 – Value for Money (Weighting 10%)

Detail the requirements for demonstrating council capacity, capability, and the impact of grant funding. The application should provide detailed information about the project's value for money, including:

- your plan and costings for construction and ongoing operation, monitoring and maintenance of the project infrastructure;
- the likelihood of the project proceeding without the Program and how the grant funds will impact the size and timing of your project;
- the positive impact the grant will have on the size, scale, and/or timing of the proposed project; and
- the cost risk/contingency associated with delivering the project.

2.9 Other requirements

- (a) Funding is not to be used by the council as their own contribution towards any other State or Commonwealth Government funded projects.
- (b) Council applications must include a considered and justifiable level of project cost contingency based on project readiness and risk.
- (c) Projects can be a stage of a larger project, where delivery of the identified project stage can be achieved within the Program period and meets the project eligibility requirements. The staged component must be identifiable as a discreet component/project within the larger project.
- (d) If the approved funding is a 'contribution' towards a larger project, the council must:
 - (i) be able to clearly identify the component of the larger project to which the Program funding will be directed; and
 - (ii) be able to complete this identified component prior to 30 June 2027.

2.10 Funding arrangements

- (a) Approved projects are eligible for funding of up to \$400,000.
- (b) Councils may be required to contribute to total project funding subject to the following council co-contribution requirement (refer to Appendix 4 for council sustainability tiers):
 - (i) Local Government Sustainability framework Tier 1 – 4 councils: 2:1 (50%) co-contribution; and
 - (ii) Local Government Sustainability framework Tier 5 – 8 councils: co-contributions are not required, but councils can contribute their own funding towards the project.
- (c) Councils will be required to execute a Project Funding Schedule under their Head Funding Agreement with the State.

- (d) Once executed, the Program Guidelines, the Project Funding Schedule and the Head Funding Agreement will constitute the Project Funding Agreement with council.
- (e) Program funding will be paid to councils in accordance with the provisions of the Project Funding Agreement and the Milestone Schedule outlined in the Project Funding Schedule.
- (f) The State has no obligation to provide Program funding to a council until the Project Funding Schedule is fully executed. Councils should not make any financial commitments until all necessary documents have been finalised and executed.

Note: After project endorsement, DLGWV may request councils to provide additional information to demonstrate on-time delivery of projects. Documents may include Project Management Plan, Gantt Chart and other supporting documentation.

2.11 How to access funding

Funding under the Program is provided through a competitive application process.

- (a) To access the funding, councils must:
 - (i) complete the form on the eGrant Portal at <https://egrants.powerappsportals.com/>;
 - (ii) provide all the information requested; and
 - (iii) submit Proposals/application/s by the closing date and time.
- (b) The eGrant portal will close on 31 March 2026. Councils will not be able to submit project proposals after this date.

2.12 Assessment and approval process

- (a) Project eligibility will be assessed by CDSB and recommendations made to the Deputy Director-General, CDSB. The Deputy Director-General has discretion in all funding decisions.
- (b) Councils will be notified in writing following endorsement of projects.
- (c) Nothing in this section limits the State's discretions under section 5.1 of these guidelines.

2.13 Payment Schedule

- (a) Payments will be made according to the following schedule based on the approved project funding:

Payment schedule	Milestone
First payment: 70%	<ul style="list-style-type: none"> • DLGWV will make the first payment as soon as practicable, subject to the Project Funding Schedule being executed by both parties.
Final payment: 30%	<ul style="list-style-type: none"> • All endorsed projects have been completed, and • A Project Completion Report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by CDSB via the eGrant portal. • The Project Completion Report must include photographs and proof of expenditure for all projects, where practical. See below (b) 'Project photograph requirements' and (c) Proof of expenditure.

	<ul style="list-style-type: none"> • Confirmation that council has complied with Funding Acknowledgment Guidelines.
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(b) DLGWV requires:

- at least two (2) photos of the project area/sites prior to works commencing; and
- at least two (2) photos of the completed works funded by the Program.

(c) Proof of expenditure must include copies of general ledger extract for relevant job/project detail payments that indicate monies spent in the delivery of the project.

