

Office of Liquor and Gaming Regulation

# Safe Night Precinct Grant Funding Guidelines

Round 24—Closing 31 July 2021



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**For further information, please contact the Office of Liquor and Gaming Regulation on 13 QGOV (13 74 68) or visit <https://www.business.qld.gov.au/industry/liquor-gaming>**

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## Introduction

The Queensland Government is committed to reducing late-night drug and alcohol-related violence and antisocial behaviour. The Safe Night Precinct (SNP) initiative and other initiatives are part of the *Tackling Alcohol-Fuelled Violence* policy, administered by the Office of Liquor and Gaming Regulation (OLGR).

The policy is designed to ensure a safe environment in and around Queensland's licensed venues.

An important component of the strategy is the establishment of precincts across the state. Fifteen precincts were prescribed in the Liquor Regulation 2002, taking effect on 1 October 2014.

Precinct boards can plan for and manage the safety and amenity of the precinct and liaise with and support community organisations providing rest and recovery services.

## Objective

The precinct grant's objective is to allocate funding to associations incorporated under the *Associations Incorporation Act 1981*, who are established to be the precinct boards for areas prescribed as SNPs under the Liquor Regulation 2002.

## Eligibility

Incorporated associations established as local boards for precincts prescribed in the Liquor Regulation 2002 are eligible.

The board must:

- have an ABN
- be registered for GST
- hold a bank account in the name of the incorporated association.

Should SNP boards have questions relating to any of these eligibility conditions, they can contact the OLGR to discuss.

## What sources of funding are available to precincts?

For the 2021-22 financial year, there will be \$500,000 in grant funding available for local boards to submit their grant funding applications for both administration funding and operational funding.

### Administration funding

Funding of up to \$10,000 (GST exclusive) is available for local boards for a 12 month period.

Applications can be made for the below eligible items:

- Cost towards a management plan
- Wages for administrative/secretarial work that is undertaken on the direction of the management committee
- Accounting fees
- Audit fees
- Public liability insurance
- Workers compensation insurance
- Office of Fair Trading fees

Note that grant funding is **not** available for the:

- remuneration of members of the local board or management committee
- payment of the salary for administrative staff if they are an employee or associate of a licensee.  
If the local board is unsure whether a proposed administrative staff member is considered an

associate, please contact the OLGR to discuss.

We understand members of the local board's management committee have extensive skills, knowledge and experience in their particular area of expertise. However, it is important to ensure that you have an understanding of governance models, frameworks and tools that allow you to pursue the objectives of the local board in an effective and accountable manner.

When employing staff in administration, secretariat or other role, you should consider the requirements of the task and the skills required. The payment of the employee should be in-line with relevant industry pay rates—it will assist in ensuring value for money. A pay calculator can be found at [calculate.fairwork.gov.au/findyouraward](https://calculate.fairwork.gov.au/findyouraward)

## **Operational funding**

Operational funding for the 2021-22 financial year is available to precincts for security services, roaming security and taxi marshals for up to a 12-month period of service. Local boards can also apply for operational funding for the costs to complete evaluation/s.

Grant funding applications are expected to link to the management plan you have developed and assist in achieving a safer environment in and around licensed venues.

If approved for funding, it is highly recommended that you enter into a signed contract with the supplier (if applicable). You should consider having the contract define both parties' responsibilities and timeframes, along with anything else that will ensure the purpose of the grant will be met.

## **How often can a board apply?**

### **Administration funding**

An administration application can be submitted once for the 2021-22 financial year.

### **Operational funding**

There is currently only one round for the 2021-22 financial year and funding is only available for a period of 12 months (this is to ensure continued services for a 12 month period).

The opening and closing dates will be published online at [www.business.qld.gov.au/industry/liquor-gaming/safe-night-out-strategy/safe-night-precincts](https://www.business.qld.gov.au/industry/liquor-gaming/safe-night-out-strategy/safe-night-precincts).

