



Capital
Programs
Guidelines

2017

Endorsed by Commission

21 November 2016

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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 both Governments namely:

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 and the Commission determine which schools may be recommended for assistance.

6 The following guidelines provide the basis for determining 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

2 2017 Capital Round

8 The Commission at its August 2016 meeting recommended that \$70.00M of State Government and Australian Government capital assistance funding be made available for the 2017 Capital round.

9 Applications for the 2017 round close on 31 March 2017. 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' delivery rather than the traditional Architect delivery to undertake the project will need to notify the QCEC Secretariat 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>. School Authorities must be familiar with and follow this guideline.
- 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](#). School Authorities must be familiar with and follow this guideline.
- 13 The “[Functional Area Costs](#)” for the 2017 round are detailed in this document. These costs will provide a guide to estimate the costs of proposed works.
- 14 Religious Institute/PJP 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 as soon as practical prior to the application close date in order for the secretariat to provide guidance on the capital process if desired.
- 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 2017 |
| Submission of Financial Contribution Assessment Application | 22 May 2017 |
| School Visits | April - June 2017 |
| Financial contribution assessments advised | 2 June 2017 |
| New School Development Application (DA) for new schools | 31 May 2017 |
| Capital Programs Subcommittee prioritisation meeting | 6 to 8 June 2017 |
| Financial contribution reassessment application | 30 June 2017 |
| Financial contributions reassessment meeting | 6 July 2017 |
| Capital Programs Subcommittee Recommendations to QCEC | Early September 2017 |
| New schools NSSAB approvals by | 31 July 2017 |
| QCEC Recommendations to relevant Ministers | 30 September 2017 |
| School Authorities advised of Recommendations | October 2017 |
| Government approvals | November – December 2017 |
- 18 Funds for the majority of projects will become available in 2018 to early 2019.

State External Infrastructure Subsidy Scheme

- 19 The State Government administrative guidelines for the External Infrastructure Subsidy Scheme can be found at: [Queensland Government Non-state schools Capital assistance](#).
- 20 This subsidy will meet up to 50% of 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.
- 21 Application for a subsidy can be made as part of a Capital Assistance application or as a separate application for a self-funded project.
- 22 All matching contributions for successful State Government External Infrastructure Subsidy Scheme applications are the responsibility of the relevant School Authority.
- 23 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.
- 24 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

- 25 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

- 26 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 some or all levels of primary education (P-6) or secondary education (7-12) or both levels of education.
- 27 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.
- 28 The Finance Committee makes a recommendation to the Commission for a school development proposal to be considered a new school.

-
- 29 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 the eligible components of this initial master plan are complete.
- 30 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.
- 31 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

- 32 A School of Special Character is a school that provides a type of education requiring educational activities for all students to be in smaller groups, which has significant additional staff compared to other schools and with student attributes which have demonstrated needs e.g. students with disability or high numbers of Indigenous enrolments.
- 33 In order to be eligible for consideration as a School of Special Character the following criteria will be taken into consideration by the Capital Programs Subcommittee:
- Student staff ratios which are significantly less than the average in catholic schools (for example less than or equal to 10 students per teaching staff).
 - Timetabled class group sizes are to be provided which demonstrate smaller class sizes.
 - Attributes of the student population such as the proportion of Students With Disabilities (for example approximately 30% of the total student population) or Indigenous students (for example approximately 75% of the total student population). The identified student need must be significantly greater than the average within all catholic schools and based on census documentation. Note: the above percentage figures are indicative and other factors will also be taken into account in support of the request for designation
 - A clear commitment by the School Authority to provide ongoing recurrent resourcing in order to meet the educational needs that warrant a request for enhanced capital facilities.

This guidance advice is not applicable to Special Assistance Schools which will be assessed under the Special Assistance Schools guideline.

- 34 Following an application from the School Authority, the Capital Programs Subcommittee will make a recommendation via the Finance Committee to the Commission for a school to be considered as a School of Special Character. Capital funding applications for Schools of Special Character will be 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 higher staffing ratios.

- 35 Facility considerations will be based on an “on merit” request from designated schools. Due to the individual nature of Schools of Special Character, dispensation in functional areas can be requested for teaching spaces, administration and student amenities. In order to provide an indication of teaching space requirements a School of Special Character may propose a class group divisor of 12 students for years P to 6 and 16 students for years 7 to 10 and 14 for years 11 and 12 in order to determine the eligible number of streams. Schools of Special Character may request teaching spaces that are smaller in size than those provided for other schools. All requests for functional space beyond the standard Capital programs facility provisions will need to be substantiated.
- 36 As the characteristics and student profiles of schools change over time, the currency of a designation is to be reviewed on a five year cycle to confirm that the designation remains valid and appropriate.
- 37 Due to smaller numbers of students in class groups, the allocation for Furniture and Equipment will be based on a proportional allowance provided to other schools.
- 38 The above information has been provided to assist schools in “self-assessing” their eligibility to be considered a School of Special Character. Additional information and assistance is available from the Capital Programs section of the Queensland Catholic Education Commission.
- 39 There is no separate Capital funding for Schools of Special Character.

Special Assistance Schools

- 40 Special Assistance Schools (SAS) are those schools accredited by the Queensland Government through the Non- State Schools Accreditation Board as *Special Assistance Schools* as defined by the Government: <https://www.legislation.qld.gov.au/Bills/54PDF/2014/EducationOLAB14E.pdf>
- 41 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.
- 42 There is no separate Capital funding for Special Assistance Schools.

Core Facility Requirements

- 43 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.

SAS Area 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 ² plus 10m ² 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 ²
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.	392m ²
PE store	A space to provide storage.	For the storage of PE equipment.	50m ² 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 \$46350	60m ² kitchen/learning space 25m ² for storage, cold room/freezer plus 20m ² verandah
GLA's		5 GLA's	35m ² each GLA plus 10m ² verandah.
Flexible Specialist rooms		3 Flexible Learning Areas which could be used for Art, Man Art or Music.	Industrial Technology 100m ² (inclusive of storage areas) plus 25m ² verandah and 20m ² covered court. Music 80m ² (inclusive of storage areas), plus 25m ² verandah. Art 80m ² (inclusive of storage), plus 25m ² verandah and 20m ² covered court.
Maintenance Store			36m ²
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 ² @ secondary GLA rate and 5m ² @ Student amenities rate	40m ² plus 10m ² 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 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.

Flexibility of Design:

- 44 The Guidelines do not seek to inhibit a School Authority's ability to provide different and flexible design in building structures. The Guidelines provide a mechanism to distribute funding to School Authorities based on core facilities and consistent square metre areas for each facility type.
- 45 For example, the Guidelines will provide funding for a Science Lab at the rate of \$2,290/m² for a room that is 100m². The School Authority is responsible for the design of their facility to suit the way the school delivers their science curriculum. The Guidelines do not dictate the design. The School Authority must provide 100m² of science, but this could be a round room or a rectangle. The layout of the room and breakout areas is up to the School Authority. An Authority may apply for 300m² of Science facilities that is built as one open space but this would be counted, for the purposes of the number of spaces the school is eligible for, as 3 spaces.
- 46 The Guidelines would provide funding of \$5,895 for Loose Furniture and \$22,930 for Equipment for a new Science Lab. The Guidelines do not dictate what types of furniture and equipment a School Authority must provide. The type and use of furniture and equipment is the decision of the School Authority.

