



# Capital Assistance Guidelines

# 2021

Endorsed by the Commission: 20 October 2020

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*These guidelines should be read in conjunction with  
Capital Assistance – An Overview  
2021 Capital Round – Important Dates*

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## Table of Contents

1	Introduction	3
2	Scope of the guidelines	3
3	Eligibility for capital assistance	4
4	Design	4
5	Functional space classifications	4
6	General learning areas	6
7	Other areas	10
8	Other provisions	15
9	Functional area rates	17
10	Ancillary costs	19
11	Consultant fees	22
12	Construction insurance	23
13	Furniture and equipment	23
14	Locality indices	27
15	Appendix A: Functional area rates	29

# 1 Introduction

The aim of the Queensland Catholic Education Commission (QCEC) guidelines is to provide a point of reference to schools applying for capital assistance with regard to core facilities and consistent square metre areas for each facility type and the associated construction/refurbishment costs. The guidelines should be read in conjunction with *Capital Assistance – An Overview* and *2021 Capital Round – Important Dates*.

It is recognised that all schools require a minimum provision of facilities to operate and offer the curriculum. These core facilities are identified in section 5 and their recommended sizes are outlined in sections 6-8. The functional area costs and ancillary costs applied for new construction in Brisbane are in sections 9-13. The locality index applied to construction outside Brisbane is in section 14.

The QCEC Secretariat is available to assist with matters relating to capital applications and can be contacted on 3316 5818 or [capital@qcec.catholic.edu.au](mailto:capital@qcec.catholic.edu.au)

## 2 Scope of the guidelines

Except for special assistance schools<sup>1</sup>, the guidelines apply to all schools accredited by the Queensland Government and operated by a Catholic School Authority (CSA) affiliated with the QCEC. This includes schools identified by the QCEC as a school of special character<sup>2</sup>.

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 student groups and higher staffing ratios. 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. All requests for functional space outside the standard capital provisions need to be substantiated.

There is no separate capital funding for schools of special character or special assistance schools. However, separate area guidelines apply to special assistance schools – refer to *Capital Assistance Area Guidelines 2021 – Special Assistance Schools*. All other provisions apply equally to all schools.

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<sup>1</sup> Special Assistance Schools are those schools accredited by the Queensland Government through the Non-State Schools Accreditation Board as Special Assistance Schools as defined in the Education (Accreditation of Non-Schools) Act 2017.

<sup>2</sup> A School of Special Character is a school that provides a type of education requiring educational activities for all students to take place in smaller groups, which requires significant additional staff compared to other schools, and with student attributes which have demonstrated needs (for example, students with a disability or high numbers of Indigenous enrolments).

To be eligible for consideration as a School of Special Character, the following criteria will be taken into consideration:

- 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 for all students.
- 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 to meet the educational needs that warrant a request for enhanced capital facilities.

Facilities that are funded under the Primary Schools for the 21st Century (P21) and Science and Language Centres (SLC) components of the Australian Government’s *Building the Education Revolution* program and facilities that were funded under the *Trade Training Centres in Schools* program (TSC) will be counted as a specialist area if the area is a timetables space.

Facilities that were funded under the Australian Government’s *Local Schools Working Together* program (LSWT) will **not** be counted under the area guidelines. This is due to the shared nature of such facilities between non-state schools and state schools.

## 3 Eligibility for capital assistance

### 3.1 Educational need

A school must have an educational need for facilities to be eligible for capital assistance.

QCEC recognises that all schools (irrespective of size) require minimum facilities to operate and offer the curriculum. QCEC has identified these core facilities and has defined their dimensions. School Authorities are eligible to apply for the construction or refurbishment/conversion of those facilities.

If current facilities fall short of the prescribed core provisions (based on projected enrolment two years forward), an educational need is established.

### 3.2 Financial Contribution

The method of calculating the financial contribution to a project can be found on the QCEC’s web site titled [“2021 Capital Grant Funding Guidelines”](#).

### 3.3 Project Elements

The maximum number of elements available per application for funding consideration is five(5). Each element can be defined and treated as a standalone individual project.

## 4 Design

The guidelines do not dictate design or the types of furniture and equipment a School Authority must provide.

## 5 Functional space classifications

It is recognised that, irrespective of size, all schools require a core or minimum provision of facilities to operate. The following functional spaces are considered core requirements to provide sufficient space to offer the curriculum.

### Primary and secondary schools

General learning area	Classrooms, home bases, practical activities areas (including wet areas and craft rooms), store work
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	area, quiet or withdrawal rooms, tiered lecture theatre, learning support area, stores
<b>Multi-purpose space</b>	Larger open area to provide flexibility of use (Primary)
<b>Administration</b>	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, general bulk store and staff preparation rooms
<b>Engineering</b>	Building equipment rooms, cleaner's stores (capped at 3m <sup>2</sup> ) and server rooms
<b>Library</b>	Reading room, seminar rooms, technology facilities, individual study areas, office, workroom store, Librarian's office and satellite library facilities
<b>Maintenance</b>	Maintenance stores
<b>Physical education</b>	General purpose hall, stores.
<b>Ancillary spaces</b>	Canteen, servery, covered lunch area, lockers, uniform store, book hire, student rest rooms, toilets and change rooms (Secondary)
<b>Walkway</b>	Stairways, and veranda

#### Additional specialist functional spaces for **secondary schools**

<b>Art</b>	Graphics and design, fabric art, painting and drawing, pottery, sculpture, photography studio and darkroom, stores
<b>Food Technology</b>	Food technology, hospitality and catering, textiles technology and design
<b>Industrial technology</b>	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 design spaces
<b>Music/Dance/Drama</b>	Room for instrumental and vocal groups, practice rooms, change rooms, stores and performance, and film and television areas.
<b>Science</b>	Laboratories and preparation rooms for General Science, Physics, Chemistry, Biology, Marine and Earth Science, animal and plant (botanical) rooms, Physics
<b>Flexible learning area</b>	Multi-purpose flexible space that is responsive to individual school curriculum requirements.

