

# 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 and do not need to be recommended under a Security Audit for an application to be made:

- 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 recommended under a Security Audit for an application to be made. Examples of Non-Standard Works are:

- CCTV
- Access key fobs
- Smoke blankets
- Landscaping
- other eligible works as recommended by the Security Auditor, subject to Department discretion

## C. Quote Requirements

The Eligible Service Provider must provide the Eligible Recipient a Quote containing the following minimum information:

- Service Provider contact person and contact details
- Service Provider Australian Business Number

- Quote number
- Quote date
- Quote expiry date
- Address of proposed works
- Detailed description of works,
  - itemising key components (labour, materials)
  - plans of proposed camera locations (if applicable)
- The GST exclusive price
- List subcontractors used (if applicable)

The Department reserves the right to request additional information in relation to quotes for works.

## D. Invoice Requirements

When redeeming a Voucher, the Eligible Service Provider must include the valid Tax Invoice containing the following minimum information to the Department:

- Service Provider contact person and contact details
- Australian Business Number
- Invoice number
- Invoice date
- Address of proposed works
- Detailed description of works,
  - itemising key components (labour, materials)
  - plans of proposed camera locations (if applicable)
- The GST exclusive price