



2019-21 Works for Queensland - Program Guidelines

Updated April 2020



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Introduction

The 2019-21 Works for Queensland (W4Q) program is a \$200 million Queensland Government funding program over two years, to support eligible Councils undertake job-creating maintenance and minor works.

This initiative is delivered by the Department of Local Government, Racing and Multicultural Affairs.

The April 2020 Update is a broadening of the W4Q program guidelines and project eligibility criteria to assist eligible Councils access W4Q funding to respond emergent needs arising from the Novel Coronavirus (COVID-19) crisis. Refer to **Appendix 4** for more information on this.

Our Future State: Advancing Queensland's Priorities

The 2019-21 W4Q program supports Advancing Queensland's Priorities through "Our Future Plan" by creating jobs in a strong economy and being a responsive government.

Alignment with Regional Plans

Projects proposed to be funded from the 2019-21 W4Q are to align with Regional Plans.

Program aim

The aim of the 2019-21 W4Q is to create and/or sustain jobs for Queenslanders.

Program objective

The primary objective of the 2019-21 W4Q program is to support eligible Councils undertake job-creating and/or job sustaining maintenance and minor infrastructure projects relating to assets owned or controlled by Councils.

Employment of young people (NEET)

As a secondary objective of the 2019-21 W4Q, eligible Councils are encouraged to provide employment opportunities for young (15-24 years) people who are currently not in employment, education or training (NEET).

Eligible Councils will be required to report the number of people in the NEET category who have been provided with employment opportunities through W4Q projects. Reporting is to be submitted monthly through the DLGRMA online W4Q portal.

Funding period

The Funding Period for the 2019-21 W4Q is **1 July 2019** to **30 June 2021**. Please refer to **Appendix 4** for the COVID-19 response expenses funding period.



Eligible Councils

Councils eligible for 2019-21 W4Q funding are listed in **Appendix 1**. The eligible applicants must be Local Government bodies constituted under the *Local Government Act 2009*.

Councils eligible for COVID-19 funding assistance are listed in **Appendix 4**.

Eligible projects and eligible costs

The projects and costs listed at **Appendix 2** are eligible to receive funding under the 2019-21 W4Q.

Please refer to **Appendix 4** for the COVID-19 response expenses eligible projects and eligible costs.

Ineligible projects and ineligible costs

The projects and costs listed at **Appendix 3** are ineligible to receive funding under the 2019-21 W4Q.

Funding allocation

Approved funding will be made up of a \$1,000,000 base allocation, plus an amount reflecting unemployment levels in the Local Government area.

Eligible Councils will receive a Formal Advice of Funding Approval that will confirm the Local Government's 2019-21 W4Q allocation.

Eligible Councils may choose, but are not obligated to, contribute to the cost of projects.

Please refer to **Appendix 4** for the COVID-19 response funding allocation.

Document preparation

Eligible Councils should ensure all necessary plans, documents, permissions, approvals, specifications and estimates of costs have been prepared prior to submitting the List of Projects and prior to commencement of works.

Eligible Councils are required to cost projects accurately and must ensure, in delivery, normal procurement and value for money practices apply.

The Department may seek additional information on Councils' submitted List of Projects.



Native Title

Eligible Councils receiving 2019-21 W4Q funding are responsible for ensuring Native Title issues are adequately investigated and addressed prior to works commencing on endorsed projects.

Project expenditure forecasting

Eligible Councils will be required to provide a forecast of expenditure for proposed projects at the time of submitting the List of Projects. Eligible Councils are to monitor and update forecasts monthly and advise the Department of any variations.

Payment schedule

2019-21 W4Q Approved Funding will be paid to eligible Councils on the following basis:

PAYMENT SCHEDULE	
First Payment (50 per cent of Approved Funding)	The Department will make the First Payment upon endorsement of the projects by the Department.
Second and Subsequent Payments (40 per cent of Approved Funding)	Second and Subsequent Payments will be made after the eligible Council has expended 50 per cent of the Approved Funding and the prescribed acquittal form is received together with either (a) a photograph of the project signage installed at the project site or (b) an exemption approval from meeting the Department's Acknowledgement Requirements.
Final Payment (10 per cent of Approved Funding)	The Final Payment will be made after finalisation and acquittal of all Approved Projects, as per the Funding Deed of Agreement.

NOTE: Eligible Councils wishing to vary their 2019-21 W4Q funding to fund COVID-19 responses may seek to vary this payment schedule. Councils wishing to do so should advise the Department at the time of submitting the variation request.

Reporting and acquittal

Monthly reports are to be provided for all endorsed projects via the DLGRMA portal.

