

# 2024-27 South East Queensland Community Stimulus Program

Program guidelines



The Department of Housing, Local Government, Planning and Public Works connects industries, businesses, communities, and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive, and resilient communities.

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## Key information

<b>Eligible councils advised of their approved 2024-27 SEQCSP funding allocation</b>	22 May 2024
<b>Funding program guidelines released</b>	22 May 2024
<b>eGrant portal opens to accept project proposals/applications</b>	23 May 2024
<b>Closing date for submission of project proposals/applications</b>	5 July 2024
<b>Funding period</b>	1 July 2024 to 30 June 2027
<b>Policy agency</b>	Department of Housing, Local Government, Planning and Public Works
<b>Administering agency</b>	Department of Housing, Local Government, Planning and Public Works
<b>Program budget</b>	\$100 million
<b>Program type</b>	Mixed – Targeted fixed allocation and competitive application
<b>Eligible applicants</b>	The 12 SEQ councils (see Appendix 1)
<b>Enquiries</b>	<b>South East Offices:</b> <b>Maroochydore:</b> (07) 5352 9711 <b>Toowoomba:</b> (07) 4616 7314 <b>Email:</b> <a href="mailto:LGDGrants@DSDILGP.qld.gov.au">LGDGrants@DSDILGP.qld.gov.au</a> <b>Website:</b> <a href="http://www.localgovernment.qld.gov.au">www.localgovernment.qld.gov.au</a>

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## Executive summary

South-East Queensland (SEQ) is a great place to live, work and play. By 2046 it's anticipated that about 6 million people will call SEQ home.

Queensland's 12 SEQ councils have a critical role to play in ensuring SEQ has the right infrastructure and services to support this growth, maintain and enhance its world-famous lifestyle and deliver new jobs and economic development opportunities.

To support councils deliver these outcomes for local communities, in 2021 the Queensland Government established the South East Queensland Community Stimulus Program (SEQCSP). The SEQCSP is focused on assisting the 12 SEQ councils deliver projects that invest in new infrastructure and essential services that communities need and which contribute to the economic development of local SEQ communities.

The \$100 million 2024-27 SEQCSP program will assist councils to deliver projects that help local communities thrive and support a sustainable local government sector for the long-term. It will help fast-track investment in new infrastructure and community assets and support the maintenance, upgrade or replacement of existing infrastructure, with a particular focus on supporting outer-urban and low socio-economic areas.

This new funding builds on the \$100 million provided by the Queensland Government in 2021-24 SEQCSP funding round and continues the State's partnership with SEQ councils to support economic development in SEQ communities. It also complements other Queensland Government initiatives supporting sustainable councils, including the Regional Growth Framework and the new Local Government Sustainability Framework.

To support the 12 SEQ councils achieve the 2024-27 SEQCSP program outcomes, the guideline has been updated to ensure councils are supported to deliver projects that best support current and future community need and long-term council sustainability. Some of the key changes to the 2024-27 SEQCSP include:

- projects should be supported by council approved documents demonstrating the need for the proposed project.
- greater emphasis on project descriptions. A guide is provided to help with appropriate project descriptions.
- Allowing smaller SEQ councils (Lockyer Valley Regional Council, Noosa Shire Council, Scenic Rim Regional Council and Somerset Regional Council) to allocate up to twenty percent (20%) of their SEQCSP program funding towards planning projects and up to five percent (5%) towards capability development projects.

The 2022-24 SEQCSP expands on the \$50 million provided to SEQ councils through the 2020-21 Unite and Recover Community Stimulus Package and \$50 million through the COVID W4Q program, which were established as part of the Queensland Government's COVID-19 response. It's a great example of what can be achieved when the Queensland Government and councils work together.

## 1. Introduction

- (a) The Department of Housing, Local Government, Planning and Public Works (the department) is responsible for administering the 2024-27 South-East Queensland Community Stimulus Program grant program (2024-27 SEQCSP / 'the grant program').
- (b) The \$100 million 2024-27 SEQCSP funding round will support the 12 SEQ councils to fast-track investment in projects that deliver the infrastructure and services for local communities, with a particular focus on supporting outer-urban and low socio-economic areas. Appendix 1 lists the 12 eligible councils.
- (c) This document sets out the guidelines for the 2024-27 round of the grant program.

## 2 Program overview

### 2.1 Program description

- (a) The SEQCSP is comprised of two components –
  - an allocation component; and
  - a competitive application component.

