



Capital Assistance Guidelines

2022

Endorsed by the Commission: 16 November 2021

These guidelines should be read in conjunction with:
2022 Capital Round – Important Dates

1	Introduction.....	5
2	Types of Capital Assistance.....	6
2.1	Australian Government Capital Grants Program.....	6
2.2	Queensland Government Capital Assistance Scheme.....	6
3	Eligibility for Funding	7
4	Criteria for Capital Expenditure	7
5	Funding administration	8
6	Application Process	8
6.1	Properly Complete Application	9
6.2	Application Eligibility & Capital School Validation Visits	11
6.3	QCEC Capital Assistance Assessment Committee (CAAC)	12
6.4	Ranking of Projects for Capital Assistance	14
6.5	Allocation of funds.....	14
6.6	Quantity Surveyor (QS) Review	15
6.7	Cost Review Meeting by CARG	15
6.8	Commission Approvals	15
6.9	Ministerial Approvals.....	15
6.10	Appeal process	16
6.11	Capital Grant Conditions of Compliance	16
6.12	Post-occupancy Compliance Requirements	16
7	Scope of the Guidelines.....	16
7.1	Special Assistance Schools.....	17
7.2	School of Special Character	17
7.3	Specific Facility Exclusions	17
8	Educational Need	18
9	Project Elements	18
10	Design.....	18
11	Number of Learning Areas.....	18
12	Size of Learning Areas	21
13	Other Areas	23
13.1	Administration	23
13.2	Ancillary Spaces	23
13.3	Change Rooms	23
13.4	Covered Lunch Areas.....	24
13.5	Covered Physical Education Areas.....	24
13.6	Covered Veranda Allowances.....	24
13.7	Engineering.....	25

13.8	Learning Support Spaces-	25
13.9	Library	26
13.10	Student Toilets	26
13.11	Technology Areas	26
14	Functional Area Rates	27
14.1	Hamburger Function Rate Model	27
14.2	Staircases	29
15	Other Costs	30
15.1	Air Conditioning	32
15.2	Additional Costs for Multistorey Construction	32
15.2.1	Balustrading	32
15.2.2	Cranes	32
15.2.3	Piling	32
15.2.4	Scaffolding	32
15.2.5	Suspended slabs	32
16	Furniture and Equipment	33
17	Consultant Fees	36
17.1	Travel and Accommodation	36
18	Construction Insurance	37
19	Locality Indices	38
20	Functional Area Descriptions	39
20.1	Functional Area Provisions	39
20.2	Administration	39
20.3	Art	40
20.4	Boarding Administration	41
20.5	Boarding Dormitory	41
20.6	Boarding Services	42
20.7	Boarding Supervisors	42
20.8	Covered Areas	43
20.9	Design Technology	43
20.10	Engineering	44
20.11	Flexible Learning Area	44
20.12	Food Technology	44
20.13	General Learning Area – Primary	45
20.14	General Learning Area – Secondary	46
20.15	Library	46
20.16	Maintenance Store	46
20.17	Music/Drama/Dance	47
20.18	Multi-Purpose – Primary	47

20.19 Physical Education Store	48
20.20 Prep Year Learning Area	48
20.21 Science	48
20.22 Student facilities	49
20.23 Technology Areas	50
20.24 Walkway – Unenclosed	50
20.25 Walkways – Enclosed	51
20.26 Walkway - Staircases (unenclosed and enclosed)	51
20.27 Common Building and Construction Contract Cost Elements.....	51
20.27.1 Preliminaries.....	51
20.27.2 Substructure.....	51
20.27.3 Superstructure.....	52
20.27.4 Accessibility	53
20.27.5 Energy efficiency/sustainability	53
20.27.6 Finishes.....	53
20.27.7 Fittings.....	53
20.27.8 Services.....	54
20.27.9 Contingencies	55
20.28 Exclusions	55

1 Introduction

The aim of the Queensland Catholic Education Commission (QCEC) Capital Assistance Guidelines (the Guidelines) is to provide a point of reference to schools applying for capital assistance regarding core facilities and consistent square metre areas for each facility type and the associated construction/refurbishment costs.

QCEC is the approved agent to administer capital grants on behalf of the Australian Government Block Grant Authority (BGA) and Queensland Government Capital Assistance Authorities (CAAs). QCEC's role is to receive and assess applications for capital assistance from affiliated schools and make recommendations to the Minister for Education (Australian and State Governments).

The Guidelines provides guidance on the financial assistance available to Queensland Catholic schools under the Australian Government and Queensland Government capital programs.

The Commission approved the Guidelines as the Block Grant Authority (BGA) and Capital Assistance Authority (CAA) for Catholic schools in Queensland.

The Guidelines should be read against and in conjunction with:

- the QCEC 2022 *Capital Round – Important Dates*
- the QCEC 2022 *Capital Financial Contributions Guidelines*
- the QCEC 2022 *Capital Assistance Guidelines – Special Assistance Schools*
- the QCEC 2022 *External Infrastructure Subsidy Scheme Guidelines*
- the *Capital Grants Program Guidelines* published by the Australian Government
- the *Capital Assistance Scheme Guidelines* published by the Queensland Government
- the *External Infrastructure Subsidy Scheme Guidelines* published by the Queensland Government
- the *Australian Education Act 2013* (Cth) and *Australian Education Regulation 2013* (Cth)
- the *Education (Capital Assistance) Act 1993* (Qld)
- the *Education (Capital Assistance) Regulation 2015* (Qld)
- *QCEC 2021 Capital Grants Conditions of Compliance*
- *QCEC Appeal Process – Government Funded Programs*.

In particular, the Guidelines provides more information for all applicants about the:

- capital assistance programs, program requirements and criteria for capital expenditure
- application eligibility and the application process
- role of the Capital Assistance Assessment Committee (CAAC) and Capital Assistance Reference Group (CARG)
- assessment and ranking of applications by CAAC
- assessment of an applicant's financial contribution (including the assessment methodology used)
- cost review process undertaken by CARG
- appeal mechanisms open to unsuccessful applicants
- ongoing Conditions of Compliance that apply to successful applicants
- post-occupancy compliance audits and ongoing compliance requirements post project completion.

The QCEC Secretariat is available to assist with matters relating to capital applications and the application of the Capital Assistance Guidelines. It can be contacted on 3316 5818 or capital@qcec.catholic.edu.au.

2 Types of Capital Assistance

Catholic schools in Queensland can access capital assistance for capital infrastructure from the Australian Government and the Queensland Government.

2.1 Australian Government Capital Grants Program

The Australian Government's Capital Grants Program (CGP) provides assistance for capital infrastructure for non-government schools under the Australian Education Act 2013 and the Australian Education Regulation 2013. The Australian Government publishes Capital Grants Program Guidelines to guide the administration of capital assistance funding under the relevant legislation.

