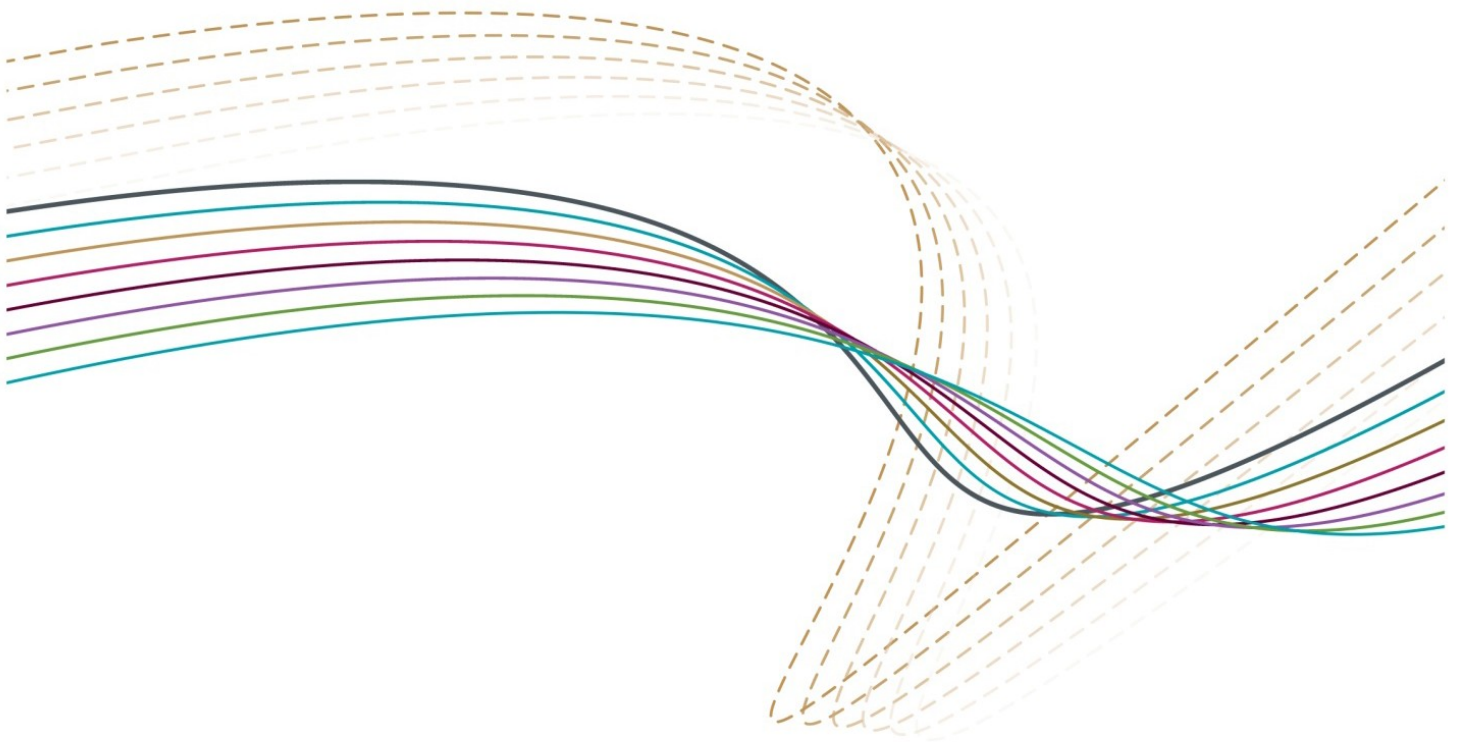# Queensland Government grants and frontline service procurement*

Expenditure Data Dictionary and Data File Standards

(*previously the Queensland Government Investment Portal)

Expenditure data is publicly available.
Remember to protect individual client privacy and do not include confidential information.

Contents

Important information

Expenditure data includes information on funding and expenditure that the Queensland Government provides for concessions, direct government investment, loans, grants, and frontline service delivery.

The data is publicly available. Ensure individual client privacy is maintained and do not include any identifying or confidential information.

Purpose

The purpose of this document is to define the mandatory requirements for the Queensland Government grants and frontline service procurement expenditure data collection including the structure, definitions and format.