The budget for the round is \$100 million, \$77.74 million in allocation funding and \$22.26 million in competitive application funding.

- (b) For the **allocation component**, each eligible council will receive an approved funding allocation (program funding). All councils will receive a base allocation of \$4 **million** plus an amount reflecting population and unemployment levels of the local government areas. Brisbane City Council's allocation has been capped at \$7 million.
- (c) For the **competitive application component**, eligible councils are invited to submit a maximum of two applications via the department's eGrant Portal.
- (d) All projects must be completed by 30 June 2027. Any funds not used to deliver the completed project/s (as detailed in the executed Project Funding Agreement) are to be returned to the department.

### 2.2 Aim

- (a) The aim of 2024-27 SEQCSP is to support SEQ councils to fast-track investment in infrastructure and maintenance projects, planning and capability development projects which:
  - support economic investment in outer-urban areas or low socio-economic areas;
  - invest in essential infrastructure and services; or
  - support the long-term sustainability of the local government.

These projects enable councils to create and/or support jobs and deliver liveable communities where Queenslanders want to work, live and play.

### 2.3 Applicant eligibility criteria

- (a) The 12 SEQ councils listed in Appendix 1 are eligible to receive funding under the 2024-27 SEQCSP.

## 2.4 Project eligibility

### (a) Overview

- (1) Councils are to use their 2024-27 SEQCSP funding towards eligible **infrastructure** and **maintenance projects**.
- (2) In addition to **section 2.4(a)(1)**, Lockyer Valley Regional Council, Noosa Shire Council, Scenic Rim Regional Council and Somerset Regional Council may also use program funding towards **planning and capability development** projects, and can choose to use:
  - (i) up to twenty percent (20%) of their 2024-27 SEQCSP funding for planning projects.
  - (ii) up to five percent (5%) of their 2024-27 SEQCSP funding for capability development projects.
- (3) Councils are to prioritise projects that address local critical infrastructure and maintenance needs, such as water and wastewater infrastructure, enabling works (e.g. trunk infrastructure) for future residential housing development, transition to renewable energy, and regional economic development. **Note:** A non-exhaustive list of project types and examples is included in **Sections 2.4(b), (c) and (d)**.
- (4) Proposed projects should focus on supporting councils to manage their long-term sustainability and must demonstrate alignment with their long-term and strategic planning. Examples of long-term and strategic planning documents include (but not limited to):
  - a council corporate plan or asset management plan
  - local government planning documents
  - critical infrastructure condition reports, including non-compliance directives or notifications from regulators or other State agencies
  - council 10-year financial forecasting.
 Project proposals/applications can also reference strategic State and regional planning documents, including (but not limited to):
  - the *State Infrastructure Strategy*
  - the *Regional Growth Framework*
  - *Regional Plans and Regional Transport Plans*.
- (5) Supporting documents are to be included with the project proposals/applications and are to be referenced within each project proposal/application, for example:
  - demonstration of link to long-term or strategic planning document
  - condition assessment reports, project scoping, planning or design documents
  - Project Management Plans and Gantt charts.
- (6) Councils are encouraged to include supporting documents that demonstrate the community support/need for a project. For example, demonstrations of project support from local community groups and economic/regional development authorities.
- (7) To be considered as an eligible project for program funding, projects **must**:
  - (iii) align with the funding program aim and
  - (iv) be able to be delivered by **30 June 2027**.
- (8) Any questions about the eligibility of proposed projects should be addressed to the council's departmental regional advisor.

### (b) Infrastructure / maintenance projects

- (1) To be eligible for program funding, each nominated infrastructure or maintenance project **must** meet the requirements of **Section 2.4** and:
  - (i) be undertaken within the council's prescribed local government area.
  - (ii) be undertaken on land owned or controlled by the council at the time the project proposal/application is submitted.

- (iii) have all required land tenure and / or Native Title approvals secured at the time the project proposal/application is submitted.
- (iv) be a project that is:
  - A. an **essential services project**, including:
    - a critical infrastructure project—water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems, asset management data collection
    - a disaster resilience and preparedness project (that protect existing essential public infrastructure and/or build resilience to future natural disasters)
    - a community safety and wellbeing project—CCTV, active transport infrastructure, sport and recreation facilities (including swimming pools, skate and bicycle parks).
  - B. an **economic development or council sustainability project**, including:
    - a renewable energy transition project or local economic infrastructure project (saleyards, airports and aerodromes, caravan / tourist parks, telecommunications / data infrastructure, community hubs, works depots)
    - a tourism infrastructure project— town centre works (including beautification works)
    - a community buildings and facilities project—library/knowledge centre, playgrounds and parks.
- (v) Maintenance or repair of existing infrastructure must improve the condition, quality, or lifespan of an existing council-owned capital asset.