The funding provided under the CGP is administered by Block Grant Authorities (BGA). In this case QCEC is the BGA for all Catholic schools in Queensland.

The objectives of the CGP are to:

- provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students
- ensure attention to refurbishment and upgrading of capital infrastructure for existing students, while making provision for needs arising from new demographic and student enrolment trends
- pursue the Commonwealth's other priorities and objectives for schooling.

All Queensland Catholic schools may apply to the QCEC BGA for CGP capital assistance funding. All applications are subject to an objective and competitive assessment process administered by a wholly independent committee (the Capital Assistance Assessment Committee (CAAC)). CAAC meets on an annual basis during June each year (see Section 6.3). All recommendations of the CAAC must be endorsed by the Commission (as the BGA) and remain subject to final Ministerial approval.

2.2 Queensland Government Capital Assistance Scheme

The Queensland Government's Capital Assistance Scheme (CAS) provides capital assistance to eligible non-government schools to fund work for educational facilities or boarding accommodation. The scheme is established under the *Education (Capital Assistance) Act 1993* and the *Education (Capital Assistance) Regulation 2015*. In addition to this the Queensland Government publishes *CAS Guidelines* to guide the administration of capital funding under the relevant legislation.

The assistance provided to non-government schools under the CAS is administered by Capital Assistance Authorities (CAAs). In this case QCEC is the CAA for all Catholic schools in Queensland.

The objective of the CAS scheme is to provide capital assistance to eligible non-state schools to fund work for educational facilities or boarding accommodation for students. The focus of the scheme is on school needs and the ability of the school community to meet those needs.

Total funding available for the scheme is announced in the State Budget and allocated on the basis of student enrolments (FTE). Enrolment figures have a weighting of 1 for primary enrolments and 1.5 for secondary enrolments. Additional weightings applied are based on school location, Socio-economic Status (SES) score and the Queensland Resources Index.

All Queensland Catholic schools may apply to the QCEC CAA for CAS funding. All applications are subject to an objective and competitive assessment process administered by a wholly independent committee (the CAAC). CAAC meets on an annual basis during June each year (see Section 6.3). All recommendations of the CAAC must be endorsed by the Commission (as CAA) and remain subject to final Ministerial approval.

3 Eligibility for Funding

All Catholic School Authorities (CSA's) in Queensland are eligible to apply for grants under the CGP and CAS because they are members of the QCEC BGA/CAA.

Eligible applications from CSA's are assessed by the CAAC and generally must be able to demonstrate to the BGA/CAA that:

- the project will contribute to the objectives of the grants scheme
- an appropriate maintenance plan is in place and ongoing running costs of facilities can be met
- adequate insurance is held over school buildings
- the project is consistent with education planning within the school and the environment within which it is operating
- the project will not adversely affect the condition of a place in relation to heritage legislation
- the school is financially viable
- the school owns the land or has a lease for the land and/or buildings that has a period to run commensurate with the period in which the capital grant may be required

In addition to the above, new Catholic schools must be able to demonstrate some certainty of successful establishment (including an approved Development Application from a relevant Authority), operation and governance in relation to Commonwealth, state or territory and local government requirements. These schools may be able to apply for capital assistance prior to receiving recurrent funding.

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 as BGA/CAA before the 30 November 2021 to enable an application to be submitted on/or before the 17 March 2022.

4 Criteria for Capital Expenditure

CSA's may apply for capital assistance for the planning, construction, alteration, extension, renovation, relocation or upgrading of educational facilities for students; boarding facilities for students (and supervisors); and residential accommodation for teachers in remote areas (subject to Ministerial approval).

Capital assistance is available for the following types of work:

- conversion or refurbishment of existing facilities
- preparation of sites for building
- installation or upgrading of water, sewerage, electricity and other services
- charges imposed by the local authority that are not funded under the External Infrastructure Subsidy Scheme
- the purchase of furniture and equipment
- architectural, engineering, local authority and other professional fees

Capital assistance is not available for:

- facilities which have religious worship as a principal purpose
- facilities in a co-educational school where those facilities will not be equitably available on a gender basis.
- facilities that are not provided by the Queensland Government in State schools
- facilities where the majority of the use will be by full fee-paying overseas students
- facilities that are primarily for pre-primary education
- projects proposed other than by CSA's
- pick up and set down areas and other local government external infrastructure requirements that are funded under the State Government's External Infrastructure Scheme (a provision of approved costs up to 50% supported through EIS grant funding)
- the purchase of pre-existing buildings
- a capital project related to a temporary site
- the acquisition of land
- projects that have commenced prior to Ministerial approval

5 Funding administration

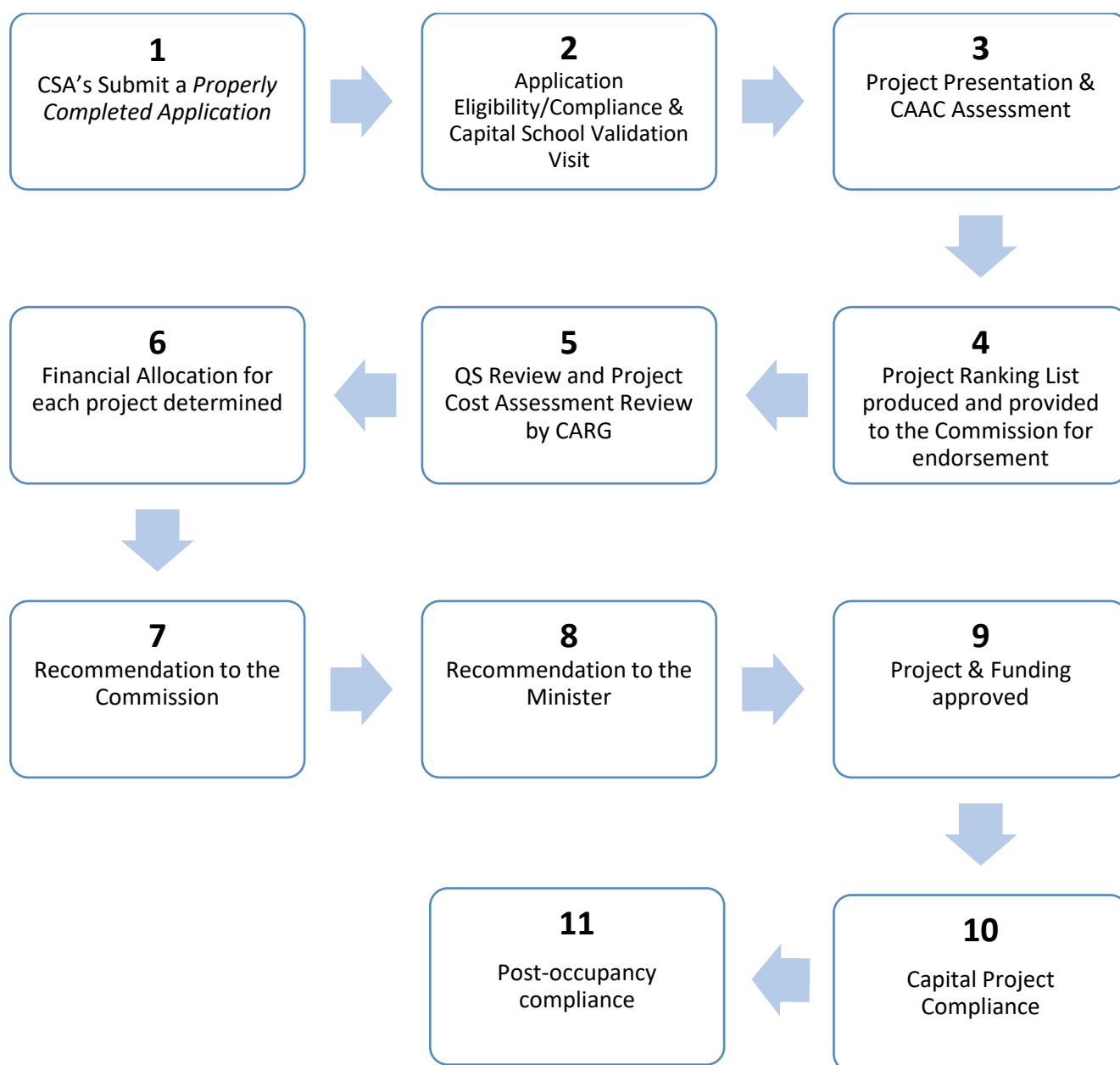
All capital funding from the Australian Government and the Queensland Government for CSA's in Queensland is distributed and administered by QCEC as the BGA /CAA.