Background

In 2012 the Social Services Investment Portal was launched providing a searchable database of funding provided for frontline services, with a focus on social services. In 2013 it was expanded to include whole-of-Government data and was then renamed the Queensland Government Investment Portal (QGIP). In late 2014 the scope was increased to also include the publication of grant programs (Program funding data) for the forthcoming year.

Over the following years, QGIP was progressively enhanced to enable users to better find funding programs relevant to their needs. These enhancements, while providing (limited) additional functionality to users, took significant technical effort to implement and highlighted the need for a redesign of the portal to provide a more contemporary and engaging user experience, as well as allowing for more robust and flexible technical maintenance.

In 2017, QGIP underwent significant transformation resulting in a new online tool for the display of Program funding information (Queensland Government Grants Finder). Further enhancements to improve the presentation of Expenditure data were anticipated in early 2018 however, extensive engagement identified that user needs could be met simply with access to a consolidated dataset.

Therefore, QGIP was decommissioned in August 2018 and was replaced with direct access to the raw (consolidated) data. This approach enables users to consume, export, and present the data relative to their needs, offering increased usability and flexibility that QGIP could not support without considerable additional investment.

Agencies are required to supply Expenditure data in the format as specified in this document ensuring compliance with the associated Queensland Government data and ICT policies. These datasets are published on Open Data and are considered the source of truth for this type of information.

Mandatory data

Data scope

The scope of the data collection relates to grants and service procurement for frontline service delivery (see *Data Field Clarifications* for definitions of applicable assistance types).

The tables below provide further clarification on various funding arrangements.

Included

Funding Arrangement	Comments
Statutory authorities	It is understood that CFOs may not have oversight of the expenditure of statutory authorities within a portfolio. Consistent with the provision of Program funding information, it is requested that agencies provide a coordination role to collate and present the information for all entities within a portfolio and refer issues to Queensland Treasury where necessary. Currently the Queensland Reconstruction Authority is the only Statutory Authority that is required to provide a separate return.
Administered Payments	For example, concessions to individuals. Payments to individuals (e.g. concessions) should be included but where possible rolled up based on delivery area (either Local Government Areas or statewide). **No identifying information is to be provided.**
Payments to Australian Government departments	Only include if they are a payment to perform frontline services (e.g. disability support) not if they are a payment for administrative or other business purposes e.g. Tax reimbursement.
Local Government	These payments should be included if the intention of the program is for the funding of a service (e.g. showground upgrade, library grants).
Capital Grants	For example, to non-government organisations and local government.

Excluded

Funding Arrangements	Comments
Commercialised business units and public non-financial corporations	These entities are listed each year in Budget Paper 2.
Payments to other Queensland Government departments	For example, joint funding for a service. These payments should not be included as they will be reported by the agency performing the service.
Payments on behalf of Australian Government departments	Should not be included if they are a 'postbox' or general payments. (e.g. Financial Assistance Grants)
Capital for state infrastructure	Where the asset remains the property of the Queensland Government. This could include roads, and buildings.

Data definitions and structure

Expenditure data is cash based and provided retrospectively for the previous financial year. A detailed list of the types of programs which should be included in this collection can be found in *Data Field Clarifications.* This data will be collected once a year.

The following table provides data field names and short descriptions of the information to be provided for the Expenditure dataset. More detailed information and examples are provided in the *Data Field Clarifications* section of this document. All officers involved in the provision of this data will need to be familiar with this information. If the data does NOT comply with these standards, the dataset will be returned for correction.

Where mandatory information is not provided (e.g. due to confidentiality), agencies must supply the explanation with their response to Queensland Treasury.

The field names are in the order as they appear in the data collection template. **NB: Given the privacy implications, information on payments to individuals should not be provided. These are to be recorded at a program or (preferably) LGA level.**

Field name	Descriptor	Status	Type	Comment
Australian Business Number (ABN)	Recipient ABN.	Mandatory	Number	This must be an 11 digit number with NO spaces or punctuation. Where an ABN is not applicable, enter a zero (0) in this field. Please note that feedback has highlighted that this is a critical field for filtering so consistency is essential.
Legal entity name	Name of the organisation/service provider/community group registered to the ABN being reported.	Mandatory	Text	This name **must** be consistent with the name registered to the ABN being reported. Datasets are publicly accessible and personal privacy must be maintained. **Reminder:** To respect privacy, payments to an individual must be consolidated and reported at the program or (preferably) LGA level. In this instance, use 'Multiple'. Also, please ensure that when entering the name of the legal entity (organisation) that it is consistent throughout your dataset. **Example:** UnitingCare Community/Uniting Care Community/UnitingCare/Uniting Care– this difference in entry creates unnecessary complexity when trying to repurpose the data.
Service provider name	Service provider name.	Optional	Text	Only required when **different** to *Legal entity name*.