**(c) Planning projects**

- (1) Lockyer Valley Regional Council, Noosa Shire Council, Scenic Rim Regional Council and Somerset Regional Council can choose to direct up to twenty percent (20%) of their 2024-27 SEQCSP funding allocation towards planning for future infrastructure projects, including preliminary work for a funded project under another program.
- (2) To be eligible for program funding, each nominated planning project **must** meet the requirements of **Section 2.4** and:
  - (i) align with the funding program aim
  - (ii) be able to be delivered by **30 June 2027**
  - (iii) be a project that is a:
    - **strategic planning for infrastructure project**—funding studies and investigations that will assist local governments to form a strategic view of their key infrastructure priorities and needs (needs assessment, preliminary costings, options analysis); or
    - **business cases and/or detailed design project**—the development of local government infrastructure proposals and designs to provide better clarity on investment decisions; or
    - **asset condition assessment reports**—studies or investigations to determine current condition of assets and their remaining useful life.

**(d) Capability development projects**

- (1) Lockyer Valley Regional Council, Noosa Shire Council, Scenic Rim Regional Council and Somerset Regional Council can choose to direct up to five percent (5%) of their 2024-27 SEQCSP funding allocation to a capability development project.
- (2) Capability development projects should support the long-term sustainability of the council by improving capability and capacity across one or more of the Local Government Sustainability Framework Elements – finances, governance, asset management, compliance, or operating environment.
- (3) To be eligible for program funding, each nominated capability development project **must** meet the requirements of **Section 2.4** and:
  - (i) align with the program funding aim
  - (ii) be able to be delivered by **30 June 2027**
  - (iii) be a project that:
    - supports training of council staff in operating essential council assets, such as water treatment or sewerage plants; or



- provides for competency attainment, such as certificates; or
- improves council systems, such as finance and asset management systems.

(4) Only the direct project cost (for example, cost of an attainment course) is eligible to be funded under 2024-27 SEQCSP. Other costs, such as travel and accommodation are not eligible to be funded through 2024-27 SEQCSP.

#### (e) Ineligible projects

- (1) The following projects and activities are ineligible under 2024-27 SEQCSP:
- (i) Projects not able to be delivered within the funding program's timeframes.
  - (ii) Projects which commenced prior to funding approval or project endorsement.
  - (iii) Projects undertaken not within the council's prescribed local government area.
  - (iv) Projects undertaken on land not owned or controlled by the council at the time the project proposal/application is submitted.
  - (v) 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.
  - (vi) Land purchases and / or costs associated with land purchases and land buy-back scheme costs. House raising and relocation schemes, purchase of existing buildings.
  - (vii) 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.
  - (viii) Temporary works.
  - (ix) Projects already fully funded from another source (examples: State government funding programs, Commonwealth Government funding programs).

## 2.5 Eligible and ineligible project costs

### (a) Eligible project costs

- (1) Program funding may only be used for 'eligible project costs', which includes **direct costs only**.

### (b) Ineligible project costs

- (1) Any costs incurred by the recipient local government prior to:
- (i) approval of funding; or
  - (ii) endorsement of submitted projects; or
  - (iii) execution of the project funding schedule.
- (2) Statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals.
- (3) Legal expenses.
- (4) Core business (business as usual) costs, including:
- (i) core business for an organisation, including ongoing costs for administration, operation, maintenance and engineering.
  - (ii) corporate overheads and on-costs, including travel and accommodation where not directly related to project delivery.
  - (iii) remuneration costs of employees not involved in the direct delivery of the approved project. This includes senior executive, professional, technical and clerical salaries of council employees whose involvement in the project would form part of their normal duties.
- (5) 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 (does not include the cost of leasing or hire of plant and equipment for the direct delivery only of the project works, e.g. water trucks, excavators).
- (6) Land purchases and/or costs associated with land purchases (including any land purchases that may be

part of an eligible project and land buy-back scheme costs).

