



# Capital Assistance Guidelines

# 2023

Endorsed by the Commission: 18 October 2022

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These guidelines should be read against and in conjunction with the documents listed at paragraph 4.

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# 1 Introduction

1. 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 School Authorities are managed in accordance with the requirements of government. QCEC makes recommendations to the Ministers for Education (Australian and Queensland Governments), who ultimately approve the funding of projects.
2. The *QCEC Capital Assistance Guidelines* (the Guidelines) specify:
  - a) the requirements of the capital programs administered by QCEC as the BGA/CAA, including in relation to:
    - i. capital assistance programs, program requirements and criteria for capital expenditure
    - ii. application validity and the application process
    - iii. role of the Capital Assistance Assessment Committee (CAAC) and Capital Assistance Reference Group (CARG)
    - iv. assessment and ranking of applications by the CAAC
    - v. assessment of an applicant's financial contribution (including the assessment methodology used)
    - vi. cost review process undertaken by the CARG
    - vii. appeal mechanisms open to unsuccessful applicants
    - viii. ongoing Conditions of Compliance that apply to successful applicants
    - ix. post-occupancy compliance audits and ongoing compliance requirements post project completion.
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.
4. The Guidelines should be read against and in conjunction with:
  - a) the *QCEC 2023 Capital Assistance Round – Important Dates*
  - b) the *QCEC 2023 Capital Financial Contributions Guidelines*
  - c) the *QCEC 2023 Capital Assistance Guidelines – Special Assistance Schools*
  - d) the *QCEC 2023 External Infrastructure Subsidy Scheme Guidelines*
  - e) the *Capital Grants Program* Guidelines published by the Australian Government
  - f) the *Capital Assistance Scheme* Guidelines published by the Queensland Government
  - g) the *External Infrastructure Subsidy Scheme Guidelines* published by the Queensland Government
  - h) the *Australian Education Act 2013* (Cth) and *Australian Education Regulation 2013* (Cth)
  - i) the *Education (Capital Assistance) Act 1993* (Qld)

- j) the *Education (Capital Assistance) Regulation 2015* (Qld)
- k) the *QCEC 2022 Capital Grants Conditions of Compliance*
- l) the *QCEC Appeal Process – Government Funded Programs*.

## 1.1 Review of Guidelines

The Guidelines will be reviewed each year prior to commencement of the application round. The Guidelines are subject to possible changes to capital funding programs made by the Australian or Queensland Governments.

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](mailto:capital@qcec.catholic.edu.au).

# 2 Types of Capital Assistance

- 5. Catholic School Authorities (CSAs) in Queensland may apply to access capital assistance for capital infrastructure from the Australian Government and the Queensland Government in accordance with the requirements of the Guidelines and the Member Agreement executed by each participating CSA.

## 2.1 Australian Government Capital Grants Program

- 6. The Australian Government's Capital Grants Program (CGP) assists with 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* which set out the requirements for administering capital assistance funding under the relevant legislation.
- 7. The funding provided under the CGP is administered by Block Grant Authorities (BGA). QCEC is the BGA for all Catholic schools in Queensland.
- 8. 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.
- 9. 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 annually during June each year (see Section 6.3). All recommendations of the CAAC must be endorsed by the QCEC (as the BGA) and remain subject to final Ministerial approval.

## 2.2 Queensland Government Capital Assistance Scheme

- 10. The Queensland Government's Capital Assistance Scheme (CAS) assists with capital infrastructure for non-government schools under the *Education (Capital Assistance) Act 1993* and the *Education (Capital Assistance) Regulation 2015*. The Queensland Government publishes the *Capital*

*Assistance Scheme Guidelines*, which set out the requirements for administering capital assistance funding under the relevant legislation.

11. The assistance provided to non-government schools under the CAS is administered by Capital Assistance Authorities (CAAs). QCEC is the CAA for all Catholic schools in Queensland.
12. The objective of the CAS is to provide capital assistance to eligible non-government schools to fund work for educational facilities or boarding accommodation for students, or residential accommodation for teachers in remote areas of the State. The focus of the scheme is on school needs and the ability of the school community to meet those needs.
13. All Queensland Catholic schools may apply to the QCEC CAA for CAS capital assistance funding. All applications are subject to an objective and competitive assessment process administered by a wholly independent Capital Assistance Assessment 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 QCEC (as CAA) and remain subject to final Ministerial approval.