Field name	Descriptor	Status	Type	Comment
Legal entity postcode	Postcode of legal entity.	Mandatory	Number	Only valid Queensland postcodes are to be used. Where the legal entity is not in Queensland enter '1234' in this field. Where there has been a consolidation of expenditure to an LGA level, enter any postcode within the LGA. Where there has been a consolidation of expenditure to a program level, enter '1111' in this field. Where a consolidation isn't possible and privacy needs to be maintained, enter '1001' in this field. See *Data Field Clarifications – Postcode, Suburb/locality and LGA fields.*
Legal entity suburb/ locality	Suburb/locality of legal entity.	Mandatory	Text	Drop down list provided in template. Options will be restricted to suburbs/localities relevant to the postcode entered. Selection of the relevant option will populate the LGA field accordingly. Where '1234' has been entered in the *Legal entity postcode* field 'Interstate' will be the only option. Where '1111' has been entered in the Legal entity postcode field 'Multiple' will be the only option. Where '1001' has been entered in the Legal entity postcode field 'Not applicable' will be the only option. If no option is available then the postcode entered is NOT a valid postcode. See *Data Field Clarifications – Postcode, Suburb/locality and LGA fields.*
Legal entity LGA	Local Government Area (LGA) of the legal entity.	Mandatory	Text	This field will automatically populate based on the *Legal entity postcode* and *Legal entity suburb/locality* fields. See *Data Field Clarifications – Postcode, Suburb/locality and LGA fields.*

Field name	Descriptor	Status	Type	Comment
Service delivery postcode	Postcode of service delivery.	Mandatory	Number	Where there has been a consolidation of expenditure to an LGA level, enter any postcode within the LGA. Where there has been a consolidation of expenditure to a program level and this is across multiple LGAs, enter '1111' in this field. Where this consolidation isn't possible and privacy needs to be maintained, enter '1001' in this field. Where the service delivery was not provided in Queensland enter '1234' in this field. See *Data Field Clarifications – Postcode, Suburb/locality and LGA fields.*
Service delivery suburb/ locality	Suburb/locality of service delivery.	Mandatory	Text	Drop down list provided in template. Options will be restricted to suburbs/localities relevant to the postcode entered. Selection of the relevant option will populate the LGA field accordingly. Where '1234' has been entered in the *Legal entity postcode* field 'Interstate' will be the only option. If no option is available then the postcode entered is NOT a valid postcode. See *Data Field Clarifications – Postcode, Suburb/locality and LGA fields.*
Service delivery LGA	Local Government Area (LGA) where service is delivered.	Mandatory	Text	This field will populate based on the *Service delivery postcode* and *Service delivery suburb/locality* fields. See *Data Field Clarifications – Postcode and LGA fields.*
Longitude	Correlates with location in *Service delivery postcode.*	Optional	Decimal	
Latitude	Correlates with location in *Service delivery postcode.*	Optional	Decimal	
Funding agency	Department/agency acronym.	Mandatory	Text	Drop down list provided in template. See *Data Field Clarifications – Agency acronym.*
Program title	The name of the overarching funding program.	Mandatory	Text	Please ensure consistency in your reporting. If you refer to a program as XYZ in your Program funding dataset, it should be referred to as XYZ in this dataset.

