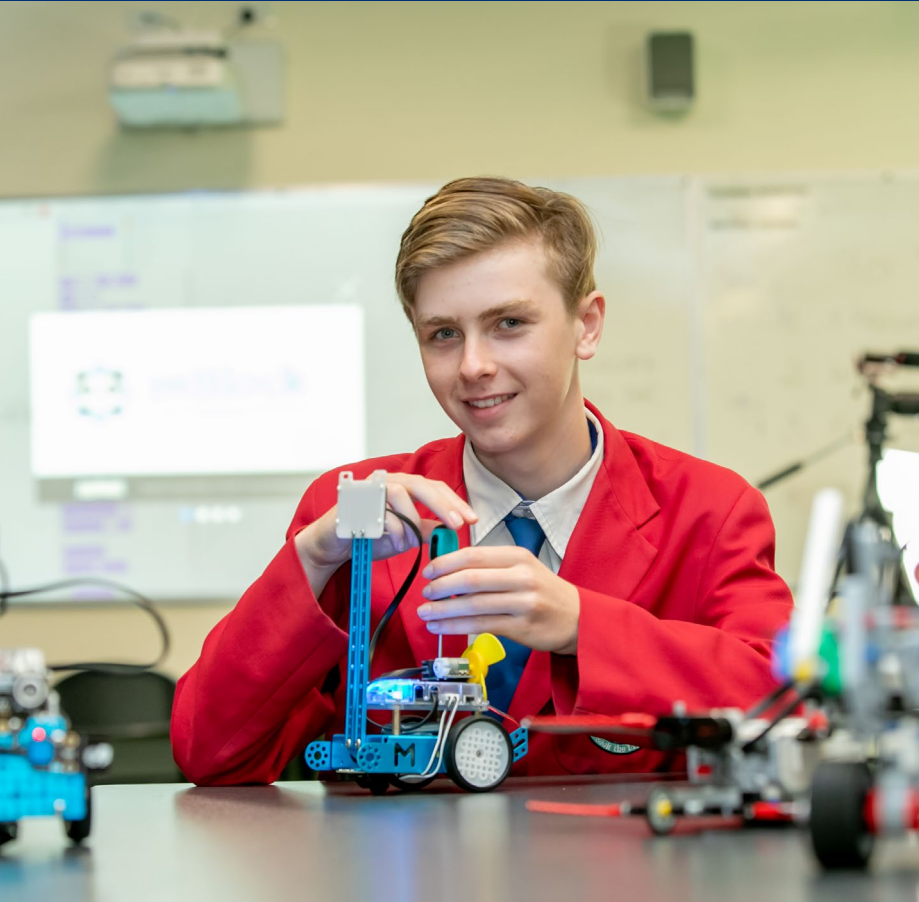# 2022 Capital Round Information Session

Meg Macaulay – Manager, Capital Programs QCEC

James Wong - Project Officer, Capital Grants QCEC

Bernadette Casey - ASO, Capital Programs QCEC

QCEC
QUEENSLAND CATHOLIC
EDUCATION COMMISSION

Agenda

❑ Background Information

❑ 2021 Capital Round Outcomes

❑ 2022 Capital Assistance Program

❑ 2022 Capital Application and Civil Works Spreadsheet

❑ Administration and Governance

❑ Resources and Guidelines

BACKGROUND INFORMATION

Queensland Catholic Education Commission

Supporting and advancing Catholic education in Queensland

Functions of QCEC

The Bishops and leaders of Religious Institutes and other incorporated bodies have delegated a number of responsibilities to QCEC. Key functions are to:

- **Negotiate and distribute government funding** to Catholic schools

- **Advocate and promote** the position of Catholic education

- **Liaise** with state and federal governments, partners and peak bodies, including the representative body for parents

- **Communicate and respond** to state-wide issues

- **Provide advice on industrial relations matters**, conduct independent investigations and lead enterprise bargaining processes in conjunction with and on behalf of Queensland Catholic school employing authorities

- **Facilitate state-wide collaboration** in areas such as curriculum, information and communication technologies, Indigenous education, religious education outside Catholic schools, education for ministry and social justice matters

- **Research, collect and manage** statistical, financial and educational information and data.

What are the rules that we work under

Australian Government
Australian Education Act 2013 and Australian Education Regulation 2013
Capital Grants Program Guidelines –2020
https://www.dese.gov.au/payments-and-grants-schools/capital-grants-non-government-schools

State Government
Education (Capital Assistance) Act 1993 and Education (Capital Assistance) Regulation 2015
Capital Assistance Scheme Guideline
https://education.qld.gov.au/about-us/budgets-funding-grants/grants/non-state-school/state-capital-assistance-scheme
External Infrastructure Subsidy Scheme
https://education.qld.gov.au/about-us/budgets-funding-grants/grants/non-state-school/external-infrastrucure-subsidy-scheme

QCEC
QCEC 2022 Capital Round – Important Dates
QCEC 2022 Capital Assistance Guidelines
QCEC 2022 Capital Assistance Guidelines – Special Assistance Schools
NEW QCEC 2022 External Infrastructure Subsidy Scheme Guidelines and EIS Application Form
QCEC 2022 Capital Financial Contribution Guidelines
QCEC 2021 Conditions of Compliance
QCEC Appeal Process – Government Funding Programs

QCEC Capital Groups

To assist with capital assistance matters and the assessment of applications, QCEC has formed two separate committees:

Capital Assistance Reference Group (CARG)	Capital Assistance Assessment Committee (CAAC)
• develop QCEC Capital Assistance Guidelines, including area allocations and costs for consideration and approval by the Commission • provide feedback about projects to applicant schools/Catholic School Authorities on request, through school visits • assist QCEC Secretariat staff during school visits in validating application information/compliance issues • conduct cost reviews of applications which have received priority ranking for assistance under the CAS/CGP programs	• assess applications under the CGP and CAS according to the criteria set out in the relevant legislation and QCEC Capital Assistance Guidelines • score and rank projects • make recommendations to the Commission about assessment outcomes

2021 CAPITAL ROUND OUTCOMES

A summary of the 2021 applications are as follows:

Primary Schools	10
Secondary Schools	8
P-12 Schools	7
Special Assistance Schools	1
TOTAL	**26**

CSA	Schools	Projects	Project Values	% of Total
Brisbane	12	14	$90.974M	52.2%
Cairns	4	8	$22.187M	12.7%
Rockhampton	1	1	$1.305M	0.7%
Toowoomba	3	6	$ 12.645M	7.3%
Townsville	3	4	$ 19.896M	11.4%
RI Schools	3	5	$ 27.344M	15.7%
TOTAL	**26**	**38**	**$174.351M**	

Oct/Nov 2021

2021 prioritised projects (total grant value $70.8M):

SCHOOL	PROJECT TYPE
Sophia College (PLAINLAND)	New School – stage 2
St Joseph's College (COOMERA)	New School – stage 2
Good Samaritan Catholic College (BLI BLI)	New School – stage 2
Holy Spirit College (EDMONTON)	New School – stage 1
St Joseph's Catholic School (MOUNT ISA)	Admin – demolish & rebuild
Mary MacKillop Catholic College (HIGHFIELDS)	New School – stage 2
St Brendan's Catholic Primary School (RURAL VIEW)	New School – stage 4
San Damiano College (YARRABILBA)	New School – stage 2
Southern Cross Catholic College (ANNANDALE)	New School – stage 5
St Patrick's College Townsville (TOWNSVILLE)	Science (new rooms)
Trinity College (BEENLEIGH)	Man Arts (demolish & rebuild)
St Joseph's School (CHINCHILLA)	GLAs (new rooms)
Downlands College (TOOWOOMBA) - A	New School – P to 3
Downlands College (TOOWOOMBA) - B	New School – P to 3

Oct/Nov 2021

CSA Capital Funds Breakdown (over 4-years)

Capital Funding by CSA	2018	2019	2020	2021
Brisbane	$16.7M	$51.7M	$16.0M	$42.6M
Toowoomba	-	$7.4M	$7.5M	$3.6M
Rockhampton	-	-	$11.2M	$1.1M
Townsville	$22.1M	$9.0M	$3.5M	$8.8M
Cairns	$13.9M	$2.3M	$25.8M	$1.7M
RI/ PJP	$8.8M	$4.4M	$6.0M	$13.0M

