



Capital  
Programs  
Guidelines

2016

## Table of Contents

Table of Contents	2
1 Introduction	3
2 2016 Capital Round	3
3 Project Types	5
4 Maintenance of Facilities	8
5 Area Guidelines	9
6 Learning Space Allocation – Core Provision	12
7 Learning Space Area Allocation	14
8 Multipurpose Spaces – Primary School	16
9 Learning Support Spaces	17
10 Administration & Library Areas	17
11 PE Covered Areas & Lunch Areas	17
12 Physical Education Store	20
13 Maintenance Store	20
14 Canteen	21
15 Uniform Store	21
16 Change Rooms	21
17 Student Toilets	22
18 Covered Verandah Allowances	22
19 Technology Area Provision	22
20 Standard Technology Provision	23
21 Air Conditioning Guidelines	23
22 Extra Over for Multi Storey Construction	24
23 Functional Area Costs (at Brisbane rates)	25
24 Ancillary Cost Guidelines	26
25 Staircases	28
26 Consultant Fee Guidelines	28
27 Construction Insurance	30
28 Furniture and Equipment	30
29 Locality Indices	34
30 Application Assessment Procedures	35
35 QCEC Appeals Process	38

---

# 1 Introduction

1 Both the State and Australian Government provide capital funding to the Catholic sector in Queensland under several different programs to help establish and improve school facilities. The legislation governing these arrangements provides for the setting up of legal bodies to administer the programs on behalf of the Governments:

State Government:	Capital Assistance Authority (CAA)
Australian Government:	Block Grant Authority (BGA)

2 The CAA and BGA for Queensland Catholic schools is the Corporation of the Roman Catholic Bishops of Queensland trading as the Queensland Catholic Education Commission (the Commission).

3 In effect, the Commission is the CAA and BGA. The Commission has established a Capital Programs Subcommittee (as allowed for in its constitution) to provide it with advice on:

- The arrangements for administering these funds; and,
- The allocation of available funds to applicant Catholic School Authorities in Queensland.

4 Based on advice, the Commission makes recommendations to the respective State and Australian Education Ministers as to which schools are to be funded from the available funds. Ministers have generally agreed to these recommendations and subsequently advised schools of the grants for capital works.

5 For the allocation of available funds there needs to be eligibility guidelines and criteria to help the Capital Programs Subcommittee determine which schools may be recommended for assistance.

6 The following guidelines are those used by the Capital Programs Subcommittee to establish eligibility.

7 The QCEC Secretariat is available to assist with matters relating to capital applications and can be contacted as follows:

Phone: 3316 5818                      [capital@qcec.catholic.edu.au](mailto:capital@qcec.catholic.edu.au)

## 2 2016 Capital Round

8 The Commission at its October 2015 meeting recommended that \$75.65M of State Government and Australian Government capital assistance funding be made available for the 2016 Capital round.

9 Applications for the 2016 round close on 31 March 2016. All applications must be made through the relevant Catholic School Authority. Projects must have been developed within the school master plan. The Capital Programs Sub-committee, in providing advice to the Commission, is required to assess the depth of community support for a project so it is advisable for all sectors of the school community to be involved in the planning phase. If the project is in any way substantial, it is desirable for a consultant to be engaged at the outset.

- 
- 10 Authorities contemplating ‘project management’ to complete the project will need to notify the QCEC office immediately. Applicants should be aware costs incurred at this stage do not qualify for reimbursement if the application is unsuccessful.
- 11 The Australian Department of Education has released the Capital Grants Operating Manual which sets out the Australian Government’s detailed administrative requirements applying to the administration of the Capital Grants Programme and is available from the following: <http://education.gov.au/capital-grants-programme-operating-manual>.
- 12 The Administrative Guidelines for the State Capital Assistance Scheme and External Infrastructure Subsidy Scheme Administrative Guidelines are available at: [Queensland Government Non-state schools Capital assistance](#).
- 13 The “Functional Area Costs” for the 2016 round are detailed in this document – these costs will provide a guide to estimate the costs of proposed works.
- 14 Religious Institute School Authorities intending to submit applications are invited to contact the QCEC Secretariat on phone 07 3316 5832 or email [capital@qcec.catholic.edu.au](mailto:capital@qcec.catholic.edu.au).
- 15 Web-based capital grant applications are available via the QCEC web site at [QCEC Capital Programs Online](#). New applicant schools will need to “Request a Login” to gain access to the system. A user guide is available from your Diocesan Representative or the QCEC Secretariat (Capital Programs Unit) to assist applicant schools.
- 16 The following time frame will apply:
- |   |                      |
|---|----------------------|
| 17 Applications for Submission to QCEC close          | 31 March 2016        |
| Submission of ‘Part B’ financial data                 | 30 April 2016        |
| School Visits   | April - June 2016    |
| Financial contribution assessments advised            | 22 May 2016          |
| Development Application (DA)                          | 31 May 2016          |
| Capital Programs Subcommittee prioritisation meeting  | 8-10 June 2016       |
| Financial contribution appeal deadline                | 26 June 2016         |
| Financial contributions appeal meeting                | 29 July 2016         |
| Capital Programs Subcommittee Recommendations to QCEC | Early September 2016 |
| NSSAB approvals by                                    | 30 September 2016    |
| QCEC Recommendations to relevant Ministers            | 30 September 2016    |
| School Authorities advised of Recommendations         | October 2016         |
| State Approvals                                       | November - December  |
| 2016  |                      |
| Australian Government Approvals                       | December 2016        |
- 18 Funds for the majority of projects will become available in 2017 to early 2018.
- 19 It is important to note the QCEC Capital Programs Guidelines require all applications to be submitted by 31 March 2016.

## State External Infrastructure Subsidy Scheme

- 20 The State Government administrative guidelines for the External Infrastructure Subsidy Scheme can be found at: [Queensland Government Non-state schools Capital assistance](#).
- 21 This subsidy is for infrastructure costs **external to the site** and for headworks charges. Bus and car set down areas and associated roadways **inside the school boundary if the school is less than 10 years old** will be considered where they are a requirement of the Local Government authority in conjunction with building works.
- 22 Application for subsidy can be made as part of a Capital Assistance application or as a separate application for a self-funded project.
- 23 All matching 50% contributions for successful State Government External Infrastructure Subsidy Scheme applications are the responsibility of the relevant School Authority.
- 24 Applications for External Infrastructure Subsidy can be forwarded to the State Minister four times each year, 31st March, 31st July, 30th September and 31st December. Applications for the External Infrastructure Subsidy Scheme do not need to be associated with a Capital application but must be associated with a local authority development application approval for building works.
- 25 The Capital Programs Subcommittee assesses all External Infrastructure Subsidy applications and makes recommendations to the Commission through the Finance Committee. The Commission then makes recommendations to the relevant State Minister.

## 3 Project Types

### All Schools

- 26 All schools accredited by the Queensland Government and operated by a School Authority affiliated with the Commission may apply for a capital grant from funds available from the Australian Government through the BGA and from the Queensland Government through the CAA to assist with constructing school facilities based on projected enrolments in the year of occupation of those facilities.

### New Schools

- 27 A capital funding application is considered to be for a new school when a School Authority proposes to develop an additional school or expand a school to add the provision of either primary education (P-6) or secondary education (7-12) or both levels of education.
- 28 The Finance Committee makes a recommendation to the Commission for a school development proposal to be considered a new school.
- 29 The School Authority must apply through the Queensland Non-State School Accreditation Board and receive accreditation and funding eligibility for a new school or approval of change of attribute to an existing school before the Commission may consider a recommendation for Capital funding.