## **How to submit your application and supporting documentation**

Applications for funding must be lodged and completed using the application form available at: [www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/safe-night-precincts/grants](https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/safe-night-precincts/grants)

The following documents will need to be provided based on the type of funding you're applying for:

### **Administration funding**

- The last financial statement tabled with the local board
- The most recent bank statement.
- The most recent proposed annual budget
- A copy of your preferred quote for major budget items
- A position description for administration or secretarial staff, including the hourly rate of pay and estimated hours per week

### **Operational funding**

- The last financial statement tabled with the local board
- The most recent bank statement
- Evidence of consultation with PSCC members (e.g. minutes of meeting)
- A copy of your preferred quote for all requested items

All certified applications and supporting documentation must be emailed to [snp-grants@justice.qld.gov.au](mailto:snp-grants@justice.qld.gov.au).

We will notify the local board when we receive their application—contact us if this is not acknowledged within 10 days.

## **Assessment and decisions of grant applications**

Applications will be processed and assessed by a panel of our officers who are familiar with the objectives of the strategy. Each application will be checked against funding guidelines to ensure it meets these objectives.

When assessing an application, we will consider various factors, including:

- whether the initiative meets the objectives of the *Tackling Alcohol-Fuelled Violence* policy
- if the initiative has proven success in reducing alcohol and drug related violence
- the size of the precinct in both the numbers of premises and physical area
- the hours of trade
- whether costs are fixed or proportional to the size or location of the precinct
- the priorities of the initiatives
- the effectiveness of initiatives previously implemented (where an application is made for continuance of the initiative)
- if funding is not available from another source for the initiative
- if the PSCC been consulted in relation to the activities the board is seeking to fund.

Should you identify that funding is available from another source for the initiative and choose not to make use of that funding source, you must provide an explanation.

OLGR may request substantiation of any information provided on the application form and may contact any parties listed. Any additional information requested by us should be returned by the requested date to ensure that we can make a decision in a timely manner. Failure to supply any requested information may cause delays.

We will notify the board of the outcome—successful, unsuccessful or ineligible.

### **Administration funding applications**

Once the assessment has been completed, the application will be submitted to the SNP assessment committee. The SNP assessment committee will review it and determine whether funding will be allocated.

The funding approval may be for all or some of the requested items, or a contribution to them.

### **Operational funding applications**

Once an initial assessment has been completed, the application will be submitted to the SNP assessment committee. The SNP assessment committee will review the application and make a recommendation to the Minister.

The funding approval may be for all or some of the requested items, or a contribution to them.

## **Grant terms and conditions**

If an application is approved and accepted for funding, the grant is subject to the terms and conditions that form part of the SNP funding guidelines.

A non-negotiable component of all operational grant allocations is the requirement that SNP management committees include an evaluation/s of the outcomes of the initiative as part of its acquittal process.

Due to the specialised and diverse nature of grants approved, it is impossible to provide a 'template' for evaluations. At a minimum, the evaluation must be structured to confirm that the initiative has been

completed in line with the description provided in Section 4 of the Application for Safe Night Precinct board grant funding (found at [www.publications.qld.gov.au](http://www.publications.qld.gov.au)) and assess the extent to which it resulted in the benefits outlined in Section 5 of the application.

As a specific condition of a grant, the evaluation may be required to include assessments you did not initially identify (in Section 5 of the application).

For any changes to the grant details, including amounts of items funded, see 'Requests to change grant details/board details' below.

You must keep original documents for at least 7 years after the grant is acquitted. This requirement mirrors the Liquor and Gaming Regulation General Retention and Disposal Schedule QDAN 734 v2.

We conduct regular audits of grants and may request further information to validate information previously provided to us.

## **Grant payment**

If an application is successful, you will be advised of the outcome of the application, which will include a request to forward a tax invoice for payment. We will include an acquittal form that specifies the approved requested items and grant amount for each item.

Payments for the grant will be made to the local board's bank account approximately 10 working days after we receive the tax invoice from the precinct board.

## **Value for money and ethical decision-making**

Applications for SNP grant funding must ensure that the intended purchase of goods and services for the proposed initiatives achieves value for money and that an ethical decision-making process is central to the funding decision and procurement processes. These principles are particularly important when spending public funds.

