



# External Infrastructure Subsidy (EIS) Scheme Guidelines

# 2023

Endorsed by the Commission: 18 October 2022

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# 1 Introduction

1. This program assists Catholic schools that are eligible for government funding to meet external infrastructure costs associated with capital works projects: specifically for passenger pick-up and set down areas at developing schools, headworks contribution costs, and other external infrastructure costs in connection with new developments.
2. The Queensland Catholic Education Commission (QCEC) is the Australian Government Block Grant Authority (BGA) and Queensland Government Capital Assistance Authority (CAA) for the administration of capital grants. QCEC's role is to administer the capital program using appropriate governance arrangements to ensure applications for capital assistance from Catholic schools are managed in accordance with the requirements of government. QCEC makes recommendations to the Ministers for Education (Queensland Governments), who ultimately approve the funding of projects.
3. QCEC approved the Guidelines as the Block Grant Authority (BGA) and Capital Assistance Authority (CAA) for Catholic School Authorities in Queensland. The Guidelines bind each applicant to the 2023 Capital assistance assessment process.

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

## 2 Objectives of the Scheme

4. The objective of the External Infrastructure Scheme (the Scheme) is to assist Catholic schools that are eligible for funding to meet external infrastructure costs associated with capital works projects.
5. The basis for the Scheme is contained in the *Education (Capital Assistance) Act 1993* and the *Education (Capital Assistance) Regulation 2015*. The Queensland Government has also prepared an [External Infrastructure Subsidy Scheme Guideline](#), which commenced on 30 August 2019. The allocation of Scheme funds is based on each Non-State school sector's share of overall enrolment growth averaged over the last two consecutive years. The enrolment data is collected yearly by the Non-State Schools Accreditation Board.
6. This guideline applies to Catholic school sites where any capital works projects on a site result in the relevant Authority<sup>1</sup> requiring new or improved external infrastructure or headworks contributions.
7. Catholic Schools are required to fund the investigation, design, and construction of relevant infrastructure external to their site, in accordance with the conditions and requirements of any formal approval process of the relevant Authority. Catholic schools are also required to pay Authority contributions as levied by the relevant Authority as part of any application or request for development (subject to the parameters detailed below).
8. Please note that an external infrastructure subsidy on an approved project cannot be paid if commencement of, or payment for, the work precedes the announcement of Ministerial

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

approval (refer to section 5 below).

9. The following documents are available to assist in the preparation of applications:

- the QCEC 2023 *Capital Assistance Guidelines*
- the QCEC 2023 *Capital Financial Contribution Guidelines*
- the QCEC 2023 *Capital Assistance Guidelines – Special Assistance Schools*
- the *External Infrastructure Subsidy Scheme Guidelines* published by the Queensland Government
- the *Education (Capital Assistance) Act 1993* (Qld)
- the *Education (Capital Assistance) Regulation 2015* (Qld)
- the 2022 *QCEC Capital Grants Conditions of Compliance*
- the *QCEC Appeal Process – Government Funded Programs*.

## 3 Eligibility Requirements

10. All Catholic School Authorities (CSA's) in Queensland are able to apply for grant assistance on behalf of individual Catholic schools under the Scheme because they are members of the QCEC BGA/CAA. Each participating CSA must enter into a Member Agreement with QCEC as the BGA/CAA in order to be eligible to receive capital assistance funding.

11. The current parameters of the scheme are as follows:

- (a) To provide up to a 50% subsidy in relation to:
  - (i) the cost of construction of infrastructure external to Catholic schools; and
  - (ii) Catholic School Authority contribution costs where these costs are a result of the requirements of the relevant Authority.
- (b) A Catholic school may apply for the subsidisation of passenger pick-up and set-down areas. The subsidy applies to pick-up and set-down areas for developing<sup>2</sup> Catholic schools only.

### 3.1 Pick-up and set-down areas

12. The provision of passenger pick-up and set-down areas for Catholic schools may be an approval condition or requirement set by the relevant Authority. In this situation, the 50% subsidy is paid to the Catholic School Authority for the cost of construction of the passenger pick-up and set-down areas at new schools.

13. In some instances, circumstances may dictate that passenger pick-up and set-down areas should be located within new Catholic school grounds.

### 3.2 External infrastructure

14. External infrastructure are those external services and facilities that are generated as part of:

- (a) a development on a new site of a Catholic school; or
- (b) a redevelopment of an existing Catholic school.