Furniture and Equipment provisions:

- 47 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.

4 Maintenance of Facilities

- 48 All established schools seeking either State or Australian Capital funding must demonstrate that they have an adequate maintenance policy and that an effective implementation of the maintenance program arising from that policy is being implemented.
- 49 The Commission policy for maintenance of schools can be found at:
<http://www.qcec.catholic.edu.au/upload/publicsite/qcec/policyandpositions/MaintenanceoffacilitiesinQueenslandCatholicSchools2015-02-10.pdf>

5 Area Guidelines

50 The Commission operating as the Queensland Catholic Block Grant Authority (BGA - Australian) and Capital Assistance Authority (CAA – State) has adopted the following 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

- 51 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 library facilities.
 - Physical Education** - including general purpose hall, gymnasium, stores, change rooms and showers.
 - Pupils' Amenities** - including canteen and servery, covered lunch area, lockers, uniform store, student rest rooms, toilets and change rooms.
 - Travel/Engineering** - including corridors, stairways, building equipment rooms, server rooms and computer technician rooms, maintenance stores and verandah.
- 52 Additional specialist functional spaces for secondary schools may 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.
 - 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.
- 53 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

54 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 ²)			
	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
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

55 Advisory land areas for school sites are:

a) 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.

b) 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

56 The area standard for boarding facilities is 24m² per student.

57 The area of unenclosed spaces and external travel is to be discounted for the purpose of calculating a boarding facilities total area.

58 Demountable buildings, which will continue to be used after the funded facilities are completed, must be included in a boarding facilities area.

59 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 24m²/person.

60 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.

- 61 The functional spaces for boarding are classified as follows:
- a) **Dormitories** - living area, students' bedrooms, lounge and dining rooms, study, storerooms and recreational rooms, administration offices, and dining hall.
 - b) **Supervisors** – supervisors' bedrooms, and/or supervisors' accommodation units.
 - c) **Services** – Commercial kitchen, commercial laundry, toilets, bathrooms and personal laundry facilities.
 - d) **Travel** – Roofed unenclosed external spaces and unenclosed travel.

Building the Education Revolution (BER) funded facilities

- 62 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.
- 63 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.

Trade Skills Centres (TSC) funded facilities

- 64 Facilities funded under the Australian Government's Trade Training Centres in Schools program (TTC) **will generally be** counted under the area guidelines for determining the core facilities available to accommodate the educational needs of the school.
- 65 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. 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

- 66 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.
- 67 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

- 68 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.
- 69 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

70 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 m². 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

71 Multipurpose spaces are provided in addition to GLAs and the allocation eligibility is detailed in the section titled: [Multipurpose Spaces – Primary Schools](#).

72 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

73 The core provision for learning spaces for Secondary Schools is 1.5 learning spaces per notional class group.

74 **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**.

75 **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

See the following table to illustrate the above calculation.

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

Secondary College										
Year of applicable enrolments	2018	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)	21
(c) Number of Specialist rooms within learning space allocation = (a) – (b)	18

77 The secondary school GLA space provision is 64 m², schools have flexibility in room configurations within this provision to allow for larger or smaller to suit the school's learning and teaching framework.

78 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

79 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.

80 It is acknowledged multi campus sites may have duplications in some facilities.

7 Learning Space Area Allocation

81 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.

82 Internal wall measurements should be used in calculating areas.

Primary Schools			
Learning Space	Area m²	Associated space	Area m²
General Learning Area (GLA)	70		
Prep	80	Internal store External store 1 facility External store subsequent facility External covered area 1 facility External covered area subsequent facility	5 12 2 20 10
Multi-Purpose Space	70		

Secondary Schools			
Learning Space	Area m²	Associated space	Area m²
GLA	64		
Art - Junior	80	Store	20
Art - Senior	100	External covered court 1 facility External covered court subsequent facility	40 20
Flexible Learning Area	80		
Home Economics	80	Store/Pantry/Laundry	20
Hospitality Kitchen	100	Store Cold room/freezer	20 8

Secondary Schools			
Learning Space	Area m²	Associated space	Area m²
Design Technology Workshops	90	Materials Prep 1 facility Materials Prep subsequent facility External covered court 1 facility External covered court subsequent facility Project Development Room	40 20 40 20 20
Music/Dance/Drama	80	Internal store Music practice rooms Outdoor covered performing court 1	20 Var 40
Science	100	Prep Room 1 facility Prep Room 2 facilities shared Prep room subsequent facilities shared External covered court 1 Facility External covered court subsequent facilities	20 40 10 40 10
Not Counted as Learning Space – provision based on demonstrated educational need.			
Agricultural Science Shed	100	External covered court	20

Ancillary Space Allocations (Primary)

83 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)

84 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.

The following table provides an illustration of the break points for secondary streams based on year levels.

Years 7 - 10		Streams	Years 11 - 12		Streams	Enrolment bands
1	32	1	1	28	1	1 - 184
33	64	2	29	56	2	185 - 368
65	96	3	57	84	3	369 - 552
97	128	4	85	112	4	553 - 736
129	160	5	113	140	5	737 - 920
161	192	6	141	168	6	921 - 1104
193	224	7	169	196	7	1105 - 1288

8 Multipurpose Spaces – Primary School

85 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:

86 Primary School (P-6) Student Numbers

Multi-purpose Space (Primary)	
Students	Allocation (m ²)
0 – 85	N/A
86 – 262	1
263 – 437	2
438 – 612	3
613- 787	1 extra

9 Learning Support Spaces

87 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 ²)	Students	Allocation (m ²)
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

88 It is recognised that all schools including small schools require a minimum provision for areas for administration and libraries as follows:

Administration			
Primary		Secondary	
Students	Allocation (m ²)	Students	Allocation (m ²)
0 – 100	140	1 – 184	300
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 ²)	Students	Allocation (m ²)
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

- 89 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.
- 90 In order to assist the Capital Programs Subcommittee in prioritizing a 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.
- 91 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 Functional rates.
- 92 Schools are eligible to request the following areas based on student enrolments.

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

Covered Lunch Areas			
Primary		Secondary	
Students	Allocation (m ²)	Students	Allocation (m ²)
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

- 93 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.

94 The provision of covered lunch areas is based on the total roof area of the structure.

PE covered area Alternate Option

95 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 Functional rates.

