

External
Infrastructure
Subsidy (EIS)
Scheme
Guidelines

2025



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1 Introduction

1. This program assists Catholic schools that are eligible for government funding to meet external infrastructure costs associated with capital works projects: specifically for passenger pick-up and set down areas at developing schools, headworks contribution costs, and other external infrastructure costs in connection with a capital project. The Queensland Catholic Education Commission (QCEC) is the Australian Government Block Grant Authority (BGA) and Queensland Government Capital Assistance Authority (CAA) for the administration of capital grants. QCEC's role is to administer the capital program using appropriate governance arrangements to ensure applications for capital assistance from Catholic schools are managed in accordance with the requirements of government. QCEC makes recommendations to the Ministers for Education (Queensland Governments), who ultimately approve the funding of projects.
2. QCEC approved the Guidelines as the Block Grant Authority (BGA) and Capital Assistance Authority (CAA) for Catholic School Authorities in Queensland. The Guidelines bind each applicant to the 2025 Capital assistance assessment process.

The QCEC Secretariat is available to assist with matters relating to EIS applications and can be contacted on 3316 5818 or capital@qcec.catholic.edu.au

2 Objectives of the Scheme

3. The objective of the External Infrastructure Scheme (the Scheme) is to assist Catholic schools that are eligible for funding to meet external infrastructure costs associated with capital works projects.
4. The basis for the Scheme is contained in the *Education (Capital Assistance) Act 1993* and the *Education (Capital Assistance) Regulation 2015*. The Queensland Government has also prepared an [External Infrastructure Subsidy Scheme Guideline](#), which commenced on 30 August 2019. The allocation of Scheme funds is based on each Non-State school sector's share of overall enrolment growth averaged over the last two consecutive years. The enrolment data is collected yearly by the Non-State Schools Accreditation Board.
5. This guideline applies to Catholic school sites where any capital works projects on a site result in the relevant entity¹ requiring new or improved external infrastructure or headworks contributions.
6. Catholic Schools are required to fund the investigation, design, and construction of relevant infrastructure external to their site, in accordance with the conditions and requirements of any formal approval process of the relevant entity. Catholic schools are also required to pay entity contributions as levied by the relevant entity as part of any application or request for development (subject to the parameters detailed below).
7. Please note that an external infrastructure subsidy on an approved project cannot be paid if the commencement or payment for the work precedes the announcement of Ministerial approval

¹ Entity means any government or similar department (e.g. Local Government Council, Utility Provider, Economic Development Queensland) having administrative jurisdiction over infrastructure approvals.

(refer to section 5 below).

8. The following documents are available to assist in the preparation of applications:
 - the QCEC 2025 *Capital Assistance Guidelines*
 - the QCEC 2025 *Capital Financial Contribution Guidelines*
 - the QCEC 2025 *Capital Assistance Guidelines – Special Assistance Schools*
 - the *External Infrastructure Subsidy Scheme Guidelines* published by the Queensland Government
 - the *Education (Capital Assistance) Act 1993* (Qld)
 - the *Education (Capital Assistance) Regulation 2015* (Qld)
 - the *2024 QCEC Capital Grants Conditions of Compliance*
 - the *QCEC Appeal Process – Government Funded Programs*.

3 What is External Infrastructure?

9. External infrastructure is infrastructure or infrastructure charges required by a relevant entity as a result of any capital project consisting of work for educational facilities or accommodation (see Appendix A for examples), and may include:
 - a) work for the purpose of complying with any conditions imposed by the relevant entity as part of the relevant entity’s approval relating to any capital project, external to the school;
 - b) work for the purpose of complying with any conditions imposed by the relevant entity as part of the relevant entity’s approval relating to the capital project for passenger pick up and set down areas or easements internal to the school site;
 - c) the payment of an amount to the relevant entity for the area in which the relevant non-state school is located as part of the relevant entity’s approval relating to the capital project.

4 Eligibility Requirements

10. All Catholic School Authorities (CSA’s) in Queensland are able to apply for grant assistance on behalf of individual Catholic schools under the Scheme because they are members of the QCEC BGA/CAA. Each participating CSA must enter into a Member Agreement with QCEC as the BGA/CAA in order to be eligible to receive capital assistance funding.
11. The purpose of the scheme is to provide up to a 50% subsidy in relation to:
 - a) the cost of construction of external infrastructure (identified in Section 3) to non-state schools; and
 - b) non-state school’s infrastructure charge costs

where these costs are a requirement of a relevant entity as a result of any capital project².