#### Functional spaces for **boarding**

<b>Dormitories</b>	Living area, students' bedrooms, lounge and dining rooms, study, storerooms and recreational rooms, administration offices, and dining hall
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<b>Supervisors</b>	Supervisors' bedrooms and/or supervisors' accommodation units
<b>Services</b>	Commercial kitchen, commercial laundry, toilets, bathrooms and personal laundry facilities
<b>Walkway</b>	Roofed unenclosed external spaces and unenclosed walkway

Each of the above functional spaces includes an allowance for internal circulation. Movement from one space to another is included in Walkway.

## 6 General learning areas (GLAs)

### 6.1 Number of general learning areas

To ensure all Catholic schools in Queensland are provided with at least the core facilities required to meet educational needs, QCEC as the Block Grant Authority (BGA)/Capital Assistance Authority (CAA) has approved formulas for determining the core provision of learning spaces within the area guidelines.

**General learning areas for primary schools – 1 GLA per class group where 1 GLA = 70m<sup>2</sup> (grade 1-6) and 80m<sup>2</sup> (prep)**

**General learning areas for secondary schools – 80% of notional number of class groups where 1 GLA = 64m<sup>2</sup>**

Schools have flexibility in terms of room configurations within this provision to allow for larger or smaller rooms to suit the school's learning and teaching framework. For example, two classrooms could be combined offering 3-4 learning spaces.

The core provision eligibility for learning spaces for Prep to Year 12 schools is determined by calculating the primary school allocation based on the number of students in the primary section of the school and the secondary school allocation based on the number of students enrolled in the secondary section of the school.

It is acknowledged that multi-campus schools may have duplications in some facilities. Requests for duplicated facilities will be considered on a case-by-case basis.

### Box 1 Calculation of primary GLAs

A two-stream primary school, ranging from Prep to Year 6, would generally have 14 class groups and would therefore be eligible for 14 GLAs where a GLA is 70m<sup>2</sup>. An example calculation is shown below:

Primary School								
Year of applicable enrolments			2022					
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

### Box 2 Calculation of secondary school GLAs

The core provision for learning spaces for secondary schools is 1.5 learning spaces per notional class group.

#### To calculate the provision for the total number of learning spaces:

- Take the student enrolment in each class 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 class 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 class groups**.
- Multiply the notional number of classes by 1.5 to give the **total number of learning spaces**.

#### To calculate the allocation of learning spaces between GLAs and specialist rooms:

- Take the **notional number of** class groups 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**.

An example of a learning space calculation for a secondary school is shown below:

Secondary college										
Year of applicable enrolments	2023	Year level	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total	Notional number of 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 (11 and 12) @28	28	Rounding	5	5	4	5	4	3	26	
Average streams										5

	2023
(a) Total number of learning spaces (26 x 1.5 rounded up)	39
(b) Number of GLAs within learning space allocation (26 x 0.8 nearest whole number)	21
(c) Number of specialist rooms within learning space allocation = (a) – (b)	18

## 6.2 Size of general learning areas

The following table details the core provision eligibility for GLAs 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 (for example, heritage buildings or structural impediments), the CSA may request that the space be 'conformed' to count as one learning space.

Internal wall measurements should be used in calculating areas.

### Primary schools

Learning space	Area m <sup>2</sup>	Associated space	Area m <sup>2</sup>
GLA	70	Walkways	20
Prep	80	Internal store External store 1 facility External store subsequent facility External covered area 1 facility External covered area subsequent facility Walkways Walkways for ancillary areas 30% of area	5 12 2 20 10 20 Varies
Multi-purpose space	80	The number of spaces is determined by the number of students: 0-85      0 space 86-262    1 space 263-437   2 spaces 438-612   3 spaces 613-787   4 spaces Over 787   5 spaces  Walkways	20

### Secondary schools

Learning space	Area m <sup>2</sup>	Associated space	Area m <sup>2</sup>
GLA	64	Walkways	20
Art junior senior	80 100	Store External covered court 1 facility External covered court subsequent facility Walkway Walkways for ancillary areas 30% of area	20 40 20 25 Varies
Flexible learning area	80	Walkways	20
Food technology	80	Store/Pantry/Laundry Walkways	20 25
Hospitality kitchen	100	Store Cold room/freezer Walkway Walkways for ancillary areas 30% of area	20 8 25 Varies



Design technology workshops	90	Materials Prep 1 facility	40
		Materials Prep subsequent facility	20
		External covered court 1 facility	40
		External covered court subsequent facility	20
		Project development room	20
		Walkway	25
		Walkways for ancillary areas 30% of area	Varies
Music/Dance/Drama	100	Internal store	20
		Music practice room (can be subdivided into smaller rooms)	20
		Outdoor covered performing court 1	40
		External covered court subsequent facilities	20
		Walkway	25
		Walkways for ancillary areas 30% of area	Varies
Science	100	Prep room 1 facility	20
		Prep room 2 facilities shared	40
		Prep room subsequent facilities shared	10
		External covered court 1 facility	40
		External covered court subsequent facilities	10
		Walkway	25
		Walkways for ancillary areas 30% of area	Varies
<b>Not counted as learning space</b> – provision based on demonstrated educational need.			
Agricultural science shed	100	External covered court	25

### Boarding facilities

The area standard for boarding facilities is **24m<sup>2</sup> per boarder**.

The area of unenclosed spaces and external walkways is not included in the calculation of a boarding facility's total area. An unenclosed space is open on at least one side. All enclosed spaces, including walkways, are counted. Covered recreational areas are eligible for consideration and will be based on a demonstrable need for this type of facility. Based on meeting this need, the following allocations would be eligible.