- (7) Movable/portable furnishings, supplies and related items, such as portable and attractive items, computers, tables and chairs, cutlery, crockery, appliances (refrigerators, microwave ovens, bench top appliances).
  - (8) Costs associated with preparing the project proposal/application (excluding planning projects).
  - (9) Official opening expenses.
  - (10) Non-capital maintenance and operation costs.
  - (11) Any other costs as determined by the department to be ineligible.
- (c) The above list identifies common examples of ineligible costs and is not intended to be definitive. If there is any doubt about ineligible projects or costs, please contact the council's departmental Regional Advisor.

## 2.6 Goods and Services Tax (GST)

- (a) 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.

## 2.7 How to apply

- (a) Funding under the 2024-27 SEQCSP is provided through an allocation component (\$77.74 million) and competitive application component (\$22.26 million). Councils are invited to apply for funding under the competitive component. To access the funding for both components councils must:
  - (1) complete the online application form on the eGrant Portal at <https://egrants.powerappsportals.com/SignIn?ReturnUrl=%2F>
  - (2) provide all the information requested;
  - (3) address all eligibility criteria and assessment criteria;
  - (4) if applicable, identify the co-contribution the council or any other agencies (e.g. Commonwealth Government) will make towards the total project cost;
  - (5) include any necessary attachments or information that will assist with the project assessment;
  - (6) submit your application/s to the department by the closing date and time.
- (b) The Director-General has discretion in funding decisions and is under no obligation to consider submissions made after submissions have closed.

### Allocation component (\$77.74 million)

- (c) Project proposals will be assessed as either being 'eligible' or 'ineligible'. Councils will be advised of any ineligible projects and provided opportunity to submit replacement or refined project proposals.
- (d) To be assessed as eligible, project proposals must:
  - (1) include a project title and description;
  - (2) explain how the project meets the aim of the guidelines;
  - (3) demonstrate eligibility in accordance with Section 2.4 of the program guidelines; and
  - (4) include relevant supporting documents.

- (e) Project proposals are to be supported by a statement from the council's Chief Executive Officer that whole-of-life costs have been identified and are affordable.
- (f) Refer **Appendix 2** of these guidelines for further information on preferred project titles and project descriptions.
- (g) The department reserves the right to return project proposals for amendment should the project title, description or supporting information be inadequate.

**Competitive application component (\$22.26 million)**

- (h) Eligible Councils are invited to submit up to two applications for funding under the competitive application component. To be considered, councils will need to:
  - (1) complete the online application form via the eGrant Portal at <https://egrants.powerappsportals.com/>;
  - (2) provide all the information requested;
  - (3) address all eligibility criteria and assessment criteria;
  - (4) identify any co-contribution the council will make towards the total project cost; and
  - (5) include all necessary attachments.

**NOTE:** The application asks questions that relate to the assessment criteria. The amount of detail and supporting information provided in the application should be relative to the project size, complexity and grant amount. Councils making two competitive applications are encouraged to identify which application is its number one priority.

## 2.8 Project assessment criteria

**Competitive application component (\$22.26 million)**

**Assessment criterion 1 — Project need and benefits (weighting 45 per cent)**

Council should demonstrate this by identifying:

- the need for the proposed project
- the impacts of not proceeding with the proposed project
- the community benefits and support for the proposed project
- the economic benefits (both direct and indirect) that are expected to be realised by the proposed project
- how the proposed project will support the long-term sustainability of the local government area.

**Assessment criterion 2 — Proposed solution (weighting 35 per cent)**

Council should demonstrate this by identifying:

- why the proposed project is the most appropriate course of action and what alternatives have been considered
- the proposed project aligns with the program objectives and council's long term strategic plan
- the proposed project's readiness to commence construction and be completed within the program's timeframes
- the council's capacity and capability to complete the proposed project, including evidence of previous performance in delivering similar projects
- 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.

### **Assessment criterion 3 —The value for money offered by the proposed project (weighting 15 per cent)**

Councils should demonstrate:

- the positive impact the grant will have on the size, scale, or timing of the proposed project
- the extent to which the proposed project leverages financial contributions from council and/or other stakeholders
- the risks associated in delivering the proposed project (location, weather impacts, cost overruns etc.)

### **Assessment Criterion 4 – Demonstrated performance in delivering funded projects (weighting 5 percent)**

The council's historical performance over the past five years in delivering department-funded projects within the program's timeframes, will be assessed.