² A capital project is a project on an accredited non-state school site that consists of work for:

- a) educational facilities for students; or
- b) boarding facilities for students including accommodation in the facilities for persons supervising students in the facilities; or
- c) residential accommodation for teachers in a remote area of the State.

4.1 Consultant Fees

12. CSA's are expected to commission consultants from within the local region.
13. A contribution of 10.00% of total construction costs will be funded through the External Infrastructure Subsidy Scheme grant program.
14. Additional fees are met by the CSA and will not be funded from the External Infrastructure Subsidy Scheme grant program.
15. Master planning and initial development application costs pertaining to the site will not be funded by the External Infrastructure Subsidy Scheme grant program.

4.2 Travel and Accommodation

16. The following number of site visits will be provided as a base allowance for all projects:

Construction Program	Architect / Lead Consultant (Total)	Sub-Consultant (Total)
6 weeks (and below)	4 visits	3 visits
12 weeks	6 visits	3 visits
16 weeks	8 visits	4 visits
20 weeks	10 visits	4 visits
26 weeks	13 visits	4 visits
36 weeks (and above)	18 visits	5 visits

17. Travel and accommodation (in addition to the professional fees) will be considered on the following basis:
 - (a) Vehicle allowance 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 \$0.88km.
 - (b) Travel allowance begins after 1 hour travel from the principal architect's office to a project. The cost allowance is \$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 architect's office. The allowance is up to \$320/day (consisting of \$183/day accommodation, \$34 for breakfast, \$38 for lunch and \$65 for dinner) if an overnight stay is required.
 - (d) Flight costs for travel will be assessed on a case-by-case basis.

4.3 Construction Insurance

18. It is a requirement that all construction projects are appropriately insured. In the case of new

Work means planning, construction, alteration, extension, renovation, relocation or upgrading.

A capital project is not a project that consists of work for or expenditure on:

- a) facilities which have religious worship as the sole or principal function;
- b) a facility of a type not provided by the State in State schools;
- c) a capital project related to a temporary site at which special assistance is provided, or proposed to be provided, by an eligible non-state school under the *Education (Accreditation of Non-State Schools) Act 2017*, chapter 2, part 4; and
- d) facilities that are primarily for pre-preparatory education or where the facility is not in a formal school setting.

buildings that are stand-alone, the construction contractor is usually responsible for construction insurance under the building contract.

19. 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.
20. This allowance should be included under "Fees" in the application.
21. 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 0.22% per \$100 (excluding terrorism premium). For example, a \$1M project equates to a premium of \$2,200 (excluding terrorism premium).
22. 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 0.22 - 0.27% per \$100 (excluding terrorism premium). For example, a \$1M project equates to a premium of between \$2,200 - \$2,700 (excluding terrorism premium).
23. Provide a quotation for Existing Building Cover affected by building works.