Number of boarding students	Allocation (m <sup>2</sup> )
1 – 184	150
185 – 368	200

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

# 7 Other areas

## 7.1 Learning support spaces

Provision is made for space to cater for students with learning support needs.

### Primary schools

Number of students	Allocation (m <sup>2</sup> )
0 – 85	25
86 – 262	40
263 – 612	70
613 – 875	105
Over 875	140

### Secondary schools

Number of students	Allocation (m <sup>2</sup> )
1 – 184	40
185 – 368	64
369 – 552	80
553 – 736	104
737 – 920	128
921 – 1104	144
Over 1104	168

## 7.2 Ancillary spaces

### Primary schools

	Number of students				
	0–85	86–262	263–437	438–612	Over 612
	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Physical education store	25	30	35	40	50
Maintenance store	18	36	54	72	90
Canteen	25	40	50	60	70
Uniform store	10	20	25	30	35
Book hire	10	20	25	30	35

### Secondary schools

	Number of students						
	0–184	185–368	369–552	553–736	737–920	921–1104	Over 1104
	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Physical education store	50	50	55	60	65	70	75
Maintenance store	36	36	54	72	84	96	108
Canteen	40	50	60	70	80	90	100
Uniform store	25	25	30	35	40	45	50
Book hire	25	25	30	35	40	45	50

## 7.3 Administration

### Primary schools

Number of students	Allocation (m <sup>2</sup> )
0 – 100	150
101 – 262	230
263 – 350	300
351 – 450	340
Over 450	0.756 per student

### Secondary schools

Number of students	Allocation (m <sup>2</sup> )
1 – 184	325
185 – 350	380
Over 350	1.08 per student

## 7.4 Library

### Primary schools

Number of students	Allocation (m <sup>2</sup> )
0 – 85	70
86 – 280	140
Over 280	0.5 per student

### Secondary schools

Number of students	Allocation (m <sup>2</sup> )
1 – 200	120
Over 200	0.6 per student

## 7.5 Covered Physical Education and lunch areas

### 7.5.1 Covered Physical Education areas

The completed constructed size of a covered Physical Education area is the approved floor area measured between inside posts. In addition to the approved area, an allowance of up to 900mm for eaves can be included to assist in providing rain protection. The functional rate for a covered Physical Education area allows for the structure to be enclosed at a future date and for a weather protection 'skirt' to be installed. [The 'skirt' is required to be 3m off floor level to roof line on each side and ends of the building].

An option is available for the provision of funds to allow for the installation of a concrete base which is appropriately sized to accommodate a full netball court. The covered area provided will be a structure of 'proprietary' manufacture. The height of this structure may not necessarily be of a height appropriate to competition standards.

## Primary schools

Number of students	Allocation (m <sup>2</sup> )
0 – 175	392 or alternative option
Over 175	785

## Secondary schools

785m<sup>2</sup> per school

### 7.5.2 Covered lunch areas

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

## Primary schools

Number of students	Allocation (m <sup>2</sup> )
0 – 85	75
86 – 175	125
176 – 262	150
263 – 437	175
438 – 612	200
Over 612	225

## Secondary schools

Number of students	Allocation (m <sup>2</sup> )
1 – 184	150
185 – 368	200
369 – 552	225
553 – 736	250
737 – 920	275
921 – 1104	300
Over 1104	325

## 7.6 Change rooms

The provision of change rooms falls under Ancillary spaces for facility type and functional rate. This allows for individual change cubicles and showers. New schools that have master planned for over 552 students may request the full allocation of 70m<sup>2</sup> in initial stages of development.

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

## 7.7 Student toilets

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

- 3m<sup>2</sup> per toilet (includes circulation) and
- 8m<sup>2</sup> disability toilet (includes circulation).

## 7.8 Covered veranda allowances

### Primary schools – covered verandas

Facility type	Allocation (m <sup>2</sup> )
GLAs & Prep	20
Administration <ul style="list-style-type: none"> <li>• General entry</li> <li>• Student entry</li> </ul>	10 10
Ancillary areas – a pro rata allowance based on 30% of floor area can be requested. Ancillary areas exclude administration, library, teaching spaces and covered areas.	

### Secondary schools – covered verandas

Facility type	Allocation (m <sup>2</sup> )
GLAs	20
Secondary specialist teaching spaces	25
Administration <ul style="list-style-type: none"> <li>• General entry</li> <li>• Student entry</li> </ul>	10 10
Ancillary areas – a pro rata allowance based on 30% of floor area can be requested. Ancillary areas exclude administration, library, teaching spaces and covered areas.	

### Primary schools – covered veranda library

Number of students	Allocation (m <sup>2</sup> )
0 – 100	10
101 – 500	15
501 – 1000	20
Over 1000	30

### Secondary schools – covered veranda library

Number of students	Allocation (m <sup>2</sup> )
1 – 400	20
401 - 1000	40

## 7.9 Technology areas

Space is required to store, maintain and distribute information technology equipment throughout the school and to manage the school's information technology network. This space also includes the server/communication room (capped at 6m<sup>2</sup>). This space allocation may not necessarily be constructed as one room; rather, it could be

distributed across the school.

The following area provisions based on enrolments is to be included under the technology area section of the area guidelines.

### Primary schools

Number of students	Allocation (m <sup>2</sup> )
0 – 85	15
86 – 262	25
263 – 437	35
438 – 612	50
613 – 875	60
Over 875	70

### Secondary schools

Number of students	Allocation (m <sup>2</sup> )
1 – 184	20
185 – 368	40
369 – 552	50
553 – 736	64
737 – 920	80
Over 920	100

The Capital Projects functional rate includes the provision of data outlets, patch panels, fobots (fibre optic break-out tray) cabinets, active equipment, wireless access points and display screens (projector or flat screen TV) as part of the building specification.