Field name	Descriptor	Status	Type	Comment
Sub-program title	Name of the specific program.	Optional	Text	Only use this field if the Sub-program title **IS** different to the *Program title*. Please ensure consistency in your reporting. If you refer to a sub-program as XYZ in your Program funding dataset, it should be referred to as XYZ in this dataset.
Statewide	Statewide refers to any **program** that may be accessed regardless of geographical location within the State.	Mandatory	Text	Drop down list provided in template. If statewide, select **Yes**, otherwise select **No**. **Please note:** This field refers to the delivery of the program and not the capacity of the service provider (funding recipient). See *Data Field Clarifications - Statewide.*
Purpose	Description about the objective of the program -who the funding is for and the intended use. Each program must have a unique purpose.	Mandatory	Text	This must be consistent with the program purpose reported in the Program funding dataset. See *Data Field Clarifications – Purpose and Character count tool* for detailed information.
Category1	Select the primary category per the whole-of- Government franchise framework.	Mandatory	Text	Drop down list provided in template. Select the category that the majority of the expenditure can be justifiably attributed to. The current collection and display of data does not allow for sophisticated calculations for instances where multiple categories may be targeted by the funding. See *Data Field Clarifications – Category* for detailed information.
Recipient type	Identify the recipient type for this payment.	Mandatory	Text	Drop down list provided in template. Choose from: • Business, startup or entrepreneur • Community group/not for profit • Government • Individual seeking grant or assistance • Local government • Researcher/research institute See *Data Field Clarifications – Applicant type* for detailed information.

Field name	Descriptor	Status	Type	Comment
Client group1	Identify the main beneficiary of the funding **other than** the recipient. i.e. the client group cannot be the same as the recipient type.	Mandatory	Text	Drop down list provided in template. The client groups listed reflect the people/groups that are intended to benefit from the program. They are not the individual, business or organisation that receives the grant. The client group must be different to the recipient type. **Example:** The Electricity Rebate Scheme can only be accessed by an Individual seeking grant or assistance (Recipient type). However, the intended client groups include Seniors over 65 years, Low-income earners and Families. It is NOT necessary to include individuals in the Client group field as this has already been identified and recognised and does not need to be repeated. The current collection and display of data does not allow for sophisticated calculations for instances where multiple client groups may be targeted by the funding. Select that Client group that the majority of the expenditure can be justifiably attributed to. See *Data Field Clarifications – Client groups* for detailed information.
Assistance type1	Identify the type of assistance that this expenditure relates to.	Mandatory	Text	Drop down list provided in template. Choose from: • Concession • Direct government investment • Frontline service procurement • Grant • Loan See *Data Field Clarifications – Assistance type.*

Field name	Descriptor	Status	Type	Comment
Business specific activity1	Select specific business-related activities where relevant.	Optional	Text	This is an optional field. Where 'Business and industry' has been identified in the *Category1* field, one business specific activity should be identified. Drop down list provided in template. Choose from: • Attract new talent • Business disaster relief • Coaching & mentoring • Commercialise a product • Events • Exporting • Grow your business • Innovation • Networking opportunities • Starting a new business • Tendering for government business If there is more than one business specific activity targeted by this program, select the main activity in this field. See *Data Field Clarifications – Business specific activity* for additional information.
Funding source	The means by which the program is funded.	Mandatory	Text	Drop down list provided in template. Choose from: • Queensland Government • Australian Government • Combined OR • Other
Funding use	Type of expenditure.	Mandatory	Text	Drop down list provided in template. Choose from: • Operational • Capital OR • Operational and capital
Financial year expenditure	Total paid against this grant or agreement for the financial year being reported (in cash accounting standards).	Mandatory	Number	**Example:** Reports prepared in September 2019 will reflect expenditure for 2018-19. Figures should be entered without punctuation e.g. enter 150500 not $150,500.

Field name	Descriptor	Status	Type	Comment
Funding agreement duration	Duration of contract	Mandatory	Text	Drop down list provided in template. Choose from: • 1 year or less • Multi-year OR • Not applicable 'Not applicable' is only to be used in circumstances where the expenditure is one-off in nature. **Example:** One-off payments to individuals for a defined purpose such as a payment to a parent for their child to participate in a State sporting event.
Funding agreement start	Funding start date as determined by funding agreement.	Optional	Date	dd/mm/yyyy
Funding agreement end	Funding end date as determined by funding agreement.	Optional	Date	dd/mm/yyyy
Total funding under this agreement to date	Total funding for this discrete investment for the period of the contract to date, regardless of what year the current period relates to.	Mandatory	Number	**Example:** Organisation LTD has a four year agreement for $400,000. This is the third year of the agreement and funding to date has been $269,000. Figures should be entered without punctuation e.g. enter 269000 not $269,000
Total funding under this agreement notes	This column should be used by agencies to add notes to clarify total funding.	Optional	Text	Useful when 'Total funding' is not applicable to this type of program e.g. Disaster relief.