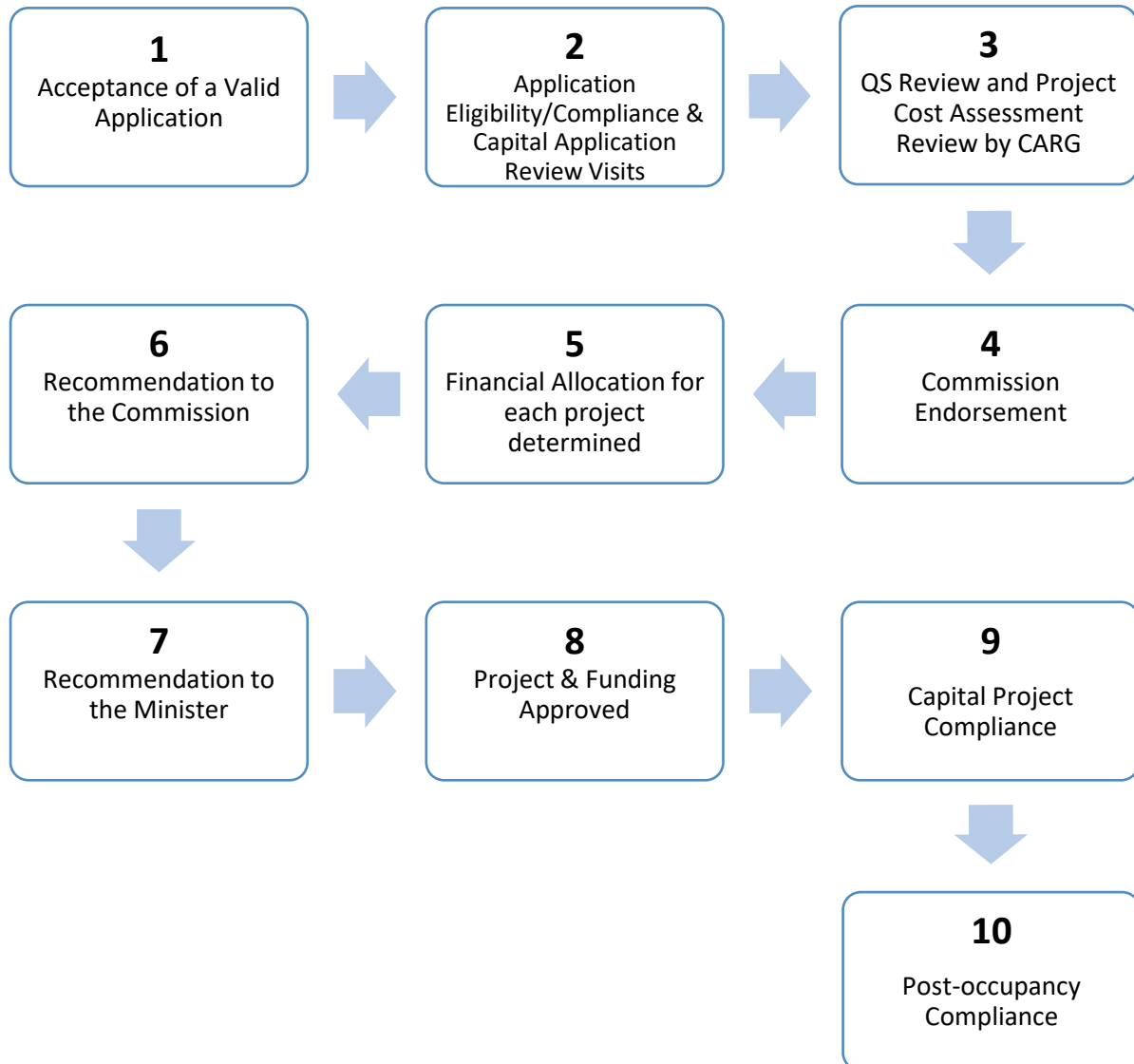
4.4 Locality Indices

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

Suburb	2025 Indices	Suburb	2025 Indices
Abergowrie	TBA – Contact QCEC	Ipswich	TBA – Contact QCEC
Agnes Waters	TBA – Contact QCEC	Jimboomba	TBA – Contact QCEC
Allora	TBA – Contact QCEC	Kewarra Beach	TBA – Contact QCEC
Atherton	TBA – Contact QCEC	Kingaroy	TBA – Contact QCEC
Augathella	TBA – Contact QCEC	Laidley	TBA – Contact QCEC
Aurukun	TBA – Contact QCEC	Longreach	TBA – Contact QCEC
Ayr	TBA – Contact QCEC	Logan	TBA – Contact QCEC
Babinda	TBA – Contact QCEC	Mackay	TBA – Contact QCEC
Barcaldine	TBA – Contact QCEC	Mareeba	TBA – Contact QCEC
Bargara	TBA – Contact QCEC	Maryborough	TBA – Contact QCEC
Beaudesert	TBA – Contact QCEC	Merrimac	TBA – Contact QCEC
Bedourie	TBA – Contact QCEC	Miles	TBA – Contact QCEC
Beenleigh	TBA – Contact QCEC	Millmerran	TBA – Contact QCEC
Biloela	TBA – Contact QCEC	Miriam Vale	TBA – Contact QCEC
Blackall	TBA – Contact QCEC	Mitchell	TBA – Contact QCEC
Bli Bli	TBA – Contact QCEC	Monto	TBA – Contact QCEC
Boonah	TBA – Contact QCEC	Mossman	TBA – Contact QCEC
Bowen	TBA – Contact QCEC	Mt Isa	TBA – Contact QCEC
Boyne Island	TBA – Contact QCEC	Murgon	TBA – Contact QCEC
Bundaberg	TBA – Contact QCEC	Nambour	TBA – Contact QCEC
Caboolture	TBA – Contact QCEC	Nanango	TBA – Contact QCEC
Caloundra	TBA – Contact QCEC	Narangba	TBA – Contact QCEC
Cairns	TBA – Contact QCEC	Oakey	TBA – Contact QCEC
Charleville	TBA – Contact QCEC	Ormeau	TBA – Contact QCEC
Charters Towers	TBA – Contact QCEC	Palm Island	TBA – Contact QCEC
Childers	TBA – Contact QCEC	Pialba	TBA – Contact QCEC
Chinchilla	TBA – Contact QCEC	Pittsworth	TBA – Contact QCEC
Clermont	TBA – Contact QCEC	Plainland	TBA – Contact QCEC
Clifton	TBA – Contact QCEC	Proserpine	TBA – Contact QCEC
Cloncurry	TBA – Contact QCEC	Quilpie	TBA – Contact QCEC
Collinsville	TBA – Contact QCEC	Ravenshoe	TBA – Contact QCEC
Cooktown	TBA – Contact QCEC	Redcliffe	TBA – Contact QCEC
Cunnamulla	TBA – Contact QCEC	Ripley	TBA – Contact QCEC
Dalby	TBA – Contact QCEC	Rockhampton	TBA – Contact QCEC
Deeragun	TBA – Contact QCEC	Roma	TBA – Contact QCEC