- 
- 30 The applicant School Authority must provide a master plan of the full development for the proposed school or addition of a type of education to a school at the time of application to be recognized as a new school. The school is considered a new school until this initial master plan is complete.
- 31 The applicant School Authority must have a Local Government development approval for the proposed master plan school site before final funding assessment by the Capital Programs Subcommittee.
- 32 Capital funding applications for new schools are assessed in the same way as other applications for facility provision except:
- School Authorities may make application to provide sufficient facilities for projected enrolments for the year after occupation of the facilities.
  - School Authorities may make application for facilities beyond the year after occupation as a separate element of the application.

## Schools of Special Character

- 33 A School of Special Character is a school established to provide a type of education that requires educational activities for all students in smaller groups and with significant additional staff compared to other schools e.g. students with disability or high number of indigenous enrolments from remote communities.
- 34 The Capital Programs Subcommittee makes a recommendation via the Finance Committee to the Commission for a school development proposal to be considered as a School of Special Character.
- 35 Seton College, Mt Gravatt East (5360) and Mt Maria College, Petrie (5001) have been approved as Schools of Special Character.
- 36 Capital funding applications for Schools of Special Character are considered in the same way as other applications except that Space allocation for functional areas may be varied from the guidelines to accommodate smaller groups and a higher staffing ratio.
- 37 There is no separate Capital funding for Schools of Special Character.

## Special Assistance Schools

- 38 Special Assistance Schools are those schools accredited by the Queensland Government through the Non- State Schools Accreditation Board as *Special Assistance Schools* as defined by the Government: <http://education.qld.gov.au/schools/grants/non-state/assistance.html>
- 39 Capital funding applications for Special Assistance Schools are considered in the same way as other applications except that facility development is planned within the global area SAS Guidelines.

## Special Assistance Schools

### Core Facility Requirements

- 40 It is recognised all schools require a core or minimum provision of facilities irrespective of size, in order to operate. The following functional spaces are considered core requirements to provide sufficient space to offer the curriculum for a Special Assistance School based on an enrolment of 100

students. In the event a lesser number of students is being proposed the facility provisions will be adjusted accordingly.

#### 41 Guideline

Facility type	Use of space	Comments	Number of spaces / area of space
Administration	See following table for specific spaces for administration	Area allowance based on primary school provisions.	210m <sup>2</sup> plus 10m <sup>2</sup> covered entry
Covered lunch area/gathering space	To convene “gatherings” and used as a teaching space.	Area allowance based on primary covered lunch area based on 100 to 400 students	125m <sup>2</sup>
Covered PE area	To provide a space for physical education with protection from the sun.	Area allowance is based on a ½ covered area for a primary school up to 175 students.	333m <sup>2</sup>
PE store	A space to provide storage.	For the storage of PE equipment.	50m <sup>2</sup> in total the split can be determined by the school.
Gym	A space to provide physical education		
Student toilets	Design to consider potential conflicts around toilet area	Verandah at unenclosed rate	To code plus 30% for verandah.
Kitchen / Food technology / Canteen	Multi-purpose space, could be used to teach food technology and also to provide meals for students	Area based on 60% of hospitality kitchen, this is a teaching space and general food preparation for students. Allowance to food service standard inclusive of equipment of \$45,000	60m <sup>2</sup> kitchen/learning space 25m <sup>2</sup> for storage, cold room/freezer plus 20m <sup>2</sup> verandah
GLA's		5 GLA's	35m <sup>2</sup> each GLA plus 10m <sup>2</sup> verandah.
Flexible Specialist rooms		3 Flexible Learning Areas which could be used for Art, Man Art or Music.	<b>Manual Arts</b> 100m <sup>2</sup> (inclusive of storage areas) plus 25m <sup>2</sup> verandah and 20m <sup>2</sup> covered court. <b>Music</b> 80m <sup>2</sup> (inclusive of storage areas), plus 25m <sup>2</sup> verandah. <b>Art</b> 80m <sup>2</sup> (inclusive of storage), plus 25m <sup>2</sup> verandah and 20m <sup>2</sup> covered court.

Facility type	Use of space	Comments	Number of spaces / area of space
Maintenance Store			36m <sup>2</sup>
Parent room ( this space is not a child care facility)	To provide a space for young parents who are seeking an education while still attending to the needs of their children.	Area to include change area, toilet and shower areas an area for a washing machine and quiet space. This space will have the ability to be a learning space. Cost allowance is 35m <sup>2</sup> @ secondary GLA rate and 5m <sup>2</sup> @ Student amenities rate	40m <sup>2</sup> plus 10m <sup>2</sup> of verandah

Administration Space	Comments
Office for Head of Campus	To provide a space for administrative purposes
Office for Deputy head of campus	To provide a space for administrative purposes
Counsellor/interview room	To provide a space for visitors such as counsellors, police officers and welfare workers
Meeting room	Approx. twice the size of a an office space
Reception/ work space	To provide a space for administrative purposes
Sickbay	Needs to be in close proximity to the office reception area
Staff rooms	A space for staff to gather and work collaboratively
Staff toilets	Need to include a PWD toilet and shower
Server room	To accommodate IT equipment
Storage facilities for records	For the storage of student work and other records

External Spaces	Comments
Passive Areas	Discreet small areas where students and/or staff can reflect and discuss concerns or learnings.
Minibus storage area	Does not need to be an enclosed garage; a chain mesh enclosure would be suitable.

#### Furniture and Equipment provisions:

- 42 Due to a smaller cohort of students in class groups the allocation for Furniture and Equipment will be based on a 50% allowance provided to mainstream schools for functional areas except as detailed in the above table.
- 43 There is no separate Capital funding for Special Assistance Schools.

## 4 Maintenance of Facilities

- 44 All established schools seeking either State or Australian Capital funding must demonstrate that they have an adequate maintenance policy and that implementation of the maintenance program arising from that policy has begun.
- 45 The Commission policy for maintenance of schools can be found at:  
<http://www.qcec.catholic.edu.au/upload/publicsite/qcec/policyandpositions/Maintenanceoffacilitie sinQueenslandCatholicSchools2015-02-10.pdf>

## 5 Area Guidelines

- 46 The Commission operating as the Queensland Catholic Block Grant Authority (BGA - Australian) and Capital Assistance Authority (CAA – State) has adopted the functional space classifications and learning spaces allocations as the basis for determining core educational facility provision and schools' eligibility to receive a priority to be recommended for capital programs funding.

### Guidance on Functional Spaces

- 47 Functional spaces in primary and secondary schools are classified as follows:
- Administration** - including principal's and assistant principal's offices, clerical office, reception/waiting area, store and copy rooms, staff lounge, showers and toilets, interview room, sickbay/clinic, cleaner's stores, general bulk store and secondary staff preparation rooms.
  - General Learning Area** - including classrooms, home bases, practical activities areas including wet areas and craft rooms, store work area, quiet or withdrawal rooms, tiered lecture theatre, Primary school multi-purpose room, learning support area, stores.
  - Library** - including main reading room, seminar rooms, technology facilities, individual study areas, office, workroom store, librarian's office and satellite libraries if any.
  - Physical Education** - including general purpose hall, gymnasium, stores, change room and showers.
  - Pupils' Amenities** - including canteen and servery, covered lunch area, lockers, uniform store, student rest room, toilets and change rooms.
  - Travel/Engineering** - including corridors, stairways, building equipment rooms, server rooms and computer technician rooms, maintenance stores, veranda's and covered ways between buildings.
- 48 Additional specialist functional spaces for secondary schools include:
- Art** – including graphics and design, fabric art, painting and drawing, pottery, sculpture, photography studio and darkroom, stores.
  - Home Economics** - food technology, hospitality and catering, textiles technology and design, change rooms and stores.
  - Manual/Industrial Technology** - light and heavy fabrication and construction using hand and machine tools on wood, metals, plastics and composite materials; drawing and graphics; computer aided design and modelling, applied electricity and electronics, mechanics, associated stores and seminar spaces.
  - Music/Dance/Drama** - including room for instrumental and vocal groups, practice rooms, stores and, possibly, performance and film and television areas.
  - Science** - including laboratories and preparation rooms for general science, physics, chemistry, biology, marine and earth science, animal and plant (botanical) rooms, physics darkroom.
  - Flexible Learning Area** –multipurpose flexible space responsive to individual school curriculum requirements.
- 49 Each of the above functional spaces includes an allowance for internal circulation while movement between them, in corridors and walkways, is included in Travel/engineering.