'Value for money' is about more than just the price of goods and services alone as the sole indicator of value. You should consider both cost-related factors (e.g. the up-front price—can the same goods or services be supplied at a cheaper price by another supplier; whole-of-life costs and transaction costs) and non-cost factors (fitness for purpose, quality, risk exposures, service, support and sustainability). Any purchasing decision should be based on sound logic, research and planning, be well documented and easily comprehensible and comparable to others.

Ethical decision-making must be used when making any purchasing decision. As grant funding is publicly funded, any person or association using public money has the responsibility to show the public, and other stakeholders, purchasing decisions have been made ethically. If management committee members are associated with suppliers (or potential suppliers), they must declare their association in the application documents and not take part in the process of considering or approving any contracts for the supply of those goods or services.

## **Conflict of Interest (COI)**

A COI is where a management committee member may derive (or be perceived to derive) a personal gain through their position on the management committee by influencing a decision made to purchase goods or services from a specific supplier.

A typical example is deciding which company to use to provide printing services for a SNP poster. A member of the management committee may be associated with a local printing company (through ownership, a partner or family member working there). If such an association occurs, the SNP management committee must seek a number of quotes from other suppliers, in addition to the supplier that the management committee member is associated with.

To reduce the likelihood of any possible COI, the management committee member should not take part in considering or approving contracts for the provision of goods or services if there is any association with the supplier. Any real or perceived COI should be recorded in meeting minutes.

## Grant acquittal

All grants provided must be acquitted. Acquittal of grants must be achieved by lodging evidence with the OLGR that grant funds were expended for the purpose they were provided.

### Administration funding

You must acquit the grant by lodging:

- a signed acquittal form
- invoices/receipts for the approved items in the name of the local board
- bank statements that include payments for the approved items.

The expected acquittal date will be advised in the acquittal form accompanying the approval letter or approved variation letter.

Additional grant conditions may have been provided on the approval letter. If so, these must be acquitted by the due date provided on the acquittal form or a date provided by OLGR.

### Operational funding

You must acquit the grant by lodging:

- a signed acquittal form
- invoices/receipts for the approved items in the name of the local board
- bank statements that include payments for the approved items
- an evaluation of the initiative (note: an interim evaluation may be requested).

The expected acquittal date will be advised in the acquittal form accompanying the approval letter or approved variation letter.

Additional grant conditions may have been provided on the approval letter. If so, these must be acquitted by the due date provided on the acquittal form

Checks are undertaken to ensure that all information provided in the acquittal can be substantiated and shows that the grant was spent only on approved items and within the specified timeframe. Failure to comply with the provisions of the Associations Incorporation Act may result in future applications being deemed ineligible or the funding agreement being cancelled and the return of any monies paid.

All tax invoices/receipts submitted must contain the business name, date of transaction, contact details of the supplier and list the ABN (where applicable).

All items must be identifiable and where more than one product or service is included, these must be listed separately. GST must be listed as a separate component (where applicable). All documents supporting payments must be on commercial terms. Any contract entered into with a supplier/contractor will be on commercial terms to ensure no conflict of interest issues arises between the board, its members and suppliers.

If there are unspent funds of more than \$300 (GST exclusive), the board will be required to return the unspent funds (including the \$300).

## Goods and services tax (GST)

GST can affect a board's grant in 2 ways:

- on the total grant amount
- on the GST paid on goods or services purchased with the grant.

GST considerations are based on the local board's GST registration status.

As the Australian Tax Office (ATO) considers a grant a taxable supply, the Queensland Government will gross up the grant value by 10%. 'Grossing up' a grant means increasing the amount paid to the SNP in order to cover the GST liability of the SNP making a taxable supply.



If approved, the SNP gives us a tax invoice. The SNP is required to remit the GST amount on the grant to the ATO and report the grant on its business activity statement. The items/project funded will exclude GST as the SNP can claim back the GST paid on these items/project from the ATO.

For advice about GST, visit [www.ato.gov.au](http://www.ato.gov.au).

## Variations to approved grants

### Extensions

If you are unable to meet the acquittal timeframe, you must seek an extension of time via email. The request must include the reason for the extension and grant funds expended to date. We will provide written advice of the decision and an updated acquittal form if necessary.