Dimbulah	TBA – Contact QCEC	Sarina	TBA – Contact QCEC
Elliot Springs	TBA – Contact QCEC	Silkwood	TBA – Contact QCEC
Emerald	TBA – Contact QCEC	Sippy Downs	TBA – Contact QCEC
Fitzgibbon	TBA – Contact QCEC	Smithfield	TBA – Contact QCEC
Flagstone	TBA – Contact QCEC	Springsure	TBA – Contact QCEC
Gatton	TBA – Contact QCEC	Springfield	TBA – Contact QCEC
Gayndah	TBA – Contact QCEC	South Johnstone	TBA – Contact QCEC
Gladstone	TBA – Contact QCEC	St George	TBA – Contact QCEC
Gold Coast	TBA – Contact QCEC	Stanthorpe	TBA – Contact QCEC
Goondiwindi	TBA – Contact QCEC	Sunshine Coast	TBA – Contact QCEC
Gordonvale	TBA – Contact QCEC	Tara	TBA – Contact QCEC
Gympie	TBA – Contact QCEC	Thursday Island	TBA – Contact QCEC
Halifax	TBA – Contact QCEC	Toowoomba	TBA – Contact QCEC
Herberton	TBA – Contact QCEC	Townsville	TBA – Contact QCEC
Hervey Bay	TBA – Contact QCEC	Tully	TBA – Contact QCEC
Highfields	TBA – Contact QCEC	Warwick	TBA – Contact QCEC
Home Hill	TBA – Contact QCEC	Westbrook	TBA – Contact QCEC
Hughenden	TBA – Contact QCEC	Weipa	TBA – Contact QCEC
Ingham	TBA – Contact QCEC	Winton	TBA – Contact QCEC
Inglewood	TBA – Contact QCEC	Yarrabilba	TBA – Contact QCEC

5 Application Process

25. Every year, QCEC advises Queensland CSA's of the amount of funding available for capital assistance under the Australian Government and Queensland Government capital assistance schemes. Schools then have until 28 February 2025 to submit their applications for capital assistance.



5.1 External Infrastructure Subsidy Application Timeframes

1. The following timeframe will apply:

Capital Information Sessions	October / November 2024
QCEC Online Capital Applications open at 9:00 AM	25 October 2024
QCEC Online Capital Applications close at 5:00 PM	28 February 2025
School Capital Application Review Visits	March – May 2025
Refinement of the valid QCEC Online Capital Applications close at 5:00 PM	12 May 2025
EIS Cost Review Meeting	27 May 2025
Recommendations to QCEC – Commission Meeting	10 June 2025
QCEC Recommendations to State Minister	31 July 2025
Government Approvals	September 2025 - December 2025