To assist with capital assistance matters and the assessment of applications, QCEC has formed two separate committees. The responsibilities for each of the committees are outlined below.

Capital Assistance Reference Group (CARG)	Capital Assistance Assessment Committee (CAAC)
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

6 Application Process

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 the 17 March 2022 to submit their applications for capital assistance.



6.1 Properly Complete Application

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.

When the Capital round closes, the QCEC Secretariat will determine if the application is 'Properly Completed'.

An application is 'Properly Completed' when it has satisfied the following requirements (where applicable):

- completed Capital Application (including a full description of refurbishment/conversion works to be completed under Proposed Works, if applicable)
- completed Civil Works Spreadsheet
- demonstrated that the school has an appropriate maintenance plan in place and can meet the ongoing running costs of its facilities (or, for proposed new schools, a proposed maintenance plan)
- Demographic Report (for new schools only) – this report must be submitted to the QCEC Secretariat on or before

the 15 November 2021

- Land use approval (for new schools only)
- Non-State Schools Accreditation Board Approvals (for new schools only)
- pre-lodgement DA meeting minutes (existing schools and continuing new schools only)
- submitted proposed plans including (but not limited to):
 - **School Masterplan**, including staging
 - Earthworks Plan:
 - finished surface contours and/or levels shown
 - areas of cut shown
 - areas of Fill & indicating any requirement for imported fill shown
 - **Site Plans:**
 - location, boundaries and road frontages of the relevant land
 - any existing and/or proposed easements on the relevant land and their function
 - all vehicle access points and existing or proposed car parking areas
 - retaining walls
 - plans showing the size, location of existing and proposed floor area, existing and proposed number of storeys
 - plans showing the extent of any demolition (with hatched highlighting)
 - if relevant, including a plan showing make good areas
 - if the application is applying for an External Infrastructure Subsidy (EIS) grant, plans showing extent of proposed EIS works (e.g. intersection, road, landscaping and carpark works).
 - **Floor Plans:**
 - functional space of each area/rooms labelled
 - existing and proposed built form (including each level).
 - where applicable, the enclosed floor area (EFA₁) and total figures for all areas
 - elevation drawn to an appropriate scale that show plans of all building elevations and facades, clearly labelled to identify orientation (e.g. north elevation)
 - existing floor plans should be indexed with a line number referencing back to the facilities page of the application
 - **Service Plans:**
 - Electrical
 - Water
 - Sewer
 - Fire Services
 - Mechanical services
 - Landscaping Concept Plans (green field sites only)
 - Telecommunications
 - Hydraulics

If the application is not 'Properly Completed', the QCEC Secretariat will issue a notice to the applicant Catholic School Authority (CSA) indicating non-compliance. The applicant CSA will have 7 calendar days to rectify any non-compliance issues raised by the QCEC Secretariat. If the application does not satisfy the 'Properly Completed' requirements following the rectification period the application will be deemed to be withdrawn (i.e., excluded) from the 2022 Capital round.

¹ Measured from inside wall for internal area and measured from inside of internal column for external area.

6.2 Application Eligibility & Capital School Validation Visits

Following the application closing date (17 March 2022), the QCEC Secretariat will visit each applicant's school. The purpose of the school validation visit is to:

- provide an opportunity to validate 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).

The role of the school validation visit participants is to:

- provide clarification, if required, about the Capital Assistance Assessment process to the applicant.
- undertake a walk-through of the site to confirm all facilities have been fully and accurately included within the Capital application.
- review for completeness, all information included in any conversion or refurbishment projects and the External Works, Other Costs, External Infrastructure Subsidy, Furniture and Equipment and Fees sections of the Capital Application spreadsheet.
- seek clarification, if required, of any aspect of the project application.
- provide advice to the Capital Assistance Assessment Committee (CAAC) through this reporting process.

Attendees at the school validation visit will normally include:

- the applicant
- applicant's school Architect
- school leadership members
- QCEC Secretariat
- QCEC CARG member

Each CSA must allow a minimum of 3 hours for each School Validation Visit (depending on the nature, value and complexity of the application the visit may take longer).

Applicants have until 20 May 2022 to refine/amend their application following the school validation visit. No further changes to applications can be made after that date.

Each applicant has an opportunity to respond to any item deemed ineligible in their application at the time of this visit by providing additional information before QCEC's online application closes on the 20 May 2022.

Items deemed ineligible must 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 process for managing and resolving appeals is further explained in the *QCEC Appeal Process– Government Funded Programs*.

6.3 QCEC Capital Assistance Assessment Committee (CAAC)

The CAAC is an independent, skills-based committee which assists the BGA/CAA to make determinations about the ranking and prioritisation of capital assistance applications through a competitive and objective assessment process.

The CAAC assesses applications in June each year. Each applicant will be invited to have two people present their Capital project to the CAAC. 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.

The assessment process and scoring criteria is identified below.

Applications that are deemed 'Properly Made' and comply with the requirements of the QCEC Capital Assistance Guidelines are presented to the CAAC for evaluation.

Members of the CAAC independently consider each project against three criteria:

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

Educational disadvantage is assessed separately at a later stage in the assessment process.

