

Biz Secure Program Appendix

A. List of Standard Works

Works that substantially secure the business Premises are Standard Works.

The following list are works have been categorised as Standard Works by the Department:

- Access door repairs
- Access door replacement with heavy-duty, secure alternatives
- Lock works and hardware
- Security Screens
- Window replacement with more secure alternatives
- Glass replacement with secure alternatives
- Lockable Fencing
- Bollards
- Access control / jump barriers
- Duress alarm
- Intruder/Trespasser Alarm (warning sounds)
- Outdoor Security and Sensors lighting

B. List of Non-Standard Works

Works that do not substantially secure the Premises are categorised as Non-Standard Works and must be undertaken in conjunction with Standard Works. Examples of Non-Standard Works are:

- CCTV
- Access key fobs
- Smoke blankets
- Landscaping

C. Quote Requirements

The Eligible Service Provider must provide the Eligible Recipient a Quote that contains enough information for the Department to be able to assess the eligibility of the works.

A complete quote for assessing works under Biz Secure typically includes:

- Service Provider contact person and contact details
- Service Provider Australian Business Number
- Quote number
- Quote date
- Quote expiry date
- Name of benefiting business (ie: the Eligible Recipient)
- Address where works will be completed
- Detailed description of works being quoted
- Total cost of the works, including whether GST is included or excluded
- List subcontractors used (if applicable)

The Department reserves the right to request additional information to confirm the eligibility of the works being quoted.

D. Tax Invoice Requirements

When redeeming a Voucher, the Eligible Service Provider must submit evidence (eg: photographs) that the works have been completed, along with the valid tax invoice issued to the eligible recipient at the completion of the works.

A valid tax invoice typically includes:

- Service Provider name
- Service Provider Australian Business Number
- Invoice number
- Invoice date
- Name of benefiting business (ie: the Eligible Recipient)
- Address where completed works occurred
- Description of works completed
- Total cost of the works, including whether GST is included or excluded

The Department reserves the right to request additional information to confirm that the approved eligible works have been completed.