Capital Funds – New School v Established Schools

NEW SCHOOLS VS ESABLISHED SCHOOLS

- New Schools
- Established Schools

	2018	2019	2020	2021
Established Schools	$34m	$48m	$18m	$12m
New Schools	$27m	$27m	$52m	$59m
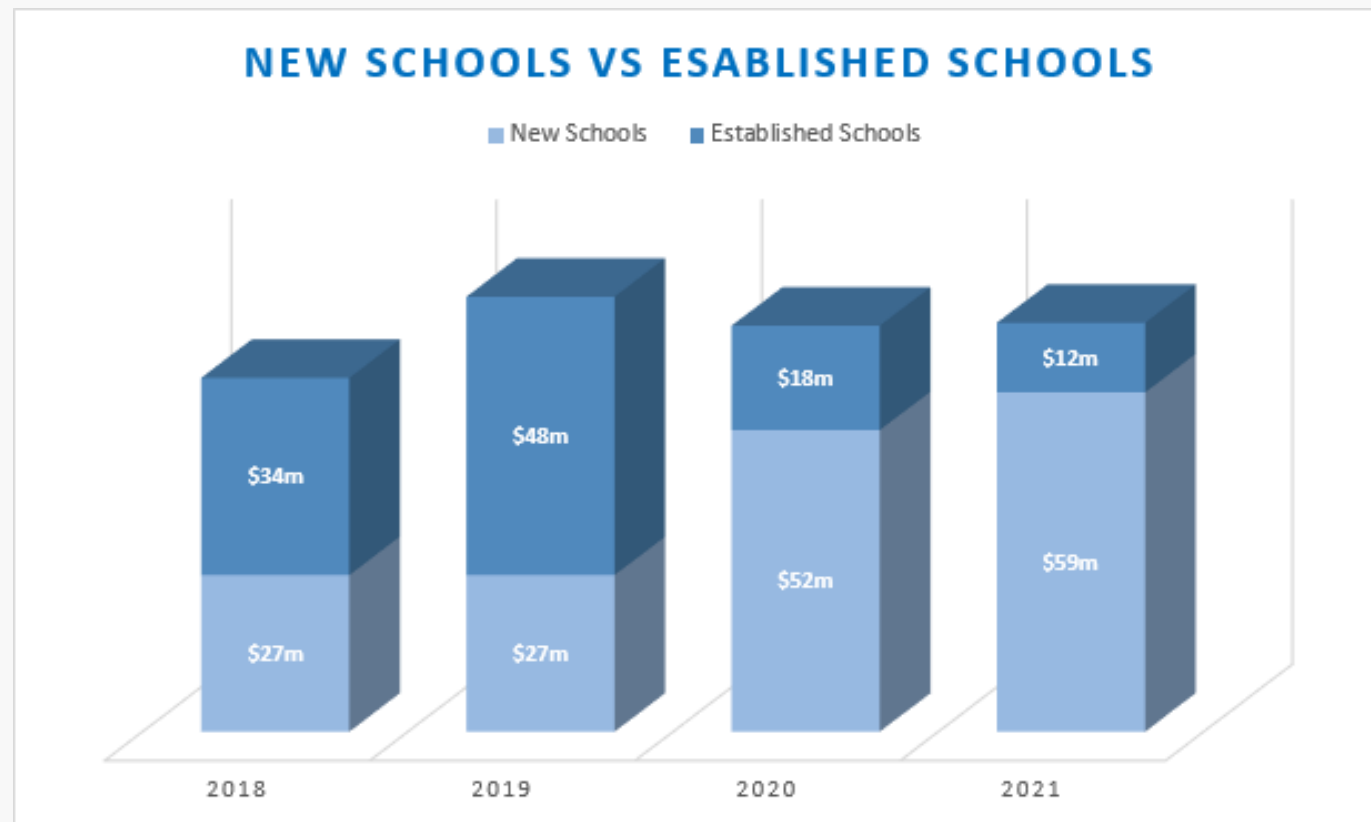
2022 CAPITAL ASSISTANCE PROGRAM

IMPORTANT DATES

Applications Open	**25 October 2021**
New School Demographics Reports due	**15 November 2021**
Capital Applications to BGA/CAA due 5:00 pm	**17 March 2022**
New School Land Use Approval	**17 March 2022**
New Schools Non-State Schools Accreditation Board Approvals	**17 March 2022**
Existing School DA –pre-lodgement meeting minutes due	**17 March 2022**
School Visits	**March – May 2022**
Capital Project Online Close	**20 May 2022**
Capital Assistance Assessment Committee - Prioritisation Meeting	**6-10 June 2022**
Capital Assistance Reference Group Project Cost Review Meeting (Round 1)	**4-5 July 2022**
Capital Assistance Reference Group Project - Cost Review Meeting (Round 2)	**1-4 August 2022**
Cost Recommendations to BGA/CAA	**16 August 2022**
BGA/CAA recommendations to relevant Ministers	**30 September 2022**
Government Approvals	**Nov – Dec 2022**

Use of Grant Funding – Up to $85M available in 2022

- New facilities
- Conversation or refurbishment of existing facilities
- Extension to existing facilities

- Boarding facilities
- New Schools
- Purchase of furniture and equipment
- Consultant's fees (excluding masterplanning costs)

- Civil works
- Authority charges (50% subsidy)
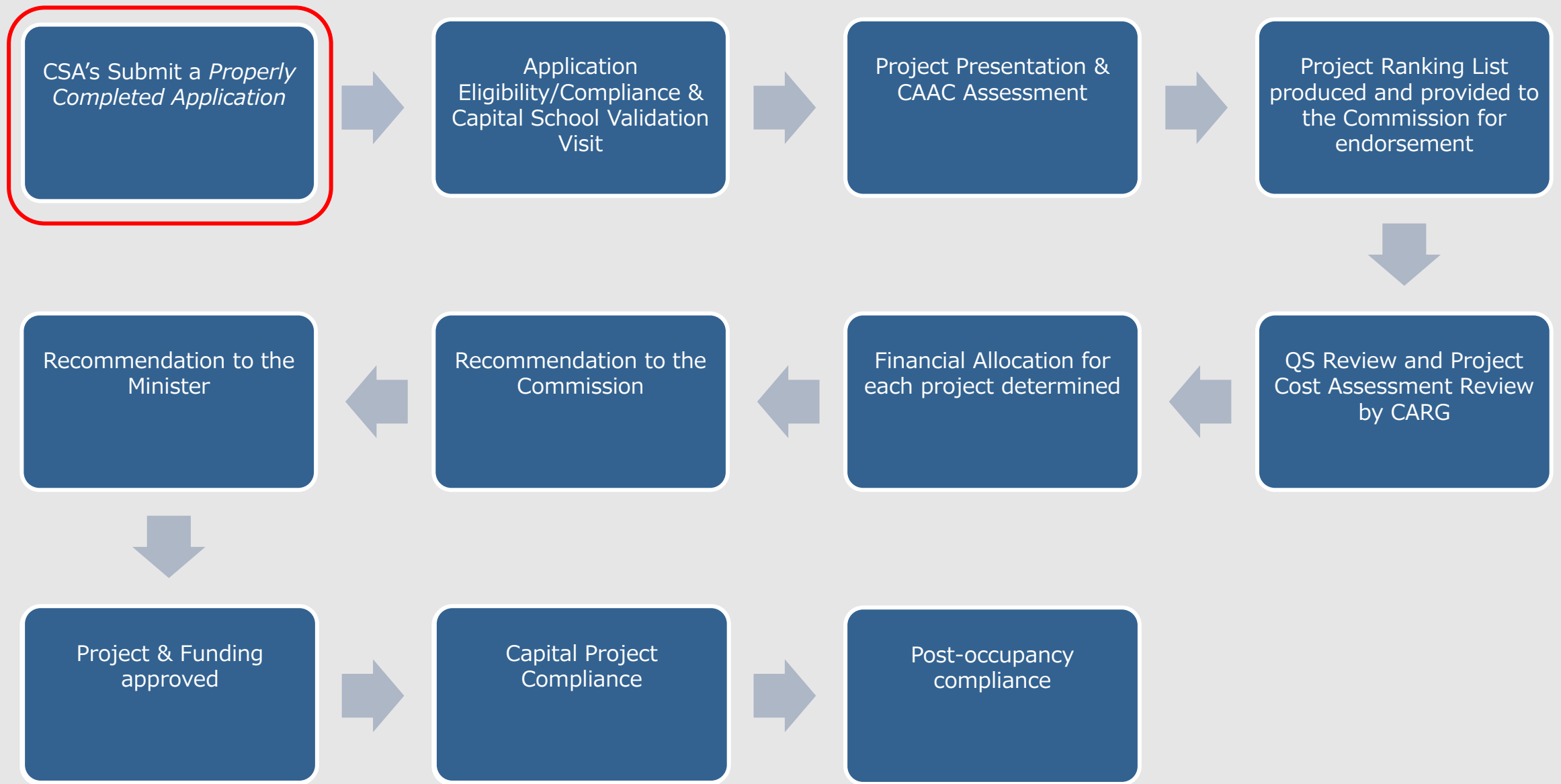- Cost of construction of infrastructure external (50% subsidy)