## **2.9 Other requirements**

- (a) Council's 2024-27 SEQCSP funding is not to be used by the council as their contribution towards other State or Commonwealth Government funding programs.

### **Allocation Component (\$77.74 million)**

- (b) Projects can be a stage of a larger project, where delivery of the identified project stage can be achieved within program period and meets the project eligibility requirements. The staged component must be identifiable as a discreet component / project within the larger project. For example: SEQCSP funds the cost of a building construction, while a Commonwealth Government funding program funds the landscaping and car park.
- (c) Recipient councils may use their entire 2024-27 SEQCSP funding towards a single project. If the allocation is a 'contribution' towards a larger project, the council must:
- (1) be able to clearly identify the component of the larger project to which the SEQCSP funding will be directed
  - (2) be able to complete this identified component prior to 30 June 2027.

### **Competitive application component (\$22.26 million)**

- (d) Approved projects will be allocated a subsidy of the total eligible project costs. Council co-contributions are encouraged to demonstrate their commitment to the project.
- (e) Councils are expected to make a financial contribution towards any approved project/s.

## **2.10 Funding arrangements**

- (a) Councils will be required to execute a Project Funding Schedule under their Head Funding Agreement with the State.
- (b) Once executed, the Program Guidelines, the Project Funding Schedule and the Head Funding Agreement will constitute the Project Funding Agreement with council.
- (c) Payment of program funding to councils will be made in accordance with the provisions of the Project Funding Agreement and in accordance with the Milestone Schedule set out in the Project Funding Schedule.
- (d) 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.

## **2.11 Assessment and approval process**

### **Allocation funding**

- (a) Project eligibility will be assessed by the department and recommendations made to the Director-General. The 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.

### Competitive application funding

- (d) If eligible, the department will assess council's application against the assessment criteria using the weighting indicated (see section 2.8) and against other applications, having regard to how each project supports the delivery of the program aim (see Section 2.2).
- (e) Assessments will be referred to a moderation panel for assessment and final recommendation to the Director-General.
- (f) Councils may be asked to provide additional information to clarify their submitted applications.
- (g) The Director-General has discretion in funding decisions and is under no obligation to consider applications made after the designated closing date and time.

**Note:** After project endorsement, the department 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.

## 2.12 Funding payments

- (a) The department will make payments according to the following schedule:

Payment schedule	Milestone
<b>First payment (50% of project funding)</b>	<ul style="list-style-type: none"> <li>• The department will make the first payment as soon as practicable after 1 July 2024, subject to the Project Funding Schedule being executed by both parties.</li> </ul>
<b>Second payment (40% of project funding)</b>	<p><b>Allocation component</b></p> <ul style="list-style-type: none"> <li>• Council has expended 50 per cent or more of its total program allocation, and</li> <li>• Either a periodic or ad-hoc progress report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal.</li> </ul> <p><b>Competitive application component</b></p> <ul style="list-style-type: none"> <li>• Council has expended 50 per cent or more of its total eligible project costs</li> <li>• Either a periodic or ad-hoc progress report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal.</li> </ul>
<b>Final payment (10% of project funding)</b>	<ul style="list-style-type: none"> <li>• All endorsed projects have been completed, and</li> <li>• Confirmation that council has complied with the department's Funding Acknowledgment Guidelines, and</li> </ul>

Payment schedule	Milestone
	<ul style="list-style-type: none"> <li>• A Project Completion Report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal.</li> <li>• The Project Completion Report is to be supported by photographs and proof of expenditure for all projects. See below (b) Notes on project photographs and (c) Proof of expenditure.</li> </ul>

- (b) Project photograph requirements:
- (1) at least two (2) of the project area/site prior to works commencing and
  - (2) at least two (2) photos of the completed works funded by 2024-27 SEQCSP.
- (c) Proof of expenditure must include copies of general ledger extract for relevant project detail payments that indicate monies spent in the delivery of the project.
- (d) Once the Project Completion Report has been submitted, and final payment has been made, the council will not be able to make any further claims for expenditure incurred on the endorsed project(s).
- (e) The Project Completion Report will be required to demonstrate the completed endorsed projects and at least one of the following outcomes in their local community (supporting Section 2.2 of these Guidelines):
- (1) enhanced delivery of essential services
  - (2) contribute to greater economic development and/or council sustainability.