## Advisory Area Ranges for Functional Spaces

- 50 The Commission has adopted the following advisory low and high areas in square metres per student for each functional space for primary and for secondary schools. These areas were based on the Australian Government's former Administrative Guidelines.

Functional Spaces	Area per Student (m <sup>2</sup> )			
	Primary Low	Primary High	Secondary Low	Secondary High
Administration	0.40	0.70	0.80	1.00
Art			0.30	0.50
General Learning Area	2.60	3.60	1.60	2.60
Home Economics			0.25	0.45
Library	0.30	0.50	0.40	0.60
Manual/Industrial Technology			0.50	0.80
Music/Drama/Dance			0.10	0.30
Physical Education	0.25	0.55	0.40	1.20
Pupils' Amenities	0.25	0.55	0.25	0.65
Science			0.55	0.75
Travel/Engineering	0.60	1.70	1.50	2.50

## Land Size for School Sites

- 51 Advisory land areas for school sites are:
- Primary schools for enrolments:
    - up to 100 students - 1.5 hectares
    - 101 to 200 students – 2.4 hectares
    - more than 200 students - add 0.2ha per each additional 100 students.
  - Secondary schools for enrolments:
    - up to 100 students – 3.0 hectares
    - 101 to 200 students – 4.8 hectares
    - more than 200 students - add 0.4ha per each additional 100 students

## Boarding Schools

- 52 The area standard for boarding facilities is 24m<sup>2</sup> per student.
- 53 The area of unenclosed spaces and external travel is to be discounted for the purpose of calculating a boarding facilities total area.
- 54 Demountable buildings, which will continue to be used after the funded facilities are completed, must be included in a boarding facilities area.

- 55 The percentage of area standards that a boarding facilities area will be after completion of a project must be calculated in the following way:

$$\frac{[\text{Total area of boarding facility after project completed} - \text{discounted area (m}^2\text{)}] \times 100}{\text{Standard area (m}^2\text{)}}$$

- 56 The standard area is the number of students expected to attend the boarding facility in its first year of full use (i.e. project completion year + 1) multiplied by 24m<sup>2</sup>/person.
- 57 The percentage of area standards should not exceed 100 per cent. An exception is a project for the upgrading or refurbishing of boarding facilities to make existing or unused places more habitable and therefore more likely to be used.
- 58 The functional spaces for boarding are classified as follows:
- Dormitories** - living area, students' bedrooms, lounge and dining rooms, study, storerooms and recreational rooms, administration offices, and dining hall.
  - Supervisors** – supervisors' bedrooms, and/or supervisors' accommodation units.
  - Services** – Commercial kitchen, commercial laundry, toilets, bathrooms and personal laundry facilities.
  - Travel** – unenclosed external places and unenclosed travel.

## Building the Education Revolution (BER) funded facilities

- 59 Facilities funded under the Primary Schools for the 21st Century (P21) and Science and Language Centres (SLC) components of the Australian Government's BER program will be counted under the area guidelines for determining the core facilities available to accommodate the educational needs of the school.
- 60 With respect to the suitability of some of these areas for use as learning spaces, e.g. the stage area of a multipurpose hall, assessments will need to be made on a case by case basis at the time of application to determine if the area is to be counted or not.

## Trade Skills Centres (TSC) funded facilities

- 61 Facilities funded under the Australian Government's Trade Training Centres in Schools program (TTC) **will not generally be** counted under the area guidelines for determining the core facilities available to accommodate the educational needs of the school.
- 62 This is due to the shared nature of such facilities under the funding arrangements for the program and the fact that the majority of these facilities are shared as part of clustering or consortium arrangements with other Catholic, Independent and State schools.
- 63 However, assessments will need to be made on a case by case basis at the time of application to determine if the area is to be counted or not. Such assessment will focus on the suitability and availability of the space to be timetabled for general use.

## Local Schools Working Together (LSWT) funded facilities

- 64 Facilities funded under the Australian Government’s Local Schools Working Together program (LSWT) **will not be** counted under the area guidelines for determining the core facilities available to accommodate the educational needs of the school.
- 65 This is due to the shared nature of such facilities under the funding arrangements for the program whereby these facilities were funded under a memorandum of understanding for sharing with other schools - Independent schools and State schools.

## 6 Learning Space Allocation – Core Provision

- 66 The major goal of the Capital program is to ensure all Catholic Schools in Queensland are provided with at least the core facilities to meet educational needs.
- 67 To ensure that limited funds provided by State and Australian Governments achieve this goal, the Commission has approved formulas for determining the core provision of learning spaces within the area guidelines.

### Primary School Learning Space Allocation

- 68 The core provision eligibility for General Learning Areas (GLA) for Primary Schools is one GLA per class group, i.e. a two stream primary school, Prep to Year 6, would generally have 14 class groups, so therefore would be eligible for 14 GLAs. A primary school GLA is 70 m<sup>2</sup>. An example calculation is as follows:

Primary School								
Year of applicable enrolments			2017					
Year Level	Prep	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Total
Students	48	48	50	54	54	54	54	362
Class Groups	2	2	2	2	2	2	2	14

- 69 Multipurpose spaces are provided in addition to GLAs and the allocation eligibility is detailed in the section titled: [Multipurpose Spaces – Primary Schools](#).
- 70 Primary Schools are also eligible for Learning Support space and the allocation eligibility is detailed in the section titled: [Learning Support spaces – Primary and Secondary schools](#).

### Secondary School Learning Space Allocation

- 71 The core provision for learning spaces for Secondary Schools is 1.5 learning spaces per notional class group.
- 72 **To calculate the provision for the total number of learning spaces:**
- Take the student enrolment in each of Years 7 to 10. Divide the number of students in each year level by 32.
  - Round the result for each year level up to the next whole number.

- Take the student enrolment in each of Years 11 and 12. Divide the number of students in each year level by 28.
- Round the result for each year level up to the next whole number.
- Add up the results for each year level in Years 7 to 12 to give the **notional number of classes**.
- Multiply the notional number of classes by 1.5 to give the **total number of learning spaces**.

73 **To calculate the allocation of learning spaces between GLAs and Specialist Rooms:**

- Take the **notional number of classes** and multiply by 0.8.
- Round the result (up or down) to the nearest whole number. The result is the allocation of **GLAs**.
- Subtract the number of GLAs from the **total number of learning spaces**. The result is the allocation of **specialist rooms**.

Calculation of Class Groups (rounded up)	Divisor
Yrs 7 – 10	32
Yrs 11-12	28

The total equals the number of class groups to calculate the number GLAs multiply the number of Class Groups by 80%. To calculate the number of specialist spaces subtract the number of calculated GLAs from the total number of Class Groups. See the following table to illustrate the above calculation.