School Planning

❑ Develop an education brief

❑ Determine the ultimate school size

      ❑ Enrolment projections

      ❑ Existing and future physical built environment

❑ Develop a masterplan

      ❑ Which reflects the progressive enrolment growth

      ❑ Determine the inter-relationships of facilities

❑ Plan for the whole site, not just one building

❑ Plan for the longer term at least 5 years in advance

❑ Note, site constraints and conditions e.g. physical, council, environmental, national trust and availability of services

Anticipated New Schools for 2022

School Authority	Location	Suburb	Stage	Approx. Total Costs
Diocese of Cairns CES	CAIRNS	Mount Peter	Stage 5	$10.5M
Archdiocese of Brisbane CEO	BEAUDESERT	Beaudesert	Stage 3	$9.1M
Archdiocese of Brisbane CEO	LOGAN	Yarrabilba	Stage 4	$2.8M
Archdiocese of Townsville CEO	TOWNSVILLE	Shaw	Stage 4 (Primary)	$6.0M
Archdiocese of Brisbane CEO	IPSWICH	Redbank Plains	Stage 3	$3.3
Archdiocese of Brisbane CEO	BRISBANE	Fitzgibbon	Stage 2	$7.6M
Diocese of Cairns CES	CAIRNS	Smithfield	Stage 2	$9.0M
Diocese of Rockhampton CEO	MACKAY	South Mackay	Stage 2	$7.6M
Archdiocese of Brisbane CEO	SUNSHINE COAST	Caloundra South	Stage 1	$18.1M
Archdiocese of Townsville CEO	TOWNSVILLE	Shaw	Stage 1 (Secondary)	$10.8M
EREA	LOGAN	Logan	Stage 1	$4.8M
TOTAL				**$89.6M**

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┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ CSA's Submit a      │  →   │ Application          │  →   │ Project Presentation │  →   │ Project Ranking List │
│ Properly            │      │ Eligibility/Compliance│     │ & CAAC Assessment    │      │ produced and provided│
│ Completed Application│      │ & Capital School     │      │                      │      │ to the Commission for│
│                     │      │ Validation Visit     │      │                      │      │ endorsement          │
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│ Recommendation to   │  ←   │ Recommendation to    │  ←   │ Financial Allocation │  ←   │ QS Review and Project│
│ the Minister        │      │ the Commission       │      │ for each project     │      │ Cost Assessment      │
│                     │      │                      │      │ determined           │      │ Review by CARG       │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘      └─────────────────────┘
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┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Project & Funding   │  →   │ Capital Project      │  →   │ Post-occupancy       │
│ approved            │      │ Compliance           │      │ compliance           │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
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All applications for capital assistance must be made online via QCEC's online application system.

All items/building elements requested for funding assistance must be identified/quantifiable on the submitted application project plans.

NEW REQUIREMENT - A 2022 Capital Application must be **'Property Completed'** (*see Section 6.1 of the Guidelines*)

The applicant CSA will have 7 days to rectify any non-compliance issues raised.

If the application does not satisfy the 'Properly Completed' requirements the application will be deemed to be withdrawn (i.e., excluded) from the 2022 Capital round.

NEW REQUIREMENT - Schools are ineligible to apply for Capital Assistance in 2022 if the school received Capital Assistance in 2021, except under exceptional circumstance. Schools seeking Capital Assistance under exceptional circumstances must seek approval by the Commission as BGA/CAA before the **30 November 2021**.

School validation visit

- provide an opportunity to 'challenge or test' whether the school capital application meets the 2022 Capital Assistance Guideline eligibility criteria (including a school's forecast enrolment projections).
- validate the information in the Capital Application spreadsheet.
- ensure that all required information has been included in the Application.
- Review the information included in the costs section of the Capital Application spreadsheet.
- determine if any ineligible works, as determined by the 2022 Capital Assistance Guideline, have been included in the Capital Application spreadsheet.
- gather and provide information to the Capital Assistance Assessment Committee (CAAC).

Each CSA must allow a minimum of 3 hours for each School Validation Visit. The visit occur in March and April 2022.

Applicants have until 20 May 2022 to refine/amend their application following the school validation visit.

Each applicant has an opportunity to respond to any item deemed ineligible (*see Section 6.5 of the Guidelines*).

NEW REQUIREMENT - Items deemed ineligible <u>must</u> be identified and elementised by the applicant within their application. Alternatively, an applicant may withdraw their application or identify ineligible items as CSA self-funded works.

An applicant can appeal an eligibility decision through the QCEC appeal process for government funded programs.
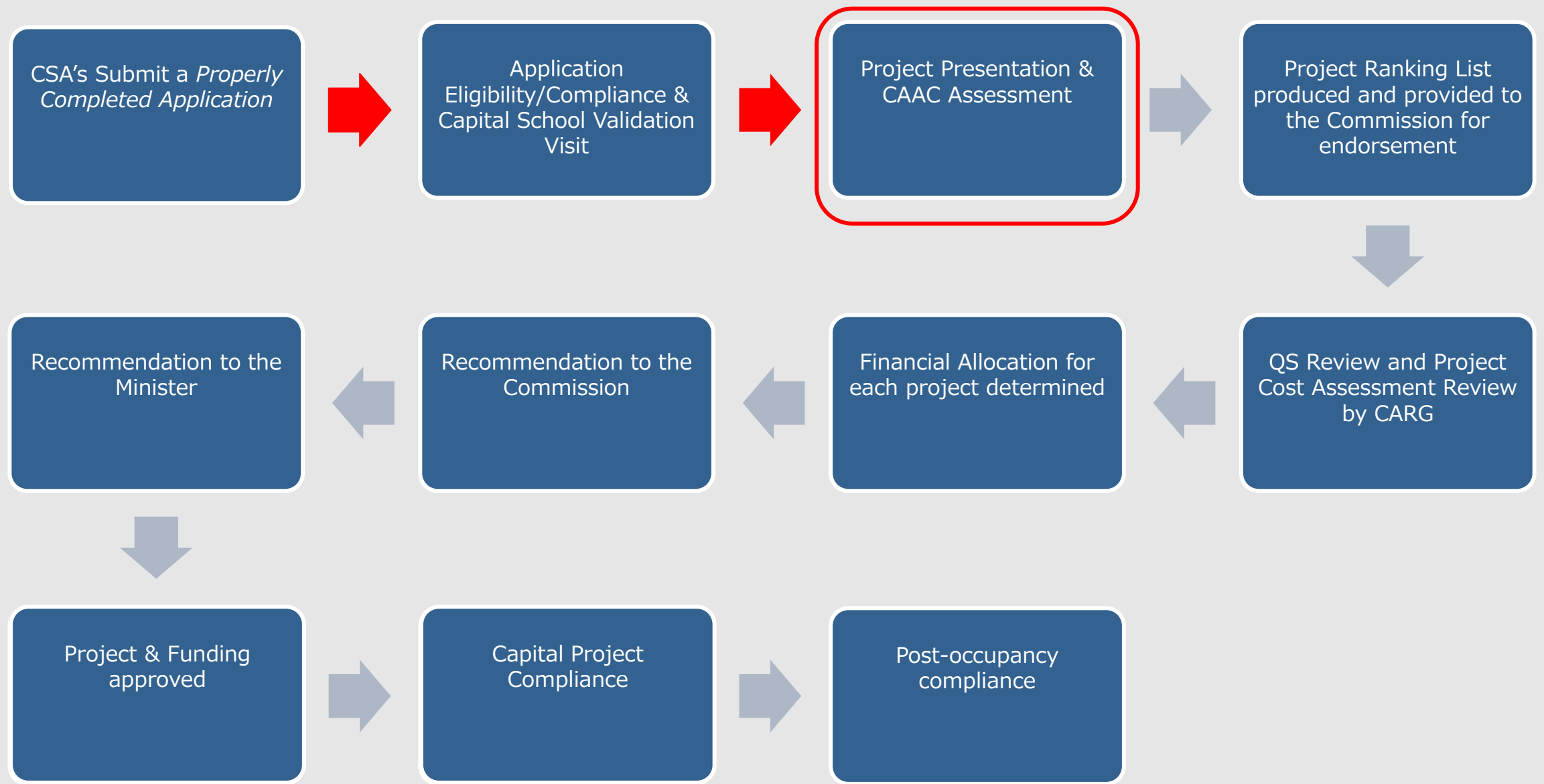
The CAAC assesses applications in June each year.