Each facet is given a score of 1 (not much or does not meet), 2 (a moderate amount or meets) or 3 (a lot or exceeds). The project score is the sum of all the facet scores. There is no weighting attached to the different criteria or the different facets of a criterion.

In this model, the project scores can range from a low of 8 (where each facet receives the minimum score of 1) to a high of 24 (where each facet receives a maximum score of 3). A higher score indicates that the project has more merit relative to other projects.

Assessable Facet				Score
Changes in Demographics enrolments and student characteristics	1	2	3	
C1F1				
The project addresses a shortfall in facilities to meet the needs of the current student population	The school does not require this project to have the base number of facilities as provided by the Guidelines.	The school requires this project to realign their facilities to better meet the needs of their current student population.	The school requires this project to meet the base number of facilities as provided by the Guidelines.	
C1F2				
The project addresses projected changes in the size and/or composition of student population over the next five years and beyond.	The enrolments at this school are not forecast to increase.	The enrolments at this school are forecast to increase, but the increase could not be considered significant.	The enrolments at this school are forecast to increase significantly. If the school does not build these facilities the school will not meet the base level of facilities as provided by the Guidelines.	
C1F3				
The project responds to changes in the characteristics of students.	The types of and needs of students at this school are not changing.	This school has higher than average numbers of students that need additional support but the number is not increasing or the type is not changing.	The school needs these facilities to meet the increasing needs of students.	
Education Planning	1	2	3	
C2F1				
The project reflects current Commonwealth and State Government objectives, priorities and innovations.	The project aligns with the school's delivery of government priorities.	The project will enable the school to enhance and improve their ability to deliver government priorities.	This project will enable the school to deliver government priorities in a state-of-the-art way.	
C2F2				
The project aligns with and supports the school's and where appropriate the school system's curriculum offerings, teaching and assessments.	This project aligns with the current educational planning of the school.	The project will enable the school to enhance and improve their ability to deliver their educational priorities.	The project will enable the school to deliver their educational priorities in a state-of-the-art way.	
Infrastructure Planning	1	2	3	
C3F1				
The project balances the need for new construction, renovation addition, and/or major improvement, and the adequacy of existing facilities.	The project is an adequate project solution to the inadequacies of the school's existing facilities.	This project is a good project solution to the inadequacies of the school's existing facilities.	The school has explored all facility options and this project is an excellent project solution to the inadequacies of the school's existing facilities.	
C3F2				
The project produces a build/design solution that is fit for purpose.	This project is an adequate design solution.	This project is a good design solution.	This project is an excellent design solution.	
C3F3				
The project provides value for money.	After considering all information available this project is an adequate educational, economic and design solution.	After considering all information available this project is a good educational, economic and design solution.	After considering all information available this project is an excellent educational, economic and design solution.	
TOTAL SCORE				

The next stage of assessment considers the school's 'educational disadvantage'.

Under the established assessment criteria, the Index of Community and Socio-Educational Advantage (ICSEA) is used to provide an indication of the socio-educational background of students (it has nothing to do with the staff, school facilities or teaching programs at the school).

The project score derived above is weighted by a factor derived from the school's ICSEA value. The weighting factor reflects where in the overall ICSEA distribution the school lies. By design, the ICSEA values have a mean of 1000 and a standard deviation of 100. The lower the ICSEA value, the greater the educational disadvantage.

In this calculation there will be three bands:

- Schools more than one standard deviation below the mean – weighting factor 1.1
- Schools within one standard deviation of the mean – weighting factor 1
- Schools more than one standard deviation above the mean – weighting factor 0.9

New schools, that do not yet have an ICSEA score, will be allocated to one of the three bands based on the band classifications of surrounding schools (this will normally be based on Catholic schools within a geographic boundary of approximately 50km).

6.4 Ranking of Projects for Capital Assistance

Given that there are generally more requests for funding than there are funds available projects must be assessed and ranked. To ensure a fair and objective assessment, all CAAC members receive the same information and training and are given the same timeframe to complete the assessment.

The combined score for each project will be calculated as a 'trimmed mean'. A trimmed mean is a robust way of determining the true average as it discounts outlying scores, i.e. the highest and lowest scores are excluded from the calculation. Where two or more members give an equal highest or lowest score, only one of those scores is excluded.

The combined score is then rounded to one decimal place. The decimal place allows discrimination between similar proposals where the underlying scores may have differed by only one unit.

The combined score is then adjusted by the ICSEA weighting factor as outlined above.

All projects are then listed in order of weighted combined score (from highest to lowest). CAAC then recommends this ranked list of projects to the BGA/CAA for endorsement and prioritisation within the available funding envelope.

6.5 Allocation of funds

Following the CAAC scoring and ranking projects, financial contribution assessments are undertaken in accordance with the QCEC Capital Financial Contributions Guidelines.

QCEC uses the National School Resourcing Board's definition of 'capacity to contribute', where the capacity to contribute is a function of the school community's income and wealth, with school community referring to parents and guardians of the students at the school.

The financial contribution assessment does not require a separate application. The level of grant funding will be calculated based on the published 'capacity to contribute' score as at 17 March 2022.

After the ranking of the projects is completed, the assessed financial contributions of each school are included to determine the grant funding required for each project. The total amount of grant funding available in a particular capital assistance round then determines the number of projects that can be funded. Funding is applied in accordance with the rank order recommended by the CAAC until the allocated funding is exhausted. This then identifies the priority list of projects, subject to the cost review process being completed (see Section 6.7).

6.6 Quantity Surveyor (QS) Review

A Quantity Surveyor (QS) is engaged by the QCEC Secretariat to review costs for External Works and Other Costs for prioritised new and continuing new schools (a desk-top or on-site review may be undertaken depending on the nature, value and complexity of the application).

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 QS will be engaged by the QCEC Secretariat.

6.7 Cost Review Meeting by CARG

Each prioritised project is subject to a cost review by the CARG to assess its conformity to the QCEC Capital Assistance Guidelines. This meeting is undertaken in early July and early August following the completion of the CAAC assessment process.

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 each application's 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 (with the level of funding determined) or recommended for exclusion (with the level of funding determined) from the total project cost. Total project costs for prioritised projects will be presented to the Commission (as the BGA/CAA) at its August meeting.

6.8 Commission Approvals

A list of the prioritised projects recommended by the CAAC will be presented to the Commission (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 preliminary list normally provided to the Commission in June and a final list provided at the August Commission meeting.

6.9 Ministerial Approvals

The QCEC Secretariat will provide a list of the prioritised projects endorsed by the Commission (as BGA/CAA) to the relevant Ministers by 30 September with a brief description of each project, the level of recommended assistance for each application and reasons for the recommended level of assistance.

Ministerial approval is generally provided in November-December of the year of application with funding available the following calendar year.

6.10 Appeal process

All decisions of the BGA/CAA about capital assistance remain subject to the QCEC Appeal Process– Government Funded Programs.