### Variations

Grants are to be expended in accordance with the approved items. You are able to go up and down in the amounts allocated to the approved items. However, if you require to change the approved items you must seek a variation request via email. The request must include the reason for the change and grant funds expended to date. We will provide written advice of the decision and an updated acquittal form if necessary.

### Changes to board details

If the positions of president, secretary or treasurer become vacant, you will need to appoint a new officer to the role and advise OFT within a month of the position becoming vacant. Changes must be submitted in writing to OLGR using Form 10A as provided by OFT. Go to: [www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides](http://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides).

### Requesting or updating information

We will ensure that any information about your application or organisation will only be given to an authorised person.

The executive of the board as advised to OLGR or contact person or other committee member listed on the application form can request application information or status updates.

But only the executive registered with OLGR or other committee member listed on the original application form can request:

- the funding outcome
- to withdraw an application
- changes to a grant arrangement
- grant information
- grant payment information.

Any changes made to a grant after the initial advice to the board we will confirm in writing and the changes will have the same effect as if they formed part of the original grant approval.

## Translating and interpreting assistance

The Commonwealth Translating and Interpreting Service can help applicants who want to access this information in another language. For the cost of a local call, ring 131 450 and ask for an interpreter who can contact us to make an enquiry.

## Privacy statement

The Department of Justice and Attorney-General collects personal information on the forms named in these guidelines to assist in the assessment and management of grant funding. This information may be disclosed to other departments (e.g. Department of Premier and Cabinet and Queensland Police

Service) for the purposes of notification, marketing and promotional activities. Your information will not be disclosed to any other parties unless authorised or required by law.

## Use of information supplied

Details of successful applications may be provided to members of parliament and used in the fund's promotional material, including media releases, annual reports, and brochures and on the Business Queensland website.

## Feedback

We are committed to providing a high level of client service. This commitment has been highlighted by the implementation of the OLGR Service Charter. The charter is about our relationship with you. The charter sets out the standards that you can expect from us, how you can help us deliver quality services and how you can tell us what we are doing well or could do better. Find out more at:

[www.justice.qld.gov.au/about-us/services/liquor-gaming/priorities/charter](http://www.justice.qld.gov.au/about-us/services/liquor-gaming/priorities/charter)

## Further assistance

Website: [www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/safe-night-precincts/grants](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/safe-night-precincts/grants)

Email: [snp-grants@justice.qld.gov.au](mailto:snp-grants@justice.qld.gov.au)

Freecall: 1800 633 619

## Definitions

### Application number

The number provided to the board once the application has been submitted successfully

### Contact person

The person who knows most about the application and agrees to be contacted about the application where required

### Financial year

1 July to 30 June

### Funding particulars

The details of the funding provided to the applicant contained within the correspondence advising the applicant approval of the application

### PSCC (Public Safety Consultative Committee)

A group of state and local government and community stakeholders who provide advice and assistance to the local board. Members can include representatives from the Office of Liquor and Gaming Regulation, Queensland Police Service, Emergency Services (ambulance and fire), Transport and Main Roads, local government, Rest and Recovery and community organisations that provide services within the precinct.

### Tax invoice

A document generally issued by the supplier

It shows the price of a supply, states if it includes GST and may show the amount. It must show other information, including the ABN of the supplier.

You must have a tax invoice before you can claim an input tax credit on your activity statement (except for small amounts).

## Terms and conditions

By submitting an application for funding with any funding program administered by the Community Benefit Funds Unit, your organisation, if successful, will enter into a contract with the Queensland Government. All grant funding and procurement provided by the government in relation to social services is subject to a mandatory whole-of-government standard suite of contracts managed by the Department of Housing and Public Works.

For the latest version of the terms and conditions applicable to all SNP grant funding applications, visit:

[www.hpw.qld.gov.au/\\_data/assets/pdf\\_file/0011/3422/shortformtermsconditions.pdf](http://www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf)

Note that the funding guidelines and your completed funding application constitute the 'particulars' referred to in the terms and conditions and form part of the contract binding successful grant funding applicants.