Each applicant will be invited to have two people present their Capital project to the CAAC

Note: The two presenters should be the people who are best able to help the CAAC understand the school, the need for this project, the project design and build rationale and relevant planning considerations in relation to the project.

6 INDEPENDENT members on the Assessment Committee

The application/presentation needs to address and meet each criteria:

- ❑ Changes in demographics, enrolments and student characteristics *(3 facets)*
- ❑ Educational planning (2 facets)
- ❑ Infrastructure planning (3 facets)

Each facet is given a score of 1, 2, or 3

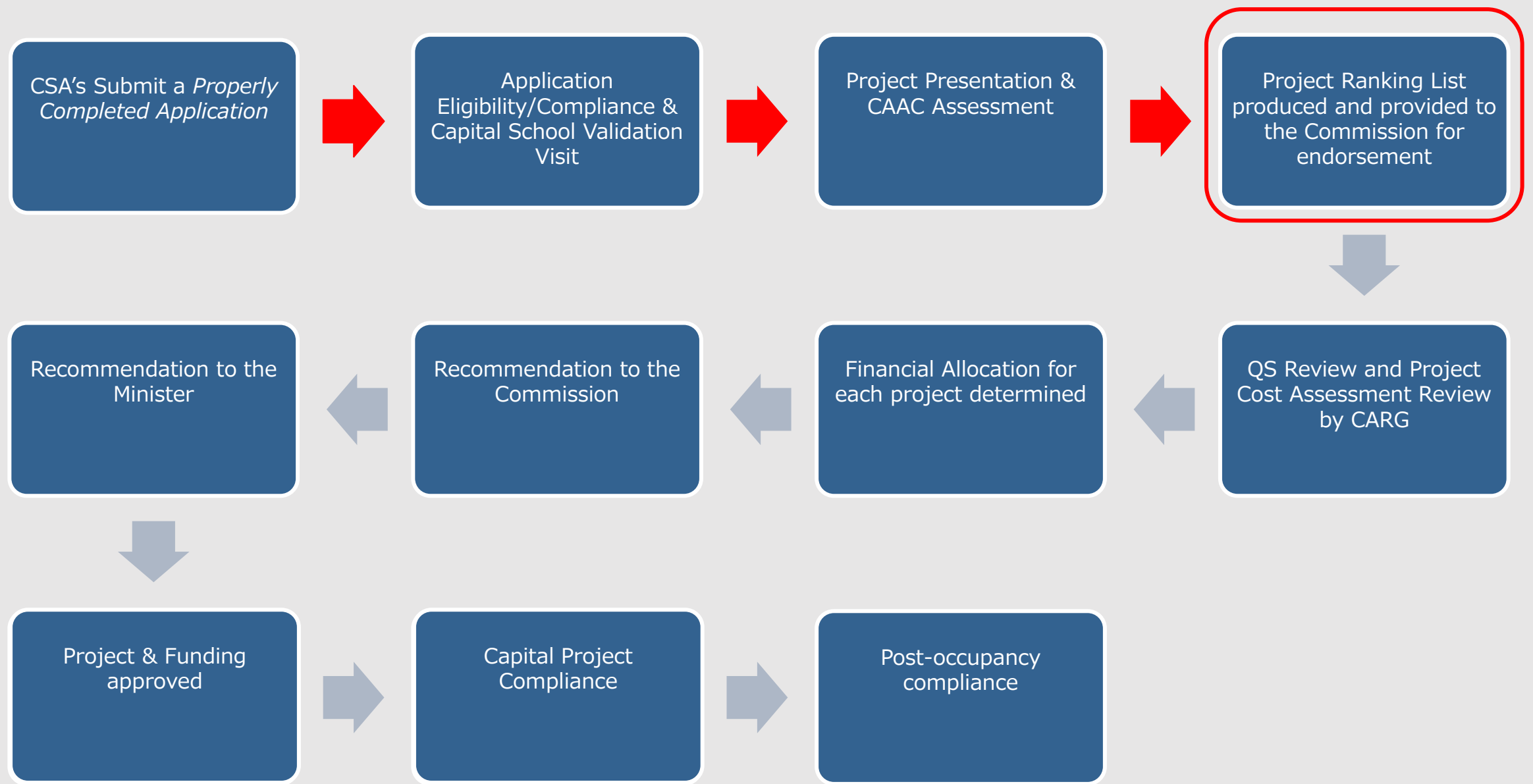The project score is the sum of all the facet scores. A higher score has more merit.

There is no weighting attached to the different criteria or the different facets of a criterion

The project scores can range from 8 to 24

Capital Assistance Project Assessment Presentation Guidelines will be issued in May 2022.

The Assessment process allows for the following time allowance:

- ❑ New and Continuing New Schools – 45-minute presentation
- ❑ Other Applications – 30-minute presentation
- ❑ Additional Elements – 15-minute presentation per additional element
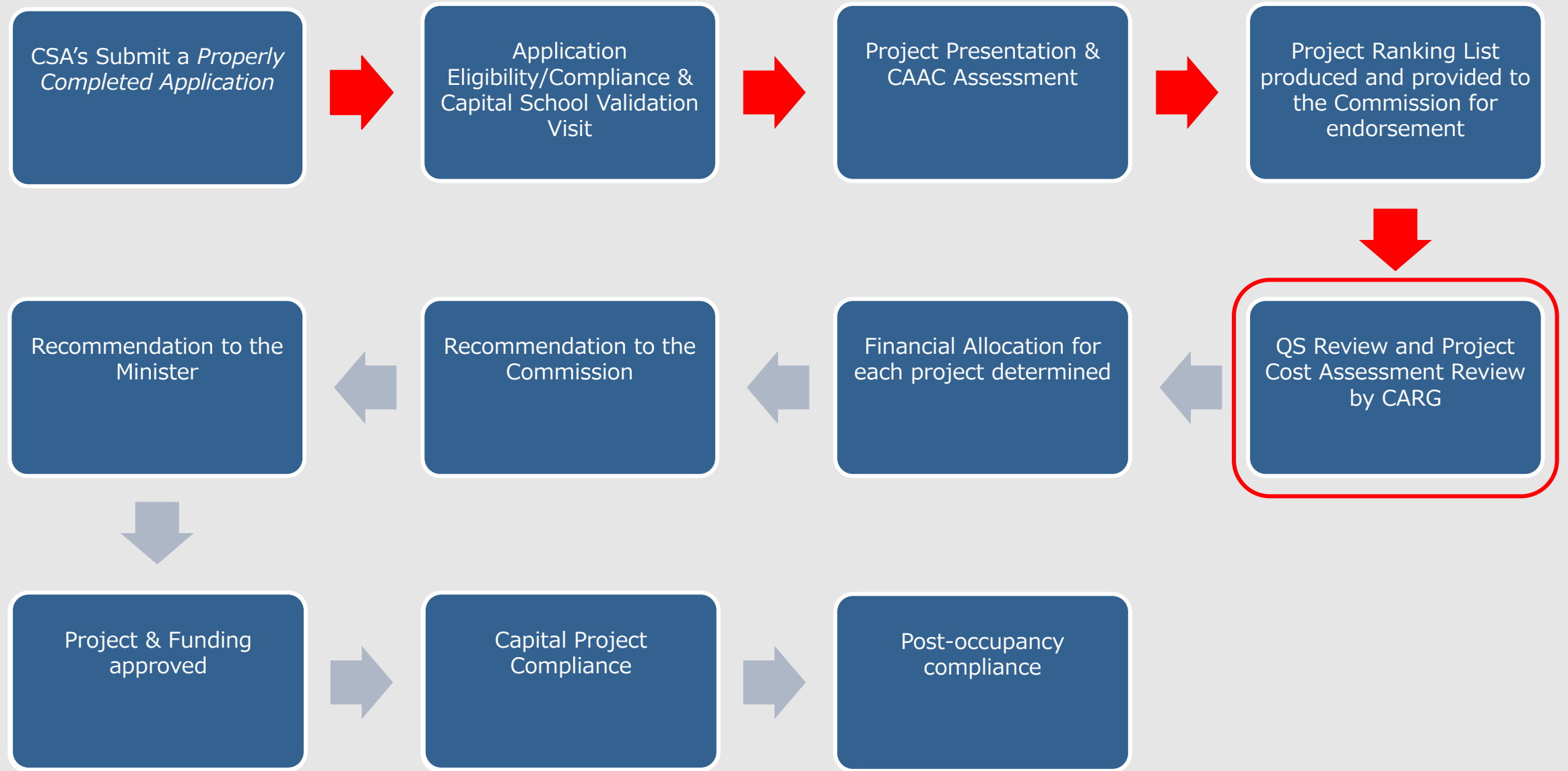
CSA's Submit a *Properly Completed Application* → Application Eligibility/Compliance & Capital School Validation Visit → Project Presentation & CAAC Assessment → **Project Ranking List produced and provided to the Commission for endorsement** → QS Review and Project Cost Assessment Review by CARG → Financial Allocation for each project determined → Recommendation to the Commission → Recommendation to the Minister → Project & Funding approved → Capital Project Compliance → Post-occupancy compliance