96 An additional allowance for the concrete base should be requested in Item 6: Work Details – ‘Other Costs’.

12 Physical Education Store

97 The provision for physical education store allows for a concrete block type building with internal shelving. The eligible areas are as follows:

Physical Education Store			
Primary		Secondary	
Students	Allocation (m ²)	Students	Allocation (m ²)
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

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

Maintenance Store			
Primary		Secondary	
Students	Allocation (m ²)	Students	Allocation (m ²)
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

99 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 ²)	Students	Allocation (m ²)
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

100 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 ²)	Students	Allocation (m ²)
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

101 The provision of change rooms falls under Pupil Amenities for facility type and functional rate. This allows for individual change cubicles and showers. New schools master planned for over 553 students may request the full allocation of 70m² .in initial stages of development

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

17 Student Toilets

102 Student toilets will be provided as per the Building Code of Australia.

- 3m² per toilets, includes circulation and
- 8m² Disability Toilet, includes circulation

18 Covered Verandah Allowances

103 The following provision is made for covered verandahs:

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

19 Technology Area Provision

104 There is a need for space for Information Technology 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.

105 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 ²)	Students	Allocation (m ²)
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

- 106 The Capital Programs Functional rate includes 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

- 107 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.
- 108 The cost allowance is specified in the [Ancillary Cost Guidelines](#).

21 Air Conditioning Guidelines

- 109 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.
- 110 Schools outside of these zones seeking to install air conditioning will either need to demonstrate exceptional circumstances exist or an existing system is compromised as a consequence of the proposed works. Requests for funding for air conditioning will be considered on merit.
- 111 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.
- 112 The cost allowance is specified in the [Ancillary Cost Guidelines](#).

22 Extra Over for Multi Storey Construction

Balustrading

- 113 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

- 114 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

- 115 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

- 116 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

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

23 Functional Area Costs (at Brisbane rates)

e) 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. Functional rate fitout inclusions can be found in Appendix A – Functional Rate Cost Guideline

118 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-2016	
FUNCTIONAL AREA	\$/M ²
Administration	\$2,190
Art	\$1,920
Boarding Dormitory	\$2,255
Boarding Services	\$3,060
Boarding Supervisors	\$2,255
PE Covered Area	\$785
PE Covered Area Alternative option	\$260
Flexible Learning Area	\$2,045
GLA – Primary	\$1,800
GLA – Secondary	\$1,750
Home Economics	\$2,045
Industrial Technology	\$1,915
Library	\$1,860
Maintenance Store	\$490
Music/Drama/Dance	\$2,255
Physical Education Store	\$1,090
Prep	\$1,850
Science	\$2,290
Pupil Amenities	\$3,060
Travel - unenclosed	\$720
Travel - enclosed	\$1,495
Travel – staircase	\$2,565

24 Ancillary Cost Guidelines

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Air conditioning		As detailed above. Note: Locality index is applicable	\$175 m ²
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.	\$917 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.	\$390/lin.m
Balustrading	Standard galvanised steel	Level 3 and above of a building	\$394/lin.m
Bike Racks	Bike racks may be requested for "Greenfield" sites.		\$471/lin.m
Buffer planting	Provision of buffer planting as identified by the Local Authority as a consequence of Development Approval requirements		\$34.60/ m ²
Car park Lighting	The provision of car park lighting may be considered as car park areas for schools are being provided.		\$2,849 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.	\$1140
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.	\$4550 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.	\$77.9/lin.m

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Fencing	Side boundaries adjoining private property can be a 1.8m high timber paling fence. The full cost of this type of fence is \$80 per lin.m	Adjoining private property owners are required to pay ½ cost.	\$40/lin.m
Fibre Optic Cabling	Fibre optic terminations per cable end Fibre optic cable (OM3)	Cost allowance does not include trenching, conduit, cable pits.	\$1,170 \$20/lin.m
Hydromulch/Grass Seed		Hydromulch/Grass Seed can be requested for larger areas.	\$4.15 m ²
Hospitality Kitchen	Extra over to cover high level of fit out	Refer functional area cost guide for detail	\$77,250
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 Verandahs) of the building multiplied by 0.4.	For example a single GLA (of 70m ²) plus 20 sqm of travel could request \$2,020 (90 x 0.4 x \$56).	\$56.10 m ²
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)	\$92,700 \$123,600 \$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.	\$12,840
Scaffolding	Scaffolding to whole of building	Only provided where building exceeds 2 levels.	\$80 m ²
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.	\$6,830

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Sun shading	Sun shading requests will be considered on merit.	The allocation is based on 1000mm depth of sunshading	\$420/ m ²
Suspended Slabs	Only provided at sub floor level	Capping of Piles/Slab on piles Partial undercroft slab on columns/walls	\$140 m ² \$312 m ²
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.	\$14.00 m ²
Top Soil	If top soil is required due to existing ground conditions, a request can be made for consideration.		\$60/ m ³
Rehabilitation demolition site	An allowance of 100mm topsoil and turfing	Consideration for reinstatement works due to the demolition of buildings is based on the footprint of the building plus 30% for paths and walkways	\$21/m ²

119 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.

120 All requests for ancillary items are to be substantiated.

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

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

25 Staircases

123 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 ²	Functional Rate
17m ² per level	\$2,420

124 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

125 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

126 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

127 Additional fees may be requested with substantiated documentation and considered 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.

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

Travel and Accommodation

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

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

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

- 131 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
- 132 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 \$0.55 per km.
 - Travel allowance begins at 1 hours travel from the principal consultant's office to a project, the cost allowance is up to \$85 per hour.
 - 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.
 - 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

- 133 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.
- 134 Where buildings are being refurbished or extended this would be a joint insurance responsibility and the owner and the contractor are required to hold construction insurance.
- 135 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 under Item 7 "Fees". The allowance will use the Catholic Church Insurances (CCI) scales for calculation purposes.
- 136 New works 0.15% per \$100K eg a \$1m project equates to a premium of \$1500
- 137 Existing Building Cover (sliding scale)
- | | | |
|--------|---|-------|
| \$100K | = | \$200 |
| \$250K | = | \$350 |
| \$500K | = | \$400 |
| \$1M | = | \$500 |
| \$2M | = | \$650 |

28 Furniture and Equipment

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

Freight Allowance

- 140 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

- 141 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	\$4,525			\$27,580		
2. APRE/APA/APC	\$2,125			\$0		
3. Automated Library System	\$0			\$11,465		
4. Compactus for Library	\$0			\$5,385		
5. Compactus for Admin	\$0			\$5,385		
6. GLA (General Learning Area/Classroom)	\$5,505			\$2,870		
7. Interview Room	\$1,295			\$0		
8. Learning Support Room	\$3,540			\$2,870		
9. Library	100 \$12,695	+200 \$8,150	+200 \$8,150	100 \$14,435	+200 \$7,215	+200 \$14,435
10. Library Resources (one time allocation only)	\$22,930 (for new schools)					
11. Multi-Purpose General Learning Area	\$5,505			\$4,020		
12. Preparatory Year (first Prep facility)	\$7,565			\$17,425		
13. Preparatory Year (subsequent Prep facilities)	\$7,565			\$9,745		
14. Principal's Office	\$3,860			\$0		
15. Sick Bay	\$2,040			\$670		
16. Sports Covered Area (full court fit-out)	\$0			\$9,745		
17. Staff Room	100 \$3,085	+200 \$4,095	+200 \$4,095	100 \$1,610	+200 \$0	+200 \$1,610
18. Tuckshop Equipment	\$0			\$5,460		
19. Visiting Specialist Room	\$1,585			\$0		