## 3 Eligibility for Funding

14. All Catholic School Authorities (CSA's) in Queensland are able to apply for grant assistance on behalf of individual Catholic schools under the CGP and CAS 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.
15. Applications from CSA's accepted as valid (see section 6.1) are assessed by the CAAC.
16. CSAs are not eligible to make an application for capital assistance grant funding in 2023 on behalf of an individual school, if the individual school received Ministerial approval for a capital assistance grant in 2022.

## 4 Criteria for Capital Expenditure

17. 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).
18. Capital assistance is available for:
  - a) conversion or refurbishment of existing facilities
  - b) new buildings
  - c) preparation of sites for building works
  - d) installation or upgrading of water, sewerage, electricity and other services
  - e) charges imposed by the local authority that is not funded under the External Infrastructure Subsidy Scheme
  - f) the purchase of furniture and equipment
  - g) architectural, engineering, local authority and other professional fees
  - h) the provision of modular classrooms.

19. Capital assistance is not available for:
- a) facilities which have religious worship as a principal purpose
  - b) facilities in a co-educational school where those facilities will not be equitably available on a gender basis
  - c) facilities that the Queensland Government does not provide in State schools
  - d) facilities where the majority of the use will be by full fee-paying overseas students
  - e) facilities that are primarily for pre-primary education
  - f) projects proposed other than by CSA's
  - g) 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)
  - h) the purchase of pre-existing buildings
  - i) a capital project related to a temporary site
  - j) the acquisition of land
  - k) projects that have commenced prior to Ministerial approval of capital assistance grants.

## 5 Funding Administration

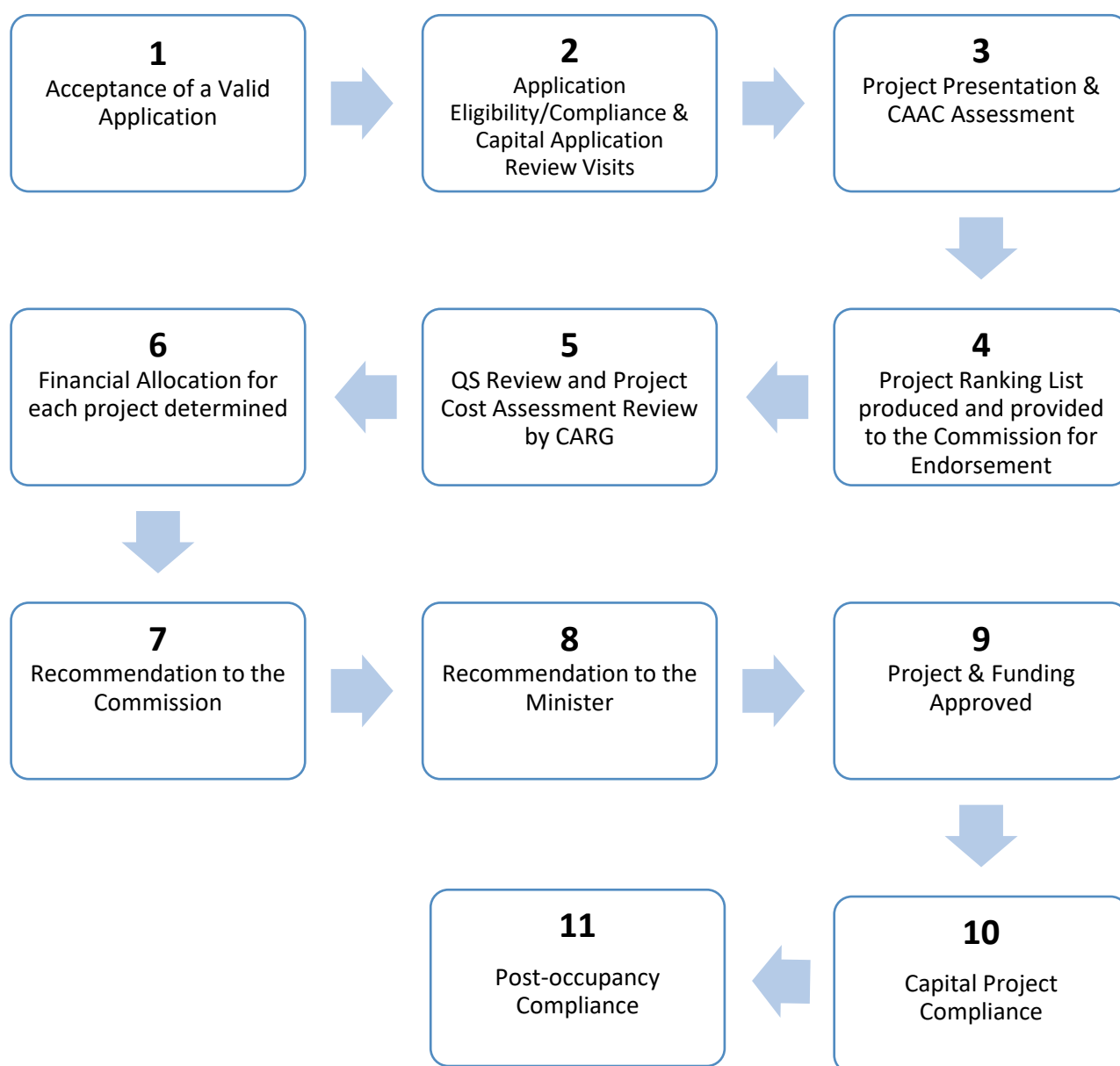
20. All capital funding from the Australian Government and the Queensland Government for CSA's in Queensland is distributed and administered by QCEC as the BGA /CAA.
21. To ensure appropriate governance over capital assistance matters and the assessment of applications, QCEC has formed two separate committees. The responsibilities of each of the committees are outlined below.