Local Government recipients will be required to acquit funds in accordance with Clauses 4.1.31-4.1.33 of the Funding Deed of Agreement. Acquittal involves verifying funds were expended in accordance with the 2019-21 W4Q Guidelines and the Funding Deed of Agreement, including validation of jobs sustained or created.

The Final Certificate Form for funds provided under the 2019-21 W4Q and any supporting documents must be provided to the Department within thirty (30) days of the Funding Period End Date.



As per clause 4.1.32 of the Funding Deed of Agreement unspent funding must be returned to the Department.

Variations

Local Government recipients will be able to vary the amounts between endorsed projects and submit requests for consideration for new projects. In both cases the overall approved funding allocation will not be increased.

Conducting media opportunities/opening ceremonies

The Minister for Local Government – representing the Queensland Government – must be formally invited to officiate at any opening ceremony or other official celebration of an approved project. The Minister, at his or her discretion, may nominate another Minister or representative to attend on his or her behalf, or may request an alternative event date so that he/she can attend.

Formal invitations must be sent directly to the Minister with a minimum of 28 days' notice of the planned opening ceremony. Email formal invitations to LGRMA@ministerial.qld.gov.au

Signage for endorsed projects

In accordance with clause 6.1 of the Funding Deed of Agreement recipient Councils must adhere to the Department's Funding Acknowledgement Guidelines recognising Queensland Government funding and the W4Q program in all media and other communications. This includes:

- erection of signage at construction sites;
- acknowledgement in publicly made statements or appropriate documentation.

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at www.dlgrma.qld.gov.au

Projects approved under the COVID-19 response measures will **not** be required to meet the Department's acknowledgement requirements.

Project completion

Projects funded under 2019-21 W4Q **must be delivered by 30 June 2021**. Extensions of time will only be considered under exceptional circumstances.

How to apply

Eligible Councils will be invited to submit one (1) completed List of Projects form detailing all the projects to be considered for endorsement. Councils should ensure only those projects considered eligible under the W4Q 2019-21 Guidelines should be included in the List of Projects.

The Department's Regional Officers are available to assist Councils prepare and submit the List of Projects.



The Minister for Local Government has discretion in funding decisions and is under no obligation to consider submissions made after submission of Lists of Projects have closed.

Please refer to **Appendix 4** for the COVID-19 response expenses application process.

Project approval and endorsement

Lists of Projects submitted by eligible Councils will be assessed by the Department and evaluated by a moderation panel. The panel will submit recommendations to the Minister for Local Government, who will endorse the Lists of Projects.

Eligible Councils will be notified in writing following endorsement of projects by the Minister.

Please refer to **Appendix 4** for the COVID-19 response expenses approval and endorsement processes.

Key dates

- December 2018
2019-21 W4Q program guidelines released
Eligible Councils advised of funding allocation
- February/March 2019
Councils submit List of Projects
- March/April 2019
Evaluation of project submissions
- June 2019
Initial payments made to eligible Local Governments
- July 2019
Works able to commence
- 30 June 2021
Physical works on projects completed

Confidentiality

The Department will treat the information provided in the project proposal form as confidential.

Should the Department be required to consult with other government agencies or bodies and other organisations and/or individuals, it will make every reasonable effort to ensure the parties who are consulted are aware of the need to treat the information as confidential.

Further information

For more information contact the Department:

Email: 2019-21W4Q@dlgrma.qld.gov.au



CONTACT TELEPHONE NUMBERS FOR REGIONAL OFFICES

NORTHERN REGION

Cairns Office (07) 4037 3407 or 4037 3411
Townsville Office (07) 4758 3472

SOUTHERN REGION

Brisbane Office (07) 3452 6762
Toowoomba Office (07) 4616 7315
Maryborough Office (07) 4122 0410

Brisbane Program Office (07) 3452 6758



Appendix 1 – Eligible Councils

Eligible Councils receiving funding under the Works for Queensland 2019-21 funding program are listed below.