Cost allowance for contemporary IT infrastructure 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 the site plans.

## 7.10 Staircases

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: Walkway**
- **Functional**                      **rate: Staircase – unenclosed**

Staircase unenclosed	
Area m <sup>2</sup>	Functional rate
17m <sup>2</sup> per level	\$2,343

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

## 7.11 Engineering

Engineering spaces provide administration support for the operation of the school these spaces can include but not limited to service ducts, main distribution board, cleaner's room, building equipment room and plant rooms. Engineering spaces will be considered on a case-by-case basis and, if approved, will be funded as per engineering rate.

# 8 Other provisions

## 8.1 Air conditioning

All Schools are eligible to seek assistance for air conditioning in accordance with the 'Cooler Cleaner Schools Program'.

## 8.2 Additional provisions for multistorey construction

### 8.2.1 Balustrading

Balustrading will be provided as an extra over (E/O) for level 2 and above of a multistorey building.

Level 2 and above	E/O for balustrading
Level 1 (ground)	No balustrading

### 8.2.2 Suspended slabs

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).

Level 2 and above	No E/O for suspended slab
Level 1 (ground)	Included in under-croft 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

### 8.2.3 Scaffolding

An additional cost allowance will be provided for scaffolding where the building exceeds one level.

### 8.2.4 Piling

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 the application. A copy of the soil tests must be provided with the application.

## 8.2.5 Cranes

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



## 9 Functional area rates

The functional area rates in sections 9 and 10 are the rates applied for new construction in Brisbane (i.e. at the 100% rate). Locality indices are applied for areas outside Brisbane as outlined in section 14.

Appendix A provides more detailed information about inclusions of works in these rates.

Functional area rates are deemed to include fire rating.

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- 2020	
FUNCTIONAL AREA	\$/m <sup>2</sup>
Administration	\$2,480
Agricultural science shed	\$1,180
Agricultural science shed – Covered area	\$890
Art	\$2,320
Art – Covered area	\$890
Art – Store	\$2,320
Boarding dormitory	\$2,600
Boarding services	\$3,530
Boarding supervisors	\$2,600
Book hire	\$2,480
Canteen	\$3,800
Change room	\$3,800
Design technology	\$2,260
Design technology – Covered area	\$890
Design technology – Materials preparation	\$2,260
Design technology – Project development room	\$2,260
Engineering	\$2,480
Flexible learning area	\$2,320
GLA – primary	\$2,160
GLA – secondary	\$2,100
Food Technology	\$2,840
Food Technology – Store	\$2,840
Hospitality kitchen	\$2,840

Hospitality kitchen – Cold room/ freezer	\$2,840
Hospitality kitchen – Store	\$2,840
Learning support spaces – Primary	\$2,160
Learning support spaces – Secondary	\$2,100
Library	\$2,160
Lunch covered area	\$890
Maintenance store	\$1,210
Multipurpose space	\$2,160
Music/Drama/Dance	\$2,640
Music/Drama/Dance – Covered area	\$890
Music/Drama/Dance – Music practice rooms	\$2,640
Music/Drama/Dance – Store	\$2,640
Physical Education covered area	\$900
Physical Education covered area alternative option	\$340
Physical Education store	\$1,210
Prep	\$2,260
Prep – Covered area	\$890
Prep – External store	\$1,210
Prep – Internal store	\$2,260
Pupil amenities	\$3,800
Science	\$2,940
Science – Covered area	\$890
Science – Prep room	\$2,940
Technology area provisions	\$2,480
Walkway – enclosed	\$1,700
Walkway – staircase	\$2,970
Walkway – unenclosed	\$890
Undercroft	\$890
Uniform store	\$2,480

# 10 Ancillary costs

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Air conditioning	Provision for air conditioning to classrooms, libraries and staff rooms	<b>Note:</b> Locality index is applicable. Industrial Technology Design Room not eligible.	\$192 m <sup>2</sup>
Access lighting	Consideration may be provided to schools to install 'bollard' or similar type lighting	It is the responsibility of project consultants to propose designs which provide safe walkway access between buildings and meet code requirement.	\$957 per fitting
Bag racks	Bag racks may be requested due to the provision of additional GLAs. An allocation of 6 lin.m. can be requested.	The provision of bag racks is only for primary schools and includes multi-purpose rooms.	\$554/lin.m
Balustrading	Standard galvanised steel	Level 2 and above of a building	\$453/lin.m
Bike racks	Bike racks may be requested for 'Greenfield' <sup>3</sup> sites		\$151/lin.m
Buffer planting	Provision of buffer planting as identified by the Local Authority because of Development Approval requirements		\$63/ m <sup>2</sup>
Car park lighting	The provision of car park lighting may be considered as car park areas for schools are being provided.		\$2,969 per light + \$3,372 per pole
Drinking fountains/ Drink bottle refill station	Drinking fountains/ drink bottle refill station will only be provided to 'Greenfield' sites and new facilities.	One drinking fountain or one drink bottle refill station can be requested for each additional GLA.  Extra for Chilled Water	\$2,539 per unit/ drinking fountain or drink bottle refill station  \$975 per unit
Drinking troughs	Drinking troughs will only be provided to 'Greenfield' sites and new facilities.	A four-bubbler drinking trough includes all plumbing and the surrounding structure. An allowance of 1 trough per 4 GLAs and PE Covered Area can be requested.  Extra for Chilled Water	\$4,630 per unit  \$1,661 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.	N/A

<sup>3</sup> The term 'Greenfield' refers to a site 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.