Given that there are generally more requests for funding than there are funds available projects must be assessed and ranked.

All projects are listed in order of weighted combined score (from highest to lowest).

CAAC then recommends this ranked list of projects to the Commission for endorsement.

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┌──────────────────────────┐     ┌──────────────────────────┐     ┌──────────────────────────┐     ┌──────────────────────────┐
│ CSA's Submit a Properly  │ ──▶ │ Application               │ ──▶ │ Project Presentation &   │ ──▶ │ Project Ranking List     │
│ Completed Application    │     │ Eligibility/Compliance & │     │ CAAC Assessment          │     │ produced and provided to │
│                          │     │ Capital School Validation│     │                          │     │ the Commission for       │
│                          │     │ Visit                    │     │                          │     │ endorsement              │
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│ Recommendation to the    │ ◀── │ Recommendation to the    │ ◀── │ Financial Allocation for │ ◀── │ QS Review and Project    │
│ Minister                 │     │ Commission               │     │ each project determined  │     │ Cost Assessment Review   │
│                          │     │                          │     │                          │     │ by CARG                  │
└──────────────────────────┘     └──────────────────────────┘     └──────────────────────────┘     └──────────────────────────┘
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┌──────────────────────────┐     ┌──────────────────────────┐     ┌──────────────────────────┐
│ Project & Funding        │ ──▶ │ Capital Project          │ ──▶ │ Post-occupancy           │
│ approved                 │     │ Compliance               │     │ compliance               │
└──────────────────────────┘     └──────────────────────────┘     └──────────────────────────┘
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A QCEC Quantity Surveyor (QS) reviews costs for External Works and Other Costs for prioritised new and continuing new schools.

In addition, for prioritised projects (other than new and continuing new schools) where the combined value of External Works and Other Costs are greater than $500,000 a QCEC QS will be engaged.

Each prioritised project is subject to a cost review by the CARG.

This meeting is undertaken in early July and early August.

Each applicant is invited to have two people participate in the meeting for the discussion and review of each of their school's projects.

The purpose of the cost review by CARG is:
- to assess cost estimates and confirm eligibility of proposed works, external works, other costs, EIS, furniture and equipment and consultant fees in line with QCEC Capital Assistance Guidelines.
- If any works being requested fall outside the QCEC Capital Programs Guidelines, these will be considered and either recommended for inclusion or recommended for exclusion from the total project cost.

Total project costs for prioritised projects will be presented to the Commission at its August meeting.
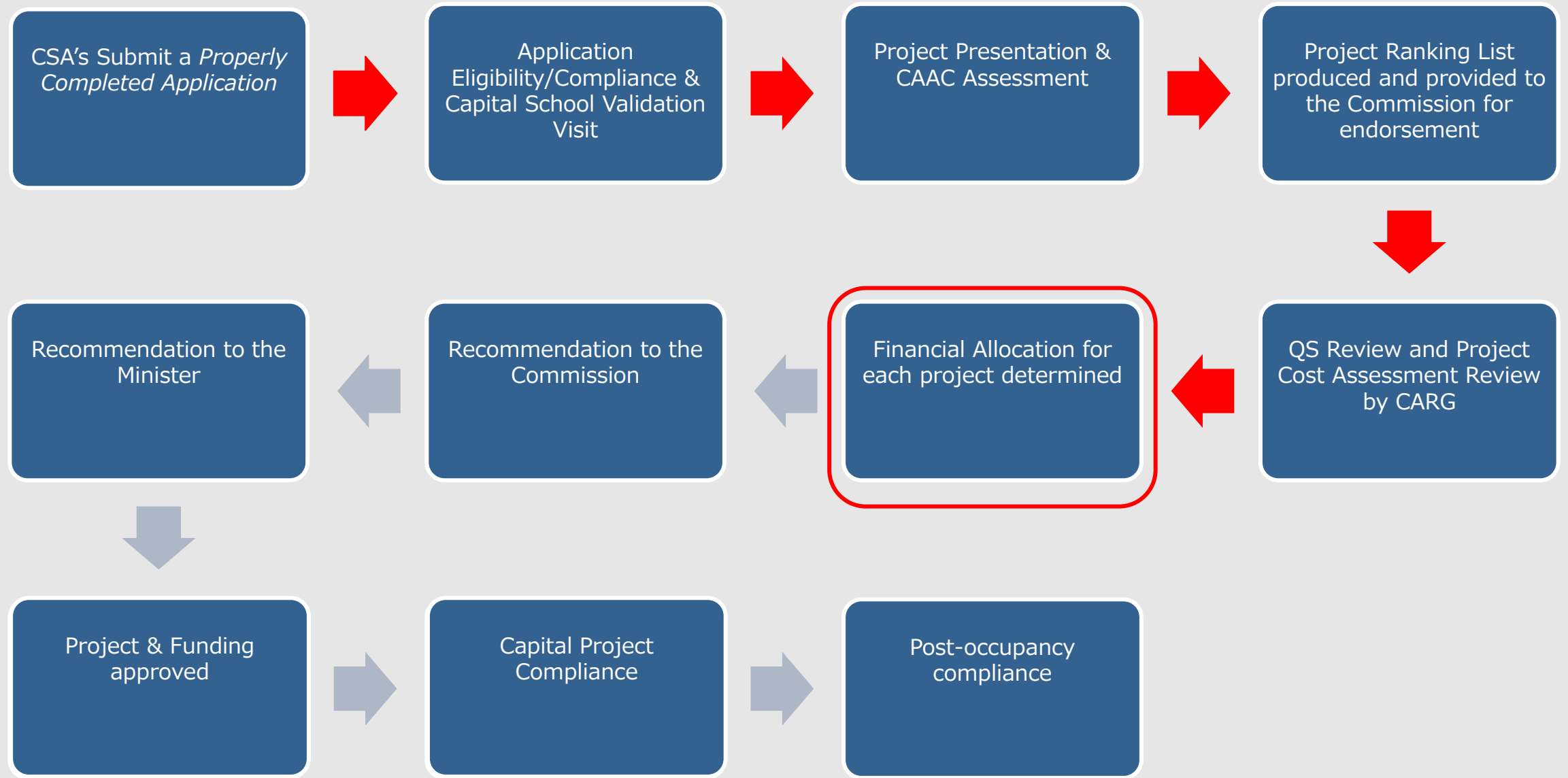
Following the CAAC scoring and ranking projects, financial contribution assessments are undertaken in accordance with the *2022 QCEC Capital Financial Contributions Guidelines*.