15. External infrastructure, further detailed in Appendix A, generally falls into one of the

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<sup>2</sup> A developing school is a school which has been operating for a period of less than 10 years. Each new type of education, as defined in s.12 of the Education (Accreditation of Non-State Schools) Act 2017, results in that part of the school being classified as a developing school for this period.

following categories:

- (a) services;
- (b) transport; and
- (c) streetscaping.

### 3.3 Services

16. A range of services are required to support the development and operation of Catholic schools relating to:
- (a) water supply;
  - (b) sewerage;
  - (c) stormwater;
  - (d) drainage; and
  - (e) fire service mains.
17. Inclusive in the cost of providing such services should be the fees associated with connecting new services infrastructure to the existing adjacent service network.

### 3.4 Transport

18. A range of transport-related infrastructure will be required to:
- (a) satisfy the demands of the facility itself;
  - (b) maintain operational efficiency on the surrounding transport system; and
  - (c) maintain appropriate levels of safety.
19. The following items may fall within this category and may include but not be limited to:
- (a) car parking external to the site;
  - (b) passenger pick-up and set-down areas (including private vehicles, buses and taxis);
  - (c) bicycle storage areas (more likely to be internal);
  - (d) acceleration/deceleration lanes;
  - (e) road widening;
  - (f) bus stops, bus lay-bys and bus shelters;
  - (g) busway stations (for major facilities located on the Regional Busway network);
  - (h) pedestrian shelters;
  - (i) footpaths and footpath widenings;
  - (j) pedestrian crossing facilities;
  - (k) bicycle paths;
  - (l) intersection channelisation;
  - (m) roundabouts;
  - (n) traffic signals;
  - (o) signing;
  - (p) noise attenuation structures (e.g. timber fences) external to the site;
  - (q) line marking; and
  - (r) lighting.

### 3.5 Streetscaping

20. Typically, a range of streetscaping elements are negotiated for the external street treatment related to the development. The streetscaping elements include both hard and soft landscape treatment, such as:

- (a) footpath treatments (e.g. walkways/cycleway and turf);
- (b) trees and other planting;
- (c) moulding and planting beds;
- (d) irrigation systems;
- (e) street furniture (e.g. seats and shelters);
- (f) disability access;
- (g) features enhancing personal safety;
- (h) signage; and
- (i) lighting.

### 3.6 Authority Charges

21. Authority Charges are development levies which relate to the delivery of trunk infrastructure across the broader network (e.g. water, sewer, transport, parks, community facilities) of a region.

### 3.7 Consultants Fees

22. 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.
23. Consultant fees (including all services detailed in the table below) will be calculated at a percentage basis as follows:
- (a) 21.00% of total construction costs for External Infrastructure Scheme projects below \$1,000,000
  - (b) 15.00% of total construction costs for External Infrastructure Scheme projects above \$1,000,001 to \$2,000,000
  - (c) 13.30% of total construction costs for External Infrastructure Scheme projects between \$2,000,001 to \$5,000,000
  - (d) 11.50% of total construction costs for External Infrastructure Scheme projects above \$5,000,001 to \$15,000,000
  - (e) 10.25% of total construction costs for External Infrastructure Scheme projects above \$15,000,001 and above.
24. Additional fees are met by the CSA and will not be funded from the capital program.
25. Master planning and initial development application costs pertaining to the site will not be funded from the EIS program.

### 3.8 Travel and Accommodation

26. 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

27. 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.
  - 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.
  - Flight costs for travel will be assessed on a case-by-case basis.