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
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 is an expectation that schools would maintain existing fencing as required.	\$105/lin.m
Fencing	Side boundaries adjoining private property can be a 1.8m high timber paling fence. The full cost of this type of fence is \$82 per lin.m	Adjoining private property owners are required to pay ½ cost.	\$53/lin.m
Fibre optic cabling	Fibre optic terminations per cable end	Cost allowance does not include trenching, conduit, cable pits.	\$2,969
Hydro-mulch/Grass seed		Hydro-mulch/Grass seed can be requested for larger areas.	\$5 m <sup>2</sup>
Hospitality kitchen	Extra over to cover high level of fit-out	Refer functional area cost guide for details	\$82,526
Landscaping	In general terms, landscaping will only be provided to 'Greenfield' sites. The area provided will be based on the size of the proposed total new floor area (including verandas) of the building multiplied by 0.4.	For example, a single GLA (of 70m <sup>2</sup> ) plus 20m <sup>2</sup> of walkway could request \$3,312 (90 x 0.4 x \$92).	\$92 m <sup>2</sup>
Lifts	Provided where necessary to comply with the Premises Access code, includes car, shaft, pit and motor housing.	1 Stop (2 storey) 2 Stop (3 storey) 3 Stop (differential levels or 4 storey)	\$97,773 \$130,363 Varies
Locker enclosure	Provided to protect lockers from vandalism. The rate includes block structure, roofed with a roller door.  Additional allowance for lockers is available, the rate for student lockers can be found in the furniture and equipment section.	Based on a two tired locker system (1800h x385w x425d). Area allocation is 3.3m <sup>2</sup> (e.g. 5.5m x 0.6m for 28 students).	\$13,587
Operable walls	Generally provided to be shared one between two teaching spaces	Includes the extra cost of structural support and choice of door.	\$16,214
PA System	PA System to PE Covered Court	Only provided to new build.	\$23,500
Scaffolding	Scaffolding to whole of building	Only provided where building exceeds one level.	\$86/m <sup>2</sup>

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Staircase enclosed	Extra over cost to enclose staircase with brickwork at sides	This request is to be justified on a case-by-case basis. Cost allowance is at Brisbane rate and permits additional brickwork on 3 sides and adjustment for balustrades and substitute handrails. For stairs requiring less brickwork, allowance will be adjusted down.	\$9,259
Sun shading	Sun shading requests will be considered on merit	The allocation is based on 1000mm depth of sun shading.	\$353/m <sup>2</sup>
Suspended slabs	Only provided at sub-floor level	Capping of piles/Slab on piles	\$192/m <sup>2</sup>
Turf	An allowance of a 2m perimeter around new buildings and an allowance of 1m along paths will be considered.	No allowance will be provided for demolished areas. Costs for providing hydro-mulch or seed can be requested.	\$16/m <sup>2</sup>
Top soil	If top soil is required due to existing ground conditions, a request can be made for consideration.		\$73/m <sup>3</sup>
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.	\$19/m <sup>2</sup>

All requests for ancillary items are to be substantiated.

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

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

# 11 Consultant fees

School Authorities are expected to 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.

## 11.1 Professional fees

Professional fees (including all services detailed in the table below) will be funded for:

Architect/Primary Consultant	Civil Engineer
Quantity Surveyor	Hydraulic Engineer
Mechanical Engineer	Advertisements
Electrical Engineer	Disbursements
Structural Engineer	Contract Documentation & Administration
Mechanical Installations	Project Management
Safety in design reports - Building	Building certifier
Section J Report	Energy efficient reports

- 16.00% for projects below \$1,000,000
- 14.00% for projects above \$1,000,000 to \$2,000,000
- 12.30% for projects between \$2,000,000 to \$5,000,000
- 10.50% for projects above \$5,000,000

Additional fees may be requested (with substantiated documentation) and considered on a case-by-case basis.

Master planning and initial development application costs pertaining to the site will not be funded from the capital program.

## 11.2 Travel and accommodation

An allocation of seven site visits will be provided as a base allowance for all projects.

This base allowance has been established according to the following factors:

Additional site visits are permitted 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 base allowance of seven will need to be substantiated by the School Authority.

Travel and accommodation (in addition to the above fee levels) will be considered on the following basis:

- a. 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 \$0.72km.
- b. Travel allowance begins at a distance of 1 hour travel from the principal consultant's office to a project. The cost allowance is up to \$85/hour.

- c. Accommodation and meals can be requested if travel to a project is greater than 4 hours travel (one way) from the principal consultant's office. The allowance is up to \$255/day (consisting of \$165/day accommodation, \$30 for breakfast and \$60 for dinner) if an overnight stay is required.
- d. Flight costs for travel can be requested on a case-by-case basis.

## 12 Construction insurance

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.

Where buildings are being refurbished or extended, this would be a joint insurance responsibility and both the owner and contractor are required to hold construction insurance.

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 11 "Fees" in the Capital Projects application. The allowance will use the Catholic Church Insurances (CCI) scales for calculation purposes.

Where there is an annual Construction policy in place, the premium for the Material Damage section of the policy is calculated at a rate of 0.15% per \$100 (excluding terrorism premium). For example, a \$1M project equates to a premium of \$1,500 (excluding terrorism premium).

Where there is no annual Construction policy in place, individual policies need to be issued for each contract and the premium for this basis is calculated at a rate of between 0.15 - 0.20% per \$100 (excluding terrorism premium). For example, a \$1M project equates to a premium of between \$1,500 - \$2,000 (excluding terrorism premium).

Existing Building Cover affected by building works (sliding scale):

Between \$100K - \$249K = \$200  
Between \$250K - \$499K = \$350  
Between \$500K - \$999K = \$400  
Between \$1M - \$1,999K = \$500  
Between \$2M - \$2,999K = \$650  
\$3M or above = Require quotation

## 13 Furniture and equipment

Furniture and equipment requests should only include those core items related to the application which make a school facility useable and they should only relate to the facilities requested in the capital application.

Allocations are based on the provision of new or additional school facilities. Costing is based on Brisbane/South East Queensland prices.

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 South East Queensland corner; however, for more isolated areas, application can be made on a case-by-case basis with appropriate evidence of associated costs.