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

6.11 Capital Grant Conditions of Compliance

Successful applicants eligible to receive CGP/CAS capital assistance are required to continue to meet and comply with the QCEC Capital Grants Conditions of Compliance.

More information about the ongoing compliance obligations of successful applicants, including repayment of grants in particular circumstances, is available at: *2022 QCEC Capital Grants Conditions of Compliance*

6.12 Post-occupancy Compliance Requirements

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 *2022 QCEC Capital Assistance Guidelines* and *2022 QCEC Capital Grants Conditions of Compliance*.

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

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.

In the case of projects with grants greater than \$75,000, CSAs 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.

In addition to the requirement for CSAs 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.

7 Scope of the Guidelines

The Guidelines apply to all schools accredited by the Queensland Government and operated by a CSA affiliated with the QCEC. There is no separate capital funding for Special Assistance Schools or Schools of Special Character. However, separate area guidelines apply to Special Assistance Schools as opposed to other schools to reflect the need for smaller class sizes (refer to *2022 Capital Assistance Area Guidelines – Special Assistance Schools*). This includes schools identified by QCEC as a School of Special Character.

7.1 Special Assistance Schools

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*.

Separate area guidelines apply to Special Assistance Schools – refer to *2022 Capital Assistance Area Guidelines – Special Assistance Schools*.

7.2 School of Special Character

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 high proportions of students with additional needs (for example, students with a disability, Aboriginal or Torres Strait Islander students).

The Commission, after considering advice from the CARG, will determine if a school is to be classified as a School of Special Character for the purposes of capital funding applications.

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 Aboriginal or Torres Strait Islander students (for example, approximately 75% of the total student population). The identified student need must be significantly greater than the average within all Queensland Catholic Schools and based on census documentation. Note: the above percentage figures are indicative and other factors will also be considered in support of the request for designation.
- a clear commitment by the CSA to provide ongoing recurrent resourcing to meet the educational needs that warrant a request for enhanced capital facilities.
- other characteristics the Commission may determine relevant in all the circumstances.

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.

7.3 Specific Facility Exclusions

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. Queensland Catholic Schools included in the LSWT program are:

- Southern Cross Catholic College, Redcliffe – The Birds Nest Performing Arts Centre
- St Joseph's Primary School, Gayndah - Contemporary Arts and Cultural Education Centre

Facilities that were 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 timetabled space.

8 Educational Need

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

QCEC recognises that all schools (irrespective of their size) require minimum facilities to operate and offer the curriculum. QCEC has identified these core facilities and has defined their dimensions for the purposes of allocating limited capital assistance funding.

An educational need for capital assistance for the construction of new facilities is determined by comparing the number of and size of a school's facilities, to the Guidelines, according to the forecast number of students at the school when the new facilities would be completed.

An educational need for capital assistance for the refurbishment of facilities is determined by comparing the current use of the facilities, the condition of the facilities, and the size of the facilities, to the Guidelines, according to the forecast number of students at the school when the new facilities would be completed. Refurbishment is related to renovation of a particular area in relation to floor, wall and/or ceiling.

A school will not be eligible for capital assistance for refurbishment of facilities if the school is unable to provide evidence that the school has implemented a planned maintenance schedule.

Conversion is related to change of a particular area to another use. In most instances there are no costs involved in conversion unless the application relates to continuing new schools.

9 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.

10 Design

The Guidelines do not dictate design or the types of furniture and equipment a CSA must provide. However, during the capital application review and assessment process, the project must ensure infrastructure planning:

- balances the need for new construction, renovation, addition, and/or major improvement, and the adequacy of existing facilities.
- produces a build / design solution that is fit for purpose; and
- provides value for money.

11 Number of Learning Areas

The formula for determining the number of Learning Areas is:

GLA's for primary schools – 1 GLA per class group where 1 GLA = 70m² (grade 1-6) and 80m² (prep year room learning area)

GLA's for secondary schools – 80% of notional number of class groups where 1 GLA = 64m²

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 educational facilities in schools that offer both Primary and Secondary education 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 and adding the results of the two calculations together.

Requests for facilities to be provided in addition to the combined eligibility in either the primary or secondary areas of the school will be considered on a case-by-case basis.

Example 1 Calculation of primary school 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. 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

Example 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 teaching spaces:

- 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 teaching spaces**.

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

Secondary School										
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 students per class group		Class groups	4.56	4.56	3.97	4.06	3.93	2.86		26
Years (11 and 12) @28 students per class group		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 teaching spaces within learning space allocation = (a) – (b)	18

12 Size of Learning Areas

The following table details the core provision eligibility for learning areas and associated spaces for new facilities. Existing facilities may be refurbished to meet this provision eligibility or, in exceptional circumstances where it is not possible to reduce the area of a space to meet this provision eligibility (for example, heritage buildings or structural impediments), the CSA may request that the space be 'conformed' to count as one learning space.

Primary schools

Functional Area	Area m ²	Associated space	Area m ²
General Learning Area	70	Walkway	25
Prep Year Learning Area	80	Internal store External store for first facility External store for each subsequent facility External covered area for each facility External covered area for each subsequent facility Walkway Walkway for ancillary areas 30% of area	5 12 2 20 10 25 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 Walkway	 25

Secondary schools

Functional Area	Area m ²	Associated space	Area m ²
General Learning Area	64	Walkway	25
Art	100	Store External covered court for first facility External covered court for each subsequent facility Walkway for Art room Walkway for ancillary areas 30% of area	20 40 20 25 Varies
Flexible learning area	80	Walkway	25
Food technology	80	Store/Pantry/Laundry Walkway	20 25
Hospitality kitchen	100	Store Cold room/freezer Walkway Walkway for ancillary areas 30% of area	20 8 25 Varies

Functional Area	Area m ²	Associated space	Area m ²
Design technology workshops	90	Materials Prep for first facility Materials Prep for each subsequent facility External covered court for first facility External covered court for each subsequent facility Project development room Walkway Walkway for ancillary areas 30% of area	40 20 40 20 20 25 Varies
Music/Dance/Drama	100	Store Music practice room (can be subdivided into smaller rooms) per music room External covered court for first facility External covered court for each subsequent facility Walkway Walkway for ancillary areas 30% of area	20 20 40 20 25 Varies
Science	100	Prep room for first facility Prep room for two facilities shared Prep room for subsequent facilities shared External covered court for first facility External covered court for subsequent facilities Walkway Walkway for ancillary areas 30% of area	20 40 10 40 10 25 Varies
Not counted as learning space – provision based on demonstrated educational need.			
Agricultural science shed	100	External covered court	25

Boarding facilities

The area standard for boarding facilities is **24m² per boarder**.

The area of unenclosed spaces and external walkway 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.

Visitor's room with kitchenette and ensuite can be requested based on merit.

Number of boarding students	Allocation (m ²)
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.

Schools with boarding facilities may seek variations to prescribed allocations due to their requirement to managing Covid-19. These requests will be assessed on a case-by-case basis.