Northern Region

Aurukun Shire Council	Lockhart River Aboriginal Shire Council
Banana Shire Council	Mackay Regional Council
Burdekin Shire Council	Mapoon Aboriginal Shire Council
Burke Shire Council	Mareeba Shire Council
Cairns Regional Council	McKinlay Shire Council
Carpentaria Shire Council	Mornington Shire Council
Cassowary Coast Regional Council	Mount Isa City Council
Central Highlands Regional Council	Napranum Aboriginal Shire Council
Charters Towers Regional Council	Northern Peninsula Area Regional Council
Cloncurry Shire Council	Palm Island Aboriginal Shire Council
Cook Shire Council	Pormpuraaw Aboriginal Shire Council
Croydon Shire Council	Richmond Shire Council
Doomadgee Aboriginal Shire Council	Rockhampton Regional Council
Douglas Shire Council	Tablelands Regional Council
Etheridge Shire Council	Torres Shire Council
Flinders Shire Council	Torres Strait Island Regional Council
Gladstone Regional Council	Townsville City Council
Hinchinbrook Shire Council	Whitsunday Regional Council
Hope Vale Aboriginal Shire Council	Woorabinda Aboriginal Shire Council
Isaac Regional Council	Wujal Wujal Aboriginal Shire Council
Kowanyama Aboriginal Shire Council	Yarrabah Aboriginal Shire Council
Livingstone Shire Council	



Southern Region

Balonne Shire Council
Barcaldine Regional Council
Barcoo Shire Council
Blackall-Tambo Regional Council
Boulia Shire Council
Bulloo Shire Council
Bundaberg Regional Council
Cherbourg Aboriginal Shire Council
Diamantina Shire Council
Fraser Coast Regional Council
Goondiwindi Regional Council
Gympie Regional Council
Longreach Regional Council
Maranoa Regional Council
Murweh Shire Council
North Burnett Regional Council
Paroo Shire Council
Quilpie Shire Council
South Burnett Regional Council
Southern Downs Regional Council
Western Downs Regional Council
Winton Shire Council



Appendix 2 – Eligible project costs

To be considered eligible under the 2019-21 W4Q program, projects must:

- create and/or sustain jobs in a local community or across a region (for example, this could mean creating new jobs, sustaining existing jobs that might otherwise have been lost, or jobs relating to an existing work program that can be expanded); and
- be able to be delivered by **30 June 2021**; and
- not already be proposed for funding in the recipient Local Government's 2019-20 or 2020-21 budget.

In addition to the above, eligible projects must either:

- improve the condition (maintenance), quality or lifespan of a Local Government-owned capital asset such as, but not limited to; footpaths, kerb and channel works, roads, car parks, sewer, water and stormwater systems and networks, shade structures, playgrounds, community and sport facilities, halls, swimming pools and water play;
- be new minor infrastructure works; or
- be new maintenance or minor works for disaster resilience and preparedness such as works that protect existing essential public infrastructure and/or build resilience to future natural disaster events.

Notwithstanding the above, the Department may consider as eligible, projects where constructing a replacement asset can be demonstrated to be more economically viable in the short and long term, than performing maintenance or upgrading the asset.

In accordance with Section 1.2 j) of the Funding Deed of Agreement, all estimated project costs are exclusive of Goods and Services Tax (GST).



Appendix 3 – Ineligible project costs

Project costs ineligible to receive funding under the 2019-21 W4Q include:

- projects where physical works are not able to be delivered by **30 June 2021**;
- projects to be constructed by Local Governments not listed in **Appendix 1** of these Guidelines;
- projects already commenced or completed works (see Note 1 below);
- purchase of an asset or works to an asset that is not or will not be owned and/or controlled by the recipient Local Government;
- land purchases and/or costs associated with land purchases;
- land buy-back schemes;
- works constructed on land not owned or controlled by the recipient Local Government, except where it has permission to construct on Queensland Government-owned land (see Note 2 below);
- projects where land ownership has not been resolved at the time of submitting the List of Projects;
- projects with lengthy approval(s) requirements;
- works involving planning and design only;
- temporary works;
- planning studies;
- purchase, lease or hire of core business equipment such as plant, motor vehicles and office equipment, unless directly required for construction (e.g. water trucks or excavators);
- temporary projects, except where required as part of the construction of the eligible works or required to enable completion of the proposed project;
- statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals;
- legal expenses;
- house raising or relocation;
- official opening expenses;
- ongoing costs for administration, operation and maintenance or engineering;
- corporate overheads and on-costs, including technical, professional and clerical salaries of Local Government employees (see Note 3 below);
- movable / portable furnishings, supplies and items (eg computers);
- costs associated with preparing the List of Projects and/or associated supporting material;
- any other costs as determined by the Department.

The above list identifies common examples of ineligible projects and costs and is not intended to be definitive. If there is any doubt about ineligible projects or costs, please contact the Department.

Note 1: Where a project commences, and the Local Government incurs costs towards the project (eg planning or detailed design), and the Local Government decides to not proceed with the project, the costs incurred will not be reimbursed.

Note 2: should Local Governments wish to undertake works of this nature, evidence of land tenure and or permissions must accompany the List of Projects submission).