74 An example learning space calculation for a secondary school is as follows:

Secondary College											
Year of applicable enrolments	2017	Year Level	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total	Total Class Groups	
Method		Students	146	146	127	130	110	80	739		
years (7, 8, 9 10) @32.	32	Class Groups	4.56	4.56	3.97	4.06	3.93	2.86		26	
years (11and 12) @28	28	Rounding	5	5	4	5	4	3	26		
Average Streams										5	

	2017
(a) Total number of learning spaces (26 x 1.5 rounded up)	39
(b) Number of GLA's within learning space allocation (26 x 0.8 nearest whole number)	21
(c) Number of Specialist rooms within learning space allocation = (a) – (b)	18

75 The secondary school GLA space provision is 64 m<sup>2</sup>, schools have flexibility in room configurations within this provision to allow for larger or smaller to suit the school's learning and teaching framework.

76 Secondary Schools are also eligible for Learning Support space and the allocation eligibility is detailed

in the section titled: [Learning Support spaces – Primary and Secondary schools](#).

## P – 12 School Learning Space Allocation

- 77 The core provision eligibility for learning spaces for Prep to Year 12 schools is determined by calculating (as per the above formulas) the Primary school allocation based on the primary years enrolment of the school and the Secondary school allocation based on the secondary years enrolment of the school.
- 78 It is acknowledged multi campus sites may have duplications in some facilities.

## 7 Learning Space Area Allocation

- 79 The following table details the core provision eligibility for learning space areas and associated spaces for new facilities. Existing facilities may be refurbished to meet this provision eligibility or in exceptional circumstances where it is not possible to reduce the area of a space to meet this provision eligibility (e.g. heritage buildings or structural impediments) the School Authority may request that the space be 'conformed' to count as one learning space.
- 80 Internal wall measurements should be used in calculating areas.

Primary Schools			
Learning Space	Area m <sup>2</sup>	Associated space	Area m <sup>2</sup>
General Learning Area (GLA)	70		
Prep	80	Internal store	5
		External store 1 facility	12
		External store subsequent facility	2
		External covered area 1 facility	20
		External covered area subsequent facility	10
Multi-Purpose Space	70		

Secondary Schools			
Learning Space	Area m <sup>2</sup>	Associated space	Area m <sup>2</sup>
GLA	64		
Art - Junior	80	Store	20
Art - Senior	100	External covered court 1 facility	40
		External covered court subsequent facility	20
Flexible Learning Area	80		
Home Economics	80	Store/Pantry/Laundry	20
Hospitality Kitchen	100	Store	20
		Cold room/freezer	8
Industrial Arts Workshops	90	Materials Prep 1 facility	40
		Materials Prep subsequent facility	20
		External covered court 1 facility	40
		External covered court subsequent facility	20
		Project Development Room	20
Music/Dance/Drama	80	Internal store	20
		Music practice rooms	Var 40
		Outdoor covered performing court 1	
		Facility only	
Science	100	Prep Room 1 facility	20
		Prep Room 2 facilities shared	40
		Prep room subsequent facilities shared	10
		External covered court 1 Facility	40
		External covered court subsequent facilities	10
<b>Not Counted as Learning Space – provision based on demonstrated educational need.</b>			
Agricultural Science Shed	100	External covered court	20

## Ancillary Space Allocations (Primary)

81 For the purposes of calculating eligibility for ancillary spaces the following calculations are used.

Base Enrolments for Facilities			
Stream	Class Groups	Class Size	Total
1	7	25	175
1.5	10.5	25	262.5
2	14	25	350
2.5	17.5	25	437.5
3	21	25	525
3.5	24.5	25	612.5
4	28	25	700
4.5	31.5	25	787.5
5	35	25	875

## Ancillary Space Allocations (Secondary)

82 For the purposes of calculating eligibility for ancillary spaces the following calculations are used:

- Nominal class size for Years 7 to 10 is 32.
- Nominal class size for Years 11 and 12 is 28.

Steam	Enrolment Band
1	1 – 184
2	185 – 368
3	369 – 552
4	553 – 736
5	737 – 920
6	921 – 1104
7	1105 - 1288

## 8 Multipurpose Spaces – Primary School

83 In addition to GLA space allocations, which are based on student numbers, there is also a need to provide supplementary or multi-purpose spaces to cater for curriculum needs. The allocation of these spaces is therefore based on total school number counts, inclusive of Prep students as follows:

84 Primary School (P-6) Student Numbers

Multi-purpose Space (Primary)	
Students	Allocation (m <sup>2</sup> )
0 – 85	N/A
86 – 262	1
263 – 437	2
438 – 612	3
Over 175	1 extra

## 9 Learning Support Spaces

85 Provision is made for space to cater for students with learning support and enrichment needs as follows:

Learning Support Spaces			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	25	1 – 184	40
86 – 262	40	185 – 368	64
263 – 612	70	369 – 552	80
613 – 875	105	553 – 736	104
Over 875	140	737 – 920	128
		921 – 1104	144
		Over 1105	168

## 10 Administration & Library Areas

86 It is recognised that all schools including small schools require a minimum provision for areas for administration and libraries.

Administration			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 100	140	1 – 184	250
101 – 262	210	185 – 350	350
263 – 350	280	Over 350	1 per Student
351 – 450	315		
Over 450	0.7 per student		

Library			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	70	1 – 200	120
86 – 280	140	Over 201	0.6 per student
Over 280	0.5 per student		

## 11 PE Covered Areas & Lunch Areas

87 All requests for PE and lunch covered areas will be considered on merit, and will need to be substantiated in the application by the School Authority and prioritized by the Capital Programs

---

Subcommittee.

- 88 In order to assist the Capital Programs Subcommittee in prioritizing need for covered areas, all existing covered spaces within a school are required to be declared in the capital application. Information regarding the state of the floor area, position of structural posts and height of roof are required.
- 89 The cost allowance will be based on the covered area rate for PE covered areas and unenclosed travel rate for covered lunch areas as indicated in the Capital Programs Functional Area Cost Guide.
- 90 Schools are eligible to request the following areas based on student enrolments.

PE Covered Areas			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 175	392	Over 1	785
Over 175	785		

Covered Lunch Areas			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	75	1 – 184	150
86 – 175	125	185 – 368	200
176 – 262	150	369 – 552	225
263 – 437	175	553 – 736	250
438 – 612	200	737 – 920	275
Over 612	225	921 – 1104	300
		Over 1105	325

- 91 The completed constructed size of a PE covered area is to be the approved floor area measured between inside posts. An allowance of up to 800mm overhang can be included in addition to the approved area to assist in providing rain protection. The functional rate for PE Covered area allows for the structure to be engineered to be enclosed at a future date and for a weather protection ‘skirt’ from 3m off floor level to roof line on each side and ends of the building.
- 92 The provision of covered lunch areas is based on the total roof area of the structure.

## PE covered area Alternate Option

- 93 An option is available for the provision of funds to allow the installation of a concrete base appropriately sized to accommodate a full netball court. The covered area provided will be sized according to the enrolment formula above with the structure being of “proprietary” manufacture. The height of this structure may not necessarily be of a height appropriate to competition standards. The intent is to provide an opportunity for school communities to extend this type of facility when community funds become available. The cost allowance is indicated in the Capital Programs Functional Area Cost Guide. An additional allowance for the concrete base should be requested in Item 6: Work Details – ‘Other Costs’.