Capital Assistance Reference Group (CARG)	Capital Assistance Assessment Committee (CAAC)
<ul style="list-style-type: none"><li>develop <i>QCEC Capital Assistance Guidelines</i>, including area allocations and costs for consideration and approval by the Commission</li><li>provide feedback about projects to applicant schools/CSA on request, through school visits</li><li>assist QCEC Secretariat staff during school visits in validating application information/compliance issues</li><li>conduct cost reviews of applications that have received priority ranking for assistance under the CAS/CGP programs</li></ul>	<ul style="list-style-type: none"><li>assess applications under the CGP and CAS according to the criteria set out in the relevant legislation and QCEC Capital Assistance Guidelines</li><li>score and rank projects</li><li>make recommendations to the Commission about assessment outcomes</li></ul>

## 6 Application Process

22. 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. CSAs have until 17 March 2023 to submit their applications for capital assistance.





## 6.1 Acceptance as a Valid Application

23. 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.
24. The Capital Assistance Assessment Committee will consider only valid applications.
25. Applications will be assessed by the QCEC Secretariat, to determine if they are to be accepted as a valid application, before 5:00 PM on 24 March 2023.
26. An application must meet the following requirements to be considered valid:
  - a) The *Capital Projects Online* application form is completed;
  - b) The *Capital Projects Online - Civil Works Spreadsheet* is completed<sup>1</sup>;
  - c) *Non-State Schools Accreditation Board* approval of the school site<sup>2</sup>;

<sup>1</sup> Completed can mean showing as 'Not Required'

<sup>2</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.

- d) 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. For validity purposes the period commences from the closing date of *QCEC's Capital Project Online* portal being 17 March 2023.
- e) A Demographic Report that shows the enrolment demand for the new school and the likely impact of the new school on surrounding Catholic schools (for new schools only);
- f) All planning approvals received for the project (for new and continuing new schools only);
- g) Provision of Pre-lodgement Development Application meeting minutes, discussed with the relevant authority no less than 12 months from the closing date of *QCEC's Capital Project Online* portal being 17 March 2023 (existing schools only) or existing planning approvals for the project;
- h) 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;
- i) A maintenance plan for the school and evidence of the school's implementation of this plan<sup>3</sup>;
- j) Submit ALL supporting plans for the project, including:
  - i. A school Masterplan<sup>4</sup>, identifying all stages of the school's future planning
  - ii. Project site plans, drawn to an appropriate scale, showing:
    - location, boundaries, and road frontages of the site
    - any existing and proposed easements on the site and their function
    - all vehicle access points and existing or proposed car parking areas
    - site access locations for each stage of the masterplan
  - iii. Earthworks Plan, drawn to an appropriate scale, showing:
    - finished surface contours and levels
    - areas of cut
    - areas of fill & indicating any requirement for imported fill
  - iv. Retaining wall location, proposed construction materials and construction methodology, drawn to an appropriate scale;
  - v. Civil works plans, internal to the site boundaries, drawn to such an extent that it can be reviewed by a Quantity Surveyor;
  - vi. Demolition plan, drawn to an appropriate scale, including make good areas;
  - vii. Existing and proposed building plans, drawn to an appropriate scale, showing:
    - the size and location of floor areas
    - the number of storeys
  - viii. Floor Plans for all buildings (existing and proposed) showing:
    - functional spaces of each area/room labelled
    - the enclosed floor area (EFA<sup>5</sup>) and total figures for all areas
    - elevations drawn to an appropriate scale that shows plans of all building