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

and equipment.

### Primary schools

<b>Educational Facility</b>	<b>Loose Furniture and Equipment</b>			
	<b>\$</b>			
Administration	\$35,300			
Assistant principal	\$2,700			
Automated library system	\$11,890			
<b>Educational Facility</b>	<b>Loose Furniture and Equipment</b>			
Compactus for library	\$5,585			
Compactus for administration	\$5,585			
General Learning Area	\$13,485			
Interview room	\$930			
Learning support room	\$11,050			
Library	100 \$23,680	101–300 additional \$24,460	301–500 additional \$26,885	+501 additional \$27,130
Library resources (one-time allocation only)	\$26,705 (for new schools)			
Multi-purpose general learning area	\$13,485			
Preparatory year (first Prep facility)	\$28,520			
Preparatory year (subsequent Prep facilities)	\$19,975			
Principal's office	\$5,555			
Reception	\$1,740			
Sick bay	\$3,810			
Sports covered area (full court fit-out)	\$14,955			
Staff room	100 \$8,6700	101–300 additional \$5,075	301–500 additional \$9,770	501+ additional \$5,075
Tuckshop equipment	\$9,740			
Visiting specialist room	\$1,590			



## Secondary schools

Educational Facility	Loose Furniture and Equipment			
Administration	\$36,370			
Agricultural science	\$26,700			
Assistant principal's office	\$2,700			
Art room	\$21,360			
Automated library system & security	\$11,890			
Compactus for library and administration	\$5,585			
Counsellor/careers office	\$2,700			
Dance/drama room	\$21,360			
Dining room/home management	\$12,295			
Film/digital lab	\$10,680			
Flexible learning area	\$23,540			
Food technology room	\$48,980			
General Learning Area (GLA)	\$12,295			
Graphics room	\$23,540			
Hospitality & catering	\$65,685			
Interview room	\$930			
Learning support room	\$11,050			
Library	100 \$23,680	101–300 additional \$24,460	301–500 additional \$26,885	501+ additional \$27,130
Library audio visual/seminar room	\$8,630			
Library office	\$2,700			
Library resources (one-time allocation only)	\$26,705 (for new schools)			
Material preparation area	\$23,435			
Music room	\$21,360			
Principal's office	\$5,555			
Project development studio/industrial & visual arts room	\$21,360			
Reception	\$1,740			
Science room	\$30,790			
Secretary's office	\$2,700			
Design technology room (middle years)	\$51,485			
Design technology room (senior years)	\$62,165			

Educational Facility	Loose Furniture and Equipment			
Sick bay	\$4,565			
Sports covered area (full court fit-out)	\$14,955			
Staff common room	100 \$8,700	101–300 additional \$5,075	301–500 additional \$9,770	501+ additional \$5,075
Staff preparation room (per staff member)	\$1,165			
Student lockers	\$170 each			
Systems room/robotics/pneumatics	\$32,043			
Technology provision (one-time new school only)	\$85,540			
Textiles room	\$26,130			
Tuckshop equipment	\$9,740			
Visiting specialist room	\$1,655			
<b>BOARDING SCHOOLS (New facilities)</b>				
Per student allocation (loose furniture – bed, desk, robe, chairs)	\$2,845each			
Per supervisor allocation (furniture and equipment – not built in)	\$3,890 each			

# 14 Locality indices

Locality indices are applied for capital works outside the Brisbane metropolitan areas.

<b>Suburb</b>	<b>2020 Indices</b>
Abergowrie	125
Allora	105
Atherton	115
Augathella	125
Aurukun	185
Ayr	116
Babinda	115
Barcaldine	130
Bargara	105
Beaudesert	102
Bedourie	190
Beenleigh	100
Biloela	115
Blackall	130
Boonah	103
Bowen	117
Boyne Island	115
Bundaberg	105
Caboolture	100
Cairns	107
Charleville	125
Charters Towers	122
Childers	110
Chinchilla	110
Clermont	130
Clifton	105
Cloncurry	155
Collinsville	121
Cooktown	135
Cunnamulla	125
Dalby	105
Dimbulah	125
Emerald	125
Gatton	101
Gayndah	112
Gladstone	115
Gold Coast	101
Goondiwindi	110
Gordonvale	110
Gympie	105
Halifax	120
Herberton	125
Hervey Bay	105

Home Hill	120
Hughenden	140
Ingham	118
Inglewood	110
Innisfail	115
Ipswich	100
Jimboomba	101
Kingaroy	107
Laidley	101
Longreach	135
Mackay	115
Mareeba	112
Maryborough	105
Miles	110
Millmerran	107
Miriam Vale	115
Mitchell	120
Monto	115
Mossman	115
Mt Isa	150
Murgon	110
Nambour	103
Nanango	108
Oakey	105
Palm Island	195
Pialba	105
Pittsworth	105
Proserpine	117
Quilpie	135
Ravenshoe	120
Redcliffe	100
Rockhampton	115
Roma	115
Sarina	117
Silkwood	120
Springsure	125
South Johnstone	120
St George	120
Stanthorpe	110
Sunshine Coast	102
Tara	112
Thursday Island	185
Toowoomba	102
Townsville	113
Tully	120
Warwick	105
Weipa	185
Winton	140
Yeppoon	115

# 15 Appendix A: Functional area rates

This section provides guidance to School Authorities about the expected inclusions within the functional area rates.

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.

Building design must comply with the National Construction Code of Australia, relevant Australian Standards, and Federal, State and Local Government Authority requirements.

The functional area rates are reviewed annually and, where appropriate, they are adjusted to reflect price movements in Building Cost Indices.