### 3.9 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

## 3.10 Locality Indices

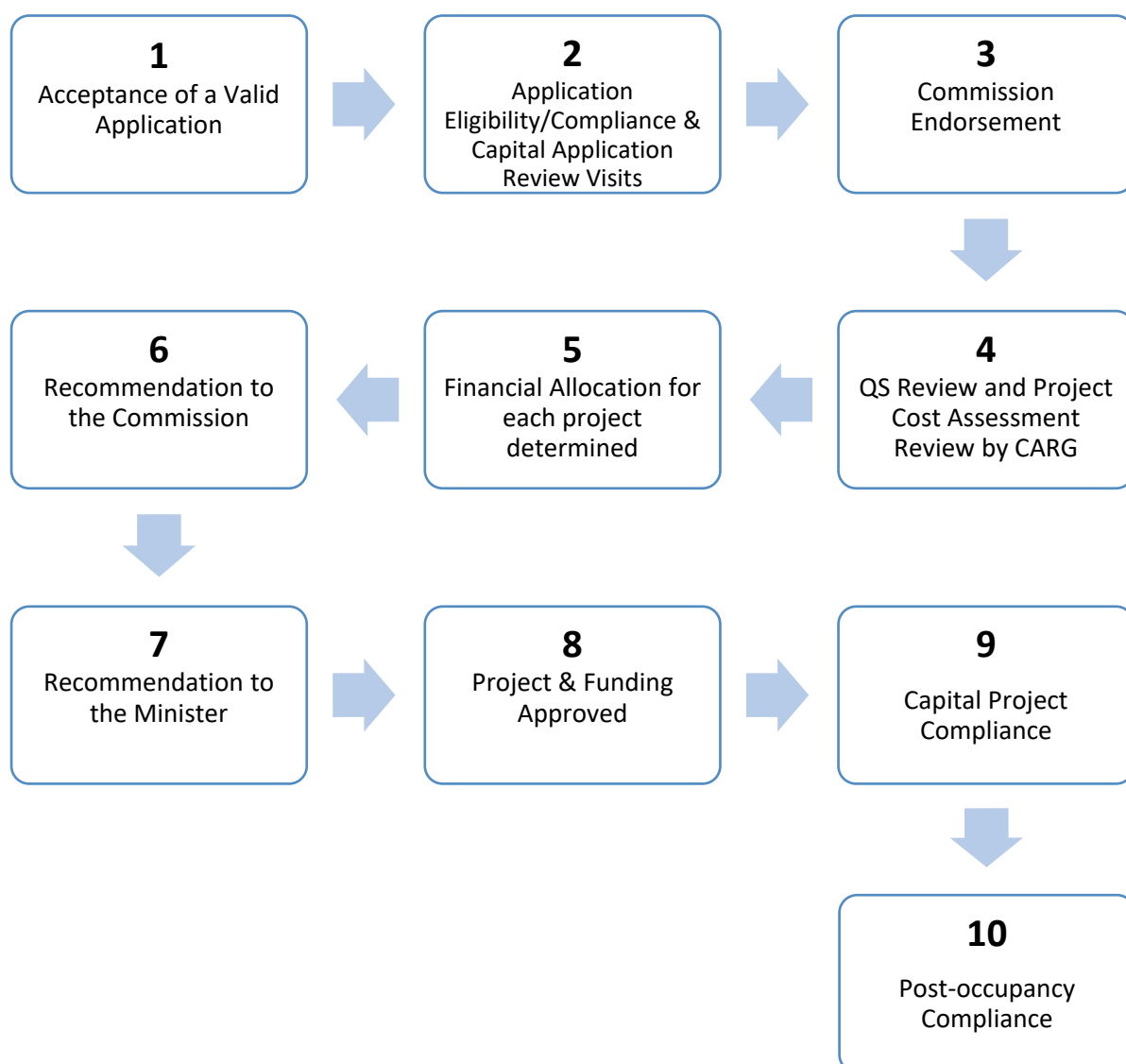
34. Locality indices are applied for capital works outside the Brisbane metropolitan areas.

Suburb	2023 Indices	Suburb	2023 Indices
Abergowrie	125	Ipswich	100
Allora	105	Jimboomba	103
Atherton	117	Kingaroy	107
Augathella	126	Laidley	102
Aurukun	190	Longreach	137
Ayr	117	Mackay	116
Babinda	116	Mareeba	114
Barcaldine	132	Maryborough	106
Bargara	105	Miles	111
Beauresert	104	Millmerran	108
Bedourie	192	Miriam Vale	117
Beenleigh	100	Mitchell	121
Biloela	116	Monto	116
Blackall	131	Mossman	117
Boonah	105	Mt Isa	152
Bowen	118	Murgon	111
Boyne Island	115	Nambour	104
Bundaberg	105	Nanango	110
Caboolture	101	Oakey	105
Cairns	108	Palm Island	200
Charleville	126	Pialba	105
Charters Towers	124	Pittsworth	106
Childers	110	Proserpine	118
Chinchilla	111	Quilpie	135
Clermont	131	Ravenshoe	125
Clifton	105	Redcliffe	100
Cloncurry	157	Rockhampton	117
Collinsville	124	Roma	115
Cooktown	138	Sarina	119
Cunnamulla	126	Silkwood	120
Dalby	106	Springsure	126
Dimbulah	125	South Johnstone	120
Emerald	126	St George	120
Gatton	102	Stanthorpe	111
Gayndah	112	Sunshine Coast	103
Gladstone	117	Tara	112
Gold Coast	101	Thursday Island	190
Goondiwindi	111	Toowoomba	102
Gordonvale	111	Townsville	114
Gympie	105	Tully	121
Halifax	120	Warwick	106
Herberton	125	Weipa	190
Hervey Bay	105	Winton	142
Home Hill	120	Yeppoon	117
Hughenden	142		
Ingham	119		
Inglewood	111		
Innisfail	117		



## 4 Application Process

35. 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 17 March 2023 to submit their applications for capital assistance.