Furniture & Equipment Allocation Standards - Secondary Schools

Educational Facility	Loose Furniture	Equipment (Not built
1. Administration/Reception	\$4,525	\$28,565
2. Agricultural Science	\$0	\$22,930
3. APRE/APA/Year Coordinator/Admin Officer (if applicable)	\$2,015	\$0
4. Art Room	\$8,800	\$11,435
5. Automated Library System & Security	\$0	\$17,770
6. Compactus for Library and Admin	\$0	\$11,810
7. Counsellor/Career's Office (if applicable)	\$2,090	\$0
8. Dance/Drama Room	\$4,755	\$13,100
9. Deputy Principal's Office	\$2,305	\$0
10. Dining Room/Home Management	\$4,645	\$0
11. Film/digital Lab (if applicable)	\$0	\$9,170
12. Flexible Learning Area	\$5,895	\$16,045
13. Food Technology Room	\$0	\$19,735
14. General Learning Area (GLA)	5,460	\$2,185
15. Graphics Room	\$7,395	\$14,405
16. Hospitality & Catering	\$0	\$62,635
17. Interview Room	\$1,115	\$0
18. Learning Support Room	\$3,700	\$2,185
19. Library	\$19,315	\$9,515
20. Library Audio Visual/Seminar Room	\$5,815	\$4,585
21. Library Office (if applicable)	\$2,555	\$0
22. Library Resources (one time allocation only)	\$22,930 (for new schools)	
23. Material Preparation Area	\$0	\$8,025
24. Middle Years Materials Technology Room	\$3,860	\$26,205
25. Music Room	\$4,980	\$13,100
26. Principal's Office	\$4,100	\$0
27. Project Development Studio/ Design Technology & Visual arts room	\$645	\$12,495
28. Science Room	\$5,895	\$22,930
29. Secretary's Office	\$1,680	\$3,440
30. Senior Years Materials Technology Room	\$3,010	\$34,720

Educational Facility	Loose Furniture	Equipment (Not built
31. Sick Bay	\$2,940	\$780
32. Sports Covered Area (full court fit-out)	\$0	\$9,745
33. Staff Common Room	\$9,780	\$1,665
34. Staff Preparation Room (per staff member)	\$645	\$0
35. Student Lockers	\$160 each	\$0
36. Systems Room/Robotics/pneumatics	\$4,460	\$18,345
37. Technology Provision (one time new school only)	\$0	\$51,590
38. Textiles Room	\$5,605	\$8,080
39. Tuckshop Equipment	\$0	\$5,460
40. Visiting Specialist room	\$1,585	\$0
BOARDING SCHOOLS (New facilities)		
Per Student Allocation (loose furniture – bed, desk, robe, chairs)	\$2,290 each	
Per Supervisor Allocation (furniture and equipment not built in)	\$5,500 each	

- 142 Furniture & Equipment provisions for Food Technology Room (item 13) and Dining/Home Management Room (item 10) assumes single use and both areas are counted as one room space.

29 Locality Indices

Suburb	2017 Indices
Allora	105
Atherton	115
Augathella	125
Aurukun	185
Ayr	115
Babinda	115
Barcaldine	130
Bargara	105
Beaudesert	102
Bedourie	190
Beenleigh	100
Biloela	115
Blackall	130
Boonah	103
Bowen	115
Boyne Island	115
Bundaberg	106
Caboolture	100
Cairns	108
Charleville	125

Charters Towers	120
Childers	110
Chinchilla	110
Clermont	130
Cleveland	100
Clifton	105
Cloncurry	153
Collinsville	120
Cooktown	138
Cunnamulla	125
Dalby	105
Dimbulah	125
Emerald	123
Gatton	101
Gayndah	112
Gladstone	115
Gold Coast	102
Goondiwindi	110
Gympie	104
Halifax	120
Herberton	125
Hervey Bay	105
Home Hill	120
Hughenden	138
Ingham	116
Inglewood	110
Innisfail	115
Ipswich	100
Jimboomba	101
Kingaroy	108
Laidley	101
Longreach	135
Mackay	115
Mareeba	112
Maryborough	106
Miles	110
Millmerran	107
Miriam Vale	115
Mitchell	120
Monto	115
Mossman	115
Mt Isa	150
Murgon	110
Nambour	101
Nanango	110
Oakey	105
Palm Island	195
Pialba	105

Pittsworth	105
Proserpine	117
Quilpie	135
Ravenshoe	120
Redcliffe	100
Rockhampton	115
Roma	117
Sarina	117
Silkwood	120
Springsure	125
South Johnstone	120
St George	123
Stanthorpe	110
Sunshine Coast	101
Tara	112
Taroom	120
Thursday Is	185
Toowoomba	102
Townsville	108
Tully	120
Warwick	106
Weipa	183
Winton	140
Yeppoon	115

30 Application Assessment Procedures

- 143 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.
- 144 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](#) guideline.

Eligibility

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

Process

- 150 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.
- 151 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.
- 152 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.

- 153 The School Authority of the eligible applicant school is responsible for the project proposal and meeting all requirements of the QCEC Capital Programs process.
- 154 The Secretariat will ensure that all projects to be prioritised in a given round have a Project Proponent appointed from the Subcommittee.
- 155 The Project Proponent will liaise with the School Principal on the project.
- 156 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.
- 157 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 but not to provide any assurances of funding success as a result of the visit. The Project Proponent or the two visitors will not provide feedback on future project assessment outcomes.
- 158 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.
- 159 A mutually agreed summary of the key meeting points will be signed off at the visit.
- 160 Following the visit, schools may make adjustments to their application up to 31st May 2017.
- 161 All proposed projects will be considered and assessed against the criteria.

Assessment Criteria

- 162 The QCEC BGA/CAA is required to otherwise act and be compliant with the Australian and State Governments Guidelines for capital assistance funding.
- 163 In so doing it is required to optimise achievement of Governments' objectives and the probity, efficiency and quality of administration of funding.
- 164 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

- 165 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

- 166 Projects may be Australian Government, State Government funded or joint funded to the level recommended by the Finance Committee to the BGA/CAA.
- 167 All projects following assessment are ranked on the basis of the average assessment score of all assessors (highest to lowest)
- 168 The total quantum of funds available (Australian and State Government) is used to draw the indicative cut-off point in the prioritisation list.
- 169 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.
- 170 State Government funding is then applied to all remaining schools above the line.