## 12 Physical Education Store

- 94 The provision for physical education store allows for a concrete block type building with internal shelving. Area is as follows:

Physical Education Store			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	25	1 – 184	50
86 – 262	30	185 – 368	50
263 – 437	35	369 – 552	55
438 – 612	40	553 – 736	60
Over 612	50	737 – 920	65
		921 – 1104	70
		Over 1105	75

## 13 Maintenance Store

- 95 The provision for Maintenance Store allows for a prefabricated Colourbond type shed with a minimum height of 3m at the eaves and roof insulation. Areas are as follows:

Maintenance Store			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	18	1 – 184	36
86 – 262	36	185 – 368	36
263 – 437	54	369 – 552	54
438 – 612	72	553 – 736	72
Over 612	90	737 – 920	84
		921 – 1104	96
		Over 1105	108

## 14 Canteen

- 96 The provision for Canteen falls under Pupil Amenities for facility type and functional rate. This allows for stainless steel shelving and finishes to comply with food service requirements.

Canteen			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	25	1 – 184	40
86 – 262	40	185 – 368	50
263 – 437	50	369 – 552	60
438 – 612	60	553 – 736	70
Over 612	70	737 – 920	80
		921 – 1104	90
		Over 1105	100

## 15 Uniform Store

- 97 The provision for Uniform Store falls under Pupil Amenities for facility type and functional rate. This allows for joinery shelving, change facilities and retail counter.

Uniform Store			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	10	1 – 184	25
86 – 262	20	185 – 368	25
263 – 437	25	369 – 552	30
438 – 612	30	553 – 736	35
Over 612	35	737 – 920	40
		921 – 1104	45
		Over 1105	50

## 16 Change Rooms

- 98 The provision of change rooms falls under Pupil Amenities for facility type and functional rate. This allows for individual change cubicles and showers.

Change Rooms - Secondary	
Students	Allocation (m <sup>2</sup> )
1 – 552	45
Over 553	70

## 17 Student Toilets

- 99 Student toilets will be provided as per the Building Code of Australia.
- 3m<sup>2</sup> per toilets, includes circulation and
  - 8m<sup>2</sup> Disability Toilet, includes circulation

## 18 Covered Verandah Allowances

- 100 The following provision is made for covered verandahs:

Covered Verandah			
Primary		Secondary	
	Allocation (m <sup>2</sup> )		Allocation (m <sup>2</sup> )
GLA's	20	GLA's	20
		Secondary specialist teaching spaces	25
		Administration	
		• General entry	10
		• Student entry	10
Ancillary areas – a pro rata allowance based on 30% of floor area can be requested			

Covered Verandah – Library			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
1 – 100	10	1 – 400	20
101 – 500	15	401 – 1000	40
501 – 1000	20		
Over 1001	30		

## 19 Technology Area Provision

- 101 There is a need for space for Information Technology area to store, maintain and distribute information technology equipment throughout the school and to manage the school's information technology network. This space would also include the server room. This is a space allocation that may not necessarily be constructed as one room but could be distributed across the school.

- 102 The following area provisions based on enrolments is to be included under the Engineering section of the area guidelines and be funded as Administration:

Technology Area Provision			
Primary		Secondary	
Students	Allocation (m <sup>2</sup> )	Students	Allocation (m <sup>2</sup> )
0 – 85	15	1 – 184	20
86 – 262	25	185 – 368	40
263 – 437	35	369 – 552	50
438 – 612	50	553 – 736	64
613 – 875	60	737 – 920	80
Over 875	70	Over 921	100

## 20 Standard Technology Provision

- 103 The Capital Programs Functional Area Cost Guide include the provision of data outlets, patch panels, fobots (fibre optic breakout tray), cabinets, active equipment, wireless access points and display screens (projector or flat screen TV) as part of the building specification.

### Fibre Optic Cabling Provision

- 104 Cost allowance for fibre optic cable of at least OM3 standard is provided to connect buildings back to the server room. The cost of connections and terminations are provided at each cable run end. Cable runs must be identified on site plans.
- 105 Cost allowance is specified in the [Ancillary Cost Guidelines](#).

## 21 Air Conditioning Guidelines

- 106 Applications from School Authorities within the Western and Cooler Schools Zones will be eligible for Air Conditioning in accordance within the Cooler Schools Subsidy Program Guideline.
- 107 Schools outside of these zones need to demonstrate exceptional circumstances to request Air Conditioning.
- 108 The State Government’s Cooler Schools Subsidy Program Guideline provided funds to air condition existing educational facilities:
- located in the Department’s former Capricornia, Northern or Peninsula regions, or north of latitude 20° South; and
  - were in operation on 29 June 1998 (i.e. the date of commencement of the program).
  - Only facilities in existence as at 29 June 1998 were eligible for subsidisation.
- 109 Cost allowance is specified in the [Ancillary Cost Guidelines](#).

## 22 Extra Over for Multi Storey Construction

### Balustrading

110 Balustrading will be provided as an extra over for level 3 and up of a multi storey building. The cost allowance is detailed in the [Ancillary Cost Guidelines](#).

Level 3 and above	E/O for Balustrading
Level 2	No E/O for Balustrading
Level 1 (Ground)	No Balustrading

### Suspended slabs

111 Extra over costs for suspended slabs will only be provided where the floor area is not fully funded i.e. at the sub floor level. The cost allowance is detailed in the [Ancillary Cost Guidelines](#).

Level 2 and above	No E/O for Suspended slab
Level 1 (Ground)	Included in Undercroft rate or functional rate – No E/O
Sub Floor level	E/O for Capping of Piles/slab on piles etc.; or, Partial under croft slab on columns/walls

### Scaffolding

112 An additional cost allowance will be provided for scaffolding where the building exceeds 2 levels. The cost allowance is detailed in the [Ancillary Cost Guidelines](#).

3 Level and up	E/O for Scaffolding allowed for level 3 and above
2 Level	No provision
1 Level (On Ground)	No provision

### Piling

113 Piling may be considered as an extra over and is specific to site conditions. The rate allowed is dependent on the diameter and length of pile and is to be detailed in the External works area of Section 6 of the application. A copy of the soil tests must be provided with the application.

### Cranes

114 Exceptional costs for cranes resulting from particular site or project requirements may be considered.

## 23 Functional Area Costs (at Brisbane rates)

- 115 These functional area costs are the rates applied for new construction in Brisbane. Locality indices are applied for areas outside Brisbane as outlined in the [Locality Indices](#) table. The functional area costs are updated over time having regard to the Building Price Index (Qld) movements and the annual escalation rate applied to approved projects. Consideration to include an escalation rate is made in August each year and applied to the current round of projects.
- 116 For a more detailed explanation of inclusions and exclusions from the functional rate please refer to Capital Programs Functional Area Cost Guide, available from the QCEC Capital Programs Online website.
- 117 All site works, external services and connections to those services are additional costs that are applied for on a case by case basis.