3 Project Administration

3.1 Monitoring and reporting

(a) CDSB and DLGWV will monitor the progress of each project through:

- (i) progress reports submitted via the eGrant portal quarterly by the due date. Council will be expected to report on:
 - a. progress against agreed milestones;
 - b. project expenditure;
 - c. key changes to your project or organisation; and
 - d. any events relating to your project that may represent an opportunity for the Minister or their representative to attend.
- (ii) ad-hoc reports which may be requested by DLGWV at any time
- (iii) Project Completion Reports submitted via the eGrant portal by 30 September 2027
- (iv) site visits to confirm details of reports and/or compliance with guidelines.

3.2 Project variations and acquittal

- (a) Extensions of time to complete works beyond the project completion date will not be considered.
- (b) Any changes to your project, including size, scope, cost or completion date, will require approval and must be completed and submitted online via the eGrant portal.
- (c) All projects must be completed by 30 June 2027 and fully acquitted by 30 September 2027.
- (d) To acquit a project, council's CEO, or authorised delegate, must submit the following by the due date via the eGrant portal:
 - (i) a Project Completion Report;
 - (ii) proof of project expenditure (such as GL transaction listings, invoices);
 - (iii) photographs as outlined in section 3.6; and
 - (iv) any other information requested by DLGWV to provide assurance of completion of works and compliance with these guidelines and the Project Funding Agreement.

4 Funding acknowledgement and communications

- (a) All grant and funding recipients that receive funding from programs administered by the DLGWV are required to acknowledge the funding provided by the Queensland Government.
- (b) Information about funding acknowledgement requirements can be found under Funding Acknowledgement Requirements via: [Local Government Division Funding Acknowledgement Guidelines](#).
 - (i) Where possible funding acknowledgment should focus on more agile methods including social media, web based, email and community newsletters.

5 Confidentiality, privacy and use of information

- (a) The State will maintain controls in relation to the management of confidential information provided by councils. Councils should specifically mark any information the applicant considers to be confidential.
- (b) During the application, assessment and approval process, councils must keep confidential its application/s and its dealings with the State about these but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality.
- (c) Councils must also keep confidential any information designated by the State as confidential. The State may disclose information, including confidential information, of or provided by councils:
 - (i) to its representatives and advisors for any purpose;
 - (ii) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information;
 - (iii) to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols; or
 - (iv) if required to be disclosed by law.
- (d) The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each council and details about the anticipated economic outcomes and benefits of successful projects.
- (e) Any personal information submitted as part of an application will not be used by the State or disclosed to any third party for a purpose other than in connection with the assessment of the application without a council's consent, unless required by law or in accordance with the *Information Privacy Act 2009*.
- (f) 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.
- (g) The provisions of the *Right to Information Act 2009* apply to documents in the possession of the State.

6 Complaints

- (a) The decision in relation to an application is final and may not be appealed. If, however, a council has any concerns in relation to the application or assessment process, a council may raise their concerns in writing by contacting: SCPPLC@dlgww.qld.gov.au.
- (b) All questions about decisions on applications for the grant Program are to be lodged in writing to: SCPPLC@dlgww.qld.gov.au.

7 Enquiries and contact details

- (a) Councils should contact their designated DLGWV Regional Advisor in relation to general questions, clarification in relation to assessment criteria, requests for further information and questions on how to apply.
- (b) The contact information for the Regional Offices is:

Email: SCPPLC@dildilgp.qld.gov.au

Website: www.localgovernment.qld.gov.au

www.business.qld.gov.au/running-business/support-services/programs-networks/business-assist

Note: DLGWV cannot assist in preparing Council's application/s.