13 Other Areas

13.1 Administration

Primary schools

Number of students	Allocation (m ²)
1 – 100	150
101 – 262	230
263 – 350	300
351 – 450	340
Over 450	0.756 per student

Secondary schools

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

13.2 Ancillary Spaces

Primary schools

	Number of students				
	0–85	86–262	263–437	438–612	Over 612
	m ²	m ²	m ²	m ²	m ²
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 ²	m ²	m ²	m ²	m ²	m ²	m ²
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

13.3 Change Rooms

The provision of change rooms is for secondary schools only and 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 70m² in initial stages of development.

Number of students	Allocation (m ²)
1 – 552	45
Over 552	70

13.4 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 ²)
1 – 85	75
86 – 175	125
176 – 262	150
263 – 437	175
438 – 612	200
Over 612	225

Secondary schools

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

13.5 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.

Primary schools

Number of students	Allocation (m ²)
1 – 175	392
Over 175	785

Secondary schools

785m² per school

13.6 Covered Veranda Allowances

Primary schools – covered verandas

Facility type	Allocation (m ²)
Administration	
• General entry	10
• Student entry	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 ²)
Administration	
• General entry	10
• Student entry	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 ²)
0 – 100	10
101 – 500	15
501 – 1000	20
Over 1000	30

Secondary schools – covered veranda library

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

13.7 Engineering

Engineering spaces provide administration support for the operation of the school. These spaces may include but not limited to service ducts, main distribution board, cleaner's room (capped at 3m²), 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 (capped at 10m² per building for single level buildings and 10m² per floor for multi-storey buildings).

13.8 Learning Support Spaces-

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

Primary schools

Number of students	Allocation (m ²)
1 – 85	25
86 – 262	40
263 – 612	70
613 – 875	105
Over 875	140

Secondary schools

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

13.9 Library

Primary schools

Number of students	Allocation (m ²)
1 – 85	70
86 – 280	140
Over 280	0.5 per student

Secondary schools

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

13.10 Student Toilets

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

- 3m² per toilet (includes circulation) and
- 8m² disability toilet (includes circulation).

13.11 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. 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 ²)
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 ²)
1 – 184	20
185 – 368	40
369 – 552	50
553 – 736	64
737 – 920	80
Over 920	100

14 Functional Area Rates

This section provides guidelines to CSA's about the expected inclusions within the function areas rates. The functional area rates and Ancillary Costs in sections 9 and 10 are the rates applied for new construction in Brisbane (i.e. at the 100% locality rate). Locality indices, as outlined in section 14, are applied to these rates for areas outside Brisbane.

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 Costs Indices.

14.1 Hamburger Function Rate Model

A new hamburger functional rate model has been introduced in 2022. To obtain the correct functional rate for each room request, a super structure rate will need to be combine with a functional fitout rate.

Example 1 - Primary GLA on second floor – 70m²

70m² x \$1,140/m² (Two Storey Super Structure rate) + 70m² x \$1,400/m² (Fitout rate for Primary GLA) = \$177,800
(Total cost for Primary GLA on second floor only)

Example 2 - Unenclosed travel on third floor – 20m²

20m² x \$1,200/m² (Three Storey Super Structure rate) + 20m² x \$70/m² (Fitout rate for travel) = \$25,400 (Total cost for Unenclosed travel on third floor)

AS AT OCTOBER- 2021	
Super Structure	\$/m ²
Single Storey	1,050
Two Storey	1,140
Three Storey	1,200
Four Storey or above	1,260
Industrial Shed (Standalone)	880
Undercroft – Ground floor only	860
Physical Education Covered Area (Standalone)	960

Functional Fitout	\$/m ²
Administration	2,280
Agricultural science shed	1,560
Agricultural science shed – Covered area	70
Art	1,510
Art – Covered area	70
Art – Store	1,380
Boarding dormitory	870

Functional Fitout	\$/m ²
Boarding services	2,460
Boarding supervisors	1,160
Book hire	1,490
Canteen	3,690
Change room	2,900
Design technology	1,440
Design technology – Covered area	70
Design technology – Materials preparation	1,310
Design technology – Project development room	1,370
Engineering	1,360
Flexible learning area	1,450
General Learning Area – primary	1,270
General Learning Area – secondary	1,230
Food Technology	1,770
Food Technology – Store	1,350
Hospitality kitchen	2,440
Hospitality kitchen – Cold room/ freezer	4,020
Hospitality kitchen – Store	1,350
Internal circulation – Second storey or above only	1,270
Learning support spaces – Primary	1,490
Learning support spaces – Secondary	1,450
Library	1,590
Lunch covered area	70
Maintenance store	1,620
Multipurpose space	1,490
Music/Drama/Dance	1,650
Music/Drama/Dance – Covered area	200
Music/Drama/Dance – Music practice rooms	1,980
Music/Drama/Dance – Store	1,350
Physical Education covered area	110
Physical Education store	1,350
Prep Year Learning Area	1,360
Prep Year Learning Area – Covered area	110
Prep Year Learning Area – External store	1,350
Prep Year Learning Area – Internal store	1,350

Functional Fitout	\$/m ²
Pupil amenities	2,680
Science	1,940
Science – Covered area	70
Science – Prep room	2,140
Technology area provisions	1,450
Travel	70
Uniform store	1,360
Unenclosed Links (between buildings)	\$/m²
Elevated – Link - Unenclosed	\$4,570

14.2 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 ²	Functional rate
17m ² per level	\$2,486

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.

15 Other Costs

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Air conditioning	Provision for air conditioning to classrooms, libraries and staff rooms.	Industrial Technology and Design areas will not be eligible for air conditioning where the room has fume/ dust extraction. Fresh air ventilation may be requested on a case-by-case basis at \$110/m ²	\$219/m ²
Air conditioning plant screening	Screening to air conditioning plant		\$396/m ²
Access lighting	Provision is 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.	\$1,473/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.	\$584/m
Bike racks	Bike racks may be requested for 'Greenfield' ² sites		\$160/m
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 teaching space.	\$3,402/each
		Extra for Chilled Water	\$1,117/each
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 teaching space and 1 trough per PE Covered Area can be requested.	\$3,859/each
		Extra for Chilled Water	\$3,407/each
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.	The point of origin is to be shown on the drawings supplied.	Refer to Civil Spreadsheet
Fire Suppression	Fire Sprinklers		\$180/m ²
Hospitality kitchen	Extra over to cover high level of fit-out	Refer functional area cost guide for details	\$86,994