Template

A template is provided in .XLS format. The .XLS format provides dropdown lists and a postcode/suburb/locality to LGA lookup, to assist those entering the data manually. On completion, the template should be converted to .CSV format prior to validation. Templates will be provided with each data request.

Failure to observe the formatting standards outlined below will result in the dataset being returned to the submitting agency for correction.

Data validation tool

All datasets must be validated using the CSV data validation tool prior to submission to Queensland Treasury.

To enable the dropdown lists and post code/LGA lookups to work, the template has been provided in .xls format. Please note that the validation tool requires that datasets be in a .csv format, therefore you will need to convert your file prior to validation.

The tool can only validate up to 3,000 rows of data at a time. If your dataset is larger than 3,000 rows, you will need to perform the validation in batches.

The validation tool is accessible via:

Address: https://csvchecker.test-services.qld.gov.au/

- Browse to the location of the saved .csv dataset.
- Select 'QGIP (Expenditure) 2023' from the drop-down list under 'Select a product'.
- Click 'Validate'.

Data field clarifications

This section provides further clarification about the type of information required in each field.

NB: Where it is found that content and/or formatting standards have not been adhered to, the file will be returned to the submitting agency for correction.

Agency acronyms

This is a mandatory field.

The *Funding agency* field must be consistent to enable searching and filtering. Statutory bodies are to use the acronym of the funding agency they report through but can incorporate the name of the statutory body in the *Program title* or *Sub-program title* fields.

These acronyms will, by necessity, change with machinery-of-government changes. The following acronyms are to be used in the *Funding agency* field:

- DAF—Agriculture and Fisheries
- DH—Housing
- DCSSDS—Child Safety, Seniors and Disability Services
- DEPW—Energy and Public Works
- DES—Environment and Science
- DYJESBT—Youth Justice, Employment, Small Business and Training
- DJAG—Justice and Attorney-General
- DoE—Education
- DoR—Resources
- DPC—Premier and Cabinet
- DRDMW—Regional Development, Manufacturing and Water
- DSDILGP—State Development, Infrastructure, Local Government and Planning
- DTATSIPCA—Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
- DTIS—Tourism, Innovation and Sport
- DTMR—Transport and Main Roads
- QCS—Queensland Corrective Services
- QFES—Queensland Fire and Emergency Services
- QH—Queensland Health
- QPS—Queensland Police Service
- QRA—Queensland Reconstruction Authority
- QT—Queensland Treasury

NB: Where a program is funded by multiple agencies, the agency responsible for the administration and management of the funding program is to be listed in this field.

Purpose

This is a mandatory field.

Do not use obscure acronyms or ambiguous detail and ensure consistency with the definition provided in the Program funding dataset.

There is no restriction on the amount of information that can be supplied however the information must provide clarity about who and what the funding is for.

Category

This is a mandatory field.

Categories are aligned to the existing franchise framework found at http://qld.gov.au/queenslanders/. These 17 franchise categories, which reflect extensive user consultation, have been designed to represent specific Queensland Government audience groups. Organising information under these categories helps to present information with a whole-of-government perspective and in terms the Queensland public are likely to find accessible.

Please ensure the classification of your agency's investments is consistent and aligned to the category that best suits the funding purpose.

- Aboriginal and Torres Strait Islander peoples
- Queensland Government
- Business and industry
- Community support
- Education and training
- Emergency services and safety
- Employment and jobs
- Environment, land and water
- Health and wellbeing
- Homes and housing
- Parents and families
- People with disability
- Recreation, sport and arts
- Seniors
- Transport and motoring
- Victims, crime and the law
- Youth

For calculation/display purposes, expenditure can only be attributed to one category per entry (row) within the dataset. Where there is more than one category targeted by this funding, select the category that the majority of the expenditure can be justifiably attributed to.

Client Groups

This is a mandatory field.

These client groups were originally developed by Smart Service Queensland to represent common client groups and to facilitate searchability. Following feedback from agencies, there have been a small number of additions as part of the ongoing review process.