5.2 Acceptance of a Valid Application

26. All applications for capital assistance must be made via QCEC's *Capital Projects Online* portal and application form before 5:00 PM on 28 February 2025.
27. Applications will be assessed to determine if they are to be accepted as a valid application within seven calendar days following the closing date for making applications (before 5:00 PM on 7 March 2025).
28. An application must meet the following requirements to be considered valid:
- The *Capital Projects Online External Infrastructure Subsidy Application Form* is completed;
 - A completed *Capital Projects Online Civil Works Form* that is consistent with the content of the documentation in the application;
 - *Non-State Schools Accreditation Board* approval of the school site³;
 - Evidence that the CSA owns the land or has a lease for the land and buildings that have a period to run commensurate with the period in which the capital grant may be required to be repaid;
 - All planning approvals received for the project (for new and continuing new schools only);
 - Provision of Pre-lodgement Development Application meeting minutes, discussed with the relevant authority no more than 12 months from the closing date of *QCEC's Capital Project Online* portal being 28 February 2025 (existing schools only) or existing planning approvals for the project;
 - Infrastructure charges levied against the project by local council and/or utilities providers must include evidence of the charge, such as a copy of the charge notice or other formal advice;
 - A school Masterplan⁴, identifying all stages of the school's future planning;
 - Submit ALL supporting plans indicating the scope of work, inclusive of scale, dimensions etc. All proposed grant works must be shown on a plan. Any plans for an internal pickup/set

³ For new schools and for schools operating on more than one site, if one or more of its lots of land are physically separate.

⁴ A masterplan is a dynamic long-term planning document that provides a conceptual layout to guide the future growth and development of a school.

down area should be marked up to exclude long term car parks and roads NOT ESSENTIAL for the purposes of pickup/set down;

- Consistent delineation of the External Infrastructure Services extent across the documentation in the application; and
- Electrical and Communications drawings consistent with Appendix B.

29. If an application is deemed not to be validly made, the QCEC Secretariat will issue a notice to the applicant CSA, indicating the areas of non-compliance leading to this determination. The applicant CSA will have seven (7) calendar days to rectify any areas of non-compliance raised by the QCEC Secretariat. If the application does not satisfy the 'valid application' requirements following the expiration of the rectification period, the application will be deemed to be withdrawn (i.e. excluded) from the *2025 Capital Assistance Round*.
30. The Appeals Process (see section 4.6) does not apply to an application until and unless it has been accepted as a valid application. Applicants seeking review of a determination about application validity may apply to the QCEC in writing by at least two weeks prior to the May Commission meeting.

5.3 Capital Application Review Visits

31. After a proposed application is formally accepted as a valid application, the QCEC Secretariat and a member of the Capital Assistance Reference Group will visit the applicant school. The purpose of the capital application review visit is to:
- (a) ensure applications conform to the valid application requirements.
 - (b) identify and confirm that the application meets the eligibility requirements of the *2025 External Infrastructure Subsidy Scheme Guidelines*.
32. The role of the capital application review visit participants is to:
- (a) provide clarification, if required, about the *2025 Capital Assistance Round* to the applicant.
 - (b) review for completeness all information included in any conversion or refurbishment projects and the *Capital Projects Online – External Infrastructure Subsidy Application*.
 - (c) undertake a walk-through of the proposed project site.
 - (d) seek clarification, if required, of any aspect of the project application.
33. Attendees at the capital application review visit will normally include:
- (a) the applicant
 - (b) applicant's school Architect
 - (c) school leadership members
 - (d) QCEC Secretariat representative/s
 - (e) QCEC CARG representative.
34. Each CSA must allow a minimum of 2 hours for each Capital Application Review Visit (depending on the nature, value and complexity of the application the visit may take longer).
35. Applicants have until 13 May 2025 to refine a valid application following the capital application review visit. No further changes to applications can be made after that date.

36. For certainty and to avoid doubt, an application determined not to be valid will not be subject to a capital application review visit.
37. The purpose of the capital application review visit is to provide applicants with an opportunity to receive feedback to enhance an application that has previously met the threshold requirements to be considered valid. The capital application review visit also provides an opportunity to confirm that all aspects of the application conform to the eligibility requirements with respect to area and rate allowances under the Guidelines. Items deemed ineligible must be identified and shown as self-funded works by the applicant within their valid application before *QCEC's Capital Project Online portal* closes on 13 May 2025. Alternatively, an applicant may withdraw their application or parts of their application.
38. If, during the capital application review visit, it is determined that the information provided in the application does not meet the threshold requirements to enable the application to be considered valid, the applicant will be deemed to have waived their right for any period of rectification and the application will be deemed withdrawn and not eligible for assessment or funding during the *2025 Capital Assistance Round*.