AS AT OCTOBER-2015	
FUNCTIONAL AREA	\$/M <sup>2</sup>
Administration	2,003
Art	1,758
Boarding Dormitory	2,063
Boarding Services	2,800
Boarding Supervisors	2,063
Covered Area	720
Flexible Learning Area	1,873
GLA - Primary	1,648
GLA - Secondary	1,603
Home Economics	1,873
Industrial Arts	1,753
Library	1,703
Maintenance Store	450
Music/Drama/Dance	1,603
Physical Education Store	998
Prep	1,693
Science	2,098
Student Amenities	2,800
Travel - unenclosed	660
Travel - enclosed	1,370
Travel – staircase	2,350

## 24 Ancillary Cost Guidelines

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Air conditioning		As detailed above. <b>Note:</b> Locality index is not applicable	\$171 m <sup>2</sup>
Access Lighting	Consideration may be provided to schools to install “bollard” or similar type lighting.	It is the responsibility of project consultants to propose designs which provide safe travel access between buildings.	\$883 per fitting
Bag Racks	Bag racks may be requested due to the provision of additional GLA’s. An allocation of 6 lin.m. can be requested.	The provision of bag racks is only for Primary schools and includes multi-purpose rooms.	\$380/lin.m
Balustrading	Standard galvanised steel	Level 3 and above of a building	\$380/lin.m
Bike Racks	Bike racks may be requested for “Greenfield” sites.		\$457/lin.m
Car park Lighting	The provision of car park lighting may be considered as car park areas for schools are being provided.		\$2,742 per light
Drinking Fountains	Drinking fountains will only be provided to “Greenfield” sites and new facilities. Cooling of water fountain may be considered dependant on location.	One drinking fountain can be requested for each additional GLA.	\$1,105
Drinking Troughs	Drinking troughs will only be provided to “Greenfield” sites and new facilities. Cooling of water trough may be considered dependant on location.	A four bubbler drinking trough includes all plumbing and the surrounding structure. An allowance of 1 trough per 4 GLA’s and PE covered area can be requested.	\$4,416 per unit
Electrical, Sewer, Drainage, Water, Communications & Security.	Services run to and between buildings, requests are to detail type of service, size and length. Site distribution points e.g. MSB, Master security panel, PABX, PA System.	For services which are greater than 50 lin.m. The point of origin is to be shown on the drawings supplied.	
Fencing	Street frontage and boundaries abutting council property may be requested for a 1200 high chain mesh fence (including a top and bottom rail).	Generally boundary fencing will only be provided to “Greenfield” sites. It would be an expectation that schools would maintain existing fencing as required.	\$75/lin.m
Fencing	Side boundaries adjoining private property can be a 1.8m high timber paling fence. The full cost of this type of fence is \$70 per lin.m	Adjoining private property owners are required to pay ½ cost.	\$35/lin.m

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Fibre Optic Cabling	Fibre optic terminations per cable end  Fibre optic cable (OM3)	Cost allowance does not include trenching, conduit, cable pits.	\$1,136  \$15/lin.m
Hydromulch/Grass Seed		Hydromulch/Grass Seed can be requested for larger areas.	\$4 m <sup>2</sup>
Hospitality Kitchen	Extra over to cover high level of fit out	Refer functional area cost guide for detail	\$75,000
Landscaping	In general terms landscaping will only be provided to "Greenfield" sites. The area provided will be based on the size of the proposed total new floor area (including verandas) of the building multiplied by 0.4.	For example a single GLA (of 70m <sup>2</sup> ) plus 20 sqm of travel could request \$1944 (90 X 0.4 X \$54).	\$54 m <sup>2</sup>
Lifts	Provided where necessary to comply with the Premises Access code, includes car, shaft, pit and motor housing.	1 Stop ( 2 story) 2 Stop ( 3 story) 3 stop (differential levels or 4 story)	\$90,000 \$120,000 \$varies
Locker Areas		Specific locker areas will generally not be provided. The placement and location of student lockers are to be incorporated within approved functional areas. External travel areas can be redistributed for use as locker areas if required.	
Operable Walls	Generally provided to be shared one between two teaching spaces	Includes the extra cost of structural support and choice of door.	\$12,000
Scaffolding	Scaffolding to whole of building	Only provided where building exceeds 2 levels.	\$75 m <sup>2</sup>
Staircase enclosed	Extra over cost to enclose staircase with Brickwork at sides	The need to be justified on a case by case basis. Cost allowance is at Brisbane rate and allows for additional brickwork on 3 sides and adjustment for balustrades and substitute handrails. For stairs requiring less brickwork allowance will be adjusted down.	\$6,630
Suspended Slabs	Only provided at sub floor level	Capping of Piles/Slab on piles  Partial undercroft slab on columns/walls	\$132 m <sup>2</sup>  \$300 m <sup>2</sup>
Turf	An allowance of a 2m perimeter around new buildings and an allowance of 1m along paths will be considered.	No allowance will be provided for demolished areas – costs for providing hydro-mulch or seed can be requested.	\$12 m <sup>2</sup>

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Top Soil	If top soil is required due to existing ground conditions, a request can be made for consideration.		\$5 m <sup>2</sup>

118 The term “Greenfield” relates to a new school which has not previously provided an educational delivery. When reference is made to Greenfield sites this interpretation also includes the continuation of the school until all the originally planned facilities have been constructed as per the approved Master Plan.

119 All requests for ancillary items are to be substantiated.

120 Where applicable, locality allowances can be requested with the above allowances.

121 No funding allowance will be provided to maintain turf or seedlings.

## 25 Staircases

122 Staircases for each level of a multi-level building will be provided as a 3m rise including top and centre landings as follows:

**Functional space:** Travel  
**Functional Rate:** Staircase - unenclosed

Staircase Unenclosed	
Area m <sup>2</sup>	Functional Rate
17m <sup>2</sup> per level	\$2,350

123 Enclosure of staircases will be considered on a case by case basis and will be funded as an ancillary cost item under other costs in the application.

## 26 Consultant Fee Guidelines

124 There is an expectation that School Authorities will commission consultants from within the local region. For consultants commissioned outside the local region fee provisions will be considered on a case by case basis.

### Professional fees

125 Professional fees including all services detailed in the table below will be funded up to:

Architect/Primary Consultant	Civil Engineer
Quantity Surveyor	Hydraulic Engineer
Mechanical Engineer	Advertisements

Electrical Engineer	Disbursements
Structural Engineer	Contract Documentation & Administration
Mechanical Installations	Project Management

- 12.0% for projects below \$1,000,000
- 10.5% for projects above \$1,000,000
- 9.5% for projects above \$5,000,000

## Additional fees

126 Additional fees may be approved on a case by case basis if considered necessary and will be assessed individually e.g. site survey, geotechnical survey, specialist consultants, soil tests, traffic management, environmental management and staged town planning.

127 Master Planning and initial DA costs pertaining to the site will not be funded from the capital program.

## Travel and Accommodation

128 An allocation of 7 site visits will be provided as a base allowance for projects.

129 This base allowance has been established on the following basis:

	Visit	Reason
<b>Design Stage</b>	1	Initial discussions with client
	1	Preliminary drawing stage
	1	Detailed drawing stage
	1	Mechanical/Electrical visit
<b>Construction Stage</b>	1	Builder establishment
	1	Mid-point of construction
	1	Project completion

130 Additional site visits are eligible subject to project size and whether the approved project is a subsequent stage of the development of the school. All requests for site visits above the allowance of 7 will need to be substantiated by the School Authority

131 Travel and accommodation in addition to the above fee levels will be considered on the following basis.

- Vehicle allowance considerations can be requested when a project is outside an 80km radius from the principal Architect's office to a project. No provisions for travel allowances will be made within the 80km radius, the cost allowance is up to \$0.50 per km.
- Travel allowance begins at 1 hours travel from the principal consultants office to a project, the cost allowance is up to \$85 per hour.

- c. Accommodation and meals can be requested if travel to a project is greater than 4 hours travel (one way) from the principal consultant's office. The allowance is up to \$240 (made up of \$165 per day accommodation \$25 for breakfast and \$50 for dinner) per day, if an overnight stay is required.
- d. Flight costs for travel can be requested however, no provision will be made for travel to and from airports. The request for flight costs will be considered on a case by case basis.