Financial Contribution Assessment Meeting

- 171 The Financial Contribution Assessment Subcommittee provides the Commission with advice on the financial capacity of applicant school communities to contribute towards proposed capital projects based on information provided in the Financial Contribution Assessment Application. The School Authority will have the opportunity to request a re-assessment of the financial contribution and provide further information to be considered in reassessing the total contribution required.
- 172 These responses are considered by the Financial Assessment Subcommittee of the Finance Committee before the Project Finalisation Meeting.

Project Finalisation Meeting

- 173 The Capital Programs Subcommittee notes the report from the Financial Contribution Assessment Subcommittee and the value of each contribution.
- 174 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 is greater than \$500,000
- 175 Adjustments may be made to applications to ensure they conform to the guidelines and to reflect the Subcommittee's determination of acceptable quantities and rates.
- 176 Final costs and value of school contributions are entered into 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.
- 177 Projects endorsed by the Commission are forwarded to Government as a grant recommendation.

35 QCEC Appeals Process

- 178 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.
- 179 The process can be found at:
<http://www.qcec.catholic.edu.au/upload/publicsite/Finance/QCEC%20Appeals%20Proces%20May%202007.pdf>

Appendix A – Functional Rate Cost Guideline

Introduction

- 1 The following cost guide provides guidance to school/School Authorities with regards to the inclusion of works with respect to Functional rate allowances. This guide is not intended to be an absolute but rather to provide a school/school Authority with the expected outcomes associated with cost provisions for functional areas. The Functional rates are regularly reviewed and where appropriate adjusted to reflect price movements in the Building Cost Indices.

Functional Cost Rates inclusions

- 2 The Functional Area Rates are based on Brisbane construction costs calculated on building costs per square metre which are inclusive of:
 - a) Common building and construction cost elements to meet appropriate standards for school education.
- 3 The following is to provide guidance on the expected inclusions within the Functional Area rates.
- 4 The Functional Area rates are representative of a single storey, completed educational facility of allowable funded size, constructed on a level cleared site. The Functional Area Rates allow for construction of building structures that should stand for between 30 and 50 years with the flexibility to be refitted multiple times during their life cycle.
- 5 Building design must comply with the National Construction Code of Australia, relevant Australian Standards, Federal, State and Local Government Authority requirements.

1 Functional space provisions

General allowance provisions for Functional spaces.

- 6 Functional Area Rates for buildings are deemed to include:
 - Carpet, vinyl and floor tiles; timber or vinyl skirting
 - Painted plasterboard or acoustic tile ceilings, generally 2700mm high; coved cornice, square set or shadow line
 - Phone, data points or WIFI capability
 - Data projector and screen or a flat screen television (if a teaching space)
 - Display wires/ hooks
 - Durable plasterboard wall linings, painted
 - White or black board and pin boards (if a teaching space)
 - Ceiling fans to general areas
 - Air conditioning can be requested for schools in the eligible “Cooler schools” zone
 - Lighting to code
 - Monitored security system with motion detection
 - Public address system
 - Extra funding for room specific loose furniture and equipment can be requested under Section 6 of the Capital Programs Application - Furniture and Equipment as indicated in the Furniture and Equipment guide.

2 Administration

Functional Brief

- 7 Primary and Secondary school Administration buildings should be sized in accordance with Section 10 of the Capital Program Guidelines, and provide suitable facilities to accommodate administration function and staff facilities:
- 8 Covered general and student entries are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 9 Functional Area Rates for Administration buildings include allowances as detailed in “General allowance provision for functional spaces” as detailed above and specifically:

Reception and waiting area:

- Secure counter and desk (laminated finish)
- Storage cupboards

General Office Areas

- General workstation areas
- Storage cupboards
- Space for compactus
- Interview rooms
- Photocopy spaces

Staff Common Rooms

- Kitchen or kitchenette
- Sinks with hot and cold water
- Dishwasher (Commercial quality)
- Boiling / chilled water unit
- Space for dining, staff meetings etc.

Staff Amenities

- Toilets, urinals, basins and showers
- Laminated toilet partitions and benches
- Change seats, shower seats, grab rails, mirrors, toilet roll holders, hand dryers etc.
- Mechanical ventilation

3 Art

Functional Brief

- Art rooms should provide an open group learning space, to accommodate students learning visual Art. Art rooms should be sized in accordance with the Capital Program Guidelines and include associated spaces as follows:
- External covered court 1 facility
- External covered court subsequent facility
- Store

- 10 Covered verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 11 Functional area rates for Art rooms include allowances as detailed in “General allowance provision for functional spaces” as above and specifically:

Art Rooms:

- Provision of durable wall linings, painted
- Storage cupboards and shelving
- Hot and cold sinks
- Gallery wall

Store:

- Lockable storage cupboards and shelving

External covered court 1 facility

- Concrete floor
- Cold water wash trough
- Unenclosed, but mesh security
- Accommodation for kiln

4 Boarding Administration

Functional Brief

- 12 Boarding Administration should provide an administration and general office area for those staff supervising boarding students. Functional Area Rates for Boarding administration buildings include allowances as detailed in “General allowance provision for functional spaces” as detailed above.

Boarding staff areas provide suitable facilities to accommodate:

- Boarding supervisor’s office, store room, meeting room, bedroom, sick room and amenities
- Visitor’s room with kitchenette and ensuite on merit.

- 13 Covered verandahs are funded as travel

Additional Elements included within the area rates

- 14 Functional Area Rates for Boarding Administration rooms are inclusive of:

Boarding Staff areas:

- Data point and GPOs
- Fixed joinery to sick room with wash basin
- Fixed laminated joinery such as front desk and storage areas.
- Kitchenette to meeting room
- Toilet facilities

Visitor’s rooms with kitchenette and ensuite on merit:

- Fixed laminated joinery to kitchenette and storage cupboard
- Private ensuite
- Data point and GPOs

5 Boarding Dormitory

Functional Brief

- 15 Boarding Dormitories should provide comfortable living arrangements for students living and studying away from their homes and provide:
- Bedroom areas to accommodate boarding students
 - Communal lounge / study areas
- 16 Covered Verandahs are funded as travel.

Additional Elements included

- 17 Functional area rates for Boarding Dormitories include allowances as detailed in “General allowance provision for functional spaces” as above and specifically:
- Class 3 building under the NCC
 - Door control
 - Fire control
 - Monitored fire alarm system with fire indicator panel

Bedrooms:

- GPO and Wi Fi capability
- Lockable bedrooms or joinery partitioning with single bed, study desk and lockable storage cupboard

Communal lounge and study areas (Open communal space):

- Data points for teleconference, Wi Fi capability and GPOs
- Fixed joinery such as laminated kitchenette, storage units and bookcases etc.

6 Boarding Services

Functional Brief

- 18 Boarding Services rooms should provide a range of services including kitchens, bathrooms and laundries with commercial quality fittings.