8 Terms and conditions

8.1 Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the State reserves the right to administer the grant Program and conduct the process for the assessment and approval of applications to the grant Program in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions to achieve the Program objectives, and the State reserves the right, in its absolute discretion and at any time, to:
 - (i) change the structure, procedures, nature, scope, or timing of, or alter the terms of participation in the process or overall Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
 - (ii) 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 other respect;
 - (iii) vary or amend the eligibility or assessment criteria;
 - (iv) take into account any information from its own and other sources (including other government agencies and other advisors);
 - (v) 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 State considers relevant, including the limitations on the funds available for the Program;
 - (vi) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;

- (vii) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- (viii) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- (ix) terminate the further participation of any applicant in the application process;
- (x) terminate or reinstate the Program or any process in the Program;
- (xi) not proceed with the Program in the manner outlined in these guidelines, or at all;
- (xii) amend the nature, scope or timing of the Program;
- (xiii) allow the withdrawal of an applicant;
- (xiv) publish the names of applicants to the grant program; and
- (xv) take such other action as it considers in its absolute discretion appropriate in relation to the Program processes.

8.2 No relationship

- (a) The State's obligations in connection with the application process are limited to those expressly stated in these guidelines.
- (b) No contractual or legal relationship exists between the State and an applicant in connection with the Program, these guidelines or the application process or any stage of the Program.
- (c) An applicant, or its representatives:
 - (i) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
 - (ii) 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 ventures with the State; and
 - (iii) must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these guidelines.

8.3 No action

- (a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
 - (i) 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 State, attendance at meetings or involvement in discussions) or otherwise in connection with the Program;
 - (ii) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Program; and
 - (iii) any of the matters or things relevant to its application or the Program in respect of which the applicant must satisfy itself under these guidelines.

- (b) Without limiting paragraph (a), if the State cancels or varies the 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 clause Section 8.1 of these guidelines, no applicant will have any claim against the State 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 Program.
- (c) For the avoidance of doubt, each applicant:
 - (i) participates in the Program at its own risk; and
 - (ii) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the Program.

8.4 Non-exhaustive

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

8.5 Disclaimer

- (a) The State 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 Program (information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.
- (b) The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

8.6 Intellectual property

- (a) 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.

8.7 Law

- (a) These guidelines are governed by the laws applicable in Queensland.
- (b) Councils are reminded of their obligation under *Local Government Act 2009* and *City of Brisbane Act 2010* to ensure that if a councillor has a personal interest in a matter, the local government deals with the matter in an accountable and transparent way that meets legislative requirement and community expectations.

Appendix 1 – Project titles and descriptions

Project name

The project title should be short, descriptive, and accurately sum up the proposed project.

Examples:

- *Safe and vibrant laneway upgrade for local business strip*
- *Installation of safety bollards and security lighting along (insert shop precinct name)*

Project description

The project description should accurately illustrate the proposed works for funding. It should leave the reader in no doubt as to the nature, extent and scope of the works being proposed.

Using the abovementioned projects, examples of appropriate project descriptions are:

The council proposes to upgrade the adjacent laneway to the business strip used for deliveries, staff access and customer overflow to car parks. The projects will include the installation of CPTED principles to reduce vandalism, loitering and improved safety through the installation of lighting and fencing along the perimeter of the car park. The fencing will include 1.8m high chain wire fencing and measure approximately xx meters. The footpath will be widened to accommodate the light poles to allow access by mobility impaired people.

Project descriptions should be free of ambiguous language. Some **examples**:

Word	Example of Use	A better way to write this...
Infrastructure	The funding is required for constructing infrastructure on the foreshore	Design and construction of fixed, covered picnic tables and chairs. Construction material to be confirmed but will probably be from concrete and timber.
Works	The funding is required for works in the council-owned playground	Purchase and installation of 'spider web' climbing structure and surrounding 'soft fall' area in the council owned playgrounds at the following locations.
Refurbish	The project will refurbish the visitor information centre	The project will involve repainting the interior and exterior of the visitor information centre, remove the old air conditioning system and replace it with a new air conditioning system.
Anacronyms	The project will install PAL at the aerodrome	Purchase and installation of Pilot Activated Lighting (PAL) at the (location Aerodrome). The estimated cost includes electrical works.
Upgrade	The building will be upgraded	Upgrade of building – works will include but not be limited to; remove and replace old weatherboards, painting of entire building, remove and replace old / corroded guttering.
Increase	Replace the existing water pump to increase the flow rate	Replace the existing water pump to increase the flow rate above the current 10 litres per second. The final flow rate to be determined by investigations by the contractor.