- Aboriginal and Torres Strait Islanders
- All Queenslanders
- Businesses
- Carers
- Children under 16 years
- Commercial shipping
- Community groups
- Creative or performing arts
- Employees
- Employers
- Exporters
- Families
- Government
- Individuals
- Jobseekers
- Landholders
- Local government
- Low-income earners
- Migrants
- Motorists
- Non-government organisations
- People accessing health services
- People with disability
- Primary industry
- Public transport users
- Recreational boating
- Researchers/research institutes
- Rural communities
- Seniors over 65 years
- Sports participant
- Start-up/entrepreneur
- Students
- Taxi drivers and passengers
- Teachers
- Tourists
- Veterans and family
- Victims of crime
- Vulnerable adults over 18 years
- Women
- Young people 16-25 years

The client groups listed reflect the people/groups that are intended to benefit from the program. They are not the individual, business or organisation that receives the grant.

For calculation/display purposes, expenditure can only be attributed to one client group per entry (row) within the dataset. Where there is more than one client group targeted by this funding, select the client group that the majority of the expenditure can be justifiably attributed to.

Business specific activity

This is an optional field.

Where 'Business and industry' has been identified in the Category1 field, one business specific activity should be identified.

The activities listed have been identified through customer research undertaken specifically with people seeking support for their business or start-up.

- Attract new talent
- Business disaster relief
- Coaching & mentoring
- Commercialise a product
- Events
- Exporting
- Grow your business
- Innovation
- Networking opportunities
- Starting a new business
- Tendering for government business

For calculation/display purposes, expenditure can only be attributed to the one business specific activity within the dataset. Where there is more than one business specific activity targeted by this funding, select the business specific activity that the majority of the expenditure can be justifiably attributed to.

Assistance type

This is a mandatory field.

- Concession
- Direct government investment
- Frontline service procurement
- Grant
- Loan

The definitions of Grant and Frontline Service Procurement are derived from the Financial Reporting Requirements for Queensland Government Agencies - *Distinction between Grants and Procurement Expenses*. The remaining assistance type definitions are consistent with the terminology in Budget Paper 2 (Budget Strategy and Outlook).

Concession

For the purposes of this data collection, concessions include:

- discounts, rebates and subsidies to improve access to, and the affordability of, a range of services for individuals or families based on eligibility criteria relating to factors such as age, income and special needs or disadvantage
- concessional prices for Government services, where the price charged to all consumers is less than the full cost of service provision.

Example 1: *The Electricity Life Support Concession Scheme supports seriously ill people who use home-based life support systems by providing a quarterly rebate for users of oxygen concentrators or kidney dialysis machines.*

Example 2: *Blue card services process applications at no cost to volunteers providing child-related services or conducting child-related activities in a regulated service environment.*

Direct government investment

Payments of this type differ from other assistance types in that they result in the funding agency (government) becoming an equity shareholder in the business to which the payment is made.

> **Example:** *The Business Development Fund focuses on the growth of innovative Queensland businesses through co-investment funding with private sector as co-investor, for high growth innovative Queensland businesses." The Fund's investment is a direct investment in the business, and is not a payment to the co-investor, a grant or a loan. Both the Fund and co-investor are shareholders in the business with the Fund investing on the same equity terms as the co-investor.*

Frontline service procurement

Frontline service procurement refers to all frontline services delivered by an external party. Frontline service procurement can include the purchase of all types of resources but in this instance is most likely to involve spending that either directly or indirectly provides a benefit to the community.

Where an agency is ultimately accountable for a service and engages another party (service organisation) to provide that service, the transaction between the agency and the service organisation is a service procurement arrangement. The agency must receive approximately equal value for the payment and receive a direct benefit, e.g. directing the recipient to deliver specific goods and/or services to a third party on the agency's behalf. The agency is the 'enabler' of the service and another party is the 'service deliverer'.

> **Example:** *An organisation receives funding under the Stronger Families Program to provide community based intake and referral services. The organisation will be required to enter into a multi- year agreement, ensure compliance with stated requirements and participate in performance reporting and acquittal.*

Grant

A grant is a transfer to a recipient which may be in return for compliance with certain terms and conditions which does not directly give approximately equal value in return to the Government (that is, there is a non-exchange transaction or subsidisation) and where the recipient may have been selected on merit against a set of program-specific criteria. Grants can be in the nature of incentives, donations, contributions, debt forgiveness, rebates, subsidies and other similar funding agreements.