## 2.13 Program monitoring, acquittal and evaluation

- (a) All projects (including replacement projects) will be monitored by the department to ensure the aim of the 2024-27 SEQCSP is being achieved.
- (b) Councils must comply with all reporting, record keeping and audit obligations in the Project Funding Agreement, which includes the provision of quarterly progress reports. Progress reports are to be submitted via the department's on-line eGrant portal. Departmental regional staff will conduct regular follow up of project progress outside of specified reporting periods.
- (c) The department may call for additional information and / or updates on the status of funded projects at any time, including the requirement for more frequent project report. As such, councils are to ensure expenditure records and construction photographs are to be kept current and up to date.
- (d) For infrastructure / maintenance projects—once a project has commenced, councils are to provide photos of the site / work area in their next progress report.
- (e) The Project Completion Report and any supporting documents must be provided to the department before the date specified in Section 16 of the Project Funding Schedule (30 September 2027).
- (f) The department reserves the right to require a council, through Clause 20 of the Project Funding Schedule, to establish a dedicated bank account for the purposes of managing its program funding allocation. This may also include the requirement to provide quarterly, or if requested more regular, bank statements or other reports for the account.

## 2.14 Extensions of time and withdrawn projects

- (a) All projects funded under the 2024-27 SEQCSP **must** be completed by 30 June 2027.
- (b) Extensions of time to complete works will not be considered. All expenditure must be acquitted by 30 September 2027. No extensions to acquit funds will be granted.
- (c) **For the allocation component**—where a council determines that a project cannot be delivered, the council may
  - (1) apply to the department to withdraw the project and replace it with a new eligible project(s); or
  - (2) amend the scope of an existing approved project(s).
  - (3) Approval to withdraw a project and/or replace an alternative project will be at the discretion of the Director-General. The reallocation of budget from a withdrawn project to address cost overruns on existing approved project(s) will only be considered on a case-by-case basis.

**New project requests submitted through the variation process will not be considered in the last 12 months of the program.**

- (d) **For the competitive application component**—where a council determines that a project cannot be delivered, the council will be required to absorb all costs spent to date. Any funds not used to deliver the completed project/s (as detailed in the executed Project Funding Agreement) are to be returned to the department.

## 3. Funding acknowledgement and communications

### 3.1 Acknowledgement and Communications

- (a) Grant recipients are required to acknowledge the funding provided by the Queensland Government.
- (b) Any reference to Queensland Government funding in communication materials requires approval from the department (see section 2.1 of the Funding Acknowledgment Requirements document). Funding recipients must provide copies of any planned project-related communication materials to the department **before** the intended release date so approval can be arranged.
- (c) Information about funding acknowledgement requirements can be found at:  
[www.statedevelopment.qld.gov.au/local-government/for-councils/grants/acknowledgement-requirements](http://www.statedevelopment.qld.gov.au/local-government/for-councils/grants/acknowledgement-requirements)

### 3.2 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 submission, review, assessment and endorsement process, councils must keep confidential its project proposals/applications and its dealings with the State about its project proposals/applications 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.
- (d) The State may disclose information, including confidential information, of or provided by councils:
  - (1) to its representatives and advisors for any purpose
  - (2) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information

- (3) to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
- (4) if required to be disclosed by law.
- (e) The State intends to publicly disclose the names of councils, information about projects, the amount of funding granted to each council and details about the anticipated economic outcomes and benefits of successful projects.
- (f) 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.
- (g) For audit purposes, the State is required to retain project proposals/applications and other supplied supporting material for a period of seven years.
- (h) The provisions of the *Right to Information Act 2009* apply to documents in the possession of the State.

### 3.3 Complaints

- (a) The decision in relation to endorsement of a council's submitted project proposals/applications is final and may not be appealed. If, however, a council has any concerns in relation to the submission or assessment process, a council may raise their concerns in writing by emailing: [lgdgrants@DSDILGP.qld.gov.au](mailto:lgdgrants@DSDILGP.qld.gov.au)
- (b) All questions about decisions on applications for the grant program are to be lodged in writing to: [lgdgrants@DSDILGP.qld.gov.au](mailto:lgdgrants@DSDILGP.qld.gov.au)

## 4. Enquiries and contact details

- (a) Councils should contact their designated departmental regional advisor in relation to general questions, requests for clarification, requests for further information and questions on how to apply.
- (b) The contact telephone numbers for the regional offices are:
 

<b>Maroochydore:</b>	(07) 5352 9711
<b>Toowoomba:</b>	(07) 4616 7314
<b>Email:</b>	<a href="mailto:LGDGrants@DSDILGP.qld.gov.au">LGDGrants@DSDILGP.qld.gov.au</a>
<b>Website:</b>	<a href="http://www.localgovernment.qld.gov.au">www.localgovernment.qld.gov.au</a>
- (c) The department is not able to assist in preparing council's project submissions.