Additional Elements included

- 19 Functional area rates for Boarding Services include allowances as detailed in “General allowance provision for functional spaces” as above and specifically:

Communal bathroom facilities:

- Naturally ventilated where possible
- Toilets, basins and showers
- Laminated toilet and shower partitions, and benches
- Shower seats, grab rails, mirrors, toilet roll holders, hand dryers etc.
- Tiled floors and walls

Communal kitchen areas:

- Kitchens with basic cooking facilities
- Communal space
- Commercial Kitchen and Dining Room

Extra funding may be requested under Item 6 Other Costs of the Capital Programs Online application for additional costs associated with the fitout to the main kitchen to comply with Health Regulations and Standards including tiled walls, stainless steel benching, exhaust canopy etc. The allowance provided for a hospitality kitchen will be taken as a guide

Communal laundries:

- Laminated benches
- Laundry tubs
- Provision for washing machines and clothes dryers

7 Boarding Supervisors

Function Brief

- 20 Boarding Supervisor rooms are generally attached to the boarding house and should provide residential accommodation for those staff supervising boarding students.
- 21 General inclusions:
- Cooking facilities (oven, cooktop, range hood) Sink
 - Fixed laminated kitchen and joinery

Additional Elements included

- 22 Functional area rates for Boarding Services include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:
- Living area/ communal lounge
 - Kitchen
 - Bedrooms
- 23 Carport and balconies are funded as travel.

8 Covered Areas

Functional Brief

- 24 Covered areas offer space to provide covered break-out space, shelter and shading to students. The following elements are included within the functional rates:

PE covered areas:

- Provision of a weather protection “skirt” from 3m off floor level to roof line on each side and ends of the building.
- Acrylic painting and line marking to slab for court surface
- Engineered structurally to be fully enclosed at a later date
- Portal frame roof and support structure, insulated
- Vandal resistant lighting

Covered lunch areas:

- Not engineered to be closed
- Portal frame roof and support structure, insulated
- Vandal resistant lighting

Under crofts:

- Undercrofts are funded as unenclosed travel, are usually constructed to be converted to another functional space and may attract additional funding when included in multi storey construction or where services need to be provided and capped for a future conversion.
- When Undercrofts are converted to a functional space, the functional rate is discounted by the unenclosed travel rate applicable at the time of conversion.

25 Extra funding for full court fit-out (Section 6 of the Capital Programs Application - Furniture Requests) and (Section 6 of the Capital Programs Application – Equipment Requests) may also be requested as detailed in the Furniture and Equipment schedule.

26 Extra funding for drinking troughs may be requested under Section 6 – Other Costs in the Capital application form.

9 Design Technology

Functional Brief

27 Industrial Arts rooms should provide an appropriate learning space, to accommodate students learning Design Technology and Graphics.

28 Design Technology rooms should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:

- Graphics / CAD
- Design Technology Workshops

Associated space required, includes:

- CAD / Graphics
- ITD Covered Area
- Project Development Room

29 Covered verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

30 Functional area rates for Industrial Arts spaces include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:

Design technology workshops:

- Appropriate learning space
- Storage cupboards

CAD Graphics

- Joinery for book and computer facilities
- Appropriate learning space
- Storage cupboards

ITD Covered Area

- GPOs for heavy duty or 3 phase equipment
- Appropriate learning space
- Storage cupboards
- Unenclosed, but meshed for security

Materials Prep 1 facility

- Enclosed space
- GPOs for heavy duty or 3 phase equipment
- Materials handling gantry
- Racking for materials

Dust extraction

- Dust extraction may be requested under Section 6 - Other Costs of the Capital Programs Application.

10 Flexible Learning Area

Functional Brief

- 31 Flexible Learning Areas should provide an open multi-purpose group learning space that can be technology rich or configured to provide for multiple key learning areas.
- 32 Flexible Learning Areas should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Open learning space suited to key learning areas as determined by the school.
- 33 Covered Verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- Functional area rates for Flexible Learning Areas include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:
- Joinery for benches, cupboards, book and computer facilities
- Storage cupboards

11 General Learning Area (GLA) - Primary

Functional Brief

- 34 Primary GLA buildings should provide an open group learning space, to accommodate students from Years 1 - 6. A Primary GLA building should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Primary teaching and learning
- 35 Covered Verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 36 Functional area rates for Primary GLA’s include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for.
- Storage cupboards
 - Joinery for book and computer facilities

- 37 Extra funding for operable walls between adjacent GLAs; bag racks; drinking fountains; drinking troughs; air conditioning (in specific locations) can be applied for separately under the Capital Programs Application – Other Costs.

12 General Learning Area (GLA) - Secondary

Functional Brief

- 38 Secondary GLA buildings should provide an open group learning space, to accommodate students from Years 7 - 12. Secondary GLA's should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Secondary teaching and learning
- 39 Covered Verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 40 Functional area rates for Secondary GLA's include allowances as detailed in "General allowance provision for functional spaces" as above and specifically for:
- Secondary GLA:
- Joinery for book and computer facilities
 - Storage cupboards
- 41 Extra funding for operable walls between adjacent GLAs; drinking fountains; drinking troughs; air conditioning (in specific locations) can be applied for separately under Section 6 of the Capital Programs Application – Other Costs.

13 Home Economics

Functional Brief

- 42 Home Economics rooms should provide an open group learning space, to accommodate students learning Food Technology, Dining Room / Home Management, Textiles and Hospitality and Catering and should be sized in accordance with the Capital Programs Guidelines.
- Associated space required, includes:**
- Store / Pantry / Laundry
 - Cold room/Freezer for Hospitality Kitchen
- 43 Covered Verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 44 Functional area rates for Home Economics spaces include allowances as detailed in "General allowance provision for functional spaces" as above and specifically for:
- Food Technology:**
- Demonstration camera and TV screen
 - Domestic appliances (upright stoves, or ovens and cooktops)
 - Joinery for cooking

Dining / Home Management:

- Open learning space
- Storage cupboards

Textiles:

- Open learning space
- Storage cupboards

Hospitality Kitchen:

Additional funding is available to enable a Home Economics facility to be upgraded to a hospitality kitchen as detailed in the Furniture and equipment schedule. This additional allowance provides for:

- Epoxy flooring
- Exhaust canopy and mechanical exhaust
- Hand basins
- Hot and cold water supply
- Sewer drainage
- Stainless steel benches and sinks
- Storage cupboards
- Wall tiling to local authority requirements

45 Additional funding for trade waste drainage and grease trap may be applied for under Section 6 of the Capital Programs Application – External Works.

46 Additional funding for a cold room and freezer based on 8m² may be requested.

14 Library

Functional Brief

47 Library buildings should provide an enriched learning experience offering zones for individual students and group learning spaces; catering for safety, privacy and security aspects of students, staff, equipment and books.