Government grants are assistance by government in the form of transfers of resources to an entity in return for past or future compliance with certain conditions relating to the operating activities of the entity. They exclude those forms of government assistance which cannot reasonably have value placed upon them and transactions with government which cannot be distinguished from the normal trading transactions of an entity.

For further information on classifying the funding type of programs, contact your finance area or Chief Finance Officer who will be better able to provide agency specific advice.

> **Example 1:** *The parent of an 11-year old who competed at the Queensland Gymnastics Championships makes an application to the Young Athletes Travel Subsidy and receives $200 to cover travel costs. There is no requirement to report on how the money is spent.*

> **Example 2:** *A Girl Guide group is successful in receiving funding under the Gambling Community Benefit Fund to upgrade their hut. They will be required to meet the specified acquittal requirements within 12 months of entering into the grant agreement. Any unspent funds (greater than $300) are to be paid back.*

Loan

Funding provided with an expectation that the recipient (individual/organisation/business) will enter into an agreement for the funds to be repaid in part or in full.

Example: *The Drought Recovery Concession Loans Scheme helps farm businesses that have been affected by drought to recover and return to commercial viability with loans of up to $1 million, repayable over 10 years.*

Should you be unsure of the classification of a particular program, please contact Fiscal Projects.

Statewide

This is a mandatory field.

A program should be classified as statewide **ONLY** when it is provided/accessed regardless of a grantee/user's location within the state.

The following example would be considered statewide as it is provided with **NO** restriction based on the user's location.

Example 1: *DVconnect operates the Womensline for women who are experiencing domestic or family violence. It provides telephone support regardless of where a client lives in Queensland.*

The following example would **not** be considered statewide. Even though it is likely to be delivered in multiple locations, these locations are restricted to a specific part/s of the state (i.e. **not** statewide).

Example 2: *The Bus Stop Upgrade Program provides funding for the upgrade of bus stops across South East Queensland. While the tender may be awarded to a company which provide services/undertake works throughout the state, this program's funding is for a specific location.*

Regardless of the Statewide status of the program, service delivery location information is still required. Refer to *Service delivery location* for additional information.

Postcode, Suburb/Locality and LGA fields

These are mandatory fields.

It is acknowledged that these fields may be difficult to complete for a number of agencies. If your agency is unable to provide this level of detail, please contact Fiscal Projects immediately.

In terms of frontline service procurement there is an increasing requirement for quality location based service information, therefore it is important that expenditure data be provided at a postcode/suburb/LGA level. Hence, where the service is delivered by a provider in multiple LGAs, agencies are to list expenditure against each LGA where possible (refer to *Service delivery location* for detailed examples).

The template provided includes a list of all valid Queensland postcodes along with options to address interstate postcodes, consolidated expenditure across multiple postcodes and instances where consolidation isn't possible and individual privacy must be maintained.

Legal entity location

The location of the legal entity must be provided.

Where the Legal entity is **NOT** in Queensland, enter '1234' in the *Legal entity postcode* field and select 'Interstate' in the *Legal entity suburb/locality* field. This will populate the *Legal entity LGA* field with 'Interstate'.

Where payments to multiple recipients have been consolidated to maintain privacy and cannot be reported at the LGA level, enter '1111' in the *Legal entity postcode* field and select 'Multiple' in the *Legal entity suburb/locality* field. This will populate the *Legal entity LGA* field with 'Multiple'.

Where payments to individuals **cannot** be consolidated and to maintain privacy, enter '1001' in the *Legal entity postcode* field and select 'Not applicable' in the *Legal entity suburb/locality* field. This will populate the *Legal entity LGA* field with 'Not applicable'.

The *Legal entity LGA* field **cannot** be 'Statewide'.

Service delivery location

Where the Service delivery LGA is **NOT** in Queensland, enter '1234' in the *Service delivery postcode* field and select 'Interstate' in the *Service delivery suburb/locality* field. This will populate the *Service delivery LGA* field with 'Interstate'.

> **Example:** *NGO PTY is located in Tweed Heads and provides counselling services to residents of the southern Gold Coast.*

The following two options are to be considered and applied as appropriate **only** where specific Service delivery LGAs are **not** able to be reported.