Appendix 2 – QPS Online Crime Map

To assist identification of locations impacted by localised crime and project locations, Councils are to refer to QPS Online Crime Map

<https://qps-ocm.s3-ap-southeast-2.amazonaws.com/index.html>

The QPS Online Crime Map provides information on the types of crimes that happened in Queensland over the past five years. It is best viewed in Chrome or Edge browsers.

Filter options

The location types that are searchable in the map include:

- Postcode
- Suburb
- Local Government Area
- Police division
- Neighbourhood Watch group

To focus on crime related to businesses, we suggest filtering by the following offence types:

- Unlawful Entry
- Other Property Damage
- Other Theft (excl. Unlawful Entry)
- Trespassing and Vagrancy

Map Style

- Cluster

Appendix 3 – Project costs

Project costs must contain all information to facilitate ease of assessment including:

- Vendor name;
- Vendor type – Small business (SB), Local Buy (LB), Internal or external list (LST) or Market place (MKT);
Note: Small businesses are defined as businesses with 19 employees or less and with an annual turnover of \$10 million or less;
- Short, clear description of cost;
- Vendor location - Queensland (Qld), Australia (AUS) or International (INT); and
- Cost category – capital, construction, operational, etc.

Project costs breakdown must demonstrate the involvement of small businesses through the procurement of goods and services throughout the delivery of the project.

For example:

- Qld SB LB – Cameras R Us - CCTV cameras x 10 (capital);
- AUS SB MKT – Camera Installation International - Installation of CCTV cameras (construction); and
- INT - Video Storage Solutions - CCTV camera storage subscription (operational).

If attaching supplier quotes, you must reference what costs correspond to what parts of the quote.

Appendix 4 – Sustainability Grouping of Councils

Tier 1				
Brisbane (C)				
Tier 2				
Cairns (R)	Fraser Coast (R)	Gold Coast (C)	Ipswich (C)	Logan (C)
Mackay (R)	Moreton Bay (R)	Redland (C)	Sunshine Coast (R)	Toowoomba (R)
Townsville (C)				
Tier 3				
Bundaberg (R)	Gladstone (R)	Gympie (R)	Noosa (S)	Lockyer Valley (R)
Rockhampton (R)	Scenic Rim (R)			
Tier 4				
Cassowary Coast (R)	Central Highlands (R)	Isaac (R)	Livingstone (S)	Mareeba (S)
Somerset (R)	South Burnett (R)	Southern Downs (R)	Tablelands (R)	Western Downs (R)
Whitsunday (R)				
Tier 5				
Banana (S)	Burdekin (S)	Charters Towers (R)	Douglas (S)	Goondiwindi (R)
Hinchinbrook (S)	Maranoa (R)	Mount Isa (C)	North Burnett (R)	
Tier 6				
Balonne (S)	Barcaldine (R)	Cloncurry (S)	Cook (S)	Longreach (R)
Murweh (S)	Torres (S)			
Tier 7				
Barcoo (S)	Blackall-Tambo (R)	Boulia (S)	Bulloo (S)	Burke (S)
Carpentaria (S)	Croydon (S)	Diamantina (S)	Etheridge (S)	Flinders (S)
McKinlay (S)	Paroo (S)	Quilpie (S)	Richmond (S)	Winton (S)
Tier 8				
Aurukun (S)	Cherbourg Aboriginal (S)	Doomadgee Aboriginal (S)	Hope Vale Aboriginal (S)	Kowanyama Aboriginal (S)
Lockhart River Aboriginal (S)	Mapoon Aboriginal (S)	Mornington (S)	Napranum Aboriginal (S)	Northern Peninsula Area (R)
Palm Island Aboriginal (S)	Pormpuraaw Aboriginal (S)	Torres Strait Island (R)	Woorabinda Aboriginal (S)	Wujal Wujal Aboriginal (S)
Yarrabah Aboriginal (S)				