5.4 QS Review and Project Cost Assessment

39. Each project is subject to a cost review to assess its conformity to the approved *QCEC External Infrastructure Subsidy Scheme Guidelines* for that year. This meeting is undertaken in May. CSAs with projects under \$250,000 do not need to attend the cost review meeting in May (these projects will be assessed by the Secretariat).
40. The purpose of the cost review is to assess each application's cost estimates and determine eligibility of the proposed works.
41. Each applicant is invited to have two people participate in the meeting for the discussion and review of each of their school's project.
42. A Quantity Surveyor (QS) is engaged by the Secretariat to review costs for new and continuing new schools (maybe a desk-top review depending on the value and complexity of the application).
43. In addition, the Secretariat will engage a QS for EIS projects (other than new and continuing new schools) where the combined value of External Works and Other Costs are greater than \$500,000.

5.5 Commission Approvals

44. A list of the eligible projects will be presented to the QCEC (as BGA/CAA), with a brief description of each project and the level of recommended assistance for each application for endorsement and recommendation to government. A list will be provided to the QCEC in June.

5.6 Appeal Process

45. No appeals process applies until a proposed application is formally accepted as a valid application (see Section 4.2).
46. Decisions of the BGA/CAA about the assessment and ranking of valid applications are subject to the *QCEC Appeal Process– Government Funded Programs*.

47. An Appeal must be made in writing citing the grounds and demonstrating the reasons for which it is made and addressed to the Executive Director of the QCEC. The QCEC Appeal Process—Government Funded Programs further explains the process for managing and resolving appeals.

5.7 Conditions of Compliance

48. Successful applicants eligible to receive CGP/CAS capital assistance must continue to meet and comply with the QCEC Conditions of Compliance.
49. More information about the ongoing compliance obligations of successful applicants, including repayment of grants in particular circumstances, is available within the QCEC Conditions of Compliance

5.8 Post-occupancy Compliance Requirements

50. For Government funded projects, post-occupancy reviews will be performed by the QCEC Secretariat on behalf of the BGA/CAA to ensure the project has been completed in accordance with the 2025 QCEC Capital Assistance Guidelines and QCEC Conditions of Compliance.
51. If non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.
52. In addition to this, the government program guidelines state that it retains, for 20 years from the date of completion of a project, a right to repayment from non-government bodies of grants of more than \$75,000 should they, within the 20 years, sell or otherwise dispose of the facilities or cease to use the facilities principally for the approved purpose. Therefore, the BGA/CAA and Government retain an interest in all completed projects in Queensland Catholic schools for a period of up to twenty (20) years.
53. In the case of projects with grants greater than \$75,000, CSA's must notify and where requested repay all or part of the grant monies to QCEC (as BGA/CAA) where the school ceases to use the funded facilities principally for the purpose specified (and approved) in the grant offer, or the school ceases to provide primary education or secondary education or sells or otherwise disposes of the facilities within a period of twenty (20) years following completion of the project.
54. In addition to the requirement for CSA's to provide notification of these circumstances, the BGA/CAA may undertake reviews to assess compliance with these requirements at any time during the repayment period. Where non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.

6 Receiving EIS Payments

55. After the school has received a formal letter of notification from the Queensland Minister for Education, the CSA must enter into an Agreement with QCEC to be eligible to receive capital assistance. This Agreement, along with supporting documentation, will be provided by QCEC.
56. For EIS, an approved grant will be paid when:
 - (a) QCEC receive a signed agreement from the School Authority to the conditions of the grant offer.
 - (b) Results of tender/quotation bids are approved by QCEC.

- (c) QCEC receive a completed Capital Assistance Claim (including a Project Managers / Lead Consultants Signed Progress Certificate and reimbursement receipts), which includes a percentage of completed (milestone) progress of works and signed by the Schools Authority's representative.
- 57. An external infrastructure subsidy on an approved project cannot be paid if commencement of, or payment for, the work precedes the announcement of Ministerial approval. Also, schools should be aware that, as per the Queensland External Infrastructure Subsidy Scheme Guideline, p5, Section 12.(1)(d), *'an application for payment must be received by the BGA within two years of the date of approval, or approval for the project will lapse, unless an extension is approved by the Minister'*. QCEC is unable to make payments on grants where Ministerial approval has lapsed.

7 Project Variations

- 58. In the event the external infrastructure works increase, additional EIS can be sought, subject to guideline parameters (see Section 3) and the availability of EIS funding.