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<sup>3</sup> Maintenance Plan to include an itemised schedule with a budget allocated to each item.

<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.

<sup>5</sup> Measured from the inside wall for the internal area and measured from inside of the internal column for the external area.

elevations and facades, clearly labelled to identify orientation (e.g. north elevation)

- a line number referencing back to the facilities page of the *Capital Projects Online application form*

ix. Proposed service plans, drawn to an appropriate scale, including:

- Electrical Services
- Water Services
- Sewer Services
- Fire Services
- Mechanical Services
- Landscaping Area Calculation (new school greenfield sites only)
- Telecommunications Services
- Hydraulics Services

x. Structural plans showing proposed foundation requirements (including a Geotechnical Report)

27. 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*.
28. The Appeals Process (see section 6.10) does not apply to an application until and unless it has been accepted as a valid application. Unsuccessful applicants seeking review of a determination about application validity may apply to the QCEC in writing by at least two weeks prior to the May Commission meeting. The QCEC will consider and determine an outcome for any applications for review at their May Commission meeting.

## 6.2 Capital Application Review Visits

29. 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 continue to conform with the valid application requirements.
  - b) identify and confirm that all aspects of the application meet the *2023 Capital Assistance Guideline* eligibility requirements.
  - c) gather information to include in a meeting summary report that is provided to the Capital Assistance Assessment Committee (CAAC).
30. 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) undertake a walk-through of the site to confirm all facilities have been fully and accurately included within the capital application and meet eligibility requirements with respect to area and rate allowances.

- c) review for completeness, all information included in any conversion or refurbishment projects and the External Works, Other Costs, Furniture and Equipment and Fees sections of the *QCEC's Capital Projects Online Application Form* and *Capital Projects Online - Civil Works Spreadsheet*.
  - d) seek clarification, if required, of any aspect of the project application.
  - e) provide advice to the Capital Assistance Assessment Committee (CAAC) through the reporting process.
31. 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.
32. Each CSA must allow a minimum of 3 hours for each capital application review visit (depending on the nature, value and complexity of the application the visit may take longer).
33. Applicants have until 19 May 2023 to refine/amend a valid application following the capital application review visit. No further changes to applications can be made after that date.
34. 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 on the application that has previously met the 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.
35. If, during the capital application review visit, it is determined that the information provided in the application does not meet the 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*.

### 6.3 QCEC Capital Assistance Assessment Committee (CAAC)

36. 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.
37. The CAAC assesses applications in June each year. Each applicant will be invited to have up to three people present their capital project to the CAAC. The 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.
38. Project Presentations prepared for CAAC are due to QCEC at 5:00 PM on Wednesday 31 May

2023.

39. The assessment process and scoring criteria is identified below.
40. Applications that have been formally accepted as valid applications and comply with the requirements of the *QCEC Capital Assistance Guidelines* are presented to the CAAC for assessment and evaluation.
41. Members of the CAAC independently consider each project against three criteria:
  - a) Changes in demographics, enrolments and student characteristics (3 facets)
  - b) Educational planning (2 facets)
  - c) Infrastructure planning (3 facets).
42. Educational disadvantage is assessed separately at a later stage in the assessment process.
43. 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.
44. 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	
<b>C1F1</b>				
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.	
<b>C1F2</b>				
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.	
<b>C1F3</b>				
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	
<b>C2F1</b>				
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.	
<b>C2F2</b>				
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	
<b>C3F1</b>				
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.	
<b>C3F2</b>				
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.	
<b>C3F3</b>				
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.	
<b>TOTAL SCORE</b>				

