

2024-27 Works for Queensland 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

Eligible councils advised of their approved 2024-27 Works for Queensland program funding	8 May 2024
Funding program guidelines released	8 May 2024
eGrant opens to accept project proposals	13 May 2024
Closing date for submission of project proposals	5 July 2024
Funding period	1 July 2024 – 30 June 2027
Policy agency	Department of Housing, Local Government, Planning and Public Works
Administering agency	Department of Housing, Local Government, Planning and Public Works
Program budget	\$300 million
Program type	Targeted, non-competitive (allocation with application based)
Eligible applicants	65 local governments outside of South-East Queensland (see Appendix 1)
Enquiries	<p>Northern region: Townsville office - 07 4758 3425 Cairns office – 07 4037 3223</p> <p>Southern region: 07 4122 0411</p> <p>Email: lqdgrants@dasilgp.qld.gov.au</p> <p>Website: https://www.localgovernment.qld.gov.au</p>

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2024-27 Works for Queensland – Executive summary

Queensland's 65 non-South-East Queensland (SEQ) councils play a critical role in creating local communities across regional Queensland that are great places to live, work and play.

Our regional councils are very diverse, covering a large geographic area and comprising many cultures, social factors, and economic drivers. However, these councils face many similar and growing challenges, including aging assets and infrastructure, escalating infrastructure and service delivery costs, housing and skilled worker shortages, population change, and supporting local communities respond to the changes and harness the opportunities of Queensland's renewable energy transition.

Through the 2024-27 round of Works for Queensland (W4Q) the Queensland Government is supporting Queensland's regional councils to meet these challenges. The 2024-27 W4Q provides \$300 million in funding for: infrastructure maintenance, upgrades, and replacement; essential planning projects; capability development and improvement initiatives within councils.

This funding builds on the \$800 million provided by the Queensland Government since 2016 through four previous rounds of W4Q and continues the state's partnership with regional councils to support economic development and job creation in regional communities across Queensland.

The 2024-27 W4Q complements other Queensland Government initiatives focused on growing our regions and supporting sustainable councils, including the *Queensland Energy and Jobs Plan*, *Regional Growth Framework* and *new Local Government Sustainability Framework*.

The 2024-27 W4Q program prioritises investment in projects that enhance essential council services, contributes to community and regional economic development, and supports the long-term sustainability of Queensland councils.

To support councils achieve these outcomes, key changes to 2024-27 W4Q include:

- funding round increased to \$300 million.
- allocation calculations based on a \$1.5 million base – up from \$1 million, which means more funding for small, remote and Indigenous councils.
- projects should be supported by council approved documents demonstrating the need for the proposed project.
- councils can allocate up to twenty percent (20%) of their W4Q program funding towards planning projects (non-infrastructure projects) and up to five percent (5%) towards capability development projects.
- greater emphasis on project descriptions. A guide is provided to help with appropriate project descriptions.

W4Q is a great example of what can be achieved when two levels of government work together. The 2024-27 W4Q program will build on this by better supporting councils deliver projects that help local communities thrive and building a more sustainable local government sector for the long-term.

1. Introduction

- (a) The Department of Housing, Local Government, Planning and Public Works (the department) is responsible for administering the 2024-27 Works for Queensland funding round (2024-27 W4Q - the 'grant program').
- (b) The \$300 million 2024-27 W4Q funding round will support the 65 councils outside of SEQ to deliver local projects that create good jobs, deliver better services, and improve the lives of Queenslanders now and into the future. **Appendix 1** lists the 65 eligible councils.
- (c) This document sets out the guidelines for the 2024-27 round of the grant program.

2. Overview

2.1 Program description

- (a) The grant program is a non-competitive, allocation-based funding program. The budget for the round is \$300 million.
- (b) Each eligible council will receive an approved funding allocation (program funding) under the grant program. Allocations have been determined using a base allocation of **\$1.5 million** plus an additional amount calculated based on weighted population and unemployment figures in its local government area.
- (c) Eligible councils are to submit project proposals providing details of the project(s) which the council intends to deliver using its 2024-27 W4Q program funding. Eligible councils will be required to submit project proposals using the department's eGrant system.
- (d) All projects must be completed by 30 June 2027, with any unspent funds to be returned to the department.

2.2 Program aim

- (a) The aim of 2024-27 W4Q is to support councils to deliver local infrastructure and maintenance, planning and capability development projects which:
 - support essential services, contribute to community economic development and improve council sustainability.
 - create and/or support jobs and deliver liveable communities where Queenslanders want to work, live and play.