## 15.1 Functional space provisions

Functional area rates for buildings are deemed to include:

- Carpet, vinyl and floor tiles, as well as timber or vinyl skirting
- Painted plasterboard or acoustic tile ceilings, coved cornice, square set or shadow line
- Phone, data points or Wi-Fi capability
- Data projector and screen, or a flat screen television (if used in a teaching space)
- Display wires/hooks
- Durable plasterboard wall linings (painted)
- White or black board and pin boards (if used in a teaching space)
- Ceiling fans to general areas
- Lighting to code standards
- Monitored security system with motion detection
- Public address system

### 15.1.1 Administration

#### **Functional brief**

Primary and secondary school administration buildings should be sized in accordance with the Capital Program Guidelines and provide suitable facilities to accommodate administration functions and staff facilities.

Covered general and student entries are permissible and should be sized in accordance with the Capital Program Guidelines.

#### **Additional elements included**

Functional area rates for administration buildings include allowances as detailed in 15.1. and specifically:

##### **Reception and waiting areas:**

- 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

## 15.1.2 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

Covered verandas are permissible and should be sized in accordance with the Capital Assistance Guidelines.

**Additional elements included**

Functional area rates for art rooms include allowances as detailed in 15.1 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:**

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

### 15.1.3 Boarding administration

#### **Functional brief**

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 15.1.

Boarding staff areas should 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.

Covered verandas are funded under walkway allowances.

#### **Additional elements included**

Functional area rates for boarding administration rooms are inclusive of:

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

#### **Visitor's rooms with kitchenette and ensuite on merit:**

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

### 15.1.4 Boarding dormitory

#### **Functional brief**

Boarding dormitories include:

- Bedroom areas to accommodate boarding students
- Communal lounge/study areas

Covered verandas are funded under walkway allowances.

#### **Additional elements included**

Functional area rates for boarding dormitories include allowances as detailed in 15.1 and specifically:

- Class 3 building under the Building Codes of Australia
- 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.

### 15.1.5 Boarding services

**Functional brief**

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

**Additional elements Included**

Functional area rates for boarding services include allowances as detailed in 15.1 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 “Other Costs” in the [Capital Projects](#) application for additional costs associated with the fit-out 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

### 15.1.6 Boarding supervisors

**Functional brief**

Boarding supervisor rooms are generally attached to the boarding house and should provide residential accommodation for those staff supervising boarding students.

**General inclusions:**

- Cooking facilities (oven, cooktop, range hood) and sink
- Fixed laminated kitchen and joinery



### **Additional elements included**

Functional area rates for boarding services include allowances as detailed in 15.1 and specifically for:

- Living area/communal lounge
- Kitchen
- Bedrooms

Carport and balconies are funded under walkway allowances.

## **15.1.7 Covered areas**

### **Functional brief**

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 later
- 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:**

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

Funding for drinking troughs may be requested under "Other Costs" in the [Capital Projects](#) application.

## **15.1.8 Engineering**

### **Functional brief**

Engineering spaces provide administration support for the operation of the school. These spaces can include but are not limited to, service ducts, main distribution board, building equipment room and plant rooms. Engineering spaces will be considered on a case-by-case basis and, if approved, will be funded as per engineering rate.

## 15.1.9 Design Technology

### **Functional brief**

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

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

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

### **Additional elements included**

Functional area rates for Industrial Design and Technology 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 three-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 "Other Costs" of the [Capital Projects](#) application.

## 15.1.10 Flexible learning area

### **Functional brief**

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.

Flexible learning areas should be sized in accordance with the Capital Program Guidelines and provide suitable facilities to accommodate open learning space that are appropriate for key learning areas as determined by the school.

Covered verandas 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 15.1 and specifically for:

- Joinery for benches, cupboards, book and computer facilities
- Storage cupboards.

## 15.1.11 General Learning Area (GLA) – Primary

### **Functional brief**

Primary GLAs should provide an open group learning space to accommodate students from Years 1 – 6. A Primary GLA should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate primary teaching and learning

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

### **Additional elements Included**

Functional area rates for Primary GLAs include allowances as detailed in 15.1 specifically for:

- Storage cupboards
- Joinery for book and computer facilities.

## 15.1.12 General Learning Area (GLA) – Secondary

### **Functional brief**

Secondary GLAs should provide an open group learning space to accommodate students from Years 7 – 12. Secondary GLAs should be sized in accordance with the Capital Program Guidelines and provide suitable facilities to accommodate Secondary teaching and learning.

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

### **Additional elements included**

Functional area rates for Secondary GLAs include allowances as detailed in 15.1 and specifically for:

- Storage cupboards
- Joinery for book and computer facilities.

## 15.1.13 Food Technology

### Functional brief

Food Technology 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.

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

### Additional elements included

Functional area rates for Food Technology spaces include allowances as detailed in 15.1 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 Food Technology 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

Additional funding for trade waste drainage and grease trap may be applied for under “External Works” of the [Capital Projects](#) application.

Additional funding for a cold room and freezer (based on 8m<sup>2</sup>) may be requested.

## 15.1.14 Library

### **Functional brief**

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**

Functional area rates for Libraries include allowances as detailed in 15.1 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 (including a one-time allowance for a compactus) can be requested in the Library Resources section under "Furniture and Equipment" in the Capital projects application.

## 15.1.15 Maintenance Store

### **Functional brief**

Maintenance Stores provide storage for maintenance equipment, tools, lawn mowers etc.

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**

Functional area rates for Maintenance stores are deemed to include:

- Portal frame Colorbond shed (minimum 3m to eaves) with roof insulation
- Water, sewerage, electrical, lighting and telephone/data

## 15.1.16 Music/Drama/Dance

### **Functional brief**

Music/Drama/Dance rooms should provide an open group learning space.

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

Associated space required includes:

- Internal store
- Music practice rooms
- Outdoor covered performing court 1 facility

**Additional elements included**

Functional area rates for Music/Drama/Dance areas include allowances as detailed in 15.1 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

### 15.1.17 Physical Education Store

**Functional brief**

Physical Education Store rooms provide storage for sports equipment and are often located adjacent to Physical Education Covered Areas.