² 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
Landscaping	Landscaping will only be provided to 'Greenfield' sites. The area provided will be based on the size of the total footprint of the building multiplied by 0.4.	For example, a single GLA (of 70m ²) plus 20m ² of walkway could request \$3,312 (90 x 0.4 x \$92).	Refer to Civil Spreadsheet
Lifts	Provided where necessary to comply with the Disability (Access to Premises–Building) Standards 2010, includes car, shaft, pit and motor housing.	1 Stop (2 storey) 2 Stop (3 storey) 3 Stop (differential levels or 4 storey)	\$103,727 \$138,302 Varies
Locker enclosure	Provided to protect lockers from vandalism. The rate includes block structure, roofed with a roller door. A separate cost allowance for lockers is provided in the Furniture and Equipment section.	Based on a two-tiered locker system (1800h x385w x425d). Area allocation is 3.3m ² (e.g. 5.5m x 0.6m for 28 students).	\$14,723/each
Operable walls	Generally provided to be shared one between two teaching spaces	Includes the extra costs of structural support and choice of door.	\$17,275/ each
PA System	PA System to PE Covered Court	Only provided to new build.	\$24,461/system
Pier Caps	Pile cap complete including excavation in material other than rock, N40 concrete and bar reinforcement (150 kg/m3)		\$1,270/m ³
Rehabilitation demolition site	An allowance of 100mm topsoil and turfing	Reinstatement works due to the demolition of buildings is based on the footprint of the building, plus 30% for paths and walkways.	Refer to Civil Spreadsheet
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 for additional brickwork on 3 sides and adjustment for balustrades and substitute handrails. For stairs requiring less brickwork, allowance will be adjusted down.	\$9,761/set
Sun shading	Sun shading requests will be considered on merit	The allocation is based on 1000mm depth of sun shading.	\$396/m ²
Suspended slabs	Only provided at sub-floor level	Capping of piles/Slab on piles	\$202/m ²
Turf	An allowance of a 2m perimeter around new buildings and an allowance of 1m along paths will be considered.	No allowance will be provided for demolished areas. Costs for providing hydro-mulch or seed can be requested.	Refer to Civil Spreadsheet
Vertical Transportation	Chair Lift/ Stair Climber		\$21,730/each
Ventilation to Toilets	Extra over provision to base building rates for ducted ventilation / extraction systems to student and staff amenities.	Applicable to Amenities areas only	\$110/m ²

All requests for ancillary items are to be substantiated.

Locality allowances is applicable for the above allowances.

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

15.1 Air Conditioning

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

15.2 Additional Costs for Multistorey Construction

15.2.1 Balustrading

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

First Floor and above	E/O for balustrading
Ground level	No balustrading E/O

15.2.2 Cranes

Costs for cranes resulting from site or project requirements may be considered. The cost will need to be substantiated by the applicants Quantity Surveyor.

15.2.3 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 Civil Works area of the application. A copy of the soil test must be provided with the application.

15.2.4 Scaffolding

An additional cost allowance will be provided for scaffolding where the building exceeds one level. The cost will need to be substantiated by the applicants Quantity Surveyor.

15.2.5 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).

First Floor and above	No suspended slab E/O
Ground level	No suspended slab E/O
Sub-floor level	E/O for capping of piles/slab on piles etc. or partial under-croft slab on columns/walls

16 Furniture and Equipment

Furniture and equipment requests should only include those core items related to the application and they should only relate to the facilities requested in the capital application.

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

Educational Facility		Loose Furniture and Equipment \$			
Administration		37,312			
Assistant principal		2,854			
Automated library system		12,568			
Compactus for library		5,903			
Compactus for administration		5,903			
General Learning Area		14,254			
Interview room		983			
Hearing Augmentation (portable system)		2,040			
Learning support room		11,680			
Library	100 \$25,030	101-300 Additional \$25,854	301-500 Additional \$28,417	+501 Additional \$28,676	
Library resources (one-time allocation only)		28,227			
Multi-purpose space		14,254			
Prep Year Learning Area (first Prep facility)		30,146			
Prep Year Learning Area (subsequent Prep facilities)		21,114			
Principal's office		5,872			
Reception		1,839			
Sick bay		4,027			
Sports covered area (full court fit-out)		15,807			
Staff room	100 \$9,164	101-300 Additional \$5,364	301-500 Additional \$10,327	+501 Additional \$5,364	
Canteen equipment		10,295			
Visiting specialist room		1,681			

Secondary schools

Educational Facility	Loose Furniture and Equipment \$			
Administration	38,443			
Agricultural science	28,222			
Assistant principal's office	2,854			
Art room	22,578			
Automated library system & security	12,568			
Compactus for library and administration	5,903			
Counsellor/careers office	2,854			
Dance/drama room	22,578			
Design technology room (middle years)	54,420			
Design technology room (senior years)	65,708			
Dining room/home management	12,996			
Flexible learning area	24,882			
Food technology room	51,772			
General Learning Area (GLA)	12,966			
Graphics room	24,882			
Hearing Augmentation	2,040			
Hospitality & catering	69,429			
Interview room	983			
Learning support room	11,680			
Library	100 \$25,030	101-300 Additional \$25,854	301-500 Additional \$28,417	+501 Additional \$28,676
Library audio visual/seminar room	9,122			
Library office	2,854			
Library resources (one-time allocation only)	28,227			
Material preparation area (Design Technology)	24,771			
Music room	22,578			
Principal's office	5,872			
Project development studio/industrial & visual arts room	22,578			
Reception	1,839			
Science room	32,545			
Secretary's office	2,854			

Educational Facility		Loose Furniture and Equipment			
Sick bay		4,825			
Sports covered area (full court fit-out)		15,807			
Staff common room	100 \$9,196	101-300 Additional \$5,364	301-500 Additional \$10,327	+501 Additional \$5,364	
Staff preparation room (per staff member)		1,231			
Student lockers		180			
Systems room/robotics/pneumatics		33,972			
Technology provision (one-time new school only)		90,416			
Textiles room		27,619			
Canteen equipment		10,295			
Visiting specialist room		1,749			
BOARDING SCHOOLS (New facilities)					
Per student allocation (loose furniture – bed, desk, robe, chairs)		3,007			
Per supervisor allocation (furniture and equipment – not built in)		4,112			

Locality allowances is applicable for the above allowances.

17 Consultant Fees

CSA's 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.

Consultant fees (including all services detailed in the table below) will be calculated at a percentage basis as follows:

- 16.00% for projects below \$1,000,000
- 14.00% for projects above \$1,000,001 to \$2,000,000
- 12.30% for projects between \$2,000,001 to \$5,000,000
- 10.50% for projects above \$5,000,001 to \$15,000,000
- 9.25% for projects above \$15,000,001 and above

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

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.

17.1 Travel and Accommodation

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

Travel and accommodation (in addition to the professional fees) will be considered on the following basis:

- 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 \$0.72km.
- 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 \$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 will be assessed on a case-by-case basis.

18 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.