CSA's Submit a *Properly Completed Application* → Application Eligibility/Compliance & Capital School Validation Visit → Project Presentation & CAAC Assessment → Project Ranking List produced and provided to the Commission for endorsement

Recommendation to the Minister ← Recommendation to the Commission ← Financial Allocation for each project determined ← QS Review and Project Cost Assessment Review by CARG

Project & Funding approved → Capital Project Compliance → Post-occupancy compliance

A preliminary list is provided to the Commission in June and a final list is provided at the August Commission meeting.
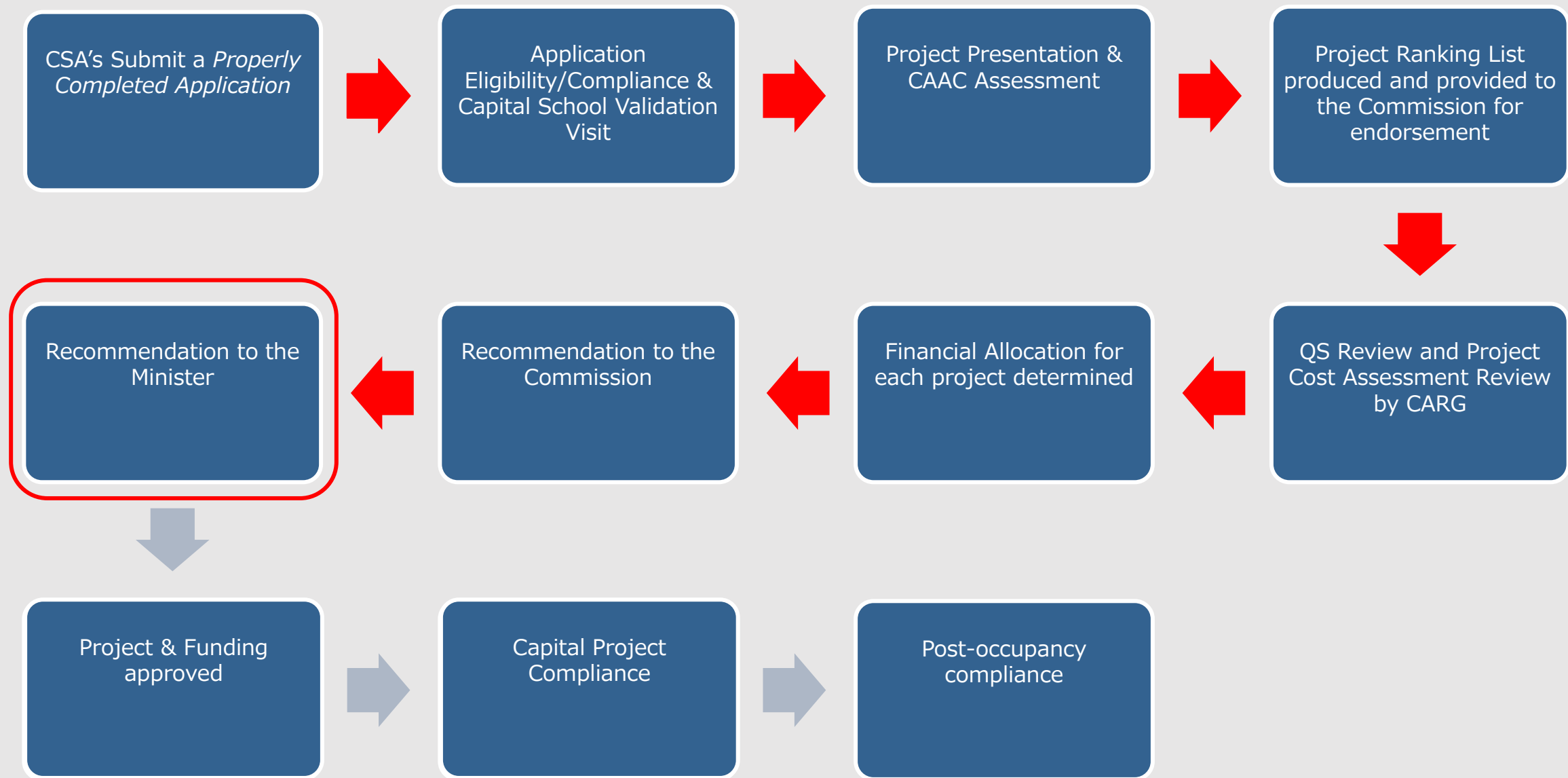
The QCEC Secretariat will provide a list of the prioritised projects endorsed by the Commission to the relevant Ministers by 30 September.