Physical Education Store rooms should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to accommodate shelving and storage

**Additional elements included**

Functional Area Rates for Physical Education Store rooms are deemed to include:

- Roller door to entry
- Shelving for storage

### 15.1.18 Prep Year Room

**Functional brief**

Prep Year rooms should provide an open group learning space to accommodate students.

A Prep Year room should be sized in accordance with the Capital Program Guidelines, and provide suitable facilities to:

- Deliver the Prep curriculum

Associated space required includes:

- External covered area 1 facility
- External covered area subsequent facility
- External store 1 facility
- External store subsequent facility
- Internal store

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

**Additional elements included**

Functional area rates for Prep room areas include allowances as detailed in 15.1 and specifically for:

- Joinery for book and computer facilities
- Sink
- Storage cupboards

### 15.1.19 Science

**Functional brief**

Science rooms should provide suitable facilities to deliver the sciences (Physics, Chemistry, Earth Sciences and Biology) curriculum.

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

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

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

**Additional elements included**

Functional area rates for science facilities include allowances as detailed in 15.1 and specifically for:

- Laboratory sinks
- LPG 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

## 15.1.20 Student facilities

**Functional brief**

Student facilities buildings should provide a range of services including canteen and servery, uniform store, student washrooms and change rooms and Book Hire, and be sized in accordance with the Capital Program Guidelines.

Covered verandas to ancillary areas may be requested and should be sized in accordance with the Capital Program Guidelines.

**Additional elements included**

Functional area rates for student facilities include allowances as detailed in 15.1 and specifically for:

- Exhaust fans to canteen and toilet facilities
- FC sheeting, tiled blocks/brick, waterproof 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

Funding for trade waste drainage and grease trap may be requested separately under the “External Works” section of the Capital Projects application.



## 15.1.21 Technology areas

### **Functional brief**

Space is provided to store, maintain and distribute information technology equipment throughout the school and to manage the school's information technology network.

### **Additional elements included**

Functional area rates for Technology areas include allowances as detailed in 15.1 and specifically for:

- Storage cupboards

## 15.1.22 Walkway – unenclosed

### **Functional brief**

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

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

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

### **Additional elements included**

Functional area rates for walkways are inclusive of:

Covered verandas for 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

Extra funding for balustrades for multistorey construction can be requested under "Other Costs" section of the Capital Projects application.

Staircases are provided as a separate functional cost under the "Proposed Works" section of the Capital Projects application.

## 15.1.23 Walkways – enclosed

### **Functional brief**

Enclosed walkways space is available to provide corridors and access within buildings where the provision of unenclosed walkways is not possible or suitable, or to refurbish an existing enclosed walkway that is not suitable for conversion to other functional areas.

Requests for enclosed walkways are considered on merit.

Enclosed walkways do 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.

## 15.1.24 Walkway– staircases (unenclosed and enclosed)

### **Functional brief**

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

### **Unenclosed staircases**

Costs for staircases between floors in multistorey construction shall be separately costed under “Proposed Works” of the Capital Projects application (typically 17m<sup>2</sup> 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**

Additional costs for enclosed staircases between floors in multistorey construction may be requested as an extra over and are to be separately costed under the “Other Costs” section of the Capital Projects application.

## 15.1.25 Common Building and Construction Contract Cost Elements

### **Preliminaries**

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 e.g. for environmental protection (such as shake down facilities and silt fences), safety requirements (such as mobile scaffolding, roof edge protection, safety equipment and site security) and site offices, site fencing and traffic control. The rates are also inclusive of staffing such as supervision staff site labour, as well as decamping costs of all contractors.

The rates assume normal site conditions and an average contract period relative to the value of the works.

Portable Long Service Leave and Workplace Health and Safety Levy are calculated under “Fees” of the Capital Projects application and paid separately by the School Authority.

### **Substructure**

The functional rates are inclusive of costs associated with slab on ground and thickenings (for example, 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 (for example, excavation, concrete, formwork where required, and reinforcement).

### **Superstructure**

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 detail is outlined under Additional Elements.

#### **Upper floors:**

- Suspended slab on first level

#### **Staircases:**

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

### **Roof structure:**

- 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 “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**

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

Extras would be considered under “Other Costs” of the Capital Projects application for low speed lifts and/or ramps to provide access to the building.

### **Energy efficiency/sustainability**

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**

### **Ceilings:**

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

### **Floors:**

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

### **Walls:**

- 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)**

The design of buildings must 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.

Extra funding for room-specific loose furniture can be requested under “Furniture and Equipment\” of the Capital Projects application as detailed in the Furniture and Equipment provisions of this guide.

### **Joinery**

All joinery should be appropriate for use such as:

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

## Services

### Electrical

Electrical services must be provided to suit room function requirements, in accordance with standards and local authority requirements inclusive of:

- Ceiling fans
- Directional signage
- Emergency lighting
- Energy saving light fittings and fitments, internally and externally
- Internal and external GPOs
- Power to suit air conditioning requirements
- Safety switches
- Security lighting
- Smoke detection
- Sub-board per building
- Testing and commissioning systems
- Vandal resistance as required.

### Information communications technology & security

The rates include the following information communications technology and security 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

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

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

Room heating is provided as an additional cost in cold climate areas.

### Sewerage and stormwater drainage

Civil and commercial hydraulic services must be provided 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**

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**

Functional area rates are deemed to include an allowance of 2.5% for contingencies.

## **15.1.26 Exclusions**

External services are **not included** in the Functional Rate and extras may be considered under “External Works”, “Other Costs” and “EIS” (External Infrastructure Subsidy).

For assistance contact QCEC on 3316 5818 or [capital@qcec.catholic.edu.au](mailto:capital@qcec.catholic.edu.au)