## 5. Terms and conditions

### 5.1 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:
  - (1) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall grant program (including submission and compliance of applications), where in such



circumstances notice will be provided to applicants.

- (2) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect.
  - (3) vary or amend the eligibility or assessment criteria.
  - (4) take into account any information from its own and other sources (including other government agencies and other advisors).
  - (5) 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 grant program.
  - (6) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria.
  - (7) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals.
  - (8) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information.
  - (9) terminate the further participation of any applicant in the application process.
  - (10) terminate or reinstate the grant program or any process in the grant program.
  - (11) not proceed with the grant program in the manner outlined in these guidelines, or at all.
  - (12) amend the nature, scope or timing of the grant program.
  - (13) allow the withdrawal of an applicant.
  - (14) seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged.
  - (15) publish the names of applicants to the grant program.
  - (16) take such other action as it considers in its absolute discretion appropriate in relation to the grant program processes.
- (c) Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

## 5.2 No relationship

- (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 grant program, these guidelines or the application process or any stage of the grant program.
- (c) An applicant, or its representatives:

- (1) 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
- (2) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State
- (3) 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.

### 5.3 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:
  - (1) 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 grant program
  - (2) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the grant program
  - (3) any of the matters or things relevant to its application or the grant 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 grant 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 0 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 grant program.
- (c) Each applicant:
  - (1) participates in the grant program at its own risk and
  - (2) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the grant program.

### 5.4 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.

### 5.5 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 grant 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.

## 5.6 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.
- (b) The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the grant program.

## 5.7 Law

- (a) These guidelines are governed by the laws applicable in Queensland.

## Appendix 1 – Eligible councils

Eligible councils receiving funding under the SEQCSP 2024-27 funding program are listed below.

- Brisbane City Council
- Gold Coast City Council
- Ipswich City Council
- Lockyer Valley Regional Council
- Logan City Council
- Moreton Bay City Council
- Noosa Shire Council
- Redland City Council
- Scenic Rim Regional Council
- Somerset Regional Council
- Sunshine Coast Regional Council
- Toowoomba Regional Council

## Appendix 2 – Project names and descriptions

### Project name

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

Examples:

- Construction of a new 25 metre swimming pool, wading pool and change rooms.
- Replace water valves in the (town name) water reticulation system.
- Stage 1 of (town name) Street beautification works—town entry statement, footpath improvements, seating and shade structures.

### Project description

The project description should accurately illustrate the works for which funding is being sought. 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 construct a new 25 metre swimming pool, toddler's wading pool and change rooms. The project will be constructed on a new council owned 'green field' site. The swimming pool will be eight lanes wide, will have a ramp to allow access by mobility impaired people and be heated to allow use all year round. The wading pool will be approximately 12 metres x 10 metres in size, will be heated and will have shade structures. The change rooms will feature a kiosk, showers, change rooms and facilities for mobility impaired people. The proposed cost will include fencing, landscaping, and filtration systems. Note: the facilities' car park will be funded through council's own revenue.

Council proposes to replace the water valves in the (town name's) water reticulation system. There are 250 valves requiring replacement. Council has received quotes indicating 120 can be replaced for the \$X council wishes to allocate to the project – the final number will depend on market prices at the time of project commencement. The project is supported by the Queensland Department of Natural Resources and Water (see attached report – Section X).

The council proposes to commence Stage 1 of (town name) street beautification works. Stage 1 works will include: a new entry statement sign welcoming visitors to the town replacing the current footpaths with 'heritage look' pavers along X and Y streets (between A and B streets) seating and shade structures for pedestrians (the exact number of seats and shade structures will depend on budget – currently the council is looking to install eight such structures in Stage 1 works).

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

Word	Example of Use	A better way to write this...
<b>Infrastructure</b>	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. The items will be located on the foreshore at (location)
<b>Works</b>	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

<b>Refurbish</b>	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, replace old 'not working' sliding windows and install a shade awning over the entrance
<b>Anacronyms</b>	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 connection works
<b>Upgrade</b>	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, remove and replace old wooden steps with low maintenance concrete steps
<b>Increase</b>	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