## 27 Construction Insurance

- 132 It is a requirement that all construction projects are appropriately insured. In the case of new buildings that are stand-alone, the construction contractor is usually responsible for construction insurance under the building contract.
- 133 Where buildings are being refurbished or extended construction insurance responsibility and the owner and the contractor are required to hold construction insurance.
- 134 An allowance for the cost of construction insurance can be included in the project budget under other costs at the current rate, for construction insurance. This allowance should be included as an item in Item 7 "Fees". The allowance will use the Catholic Church Insurances (CCI) scales for calculation purposes.
- 135 New works 0.15% per \$100K eg a \$1m project equates to a premium of \$1500
- 136 Existing Building Cover (sliding scale)
  - \$100K = \$200
  - \$250K = \$350
  - \$500K = \$400
  - \$1M = \$500
  - \$2M = \$650

## 28 Furniture and Equipment

- 137 Furniture and equipment requests should only include those core items regarded as being essential to make a school facility useable and they should only relate to the facilities requested in the capital application.
- 138 Allocations are based on provision of new or additional school facilities. Costing is based on Brisbane/South East Queensland prices.

### Freight Allowance

- 139 Where applicable, allowance for transport costs can be included in furniture/equipment requests which should be shown as a separate item. The freight allowance is 10% outside the SE corner however for more isolated areas application can be made on a case by case basis with appropriate evidence of costs.

## Refurbishing and conversion projects

140 It is expected that school communities will be responsible for maintaining, upgrading and replacing existing furniture and equipment.

## Furniture & Equipment Allocation Standards - Primary Schools

Educational Facility	Loose Furniture			Equipment (Not built in)		
	\$			\$		
1. Administration/Reception	\$4,145			\$25,260		
2. APRE/APA/APC	\$1,940			\$300		
3. Automated Library System				\$10,500		
4. Compactus for Library				\$10,500		
5. Compactus for Admin				\$4,935		
6. GLA (General Learning Area/Classroom)	\$5,035			\$2,925		
7. Interview Room	\$1,190			\$300		
8. Learning Support Room	\$3,240			\$2,925		
9. Library	100 \$11,645	+200 \$7,480	+200 \$7,480	100 \$13,220	+200 \$6,610	+200 \$13,220
10. Library Resources (one time allocation only)	\$21,000 (for new schools)					
11. Multi-Purpose General Learning Area	\$5,035			\$3,975		
12. Preparatory Year (first Prep facility)	\$6,915			\$16,260		
13. Preparatory Year (subsequent Prep facilities)	\$6,915			\$9,225		
14. Principal's Office	\$3,530			\$300		
15. Sick Bay	\$1,870			\$615		
16. Sports Covered Area (full court fit-out)				\$8,925		
17. Staff Room	100 \$2,825	+200 \$3,750	+200 \$3,750	100 \$1,770	+200 \$0	+200 \$1,470
18. Tuckshop Equipment				\$5,000		
19. Visiting Specialist Room	\$1,450			\$300		

## Furniture & Equipment Allocation Standards - Secondary Schools

<b>Educational Facility</b>	<b>Loose Furniture</b>	<b>Equipment (Not built in)</b>
1. Administration/Reception	\$4,145	\$26,160
2. Agricultural Science	\$0	\$21,000
3. APRE/APA/Year Coordinator/Admin Officer (if applicable)	\$1,840	\$300
4. Art Room	\$8,060	\$10,770
5. Automated Library System & Security		\$16,275
6. Compactus for Library		\$10,815
7. Compactus for Admin	\$1,910	\$10,815
8. Counsellor/Career's Office (if applicable)	\$1,910	\$300
9. Dance/Drama Room	\$4,355	\$12,300
10. Deputy Principal's Office	\$2,070	\$300
11. Dining Room/Home Management	\$4,255	\$300
12. Film/digital Lab (if applicable)		\$8,700
13. Flexible Learning Area	\$5,400	\$15,000
14. Food Technology Room		\$18,380
15. General Learning Area	\$5,000	\$2,300
16. Graphics Room	\$6,765	\$13,495
17. Hospitality & Catering		\$57,670
18. Interview Room	\$1,025	\$300
19. Learning Support Room	\$3,395	\$2,300
20. Library	\$17,700	\$9,015
21. Library Audio Visual/Seminar Room	\$5,325	\$4,200
22. Library Office (if applicable)	\$2,340	\$300
23. Library Resources (one time allocation only)	\$21,000 (for new schools)	
24. Material Preparation Area	\$0	\$7,350
25. Middle Years Materials Technology Room	\$3,535	\$24,300
26. Music Room	\$4,560	\$12,300
27. Principal's Office	\$3,750	\$300
28. Project Development Studio/Ind & Visual arts room	\$590	\$11,745
29. Science Room	\$5,400	\$21,300
30. Secretary's Office	\$1,535	\$3,450
31. Senior Years Materials Technology Room	\$2,755	\$31,800
32. Sick Bay	\$2,695	\$720

33. Sports Covered Area (full court fit-out)		\$8,925
34. Staff Common Room	\$8,960	\$1,820
35. Staff Preparation Room (per staff member)	\$590	
36. Student Lockers	\$145 each	
37. Systems Room/Robotics/pneumatics	\$4,085	\$17,100
38. Technology Provision (one time new school only)		\$47,250
39. Textiles Room	\$5,135	\$7,700
40. Tuckshop Equipment		\$5,000
41. Visiting Specialist room	\$1,450	\$300
<b>BOARDING SCHOOLS (New facilities)</b>		
Per Student Allocation (loose furniture – bed, desk, robe, chairs)	\$2,100 each	
Per Supervisor Allocation (furniture and equipment not built in)	\$5,040 each	

- 141 Furniture & Equipment provisions for Food Technology Room (item 14) and Dining/Home Management Room (item 11) assumes single use and both areas are counted as one room space.

---

## 29 Locality Indices

Allora 105	Home Hill 120	Toowoomba 100
Atherton 120	Hughenden 140	Townsville 115
Augathella 125	Ingham 120	Tully 120
Aurukun 185	Inglewood 110	Warwick 105
Ayr 120	Innisfail 115	Weipa 185
Babinda 120	Ipswich 100	Winton 140
Barcaldine 130	Jimboomba 100	Yeppoon 115
Bargara 105	Kingaroy 110	
Beaudesert 100	Laidley 100	
Bedourie 190	Longreach 135	
Beenleigh 100	Mackay 120	
Biloela 115	Mareeba 110	
Blackall 130	Maryborough 105	
Boonah 100	Miles 110	
Bowen 120	Millmerran 105	
Boyne Island 115	Miriam Vale 115	
Bundaberg 108	Mitchell 120	
Caboolture 100	Monto 115	
Cairns 105	Mossman 115	
Charleville 125	Mt Isa 150	
Charters Towers 125	Murgon 110	
Childers 110	Nambour 100	
Chinchilla 110	Nanango 110	
Clermont 130	Oakey 103	
Cleveland 100	Palm Island 195	
Clifton 105	Pialba 105	
Cloncurry 155	Pittsworth 105	
Collinsville 125	Proserpine 125	
Cooktown 135	Quilpie 135	
Cunnamulla 125	Ravenshoe 120	
Dalby 105	Redcliffe 100	
Dimbulah 125	Rockhampton 115	
Emerald 125	Roma 115	
Gatton 100	Sarina 120	
Gayndah 115	Silkwood 120	
Gladstone 115	Springsure 125	
Gold Coast Hinterland 103	South Johnstone 120	
Goondiwindi 110	St George 120	
Gordon Vale 105	Stanthorpe 110	
Gympie 103	Sunshine Coast 100	
Halifax 120	Tara 112	
Herberton 125	Taroom 120	
Hervey Bay 105	Thursday Is 185	

---

## 30 Application Assessment Procedures

- 142 The Capital Programs Subcommittee uses a ranking process to rank all elements of each application. Grant funding is allocated to projects in order of this priority.
- 143 The assessment procedures must conform to legislative requirements set out in the [Australian Government Capital Grant Programme—Operating Manual](#) and [Queensland Government Non-state schools Capital assistance](#).

