Secure Communities Partnerships Program Round 1 - Local Council Small Business grant

Program Guidelines

Key Information

Program budget	Up to \$40 million		
Program type	Application based (competitive)		
Eligible applicants	All Queensland Local Governments		
Policy agency	Department of Customer Services, Open Data and Small and Family Business (CDSB)		
Administering agency	Department of Local Government, Water and Volunteers (DLGWV)		
Funding round one budget	Up to \$10 million		
eGrant portal open to accept project proposals	26 May 2025		
Closing date for submission of project proposals	11 July 2025		
Earliest project commencement date	On execution of Project Funding Schedule		
Project completion	30 June 2026		
Project acquittal (Final date by which project must be acquitted, including submission of a project completion report)	30 September 2026		
Enquiries	Email: Website:	scpplc@dsdilgp.qld.gov.au www.localgovernment.qld.gov.au www.business.qld.gov.au/securegrant	



Contents

1	Int	roduction	4
2	Ov	rerview	4
	2.1	Program description	4
	2.2	Aim	4
	2.3	Program funds	4
	2.4	Applicant eligibility	4
	2.5	Project eligibility	5
	(a)	Overview	5
	(b)	Project infrastructure requirements	5
	(c)	Project location requirements	6
	(d)	Ineligible projects	6
	2.6	Eligible and ineligible project costs	6
	2.7	Goods and Services Tax (GST)	7
	2.8	Project assessment criteria	7
	As	sessment Criterion 1 – Project Need and Benefits (Weighting 60%):	7
	As	sessment Criterion 2 – Proposed Solution (Weighting 30%)	8
	As	sessment Criterion 3 – Value for Money (Weighting 10%)	8
	2.9	Other requirements	8
	2.10	Funding arrangements	8
	2.11	How to access funding	9
	2.12	Assessment and approval process	9
	2.13	Payment Schedule	10
3	Pro	pject Administration	10
	3.1	Monitoring and reporting	10
	3.2	Project variations and acquittal	11
4	Fu	nding acknowledgement and communications	11
5	Co	nfidentiality, privacy and use of information	11
6	Co	mplaints	12
7	En	quiries and contact details	12
8	Te	rms and conditions	12
	8.1	Reservation of rights	12
	8.2	No relationship	13
	8.3	No action	13
	8.4	Non-exhaustive	14
	8.5	Disclaimer	14
	8.6	Intellectual property	14

8.7 Law	14
Appendix 1 – Project titles and descriptions	15
Project name	15
Project description	15
Appendix 2 – QPS Online Crime Map	16
Filter options	16
Appendix 3 – Sustainability Grouping of Councils	17

Version Control

Version	Date	Comments
1.0	21/05/2025	Published release

1 Introduction

The \$40 million Secure Communities Partnerships Program - Local Councils Small Business grant (SCPPLC) is available to Queensland councils to deliver local projects that create safer public commercial precincts and business strips, creating a more confident and secure Queensland small business community.

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 SCPPLC grant is an application-based (competitive) funding program.
- b) The Department of Customer Services, Open Data and Small and Family Business (CDSB) is responsible for delivering the grant program and working with the Department of Local Government, Water and Volunteers (DLGWV) to administer the program to Queensland local government.
- c) Councils are to submit project proposals providing details of the project(s) which the council intends to deliver using its SCPPLC program funding. Councils will be required to submit project proposals using the department's eGrant system.
- d) In round one, all projects must be completed by 30 June 2026, with any unspent funds to be returned to the department.
- 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 SCPPLC grant aims to support Queensland's councils create safer public commercial precincts and business strips where small businesses operate and improving small business confidence for all Queenslanders.

2.3 Program funds

Funding of up to \$40 million is available under the SCPPLC grant.

For round one, up to \$10 million in grant funding is available to eligible local councils.

2.4 Applicant eligibility

To be eligible for funding under round one of the SCPPLC grant, an applicant must:

(i) 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 round one SCPPLC grant 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 SCPPLC grant (section 2.2).
- demonstrate that project construction can commence from 1 August 2025 and are able to be completed by 30 June 2026.
- 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.
- demonstrate capacity to include local small business suppliers and/or Local Buy.
- 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.
- projects undertaken on land not owned or controlled by the council at the time the project application is submitted must contain written agreement and support for ongoing management from the landowner at the time of application.
- demonstrate capacity to include 50% of total project costs to be derived from local small businesses.

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 small business groups, chambers of commerce, local community groups, economic/regional development authorities.
- 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

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

(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)
- 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
- 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 SCPPLC grant:
 - (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.
 - (vi) projects already fully funded from another source (examples: State Government funding programs, Commonwealth Government funding programs etc).
- (2) The Deputy Director-General, Department of Customer Services, Open Data and Small and Family Business 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
- (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.
- (xi) any other costs determined by the department 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 criterial

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:

- 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 small business with high volume of traffic after dark in public transport locations, shopping precincts etc.
- 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

- o recent media articles
- o 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 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 2026.
- 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.
- the proportion of total project expenditure in the project with local small businesses.

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

Detail 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 SCPPLC 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.
- 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 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 SCPPLC grant program funding will be directed; and
 - (ii) be able to complete this identified component prior to 30 June 2026.

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:
 - (i) Local Government Sustainability framework Tier 1 4 councils: 2:1 (50%) co-contribution.
 - (ii) Local Government Sustainability framework Tier 5 8 councils: co-contributions are not required, but councils can contribute their own funding towards the project.