### 4.1 External Infrastructure Subsidy Application Timeframes

1. The following timeframe will apply:

QCEC Online Capital Applications open at 9:00 AM	28 October 2022
QCEC Online Capital Applications close at 5:00 PM	17 March 2023
School Capital Application Review Visits	March-May 2023
Refinement and/or amendment of the valid QCEC Online Capital Applications close at 5:00 PM	19 May 2023
Project Presentations due 5:00 PM to QCEC Secretariat	31 May 2023
Capital Assistance Assessment Committee Meeting	5-8 June 2023
CAAC Meeting Outcomes to QCEC – Commission Meeting	20 June 2023

Capital Assistance Reference Group First Cost Review Meeting	10-11 July 2023
Cost Recommendations to QCEC – Flying Minute From the First Cost Review Meeting	July 2023
QCEC Recommendations to relevant Ministers From the First Cost Review Meeting	30 July 2023
Capital Assistance Reference Group Second Cost Review Meeting	1-3 August 2023
Cost Recommendations to QCEC – Commission Meeting From the Second Cost Review Meeting	15 August 2023
QCEC recommendations to relevant Ministers From the Second Cost Review Meeting	31 August 2023
Government Approvals	September 2023 – November 2023

## 4.2 Acceptance of a Valid Application

36. All applications for capital assistance must be made via QCEC's *Capital Projects Online* portal and application form before 5:00 PM on 17 March 2023.
37. Applications will be assessed to determine if they are to be accepted as a valid application within seven calendar days following the closing date for making applications (before 5:00 PM on 17 March 2023).
38. An application must meet the following requirements to be considered valid:
  - The *Capital Projects Online External Infrastructure Subsidy Application Form* is completed;
  - *Non-State Schools Accreditation Board* approval of the school site<sup>3</sup>;
  - Evidence that the CSA owns the land or has a lease for the land and buildings that have a period to run commensurate with the period in which the capital grant may be required to be repaid;
  - All planning approvals received for the project;
  - Infrastructure charges levied against the project by local council and/or utilities providers must include evidence of the charge, such as a copy of the charge notice or other formal advice
  - A school Masterplan<sup>4</sup>, identifying all stages of the school's future planning;
  - Submit ALL supporting plans indicating the scope of work, inclusive of scale, dimensions etc. Any plans for an internal pickup/set down area should be marked up to exclude long term car parks and roads NOT ESSENTIAL for the purposes of pickup/set down;
39. If an application is deemed not to be validly made, the QCEC Secretariat will issue a notice to the applicant CSA, indicating the areas of non-compliance leading to this determination. The applicant CSA will have seven (7) calendar days to rectify any areas of non-compliance raised by the QCEC Secretariat. If the application does not satisfy the 'valid application' requirements following the expiration of the rectification period, the application will be deemed to be withdrawn (i.e. excluded) from the *2023 Capital Assistance Round*.
40. The Appeals Process (see section 4.6) does not apply to an application until and unless it has been accepted as a valid application. Applicants seeking review of a determination about application validity may apply to the QCEC in writing by at least two weeks prior to

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

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

the May Commission meeting.