There may be an opportunity to seek early Ministerial approval for projects on critical path programs.
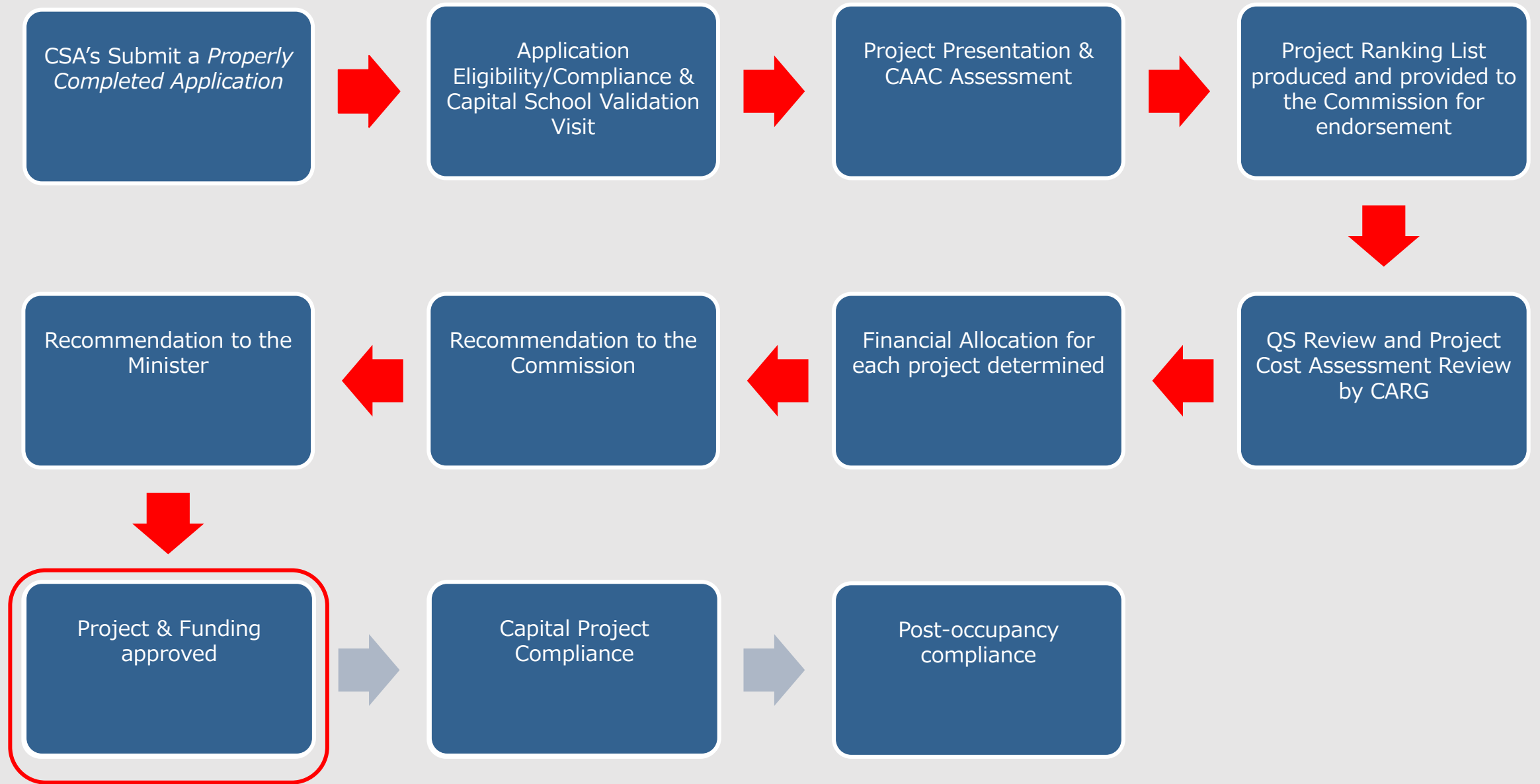
Ministerial approval is generally provided in November-December of the year of application with funding available the following calendar year.
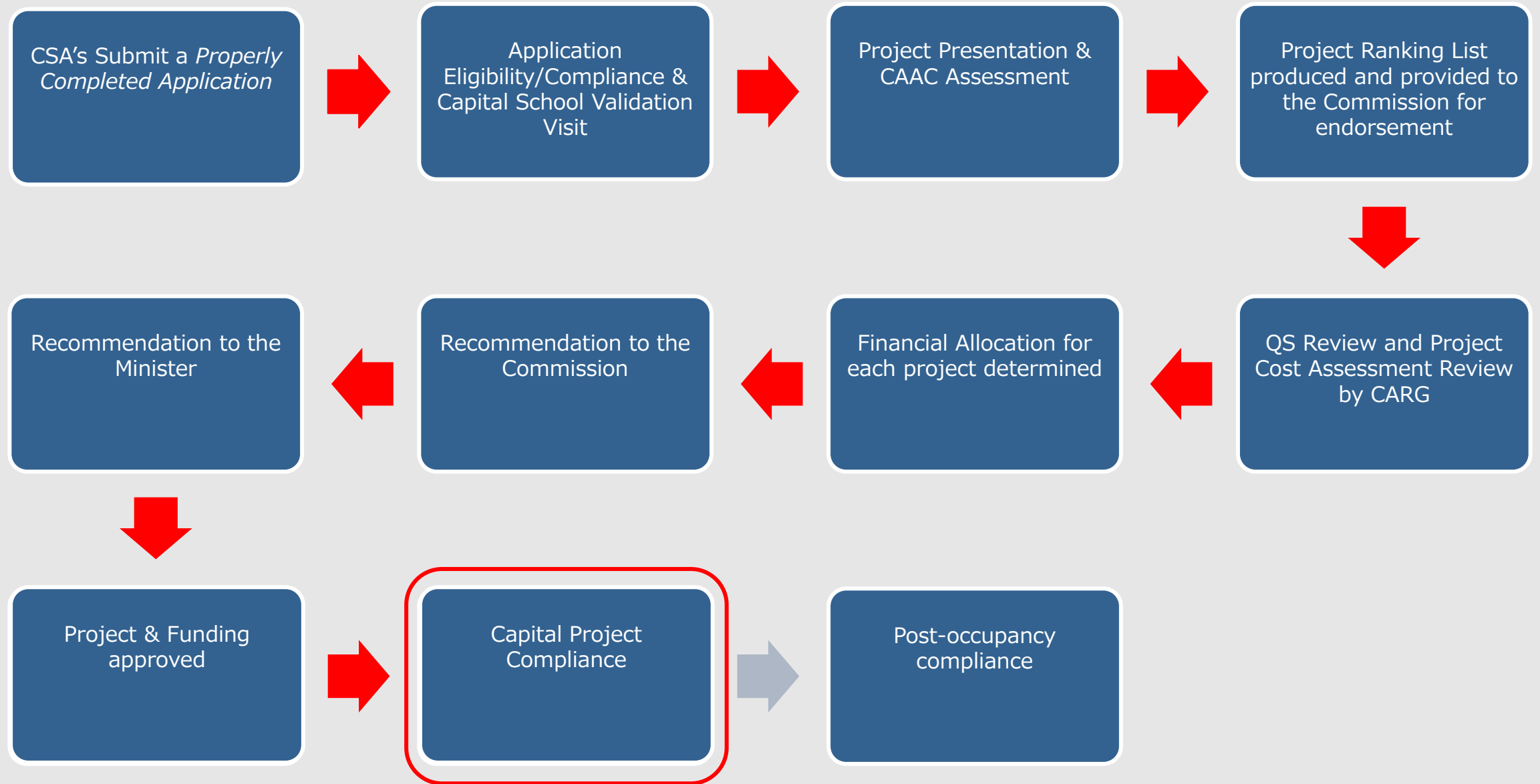
Successful applicants eligible to receive CGP/CAS capital assistance are required to continue to meet and comply with the *QCEC 2022 Capital Grants Conditions of Compliance*.
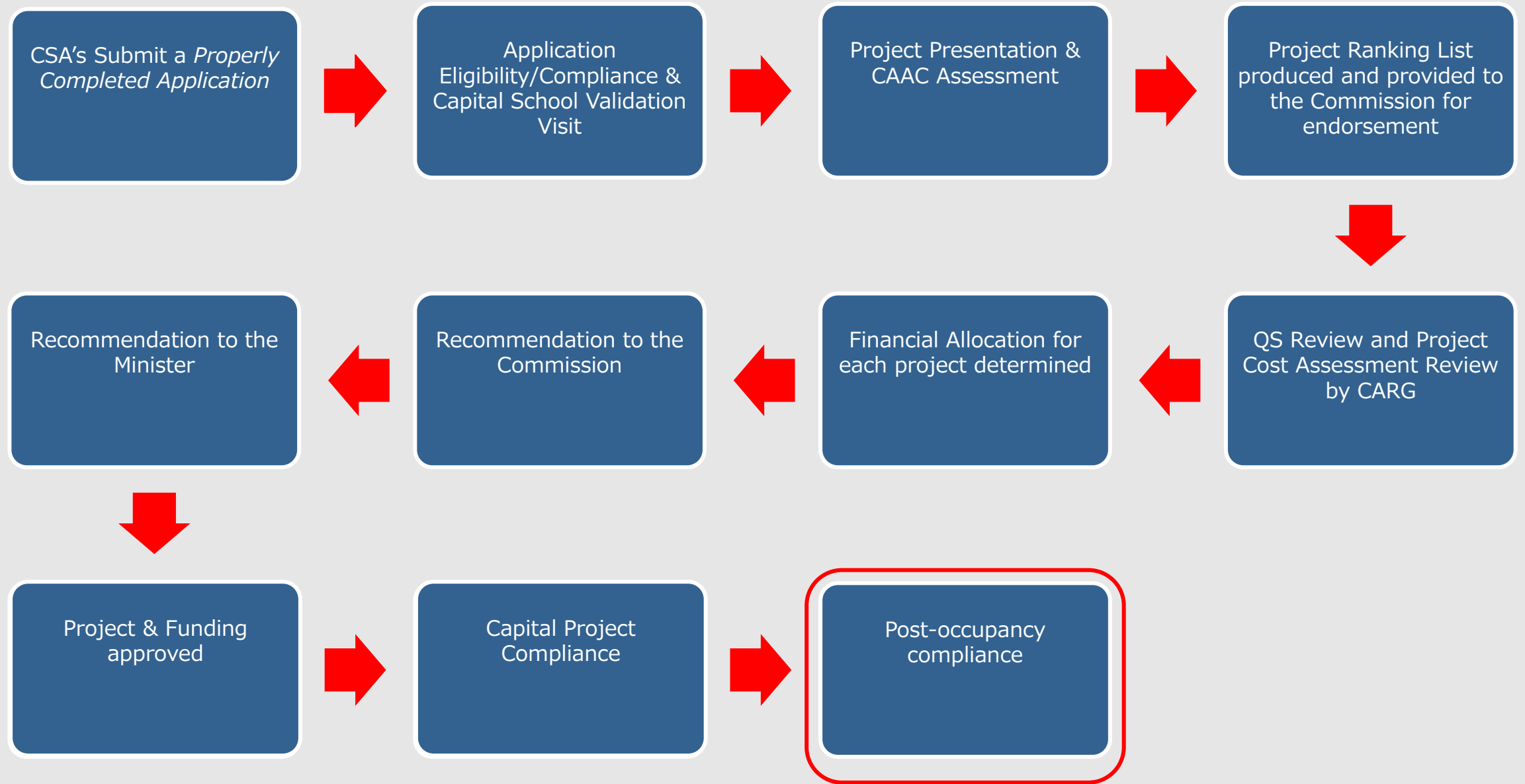
Post occupancy reviews will be performed by the QCEC Secretariat.