2.3 Applicant eligibility criteria

- (a) The 65 councils outside of SEQ listed in **Appendix 1** are eligible to receive funding under the 2024-27 W4Q.

2.4 Project eligibility

(a) Overview

- (1) Recipient councils are to use their 2024-27 W4Q program funding towards **infrastructure / maintenance** projects, **planning** projects or **capability development** projects.
- (2) Councils are to prioritise projects that address local critical infrastructure and maintenance needs, such as water and wastewater infrastructure, staff housing, housing trunk infrastructure, transition to renewable energy, and regional economic development. A non-exhaustive list of project types and examples is included in sections 2.4 (a) (4), 2.4 (a) (5), 2.4 (a) (7).
- (3) Councils can choose to use:
 - (i) up to twenty percent (20%) of their 2024-27 W4Q program allocation for planning projects.
 - (ii) up to five percent (5%) of their 2024-27 W4Q program allocation for capability development projects.
- (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 are not limited to):
 - a council corporate plan or asset management plan
 - a council operational 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 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 Plan*
- (5) Supporting documents are to be included with the project proposals and are to be referenced. For example to demonstrate:
 - a project's link to long-term or strategic planning
 - project planning and need through a condition assessment report or project scoping, planning and design documents.
- (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, economic/regional development authorities.
- (7) To be considered as an eligible project for program funding, infrastructure/maintenance, planning and capability development projects **must**:
 - (i) align with the funding program aim; and
 - (ii) be able to be completed 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 all requirements of Sections 2.4 (a) (4), 2.4 (a) (5), 2.4 (a) (7) 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 application is submitted;
 - (iii) have all required land tenure and / or Native Title approvals secured at the time the project 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 builds resilience to future natural disasters);
 - a housing supply project – provision of council staff housing, enabling works for future residential housing development;
 - 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) Recipient councils can choose to direct up to twenty percent (20%) of their 2024-27 W4Q program funding to planning projects, including preliminary work for a funded project under another program.
- (2) To be eligible for program funding, each nominated planning project **must**:
 - (i) meet all requirements of Sections 2.4 (a) (4), 2.4 (a) (5) and 2.4 (a) (7).

- (ii) be a project that is a:
 - **strategic planning for infrastructure projects** – 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 case and/or detailed design projects** – 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) Recipient councils can choose to direct up to five percent (5%) of their 2024-27 W4Q program funding 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:
 - (i) meet all requirements of Section 2.4 (a) (7)
 - (ii) 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 W4Q. Other costs, such as travel and accommodation are not eligible to be funded through the 2024-27 W4Q.

(e) Ineligible projects

- (1) The following projects and activities are ineligible under 2024-27 W4Q:
 - (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) 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 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; 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 etc).
 - (x) projects that will primarily benefit a single private sector commercial operator.
 - (xi) state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies.
- (f) The Deputy Director-General, Local Government Division will have the final determination for eligible and ineligible project costs.

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) Costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure.
- (2) Statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals.
- (3) Legal expenses.
- (4) Temporary works, other than those required to enable completion of the proposed project.
- (5) Core business (business as usual) costs, including:
 - (i) ongoing costs for local government administration, operation, maintenance or engineering.
 - (ii) corporate overheads and on-costs, including travel and accommodation
 - (iii) remuneration costs of council employees except for the remuneration costs of a project manager and outdoor workforce resources allocated to the direct delivery of the project.
- (6) Vehicle purchasing.
- (7) Vehicle leasing, unless directly required for construction (and only to that extent), e.g. water trucks, excavators.
- (8) 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).

- (9) 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).
 - (10) Costs associated with preparing the project proposal (excluding planning projects).
 - (11) Official opening expenses.
 - (12) 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.
- (d) The Deputy Director-General, Local Government Division will have the final determination for eligible and ineligible project costs.

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 Project assessment criteria

- (a) Project proposals will **not** be individually scored. 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.
- (b) 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 program guidelines
 - (3) demonstrate eligibility in accordance with Section 2.4 of the program guidelines
 - (4) include relevant supporting documents.
- (c) 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.
- (a) Refer **Appendix 2** of these guidelines for further information on preferred project titles and project descriptions.
- (b) The department reserves the right to return project proposals for amendment should the project title, description or supporting information be inadequate.