For council sustainability tiers refer to Appendix 3

- (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) 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.
- (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, 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.

2.11 How to access funding

Funding under the SCPPLC grant is provided through a competitive application process.

- (a) To access the funding, councils must:
 - (i) complete the online proposals/application/s form on the eGrant Portal at https://egrants.powerappsportals.com/
 - (ii) provide all the information requested.
 - (iii) submit Proposals/application/s to the department by the closing date and time.
- (b) The department's eGrant portal will close on 11 July 2025. 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 the department and recommendations made to the Deputy Director-General, Department of Customer Services, Open Data and Small and Family Business. 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) The department will make payments according to the following schedule:

Payment schedule	Milestone		
First payment (70% of approved project funding)	The department will make the first payment as soon as practicable, subject to the Project Funding Schedule being executed by both parties.		
Final payment (30% of approved project funding)	 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 the department via the eGrant portal. The Project Completion Report is to be supported (where practical) by photographs and proof of expenditure for all projects. See below (b) 'Project photograph requirements' and (c) Proof of expenditure. Confirmation that council has complied with Funding Acknowledgment Guidelines. 		

(b) The Department requires:

- at least two (2) photos of the project area/sites prior to works commencing
- at least two (2) photos of the completed works funded by the SCPPLC.
- (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
 - 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 the department at any time
 - (iii) Project Completion Reports submitted via the eGrant portal by 30 September 2026
 - (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 2026 and fully acquitted by 30 September 2026.
- (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.
 - (iv) any other information requested by the department 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 Department of Local Government, Water and Volunteers 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 the Department's website: <u>Local Government Division Funding Acknowledgement Guidelines.</u>
 - (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@dsdilgp.gld.gov.au
- (b) All questions about decisions on applications for the grant program are to be lodged in writing to: scpplc@dsdilgp.qld.gov.au

7 Enquiries and contact details

- (a) Councils should contact their designated Departmental Regional Advisor or Business Concierge 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 are:

Email: scpplc@dsdilgp.qld.gov.au

Website: www.localgovernment.qld.gov.au

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

networks/concierge

Note: The Department is not able to 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 grant 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 nonconforming in any 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 grant 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 grant program or any process in the grant program.
- (xi) not proceed with the grant program in the manner outlined in these guidelines, or at all.
- (xii) amend the nature, scope or timing of the grant program.
- (xiii) allow the withdrawal of an applicant.
- (xiv) publish the names of applicants to the grant program.
- (xv) take such other action as it considers in its absolute discretion appropriate in relation to the grant 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 grant program, these guidelines or the application process or any stage of the grant 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
 - (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 grant 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 grant program.
 - (iii) 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 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 grant program.
- (c) For the avoidance of doubt, each applicant:
 - (i) participates in the grant program at its own risk and
 - (ii) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the grant 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 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.

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 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 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 accommodation the light poles to allow access by mobility impaired people.

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

Project description	on 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 – Sustainability Grouping of Councils

Tier 1 Brisbane City Council				
T' 0				
Tier 2 Cairns Regional Council	Fraser Coast Regional Council	Gold Coast City Council	Ipswich City Council	Logan City Council
Mackay Regional Council	Moreton Bay Regional Council	Redland City Council	Sunshine Coast Regional Council	Toowoomba Regional Council
Townsville City Council				
Tier 3				
Bundaberg Regional Council	Gladstone Regional Council	Gympie Regional Council	Noosa Shire Council	Lockyer Valley Regional Council
Rockhampton Regional Council	Scenic Rim Regional Council			
Tier 4				
Cassowary Coast Regional Council	Central Highlands Regional Council	Isaac Regional Council	Livingstone Shire Council	Mareeba Shire Council
Somerset Regional Council	South Burnett Regional Council	Southern Downs Regional Council	Tablelands Regional Council	Western Downs Regional Council
Whitsunday Regional Council				
Tier 5				
Banana Shire Council	Burdekin Shire Council	Charters Towers Regional Council	Douglas Shire Council	Goondiwindi Regional Council
Hinchinbrook Shire Council	Maranoa Regional Council	Mount Isa City Council	North Burnett Regional Council	
Tier 6				
Balonne Shire Council	Barcaldine Regional Council	Cloncurry Shire Council	Cook Shire Council	Longreach Regional Council
Murweh Shire Council	Torres Shire Council			
Tier 7 Barcoo Shire Council	Blackall-Tambo Regional Council	Boulia Shire Council	Bulloo Shire Council	Burke Shire Council

Carpentaria Shire	Croydon Shire	Diamantina Shire	Etheridge Shire	Flinders Shire
Council	Council	Council	Council	Council
McKinlay Shire	Paroo Shire	Quilpie Shire	Richmond Shire	Winton Shire
Council	Council	Council	Council	Council
Tier 8 Aurukun Shire Council	Cherbourg	Doomadgee	Hope Vale	Kowanyama
	Aboriginal Shire	Aboriginal Shire	Aboriginal Shire	Aboriginal Shire
	Council	Council	Council	Council
Lockhart River Aboriginal Shire Council	Mapoon Aboriginal Shire Council	Mornington Shire Council	Napranum Aboriginal Shire Council	Northern Peninsula Area Regional Council
Palm Island	Pormpuraaw	Torres Strait	Woorabinda	Wujal Wujal
Aboriginal Shire	Aboriginal Shire	Island Regional	Aboriginal Shire	Aboriginal Shire
Council	Council	Council	Council	Council
Yarrabah Aboriginal Shire Council				