For assistance contact QCEC on 3316 5818 or capital@qcec.catholic.edu.au

Appendix A – Examples of External Infrastructure

Type	Examples
Ancillary Structures	Retaining Walls, Bollards, Balustrading, Handrails, Fencing, Gates, Shade Structures, Screens, Services Enclosures, Street Furniture
Civil Landscaping Erosion and Sediment Control Measures	Topsoil to Turf areas, Topsoil to Garden Bed Areas, Turf, Hydro-mulch
Communications Services	Connection/s to existing infrastructure, Pit/s, Fibre Optic Cable Reticulation in Conduit
Earthworks	Clearing, Bulk Earthworks, Fill, Soil Treatment, Detailed Excavation and Trimming
Electrical Services	Connection/s to existing infrastructure, Substation/s, Transformer/s, Switchboard/s, Distribution Board/s, Circuit Breakers, Mains and Sub-mains reticulation in Conduit, Pit/s, Lighting, Fittings
Fire Services	Connection/s to existing infrastructure, Pipework reticulation, Hydrant/s, Hose Reel/s, Valve/s, Fittings
Gas Services	Connection/s to existing infrastructure, Pipework reticulation, Metering, Valve/s, Fittings
Infrastructure Agreements	<p>An infrastructure agreement is a written agreement between a developer and a public sector entity about:</p> <ul style="list-style-type: none"> • the supply or funding of infrastructure; • payment and refund mechanisms towards the cost of supplying or funding trunk infrastructure <p>An infrastructure agreement:</p> <ul style="list-style-type: none"> • establishes the obligations of each party • provides the timing of the Agreement <p>identifies the Schedule of Works</p>
Infrastructure charges	Charges for payment, as issued by a relevant entity, regarding connection to or the increased demand on trunk infrastructure networks, such as water supply, sewer, stormwater, transport, parks and community facilities
Landscaping	Landscape works in accordance relevant entity approvals such as re-vegetation and/or planting, creation of screening when in proximity to Pick-up/Set Down Areas
Pathways Pedestrian and Bicycle Access, Extension, Widening, Additional Lanes, Crossings	Pedestrian Access and Safety Devices such as, Concrete Pathways, Accessibility Ramps, Tactile Indicators, Line Marking, Lighting
Preliminaries	Site Establishment, Demolition, Make Good, Contingency
Professional Consultant and Authority fees	Development costs, such as project management costs, consultant deliverables, fees and permits, Portable Long Service Leave
Roadworks New, Extension, Widening, Additional Lanes, Deceleration and Turning Lanes, Roundabouts,	Site Preparation, Substrate Preparation, Testing, Surfacing, Traffic Islands, Kerb and Channel, Wheel Stops, Vehicle Barriers, Line Marking, Cross-over to Driveway, Lighting

Type	Examples
External Car-parking, Pick-up and Set-down, Short Term Parking, Intersections	
Security Services	Safety Devices e.g. Pick-up/Set Down Surveillance provisions and Intercom point/s, Lighting
Sewer Drainage	Connection/s to existing infrastructure, Pipework reticulation, Manholes, Pumpstations
Stormwater Drainage	Connection/s to existing infrastructure, Pipework reticulation, Silt traps, Erosion Control measures, Flood Mitigation measures, Environmental Control measures, Pit/s, Manhole/s, Culverts, Headwall/s, Storage Tank/s, Retention Basin/s, Swale/s, Surface Inlets, Overland Flow Mitigation measures
Traffic	Bus stops, Pick-up/Set-down areas, Signalling, Signage, Acoustic Fences, Safety Audits
Water Services	Connection/s to existing infrastructure, Pipework reticulation, Metering, Valve/s, Fittings
Works within an Easement	Where services, such as water, sewer, drainage, power, gas or telecommunications are delivered by a relevant entity to and across the school site, via a registered easement, rendering the land unable to be used for purposes that restrict the relevant entities access.

Appendix B – Example of Electrical and Communications Method and Drawing

The following is suggested method for the Electrical and Communications Engineering disciplines to adopt to enable consistent and transparent information being included in applications:

Electrical

- Calculate the Square Meter Rate Maximum Demand for the Site (New or Existing) per AS3000
- Establish the location of the Point of Supply for the Site and the size of the infrastructure (transformer / substation) required to support the development
- Establish the MSB size and location; and metering arrangement for the Site
- Establish the Distribution Areas and MDB size and location
- Establish the cable access system and pathway
- Establish the cable reticulation system