This allowance should be included under "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

19 Locality Indices

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

Suburb	2022 Indices		
Abergowrie	125	Ipswich	100
Allora	105	Jimboomba	102
Atherton	115	Kingaroy	107
Augathella	125	Laidley	101
Aurukun	185	Longreach	135
Ayr	116	Mackay	115
Babinda	115	Mareeba	113
Barcaldine	130	Maryborough	105
Bargara	105	Miles	110
Beaudesert	102	Millmerran	107
Bedourie	190	Miriam Vale	115
Beenleigh	100	Mitchell	120
Biloela	115	Monto	115
Blackall	130	Mossman	115
Boonah	103	Mt Isa	150
Bowen	117	Murgon	110
Boyne Island	115	Nambour	103
Bundaberg	105	Nanango	108
Caboolture	101	Oakey	105
Cairns	108	Palm Island	195
Charleville	125	Pialba	105
Charters Towers	122	Pittsworth	105
Childers	110	Proserpine	117
Chinchilla	110	Quilpie	135
Clermont	130	Ravenshoe	120
Clifton	105	Redcliffe	100
Cloncurry	155	Rockhampton	115
Collinsville	121	Roma	115
Cooktown	135	Sarina	117
Cunnamulla	125	Silkwood	120
Dalby	105	Springsure	125
Dimbulah	125	South Johnstone	120
Emerald	125	St George	120
Gatton	101	Stanthorpe	110
Gayndah	112	Sunshine Coast	102
Gladstone	115	Tara	112
Gold Coast	101	Thursday Island	185
Goondiwindi	110	Toowoomba	102
Gordonvale	111	Townsville	113
Gympie	105	Tully	120
Halifax	120	Warwick	105
Herberton	125	Weipa	185
Hervey Bay	105	Winton	140
Home Hill	120	Yeppoon	115
Hughenden	140		
Ingham	118		
Inglewood	110		
Innisfail	115		

20 Functional Area Descriptions

This section provides guidance to CSA's 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.

20.1 Functional Area 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 projector and screen, or 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
- 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.
- Contemporary IT infrastructure 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.
- Fire rating for single storey only.

All site works, external services and connections to those services are additional costs that are applied for on a case-by-case basis. These works are to be identified within the 'External Works' and 'Other Costs' tab within the schools Capital application.

20.2 Administration

Primary and secondary school administration buildings should be sized in accordance with the 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 Guidelines.

Additional elements included

Functional area rates for administration buildings include allowances as detailed in 14.1. 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

20.3 Art

Art rooms should provide an open group learning space to accommodate students learning visual art. Art rooms should be sized in accordance with the 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 Guidelines.

Additional elements included

Functional area rates for art rooms include allowances as detailed in 14.1 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

20.4 Boarding Administration

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 14.1.

Boarding staff areas should provide suitable facilities to accommodate:

- Boarding Supervisor's office, storeroom, 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

20.5 Boarding Dormitory

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.

20.6 Boarding Services

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 14.1 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

20.7 Boarding Supervisors

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 14.1 and specifically for:

- Living area/communal lounge
- Kitchen
- Bedrooms

Carport and balconies are funded under walkway allowances.

20.8 Covered Areas

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.

20.9 Design Technology

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 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 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

Design Technology 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.

20.10 Engineering

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 (capped at 10m² per building for single level buildings and 10m² per floor for multi-storey buildings).

20.11 Flexible Learning Area

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 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 Guidelines.

Additional elements included

Functional area rates for Flexible Learning Areas include allowances as detailed in 14.1 and specifically for:

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

20.12 Food Technology

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 Guidelines.

Additional elements included

Functional area rates for Food Technology spaces include allowances as detailed in 14.1 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 may be requested 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 application.

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

20.13 General Learning Area – Primary

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 Guidelines, and provide suitable facilities to accommodate primary teaching and learning

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

Additional elements Included

Functional area rates for Primary GLAs include allowances as detailed in 14.1 specifically for:

- Storage cupboards

- Joinery for book and computer facilities.

20.14 General Learning Area – Secondary

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 Guidelines and provide suitable facilities to accommodate Secondary teaching and learning.

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

Additional elements included

Functional area rates for Secondary GLAs include allowances as detailed in 14.1 and specifically for:

- Storage cupboards
- Joinery for book and computer facilities.

20.15 Library

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 14.1 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 / bookshelves
- Storerooms 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.

20.16 Maintenance Store

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

Maintenance stores must be sized in accordance with the Guidelines and provide suitable facilities to accommodate:

- Wash up facilities
- Open space for maintenance
- Air conditioning to office areas

- Amenities for staff and contractors

Additional elements included

Functional area rates for Maintenance stores are deemed to include:

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

20.17 Music/Drama/Dance

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

Music/Drama/Dance rooms should be sized in accordance with the 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 14.1 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

20.18 Multi-Purpose – Primary

An open multi-purpose group learning space that can be technology rich or configured to provide for multiple key learning areas.

Multi-purpose areas should be sized in accordance with the 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 Guidelines.

Additional elements included

Functional area rates for Multi-purpose Areas include allowances as detailed in 14.1 and specifically for:

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

20.19 Physical Education Store

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

Physical Education Storerooms should be sized in accordance with the Guidelines, and provide suitable facilities to accommodate shelving and storage

Additional elements included

Functional Area Rates for Physical Education Storerooms are deemed to include:

- Roller door to entry
- Shelving for storage

20.20 Prep Year Learning Area

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

A Prep Year room should be sized in accordance with the 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 Guidelines.

Additional elements included

Functional area rates for Prep Year Learning Area include allowances as detailed in 14.1 and specifically for:

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

20.21 Science

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 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 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

Chemical storage is not included in the functional rate. Application will need to make additional allowance for chemical storage for multistorey story building based on Building Code of Australia requirements.

20.22 Student facilities

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 Guidelines.

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

20.23 Technology Areas

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

20.24 Walkway – Unenclosed

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 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.

20.25 Walkways – Enclosed

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.

20.26 Walkway - Staircases (unenclosed and enclosed)

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 17m² for 1.5m wide stairs by 3m rise with landings at centre and top), balustrading and roof. The functional rate will allow for the supporting slab on ground, staircase, landings, balustrades, supporting structure, roof, gutter, downpipes, tactile indicators and non-slip edges, toppings, lighting and emergency lighting.

Enclosed staircases

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.

20.27 Common Building and Construction Contract Cost Elements

20.27.1 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 (capped at 15%).

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 CSA.

20.27.2 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).

20.27.3 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); Colourbond 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, Colourbond 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.

20.27.4 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.

20.27.5 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. This must be substantiated by the applicant.

20.27.6 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)

20.27.7 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).

20.27.8 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
- Distribution board per building
- Testing and commissioning systems
- Vandal resistance as required.

Main distribution board are not part of the functional rate.

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 keypads 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.

20.27.9 Contingencies

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

20.28 Exclusions

External services are **not included** in the Functional Rate and extras may be requested under “External Works”, “Other Costs” and “EIS” (External Infrastructure Subsidy) tabs of the Capital Projects application