Additional Elements included

48 Functional area rates for Libraries include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:

- Painted plasterboard or acoustic tile ceilings, generally 3000mm high; coved cornice, square set or shadow line

Primary Library

- Secure counter and desk
- Storage cupboards

Secondary Library

- Counter and storage cupboards
- Meeting rooms
- Seminar rooms
- Senior learning areas
- Storage cupboards / book shelves
- Store rooms and staff work benches

Extra funding for library resources a one-time allowance can be requested under Section 6 of the Capital Programs Application – Library Resources, including a compactus.

15 Maintenance Store

Functional Brief

- 49 Maintenance Stores provide storage for maintenance equipment, tools, lawn mowers etc.
- 50 Maintenance stores must be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Wash up Facilities
 - Open space for maintenance

Additional Elements included

- 51 Functional Area Rates for Maintenance stores are deemed to include for:
- Portal frame Colorbond shed, minimum 3m to eaves, with roof insulation
 - Water, sewerage, electrical, lighting and telephone/data

16 Music / Drama / Dance

Functional Brief

- 52 Music / Drama / Dance rooms should provide an open group learning space.
- 53 Music / Drama / Dance rooms should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Open learning space
 - Outdoor performances
- 54 Associated space required, includes:
- Internal store
 - Music practice rooms
 - Outdoor covered performing court 1 facility

Additional Elements included

- 55 Functional area rates for Music/Drama/Dance areas include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:
- Acoustic treatment to walls, doors, windows and ceilings as required
 - Mechanical ventilation

Internal store

- Storage cupboards

Music/ dance/ drama rooms

- Acoustic treatments to walls, ceiling, doors etc.

Outdoor covered performing court 1 facility

- Concrete floor, level or stepped as required

17 Physical Education Store

Functional Brief

- 56 Physical Education Store rooms provide storage for sports equipment, and are often located adjacent to PE covered areas.
- 57 PE Store rooms should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Shelving and storage

Additional Elements included

- 58 Functional Area Rates for PE Store rooms are deemed to include for:
- Roller door to entry
 - Shelving for storage

18 Prep Year Room

Functional Brief

- 59 Prep Year rooms should provide an open group learning space, to accommodate students.
- 60 A Prep Year room should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- To deliver the prep curriculum
- 61 Associated space required, includes:
- External covered area 1 facility
 - External covered area subsequent facility
 - External store 1 facility
 - External store subsequent facility
 - Internal store
- 62 Covered Verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 63 Functional area rates for Prep rooms areas include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:
- Joinery for book and computer facilities
 - Sink
 - Storage cupboards
- 64 Extra funding for operable walls between adjacent Prep rooms; bag racks; drinking fountains; drinking troughs, can be requested under the Capital Programs Application – Other Costs.

19 Science

Functional Brief

- 65 Science rooms should provide an environment to experience the sciences (Physics, Chemistry and Biology).
- 66 Science rooms should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:
- Chemical waste capture and treatment
 - Laboratory facilities
 - Store and prep rooms
 - Accessible joinery
- 67 Associated space required, includes:
- External covered court 1 facility
 - External covered court subsequent facilities
 - Prep Room 1 facility
 - Prep Room 2 facilities shared
 - Prep room subsequent facilities shared
- 68 Covered verandahs are permissible and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

- 69 Functional area rates for Science facilities include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:
- Laboratory sinks
 - LPG gas outlets and piping to gas connection
 - Fume cupboard access
- Prep Room facilities:
- Eye wash facilities
 - Fume cupboard and exhaust system for senior facility
 - Storage cupboards and benches
- External covered court 1 facility:
- Enclosed with mesh

20 Student Facilities

Functional Brief

- 70 Student Facilities buildings should provide a range of services including canteen and servery, uniform store, student wash rooms and change rooms and book hire and sized in accordance with the Capital Program guidelines.
- 71 Covered verandahs to ancillary areas may be requested and should be sized in accordance with the Capital Program Guidelines.

Additional Elements included

72 Functional area rates for Science facilities include allowances as detailed in “General allowance provision for functional spaces” as above and specifically for:

- Exhaust fans to canteen and toilet facilities
- FC sheeting, tiled blocks/brick, water proof wall linings, painted where necessary

Canteen and servery

- Basin
- Boiling / chilled water unit
- Point of sale facilities/benches
- Secure counter
- Sinks with hot and cold water
- Stainless steel or laminated benches

Uniform store

- Fitting cubicles
- Laminated benches and storage shelving
- Point of sale facilities/benches
- Secure counter

Student rest rooms / Change rooms

- Change seats, shower seats, grab rails, mirrors, toilet roll holders, hand dryers etc.
- Laminated toilet partitions and benches
- Naturally ventilated where possible
- Tiled floor and walls
- Toilets, urinals, basins and showers

Book hire

- Laminated benches and storage shelving
- Point of sale facilities/benches
- Secure counter

73 Extra funding for trade waste drainage and grease trap may be requested for separately under Section 6 of the Capital Programs Application – External Works.

21 Travel - Unenclosed

Functional Brief

74 Unenclosed travel space is offered to provide covered break-out space, shelter and shading to students and buildings.

75 Travel buildings / spaces should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate:

- Covered Verandahs to primary and secondary GLAs, secondary specialist teaching areas, ancillary areas, administration and library buildings

Additional Elements included

- 76 Functional Area Rates for Travel are inclusive of:
Covered Verandahs to primary and secondary GLAs, secondary specialist teaching areas, ancillary areas, administration and library buildings, including:
- Break-out areas with slab on ground, or steps built on ground
 - Roof and support structure, insulated and lined
 - Vandal resistant lighting
- 77 Extra funding for balustrades for multi-storey construction can be requested under Section 6 of the Capital Programs Application – Other Costs.
- 78 Staircases are provided as a separate functional cost.

22 Travel - Enclosed

Functional Brief

- 79 Enclosed travel space is available to provide corridors and access within buildings where the provision of unenclosed travel is not possible or suitable or to refurbish existing enclosed travel that is not suitable for conversion to other functional areas.
- 80 Enclosed Travel is considered on merit.
- 81 Enclosed Travel does not include provision for windows or joinery, however where corridors adjoin other functional areas efficiencies can be gained within the overall budget to provide alternative partitioning between spaces.

Additional Elements included

- Nil

23 Travel – Staircases (unenclosed and enclosed)

Functional Brief

- 82 Stairs are funded separately to provide access to and within buildings according to code.

Unenclosed Staircases

- 83 Costs for staircases between floors in multi-storey construction shall be separately costed in Item 4 of the applications (typically 17m² for 1.5m wide stairs by 3m rise with landings at centre and top), balustrading and roof. The functional rate will allow for the supporting slab on ground, staircase, landings, balustrades, supporting structure, roof, gutter, downpipes, tactile indicators and non-slip edges, toppings, lighting and emergency lighting.

Enclosed Staircases

- 84 Additional costs for enclosed staircases between floors in multi-storey construction may be requested as an extra over and are to be separately costed in Item 6 Other Costs of the application. The allowance is detailed in the Section 24 Ancillary Cost Items and allows for the addition of brickwork at sides and a deduction for balustrades and substitute handrails.