2.8 Other requirements

- (a) Council's 2024-27 W4Q funding is not to be used by the council as their contribution towards other State or Commonwealth Government funding programs.
- (b) Councils may use their 2024-27 W4Q program funding (or a part thereof) towards the cost of a project which is receiving funding from another source (e.g. another State or Commonwealth Government funding program). The component(s) funded from the 2024-27 W4Q program funding must be clearly identified. For example:

- *W4Q funds the cost of a building construction, while a Commonwealth Government funding program funds the landscaping and car park.*
 - *W4Q funds the cost of a planning project, that then receives further funding under another program for constructions and implementation.*
- (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) Recipient councils may use their entire 2024-27 W4Q program 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 2024-27 W4Q funding will be directed; and
 - (2) be able to complete this identified component prior to 30 June 2027.
- (e) Councils will be required to estimate, and report on, the number of jobs each project will create or sustain.

2.9 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.
- (e) **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.

2.10 How to access funding

Funding under the 2024-27 W4Q is provided through an allocation / application / assessment process.

- (a) To access the funding, councils must:
- (1) complete the online application form on the eGrant Portal at <https://egrants.powerappsportals.com/>
 - (2) provide all the information requested;
 - (3) submit your application/s to the department by the closing date and time.

- (b) The department's eGrant portal will close on 5 July 2024. Councils will not be able to submit project proposals after this date.

2.11 Assessment and approval process

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

2.12 Allocation payments

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

Payment schedule	Milestone
First payment (50% of project funding)	<ul style="list-style-type: none"> 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.
Second payment (40% of project funding)	<ul style="list-style-type: none"> Council has expended 50% or more of its total program funding, and 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.
Final payment (10% of project funding)	<ul style="list-style-type: none"> All endorsed projects have been completed, and Evidence of signage erected at the project sites, where required, has been provided to the department, 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.

- (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 W4Q.
- (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.
- (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 created/supported jobs and realised at least one of the following outcomes in their local community (supporting Section 2.2 of these Guidelines):
- enhanced delivery of essential services
 - contributed 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 W4Q 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 reporting. 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 W4Q **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) Where a council determines that a project cannot be delivered, the council may apply to the department to withdraw the project and (i) replace it a new eligible project(s); or (ii) amend the scope of an existing endorsed project(s).
- (d) 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 in exceptional circumstances.

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. 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:

[Funding acknowledgement requirements | State Development, Infrastructure, Local Government and Planning](#)

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 and its dealings with the State about its project proposals 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 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 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 contacting: lgdgrants@dasilgp.qld.gov.au
- (b) All questions about decisions on applications for the grant program are to be lodged in writing to: lgdgrants@dasilgp.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:

Northern region: Townsville office - 07 4758 3425
 Cairns office – 07 4037 3223

Southern region: 07 4122 0411

Email: lgdgrants@dasilgp.qld.gov.au

Website: www.localgovernment.qld.gov.au

- (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; and
 - (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) For the avoidance of doubt, 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 2024-27 W4Q funding program are listed below.

Northern region	Southern region
<p>Aurukun Shire Council Burdekin Shire Council Burke Shire Council Cairns Regional Council Carpentaria Shire Council Cassowary Coast Regional Council Charters Towers Regional Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Isaac Regional Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Mackay Regional Council Mapoon Aboriginal Shire Council Mareeba Shire Council McKinlay Shire Council Mornington Shire Council Mount Isa City Council Napranum Aboriginal Shire Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Pormpuraaw Aboriginal Shire Council Richmond Shire Council Tablelands Regional Council Torres Shire Council Torres Strait Island Regional Council Townsville City Council Whitsunday Regional Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council</p>	<p>Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Bundaberg Regional Council Central Highlands Regional Council Cherbourg Aboriginal Shire Council Diamantina Shire Council Fraser Coast Regional Council Gladstone Regional Council Goondiwindi Regional Council Gympie Regional Council Livingstone Shire Council Longreach Regional Council Maranoa Regional Council Murweh Shire Council North Burnett Regional Council Paroo Shire Council Quilpie Shire Council Rockhampton Regional Council South Burnett Regional Council Southern Downs Regional Council Western Downs Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council</p>

Appendix 2 – Project titles 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:

Project description 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. The items will be located on the foreshore at (location)
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, replace old 'not working' sliding windows and install a shade awning over the entrance
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 connection 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, remove and replace old wooden steps with low maintenance concrete steps
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