### Eligibility

- 144 All Catholic Schools in Queensland are eligible to apply to the QCEC BGA/CAA for capital assistance funding.
- 145 There are two annual sources of recurrent capital assistance funding: Australian Government and State Government.
- 146 Under delegation from the QCEC BGA/CAA, the Finance Committee of the QCEC determines whether an applicant school in a given year is eligible to receive capital assistance funding for a particular proposed project. This is based on the schools financial position. Such capital funding is expressed as a percentage of the projected capital cost of a particular project.
- 147 All schools who are deemed as eligible to receive capital assistance funding are then required to submit their project to a prioritisation process which involves school visitation and project assessment by members of the Capital Programs Subcommittee.
- 148 If a school is deemed as not eligible to receive funding for a particular project, it does not participate in the prioritisation process.

### Process

- 149 The QCEC Capital Secretariat will facilitate all aspects of the capital prioritisation process once a school is deemed eligible to receive capital assistance funding for a specific project.
- 150 The Secretariat will ensure that the QCEC Capital Programs Guidelines are current for the annual process of project prioritisation. The Guidelines provide the “capital standards” that are central to the assessment and prioritisation process.
- 151 The Secretariat will provide the Capital Programs Subcommittee with the following data annually, before the school visitation process.
- The Lowest – Median – Highest ICSEA (Index of Community Socio-Education Advantage) scores of all Catholic Schools in Qld in that year.
  - The Lowest – Median – Highest ICSEA scores of eligible applicant schools in that round.
  - The Lowest – Median – Highest SES scores of all Catholic Schools in Qld in that year.

- The Lowest – Median – Highest SES scores of eligible applicant schools in that round.
  - The ICSEA and SES scores of each individual eligible applicant school in that round.
- 152 The School Authority of the eligible applicant school is responsible for the project proposal and meeting all requirements of the QCEC Capital Programs process.
- 153 The Secretariat will ensure that all projects to be prioritised in a given round have a Project Proponent appointed from the Subcommittee.
- 154 The Project Proponent will liaise with the School Principal on the project.
- 155 Three voting members of the Capital Programs Subcommittee, one of whom must be the Project Proponent, will visit all eligible applicant schools. When proposed New School projects are visited, at least one visitor must also be a member of the New Schools Working Party.
- 156 The purpose of the visit to each eligible applicant school is to explore collegially with the school the merits of the proposed project and its compliance with the QCEC BGA/CAA Guidelines. The Project Proponent or the two visitors will not provide feedback on future project assessment outcomes.
- 157 All Subcommittee members will be provided with a brief project description, anticipated project cost, and the ICSEA and SES scores of each eligible school on a template that will also provide for assessment notes and the project assessment score.
- 158 Proposed projects (regardless of type/nature) will be considered and assessed against the criteria in a sequence from the Lowest to Highest ICSEA score of eligible applicant schools.

## Assessment Criteria

- 159 The QCEC BGA/CAA is required to otherwise act and be compliant with the Australian and State Governments Guidelines for capital assistance funding.
- 160 In so doing it is required to optimise achievement of Governments' objectives and the probity, efficiency and quality of administration of funding.
- 161 All proposed projects from eligible schools will be assessed against the following criteria:
- a. **Criterion 1:** The project provides new and/or refurbishes capital infrastructure, particularly but not solely for the most educationally disadvantaged students when existing facilities are compared with current QCEC Capital Programs Guidelines for Queensland Catholic Schools.
  - b. **Criterion 2:** The project provides new and/or refurbishes capital infrastructure in meeting school requirements as a result of new demographic and enrolment needs, when compared with current QCEC Capital Programs Guidelines for Queensland Catholic Schools.
  - c. **Criterion 3:** The project provides new and/or refurbishes capital infrastructure that supports a school's curriculum, planned curriculum, and/or Australian and State Governments education priorities.

- d. **Criterion 4:** The project provides new and/or refurbishes capital infrastructure that demonstrates sound educational planning, the appropriateness of cost, size and use of the facilities, and need when the condition and suitability of existing facilities are considered.

## Assessment Standards

- 162 All proposed projects when assessed against the criteria will be assigned a score guided by the following schema by voting members of the Capital Programs Subcommittee.
- a. Scores 10, 9 or 8 - The project demonstrates to a very high degree of need for capital assistance funding as it clearly evidences multiple criteria. The project is assessed as a most significant priority in the current capital process as it evidences a very high need at this time
  - b. Scores 7, 6 or 5 - The project demonstrates to a high degree of need for capital assistance funding as it clearly evidences more than one criterion. The project is assessed as a high priority in the current capital process as it evidences a high need at this time
  - c. Scores 4, 3 or 2 - The project demonstrates to a moderate degree of need for capital assistance funding as it evidences moderate aspects of some criterion. The project is assessed as a lower priority in the current capital process as it evidences a moderate need at this time.
  - d. Scores 1 or 0 - The project demonstrates to a limited degree of need for capital assistance funding as it evidences aspects of some criterion. The project is assessed as the lowest priority in the current capital process as it evidences a limited need at this time.

## Administrative Application

- 163 Projects may be Australian Government, State Government funded or joint funded to the level recommended by the Finance Committee to the BGA/CAA.
- 164 All projects following assessment are ranked on the basis of the average assessment score of all assessors (highest to lowest)
- 165 The total quantum of funds available (Australian and State Government) is used to draw the indicative cut-off point in the prioritisation list.
- 166 Australian Government funding is then applied until exhausted to the lowest ICSEA schools above the line. Joint funding will need to be applied should available Australian Government funds be exhausted within a specific project above the line.
- 167 State Government funding is then applied to all remaining schools above the line.

## Financial Contribution Assessment Meeting

- 168 The financial contribution of applicant schools is identified by the Financial Contribution Assessment Subcommittee of the Finance Committee based on the information in Part B of the application and the guidelines and benchmarks approved by the Commission. The initial assessment of each contribution is communicated to the relevant School Authority for the school receiving a priority at the Ranking

---

Meeting. School Authorities have the opportunity to respond and provide additional information if the assessment appears unreasonable.

- 169 These responses are considered by the Financial Assessment Subcommittee of the Finance Committee before the Project Finalisation Meeting.

## Project Finalisation Meeting

- 170 The Capital Programs Subcommittee notes the report from the Financial Contribution Assessment Subcommittee and the value of each contribution.
- 171 Each element, in order of priority, is reviewed to assess its conformity to the approved QCEC Capital Programs Guidelines for that year. Reports are received from the quantity surveyor engaged to review the costs of External Works and Other Costs in Item 6 for new schools and may be reviewed for projects where the value of these works are greater than \$500,000
- 172 Adjustments are made to applications to ensure they conform to the guidelines.
- 173 Final costs and value of school contributions are entered in the spread sheet tracking school grants against funds available. The spread sheet reveals those projects that can be funded for that year. This information is employed to develop the list of projects forwarded to the Commission for their consideration.
- 174 Projects endorsed by the Commission are forwarded to Government as a grant recommendation.

## 35 QCEC Appeals Process

- 175 The Commission has an appeals process which applies to all Government funding programs where the Commission is responsible for and has endorsed arrangements for the distribution of funds.
- 176 The process can be found at:  
<http://www.qcec.catholic.edu.au/upload/publicsite/Finance/QCEC%20Appeals%20Proces%20May%202007.pdf>