Note 3: The remuneration of executive officers, such as the Chief Executive Officer (CEO), Deputy CEO and Chief Engineer should not be included in the project estimated costs.

2019-21 W4Q funds are not to be used by the recipient Local Government as their contributions towards other State or Commonwealth Government funding programs.



Appendix 4 – 2019-21 W4Q COVID 19 Response Funding Arrangements

Overview

The 2019-21 W4Q COVID-19 response amendments to the 2019-21 W4Q funding guidelines are to assist eligible Councils with costs associated with COVID-19 pandemic preparedness and / or response.

Eligible Councils

The following Councils have been subject to Commonwealth bio-security declarations in relation to the COVID-19 pandemic and are eligible to request variations to their endorsed 2019-21 W4Q projects to allow funding to be diverted to COVID-19 responses in their local government area:

- Aurukun Shire Council
- Burke Shire Council
- Cherbourg Aboriginal Shire
- Cook Shire Council
- Doomadgee Aboriginal Shire Council
- Hope Vale Aboriginal Shire Council
- Kowanyama Aboriginal Shire Council
- Lockhart River Aboriginal Shire Council
- Mapoon Aboriginal Shire Council
- Mornington Shire Council
- Napranum Aboriginal Shire Council
- Northern Peninsula Area Regional Council
- Palm Island Aboriginal Shire Council
- Pormpuraaw Aboriginal Shire Council
- Torres Shire Council
- Torres Strait Island Regional Council
- Woorabinda Aboriginal Shire Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

Eligible Budget

There is no increase to Council's 2019-21 W4Q budget – eligible Councils will need to manage expenditure within their current approved budgets and project allocations.

In accessing this funding, eligible Councils will need to consider the delivery of other projects in their W4Q allocation that may be put on hold or not started.

Funding Period

The Funding Period for the 2019-21 W4Q COVID-19 response remains unchanged. All projects must be completed by **30 June 2021**.



Eligible Projects

Eligible Councils will be able to request to use their available 2019-21 W4Q budgets to fund expenses considered reasonable and that are directly related to their response to COVID-19 issues in its Council area.

This does not include activities and associated costs which:

- are covered under alternative State or Commonwealth funding or funding program sources,
- the Council could reasonably be expected to incur responding to the COVID-19 crisis (e.g. charging for costs associated with the attendance at meetings or the provision of expert advice by Council employed technical experts),
- are not directly related to the immediate response to the COVID-19 crisis
- normal operational maintenance and administration costs, including salaries or wages, and other ongoing administrative expenditure.

Any expenditure related to COVID-19 responses the Council Chief Executive Officer (CEO) considers relevant will be eligible to be included in a project. However, Councils are encouraged to consider prioritising the funding of items that are not normal course of Council business.

Examples of items that may be considered eligible for funding under the 2019-21 W4Q COVID-19 Response program, include:

- Hiring minor plant such as generators to assist with event responses
- Supporting capabilities for public health emergencies – e.g. converting unused buildings to medical type buildings
- Building/installing temporary facilities providing temporary accommodation for displaced people ('dongas')
- Emergent upgrade to water and sewerage equipment

Please note this list is not exhaustive.

Approval Process

Eligible Councils W4Q 2019-21 program budgets are currently fully allocated to approved projects and Councils should follow the standard W4Q variation process to have expenditure allocated to COVID-19 response measures.

Eligible Councils are required to consider the projects they wish to withdraw or change the scope of in order to make funding available for a proposed COVID-19 response measure project.

The Council should then advise the Department which projects will either be withdrawn or varied, along with a list proposed activities and associated costs for their COVID-19 response project.

The Department will assess the request and advise the Council as to the eligibility of the proposed items or works.

NOTE: Eligible Councils must not incur any COVID-19 related expenses against their W4Q 2019-21 program allocation unless they have received approval to do so from the Department.



Acquittal Process

As expenses incurred under the COVID-19 response measures will be considered as W4Q projects, Councils are to acquit expenditure in the same way it would any other endorsed W4Q project. See pages 7 and 8 of these guidelines for details.

Councils will not be required to support acquittals with photographs, however, a separate cost centre in a Council's financial system must be established for COVID-19 W4Q 2019-21 expenditure and provided to the Department if requested.

Councils should ensure records of expenditure are maintained, detailing:

- the quantum of funds spent; and
- the nature of the expense

Acknowledgement Requirements

Councils will not be required to acknowledge the State's financial contribution to COVID-19 Response measures.

Department of Local Government, Racing and Multicultural Affairs
Level 12
1 William Street
Brisbane QLD 4000
tel 13 QGOV (13 74 68)

www.dlgrma.qld.gov.au