## 4.3 Capital Application Review Visits

41. After a proposed application is formally accepted as a valid application, the QCEC Secretariat and a member of the Capital Assistance Reference Group will visit the applicant school. The purpose of the capital application review visit is to:
  - a) ensure applications conform with the valid application requirements.
  - b) identify and confirm that the application meets the *2023 External Infrastructure Subsidy Scheme Guidelines* eligibility requirements.
42. The role of the capital application review visit participants is to:
  - a) provide clarification, if required, about the *2023 Capital Assistance Round* to the applicant.
  - b) review for completeness, all information included in any conversion or refurbishment projects and the *Capital Projects Online – External Infrastructure Subsidy Application*.
  - c) Undertake a walk-through of the proposed project site.
  - d) seek clarification, if required, of any aspect of the project application.
43. Attendees at the capital application review visit will normally include:
  - a) the applicant
  - b) applicant's school Architect
  - c) school leadership members
  - d) QCEC Secretariat representative/s
  - e) QCEC CARG representative.
44. Each CSA must allow a minimum of 2 hours for each Capital Application Review Visit (depending on the nature, value and complexity of the application the visit may take longer).
45. Applicants have until 19 May 2023 to refine/amend a valid application following the capital application review visit (for example, to rectify or alter aspects of the application that do not meet the eligibility requirements). No further changes to applications can be made after that date.
46. For certainty, and to avoid any doubt, an application that is determined to not be valid will not be subject to a capital application review visit. The purpose of the capital application review visit is to provide applicants with an opportunity to receive feedback to enhance an application that has previously met the threshold requirements to be considered valid. The capital application review visit also provides an opportunity to confirm that all aspects of the application conform to the eligibility requirements with respect to area and rate allowances under the Guidelines. Items deemed ineligible must be identified and shown as self-funded works by the applicant within their valid application before *QCEC's Capital Project Online portal* closes on the 19 May 2023. Alternatively, an applicant may withdraw their application or parts of their application.
47. If, during the capital application review visit, it is determined that the information provided in the application does not meet the threshold requirements to enable the application to be considered valid, the applicant will be deemed to have waived their right for any period

of rectification and the application will be deemed withdrawn and not eligible for assessment or funding during the *2023 Capital Assistance Round*.

## 4.4 Assessment of the Application

48. Each project is subject to a cost review to assess its conformity to the approved *QCEC External Infrastructure Subsidy Scheme Guidelines* for that year. This meeting is undertaken in early July and early August
49. The purpose of the cost review is to assess each application's cost estimates and determine eligibility of the proposed works.
50. Each applicant is invited to have two people participate in the meeting for the discussion and review of each of their school's project.
51. A Quantity Surveyor (QS) is engaged by the Secretariat to review costs for new and continuing new schools (maybe a desk-top review depending on the value and complexity of the application).
52. In addition, for EIS projects (other than new and continuing new schools) where the combined value of External Works and Other Costs are greater than \$500,000, a QS will be engaged by the Secretariat.

## 4.5 Commission Approvals

53. A list of the prioritised projects recommended by the CAAC will be presented to the QCEC (as BGA/CAA), with a brief description of each project and the level of recommended assistance for each application, for endorsement and recommendation to government. A preliminary list is normally provided to the QCEC in June/July. With a final list provided at the August Commission meeting.

## 4.6 Appeal Process

54. No appeals process applies until a proposed application is formally accepted as a valid application (see Section 4.2).
55. Decisions of the BGA/CAA about the assessment and ranking of valid applications are subject to the *QCEC Appeal Process– Government Funded Programs*.
56. An Appeal must be made in writing citing the grounds and demonstrating the reasons for which it is made and addressed to the Executive Director of the QCEC. The process for managing and resolving appeals is further explained in the *QCEC Appeal Process– Government Funded Programs*.

## 4.7 Conditions of Compliance

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

## 4.8 Post-occupancy Compliance Requirements

59. 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 2023 QCEC Capital Assistance Guidelines and QCEC Conditions of Compliance.

60. If non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.
61. 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.
62. In the case of projects with grants greater than \$75,000, CSA's must notify and where requested repay all or part of the grant monies to QCEC (as BGA/CAA) where the school ceases to use the funded facilities principally for the purpose specified (and approved) in the grant offer, or the school ceases to provide primary education or secondary education or sells or otherwise disposes of the facilities within a period of twenty (20) years following completion of the project.
63. In addition to the requirement for CSA's to provide notification of these circumstances, the BGA/CAA may undertake reviews to assess compliance with these requirements at any time during the repayment period. Where non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.

## 5 Receiving EIS Payments

64. After the school has received a formal letter of notification from the Queensland Minister for Education, to be eligible to receive capital assistance, the CSA must enter into an Agreement with QCEC. This Agreement, along with supporting documentation, will be provided by QCEC.
65. For EIS, an approved grant will be paid in full at 100% project completion (in terms of value).
66. An external infrastructure subsidy on an approved project cannot be paid if commencement of, or payment for, the work precedes the announcement of Ministerial approval. Also, schools should be aware that, as per the Queensland External Infrastructure Subsidy Scheme Guideline, p5, Section 12.(1)(d), *'an application for payment must be received by QIS BGA within two years of the date of approval, or approval for the project will lapse, unless an extension is approved by the Minister'*. QCEC is unable to make payments on grants where Ministerial approval has lapsed.