24 Common Building and Construction Contract Cost Elements

Preliminaries

- 85 Functional Cost Rates include on-site preliminaries and overheads which are inclusive of but not limited to all aspects of setting up the construction site eg. for environmental protection such as shake down facilities and silt fences, safety requirements such as mobile scaffolding, roof edge protection, safety equipment, site security and site offices, site fencing and traffic control. Staffing such as supervision staff site labour. The rates are also inclusive of decamping costs of all contractors.
- 86 The rates assume normal site conditions and an average contract period relative to the value of the works.
- 87 Portable Long Service Leave and Workplace Health and Safety Levy are calculated in Section 7 of the application and paid separately by the School Authority.

Substructure

- 88 The Functional rates are inclusive of costs associated with slab on ground and thickenings (concrete, edge forms and set-downs, mesh reinforcement, sand bed, vapour barrier, physical termite barriers). Also included is provision for high level strip and pad footings (excavation, concrete, formwork where required and reinforcement).

Superstructure

- 89 Generally, Functional area rates are deemed to include:

Columns

- Steel, concrete, block or brick columns
- Ceiling height to suit category of building (2700mm nominal). Where functional areas require higher ceilings this is detailed under Additional Elements.

Upper floors

- Suspended slab on first level

Staircase

- Staircases are funded separately and detailed under Additional Elements – Travel

Roof

- Timber or steel framed roof structure (e.g. pitched roof or trusses); Colorbond finished roofing materials, flashings, cappings, guttering, downpipes, and gutter guard.
- Roof insulation (to meet local authority and statutory requirements)

External walls

- Timber or cold formed steel framing, columns, concrete block or brick, wind and tie down bracing
- External wall cladding painted fibre cement, Colorbond steel or weatherboard, face brickwork, painted block or concrete render.

Windows

- Commercial glazing to meet codes for natural light and ventilation with doors, windows and frames to be powder coated or anodised aluminium framed, with laminated or toughened glass (to suit code compliance) with manufacturer's certification

External Doors

- External doors should be solid core timber with glass viewing panel and aluminium/ steel framed or aluminium with glazing and aluminium framed
- All hardware should be master-keyed to all external doors

Internal Walls

- Timber or steel stud framed walls

Internal Screens

- Operable walls are funded as an additional cost under Item 6 Other Costs of the Capital Programs application

Internal Doors

- Timber doors with timber, aluminium or steel framed with or without viewing panel or Aluminium glazed and aluminium framed as appropriate to each functional area.

Accessibility

90 All works are to comply with accessibility codes and standards which include:

- Appropriate signage
- Balustrades and handrails
- Accessibility requirements (e.g. door widths, entry ramps)
- Accessibility (PWD) amenities
- Tactile indicators as required

91 Extras would be considered under Section 6 of the Capital Programs Application (Work Details – Other Costs) for low speed lifts and/or ramps to provide access to the building.

Energy Efficiency/Sustainability

92 All new construction works should take into consideration:

- Appropriate building orientation
- Environmental aspects, including insulation and sunscreens
- Water heating
- Water storage facilities / grey water recycling as per National Construction Code of Australia and local authority requirements.

Finishes

Ceiling

- Flush set plasterboard or fibre cement ceiling lining and acoustically treated where required. Coved plaster, square set or shadow line cornices
- Suspended grid ceiling

Floor

- Ceramic tiles, commercial carpet, vinyl or polished concrete as appropriate to functional area.

Wall

- Flush set internal plasterboard or fibre cement wall linings, partitions, doors, access panels etc.
- Architraves, skirtings and reveals where required
- Wall insulation (to meet local authority and statutory requirements)

Fittings

Equipment (internal and external)

93 The design of buildings need to meet the functional aspects for the space and include:

- Building signage (identification and directional)
- Data projector and screen, or large flat panel television screen / monitor
- Display wires/hooks
- Fire extinguishers and blankets
- Fixed white boards and pin boards

94 Extra funding for room specific loose furniture (Section 6 of the Capital Programs Application – Furniture Requests) and equipment (Section 6 of the Capital Programs Application – Equipment Requests) may also be requested as detailed in the Furniture and equipment provisions of this guide.

Joinery

95 All joinery should be appropriate for use such as:

- Disability access requirements
- Exposure to elements
- Fitments as required
- Room function
- Suitable laminates, fit for the purpose (e.g. acid resistant to science benches)

Services

Electrical

96 The provision of electrical services to suit room function requirements, in accordance with standards and local authority requirements which is inclusive of:

- Ceiling fans
- Directional signage
- Emergency lighting
- Energy saving light fittings and fitments, internally and externally
- Internal and external GPO's
- Power to suit air conditioning requirements (within the "Cooler Schools" zone)
- Safety switches
- Security lighting
- Smoke detection
- Sub-board per building
- Testing and commissioning systems
- Vandal resistance as required

Information Communications Technology & Security

97 The rates include the following to suit room functional requirements:

- AV connections and wiring
- Data points, internal data cabling and wireless access points
- Data racks and patch panels
- Internal MATV cabling
- Public address system
- Security control panel, security key pads and detectors
- Telephone connections
- Testing and commissioning systems

Mechanical

98 Air conditioning is provided as an additional cost in accordance with air conditioning provisions contained in the Capital Programs Guidelines.

99 Mechanical Ventilation is provided as an additional cost where required by code or for the necessary functioning of a particular functional area.

100 Room heating is provided as an additional cost in cold climate areas external to the “Cooler Schools” zone.

Sewerage and Stormwater Drainage

101 Civil and commercial hydraulic services to suit the following:

- Capping to future service points and inspection openings
- Clearing and testing
- Duct access panels
- Fire stop collars (if required)
- Floor waste gullies, shower traps, bucket traps, traps to fixtures, drainage and vent pipework, stacks and fittings, roof flashings
- In-ground or suspended sanitary drainage from point of fixture to outside face of each building
- In-ground or suspended stormwater drainage from point of discharge to outside face of building
- Sewer drainage to local authority requirements
- Termite barriers to slab penetrations
- Tundishes and drainage to air conditioners (as required).

Water

102 Provision of all internal hydraulic services to suit the following:

- Internal water supply
- Fire hose reels
- Hose cocks and backflow prevention
- Hot water units, drip trays and insulated supply to fixtures
- Sanitary fixtures and tap ware
- Testing and commissioning
- Vandal resistance
- Water fountains and troughs

Contingencies

103 Functional Area Rates are deemed to include an allowance of 2.5% for contingencies.

25 Exclusions

External Services

104 External Services are **not included** in the Functional Rate and extras may be considered under Section 6 of the Capital Programs Application (External Works; Other Costs and External Infrastructure Subsidy).

Appendix B. – Accurate Estimating Schedule of Rates Guide

Civil Works Schedule of Rates

The Civil works spread sheet is available from the Capital Program on line web page under the resources section. Please contact Bernadette Casey on phone 3316 5818 or James Wong on phone 3316 5820.