Where non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.

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.

Key changes to the 2022 Capital Assistance Guidelines

❑ **NEW** *QCEC 2022 External Infrastructure Subsidy Guidelines* and EIS Application Form

❑ The *QCEC 2021 Capital Assistance Guidelines* has been combined with the *QCEC 2021 Capital Assistance – An Overview* to form the **NEW** *QCEC 2022 Capital Assistance Guidelines*

❑ Generally, schools are ineligible to apply for Capital Assistance in 2022 if the school received Capital Assistance in 2021, except under exceptional circumstance. Schools seeking Capital Assistance under exceptional circumstances must seek approval by the Commission before **30 November 2021** (*see Section 3.0 of the Guidelines*).

❑ 'Property Completed' application requirements (*see Section 6.1 of the Guidelines*).

❑ Items deemed ineligible at the time of the Capital School Validation Visit **must** be identified and elementised within the application (*see Section 6.2 of the Guidelines*).

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Key changes to the 2022 Capital Assistance Guidelines (continue)

❑ Clarification has been provided around requests for facility duplications, which will be considered on a case-by-case basis (*see Section 11.0 of the Guidelines*).

❑ Engineering spaces will be considered on a case-by-case basis and, if approved, will be capped at $10m^2$ per building for single-level buildings and $10m^2$ per floor for multi-storey buildings (*see Section 13.7 of the Guidelines*).

❑ Functional area rates have been converted to the hamburger functional rate system based on new construction in Brisbane. The conversion was based on advice and collaboration with GRC Quantity Surveyor (*see Section 14.1 of the Guidelines*).

❑ An allowance for air-conditioning plant screening has been included at the same rate as sun shading (*see Section 15.0 of the Guidelines*).

❑ Hearing Augmentation is now included in 'Furniture and Equipment' (*see Section 16.0 of the Guidelines*). 43

Key changes to the 2022 Capital Assistance Guidelines (continue)

❑ A new consultant fee threshold has been introduced for projects over $15M, set at 9.25% (*see Section 17.0 of the Guidelines*).

❑ Travel and Accommodation allowances now include specific visit allowances (*see Section 17.1 of the Guidelines*).

❑ Science rooms now include a fume cupboard and exhaust system (*see Section 20.21 of the Guidelines*).

❑ Preliminaries are now capped at 15% (*see Section 20.27.1 of the Guidelines*).

2022 CAPITAL APPLICATION AND 2022 CIVIL WORKS SPREADSHEET

ADMINISTRATION AND GOVERNANCE

Access to Capital Programs Home Page

- QCEC Capital Team send notification to CSAs notifying opening round date & inviting school authorities to apply

- CSAs will login to Capital Projects and create a new project request from QCEC
https://qcec.sharepoint.com/sites/CapitalProjects

- QCEC will verify details of the new project request and approve. 2022 Application and Civil Works spreadsheet will automatically appear in the project folder.

- CSAs are notified of project set up. CSAs set up grant requests for Contributors

- IT requirements to access projects - you must have a Microsoft account

Access to Capital Programs Home Page

Access to Capital Programs Home Page

Document Naming Convention

The purpose of the document naming principles:

- Ability to capture the essential detail

- Ensure spelling and formatting are consistent throughout

- Documents are easily located within the Project folder upon reviewing

Document Naming Convention Examples (Application)

Capital application	2022 Capital Application St Thomas More College
Civil Works	2022 Civil Works St Thomas More College
Photographs	20220101 Photographs St Thomas More College

NB: When project is created and approved the application and civil works spreadsheet will automatically upload into the project folder.

Document Naming Convention Examples (Drawings)

YYYMMDD Document Type Description	
Architectural	20220101 Architectural drawings Ryan Catholic College
Structural	20220101 Structural drawings Ryan Catholic College
Hydraulics	20220101 Hydraulic drawings Ryan Catholic College
Mechanical services	20220101 Mechanical drawings Ryan Catholic College
Electrical	20220101 Electrical drawings Ryan Catholic College

NB: Drawings are to be uploaded as a complete set and not individually. Do not use hyphens, underscore or other symbols

2022 Capital Round - Information Session

Document Naming Convention Examples (Site Works)

YYYMMDD Document Type Description	
Landscaping	20220101 Site works landscaping St Mary's School Mackay
Carparking	20220101 Site works carparking St Mary's School Mackay
Retaining Walls	20220101 Site works retaining walls St Mary's School Mackay
Fencing	20220101 Site works fencing St Mary's School Mackay
Internal roads	20220101 Site works internal roads St Mary's School Mackay

NB: Do not use hyphens, underscore or other symbols

Document Naming Convention Examples (Building Services)

YYYMMDD Document Type Description	
Electrical work	20220101 Building services electrical work St John's School Roma
Fire system services	
Communications	
Building Maintenance	

NB: Do not use hyphens, underscore or other symbols

Document Naming Convention Examples (Reports)

YYYMMDD Document Type Description	
Geotechnical	20220101 Reports Geotechnical
Surveys	20220101 Reports Survey
QS Audits	20220101 Reports QS Audit

NB: Do not use hyphens, underscore or other symbols

Project Descriptions

An Australian Government requirement

The purpose of the project description guide is to provide the following principles:

- Writing of succinct and meaningful project descriptions of what infrastructure will be delivered by project funding

- Preferred language

- Spelling and grammar is consistent throughout

Project Descriptions

Project descriptions are to begin with the type of activity to be undertaken through the project as follows:

- Construction of …

- Refurbishment of …

- Conversion of …

- Demolition of …

Project Descriptions examples – (New Facilities)

Proposed Project Description	Recommended Project Description
STAGE 2:- (Blocks E & F) Construct 8 general learning areas, temporay library, learning support and IT support and locker areas. (Block H) Construct 3 music,dance, drama spaces, practice rooms, stores and outdoor performance space. (Block K) Construct 3 science rooms , prep rooms, outdoor court and toliets. Construct new verandahs for all new spaces. (Block L) New maintenance shed. (Block A) Convert temporary library to administration.	Construction of eight general learning areas, temporary library, learning support, IT support and locker areas Block E and F. Construction of three music dance drama spaces, practice rooms, stores and outdoor performance space Block H. Construction of three science rooms, preparation rooms, outdoor court, pupil amenities and associated walkways Block K. Construction of Maintenance shed Block L. Conversion of temporary library to administration Block A.

Project Descriptions examples – (Conversion, refurbishment and demolition of existing facilities)

Proposed Project Description	Recommended Project Description
Demolition of existing sports covered court. Conversion of primary lunch covered eating area and performance space into secondary junior and senior art and external art courts, music, music store, 2 music practice rooms, drama, drama store, administration, pupil amenities and enlosed and unenclosed walkways. Refurb Admin. Construction of primary lucnch covered area.	Construction of primary lunch covered area. Conversion of primary lunch covered eating area and performance space into secondary junior and senior art and external art courts, music, music store, two music practice rooms, drama, drama store, administration, student amenities and enclosed and unenclosed walkways. Refurbishment of administration and general learning areas. Demolition of existing sports covered court.

2022 Application Stage process timelines

Date	Permissions
17 March 2022 5:00pm	Will be changed from edit to view only. Version 1.0 published.
March – May 2022	Visitors will be assigned to the relevant school. Will be changed to edit after validation visit.
20 May 2022	Will be changed to view only. Version 2.0 published.
1-4 August 2022 (CARG Cost Review meeting)	Reference group will be assigned to all proposed prioritized projects. Version 3.0 final published.
30 September 2022 (all project folders will be moved to QCEC internal file system)	

GUIDELINES AND RESOURCES LINK

QCEC Website

Capital Projects Website

Resource : Forms (5)

Resource : Guidelines (13)

Resource : How to Guides (6)

Resource : Web Links (1)

Guidelines and resources

Meg Macaulay

Manager, Capital Programs

James Wong

Project Officer, Capital Grants

Bernadette Casey

ASO, Capital Programs

QCEC Capital Programs Team

THANK YOU