## 6 Project Variations

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

For assistance contact QCEC on 3316 5818 or <a href="mailto:capital@qcec.catholic.edu.au">capital@qcec.catholic.edu.au</a>
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## Appendix A – Examples of External Infrastructure<sup>5</sup>

TYPE	DEFINITIONS
Water Supply Connection	<p>Connecting a property to the relevant Authority's water supply reticulation main.</p> <p>This applies where:</p> <ul style="list-style-type: none"> <li>no water service passes the site; or</li> <li>only where there is a clear need for the existing service to be upgraded.</li> </ul> <p>In the case of a CSA a 50% subsidy is provided for water connection, pipe, isolating valve, water meter and fittings.</p>
Sewerage Connection	<p>Conveys sewage from the property to the relevant Authority's sewerage system.</p> <p>This applies where:</p> <ul style="list-style-type: none"> <li>no sewerage system passes the site; or</li> <li>only where there is a clear need for the existing service to be upgraded.</li> </ul> <p>If the relevant Authority is unable to provide a reticulated sewer to a Catholic school site, the rising mains and pump well can be considered eligible for subsidy if they are a requirement of the relevant Authority and external to the school site.</p>
Stormwater Drainage	<p>The relevant Authority may require stormwater to be discharged to its stormwater drainage. The relevant Authority may require a connection of a stormwater installation from a parcel of land to the stormwater drainage in a stated reasonable way and under stated reasonable conditions.</p> <p>The Policy applies to that part of the service external to the site where:</p> <ul style="list-style-type: none"> <li>no stormwater drainage passes the site; or</li> <li>only where there is a clear need for the existing services to be upgraded.</li> </ul> <p>The following work relating to a non-state school site are eligible for subsidy if external to the site:</p> <ul style="list-style-type: none"> <li>silt traps</li> <li>erosion controls</li> <li>environmental control traps</li> <li>creek re-diversion</li> <li>flood mitigation controls</li> <li>retention facilities.</li> </ul>
Upgrade of Fire Service Mains	<p>Upgrade of fire service mains external to the site is the augmentation of the existing relevant Authority's water system that is required to provide an enhanced fire fighting service to existing sites. It does not include booster pumps or storage reservoirs for fire fighting purposes.</p>
Pick-Up/Set-Down Areas	<p>Areas of public roadway providing short-term parking for bus and motor vehicles for the purpose of conveying students to and from new or existing schools. Standards for the design and construction will be those used by the relevant Authority for bus and vehicle parking.</p>

<sup>5</sup> Refer to Appendix A – Examples of External Infrastructure from the Queensland Government's External Infrastructure Subsidy Scheme Guidelines

TYPE	DEFINITIONS
Traffic signals	Generally, traffic signals at an intersection would incorporate controls for both vehicular and pedestrian movements, whereas, signals at mid-block locations would usually cater for pedestrian movements only (pedestrian activated traffic signals). Guidelines (warrants) for the installation of traffic signals are prescribed in the Manual of Uniform Traffic Control Devices.
Road Safety Audits	Road Safety Audits are formal examinations of an existing or future road or traffic project, or any project which interacts with road users, in which an independent, qualified examiner looks at the project's accident potential and safety performance. (AUSTROADS Road Safety Audit – SAA HB43- 1994).
Roadworks	This refers only to roads that are under the control of the State or Local Government. Standards for the design and construction will be those used by the State or Local Government. Any extension to an existing road required to service a new site. If necessary a traffic report may be required.
Road Widening	Any widening of the carriageway in the immediate vicinity of the site required to service the site.
Traffic Island Breaks	Any breaks in existing traffic islands or median strips required to facilitate access to a site, including new storage lanes for turning traffic.
Acceleration and Deceleration Lane	Additional traffic lanes at the entrance to a site required by vehicles accessing a site to accelerate to or decelerate from highway speed.
Footpaths and Footpath Widenings	Additional paving in the footpath in the immediate vicinity of a site.
External parking	Additional public parking required to service a site that is located in land dedicated as road reserve as agreed with the relevant Authority.
Signing	Additional statutory and advisory road signs required as a result of the construction of a site.
Landscaping	New landscaping in a median strip and on the footpath in the immediate vicinity of a site.