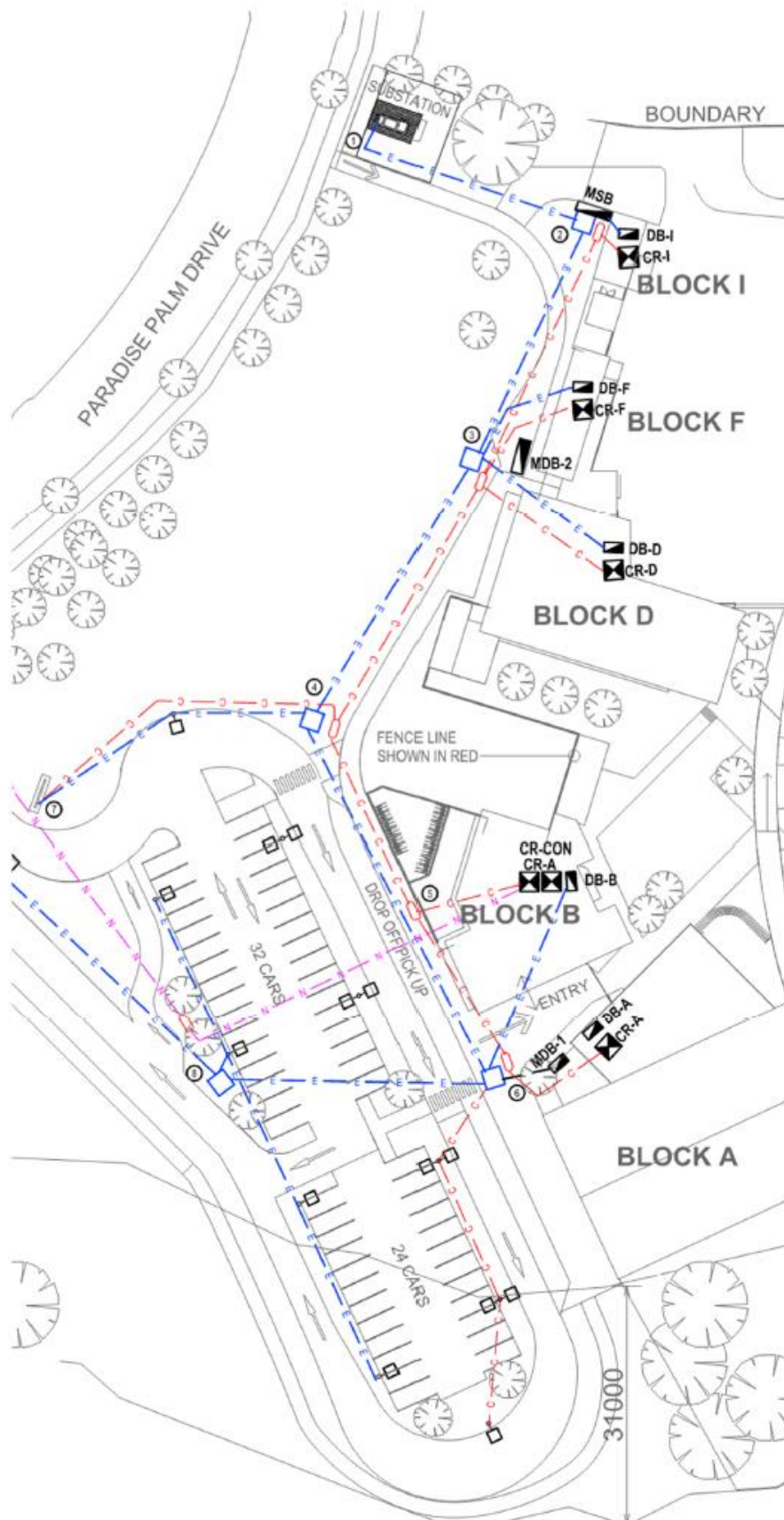
Communications

- Establish the Point of Supply for the Site
- Establish the Centre of Network Location
- Establish the Communication Rack Location/s
- Establish the Cable Access System
- Establish the Cable to each Block
- Include consideration of School Public Address System, CCTV requirements and Security / Access Control requirements in the sizing of communications cabling.

Required Documentation to capture the information reflected in the above method:

A Site Plan to scale (colour coded to each discipline and delineation between existing and new services) indicating the pit and conduit arrangement across the campus with annotations, linked to a schedule, of the quantity and size of the pits, cables, conduits, connections, boards, substations etc.

An extracted example of this type of plan is below:



Further detail is available upon request from QCEC.