1. Where the service is provided in multiple locations and is **NOT** part of a statewide funding program (refer above for definition of statewide).
   - enter '1111' in the *Service delivery postcode* field and select 'Multiple' in the *Service delivery suburb/locality* field. This will populate the *Service delivery LGA* field with 'Multiple'.
2. Where the service is provided in multiple locations and **IS** statewide (refer above for definition of statewide)
   - enter '9999' in the *Service delivery postcode* field and select 'Statewide' in the *Service delivery suburb/locality* field. This will prepopulate the *Service delivery LGA* field with 'Statewide'.

If you use the .XLS template mentioned above, on entering a postcode the *suburb/locality* field will populate with a dropdown list of associated suburb/localities. The *LGA* field will populate based on the option selected in the *suburb/locality* field.

Alternatively, if you choose to develop your own template, a spreadsheet of the acceptable LGA names can be found on the Queensland Government Statistician's Office website under Place Names Concordance at: http://www.qgso.qld.gov.au/products/maps/place-names-concordance/index.php. You will need to also include the additional four codes mentioned above to ensure consistency across datasets.

The following example details what is expected when a service is delivered by a single provider in more than one LGA and you are able to report the specific LGA of the service delivery.

> **Example:** *NGO ABC is funded $1 million to provide family support services. NGO ABC is located at Mt Gravatt but provides services in various locations throughout the Logan, Brisbane and Gold Coast LGAs.*

Where possible, NGO ABC would have three (3) rows which would list expenditure against each specific LGA (refer to Figure 1).

Figure 1

	A	B	C	D	E	F	G	H
1	Australian Business Number (ABN)	Legal entity name	Statewide	Service delivery postcode	Service delivery suburb/locality	Service delivery LGA	Financial year expenditure	Total funding under this agreement to date
2	123456789	NGO ABC	No	4205	Bethania	Logan (C)	625000	625000
3	123456789	NGO ABC	No	4102	Dutton Park	Brisbane (C)	228000	228000
4	123456789	NGO ABC	No	4228	Ingleside	Gold Coast (C)	147000	147000

Latitude and Longitude

These are optional fields.

Enter the relevant coordinates per the location in the *Service delivery suburb/locality* field.

Latitude

As the State of Queensland is located south of the Equator, the latitude code will always contain a minus (-) sign. This will be followed by 1 to 2 numbers, a decimal point, then up to an additional 6 numbers.

Longitude

As the State of Queensland is located east of the Greenwich Meridian line, the longitude code will always be positive (+). This will be followed by 3 numbers, a decimal point, then up to an additional 6 numbers.

Total funding under this agreement to date

This is the total amount of funding for this discrete investment for the period of the contract/agreement **to date.**

Only include amounts applicable to the approved agreement period and not previous funding under different agreements. Multi-year agreements will likely have a value greater than the amount reported in the *Financial year expenditure* field.

Use the *Total funding under this agreement notes* field to qualify any additional information about this funding.

Example: *Organisation JKL has an approved 2 year funding agreement for $2 million. Payment/s to the organisation for the financial year being reported totaled $800,000. The agreement commenced two years ago and expenditure to date is $1.75 million.*

Data updates

Update cycle

Expenditure data will be provided on an annual basis, in October, to align with finalisation of full financial year actuals. This timing may be reviewed as a result of movements to the annual Budget cycle.

Agencies will be required to provide their datasets to QT by the specified dates in the data request notifications.

The naming convention for data files must contain the year of the data contained, the data type and the agency acronym.

Example: *2020-21-expenditure-<agency acronym>*

Should you have any questions about providing updates outside of the scheduled update cycle, please contact Queensland Treasury via the Fiscal Projects inbox.

Update process

When populated, validated and approved for release, datasets are to be forwarded to Fiscal Projects.

QT will check that the data is a reasonable representation of agency activity, clarify any anomalies with agencies and test that the data file complies with the necessary data standards outlined in this document.

Failure to comply with the data standards outlined will result in the dataset being returned to the submitting agency for correction.

Once finalised, QT will aggregate all agency returns for the same period and upload data files to the Open Data portal and send a notification to the relevant agency.

Data Display

Expenditure data will continue to be accessible via the previous QGIP web page or directly from Open data.

Contact Details

Queensland Treasury email: fp@treasury.qld.gov.au