45. The next stage of assessment considers the school's 'educational disadvantage'.
46. 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).
47. 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.
48. In this calculation there will be three bands:
  - a) Schools more than one standard deviation below the mean – weighting factor 1.1
  - b) Schools within one standard deviation of the mean – weighting factor 1
  - c) Schools more than one standard deviation above the mean – weighting factor 0.9.
49. 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

50. Given that there are usually 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.
51. 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.
52. 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.
53. The combined score is then adjusted by the ICSEA weighting factor as outlined above.
54. 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

55. Following the CAAC scoring and ranking projects, financial contribution assessments are undertaken in accordance with the *QCEC Capital Financial Contributions Guidelines*.
56. 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.
57. 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 of 1 June 2023.
58. 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

- 59. 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).
- 60. 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

- 61. Each prioritised project is subject to a cost review by the CARG. This meeting is undertaken in early July and early August following the completion of the CAAC assessment process.
- 62. Each applicant is invited to have two people participate in the meeting for the discussion and review of each of their school's projects.
- 63. 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 *2023 QCEC Capital Assistance Guidelines*. If any works being requested are not included in the *Guidelines*, they will not be funded. Applicants can self-fund these items.

## 6.8 Commission Approvals

- 64. 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.

## 6.9 Ministerial Approvals

- 65. The QCEC Secretariat will provide a list of the prioritised projects endorsed by the QCEC (as BGA/CAA) to the relevant Ministers between 30 July and 30 September of the year of application with a brief description of each project, the level of recommended assistance for each application and reasons for the recommended level of assistance.
- 66. Ministerial approval is usually provided between October to December of the year of application with funding available the following calendar year.

## 6.10 Appeal Process

- 67. No appeals process applies until a proposed application is formally accepted as a valid application (see Section 6.1).
- 68. Decisions of the BGA/CAA about the assessment and ranking of valid applications are subject to the *QCEC Appeal Process– Government Funded Programs*.
- 69. 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*.

## 6.11 Conditions of Compliance

- 70. Successful applicants eligible to receive CGP/CAS capital assistance are required to continue to meet and comply with the *QCEC Conditions of Compliance*.
- 71. 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*

## 6.12 Post-occupancy Compliance Requirements

- 72. 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*.
- 73. If non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.
- 74. 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.
- 75. 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.
- 76. 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.

# 7 Scope of the Guidelines

- 77. The *QCEC Capital Assistance 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 *2023 Capital Assistance Area Guidelines – Special Assistance Schools*).

## 7.1 Special Assistance Schools

- 78. 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*.
- 79. Separate area guidelines apply to Special Assistance Schools – refer to *2023 Capital Assistance Area Guidelines – Special Assistance Schools*.

## 7.2 School of Special Character

80. 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).
81. The QCEC, 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.
82. To be eligible for consideration as a School of Special Character, the following criteria will be taken into consideration:
- a) 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.
  - b) 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.
  - c) a clear commitment by the CSA to provide ongoing recurrent resourcing to meet the educational needs that warrant a request for enhanced capital facilities.
  - d) other characteristics the QCEC may determine relevant in all the circumstances.
83. 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 by the applicant.

## 7.3 Specific Facility Exclusions

84. 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:
- a) Southern Cross Catholic College, Redcliffe – The Birds Nest Performing Arts Centre
  - b) St Joseph's Primary School, Gayndah - Contemporary Arts and Cultural Education Centre
85. 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 Project Elements

86. Each element can be defined and treated as a standalone individual project. The maximum number

of elements available per application for funding consideration is three (3).

## 9 Design

87. The Guidelines do not dictate design or the types of furniture and equipment a CSA must provide but they do outline what will and will not be funded under capital assistance funding administered by the BGA/CAA. Additionally, the project must ensure infrastructure planning:
- a) balances the need for new construction, renovation, addition, and/or major improvement, and the adequacy of existing facilities;
  - b) produces a build / design solution that is fit for purpose;
  - c) provides value for money; and
  - d) otherwise meets the requirements for funding under the Guidelines and relevant legislative requirements.

## 10 Number of Learning Areas

88. The formula for determining the number of Learning Areas is:

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

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

89. 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.
90. 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.
91. Facilities built in the previous five (5) years to previous guideline areas and requirements will not be eligible for further funding should the guideline areas and requirements change over time.

### 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			2023					
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
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	
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

# 11 Size of Learning Areas

92. The following table details the core provision eligibility for learning areas and associated spaces for new facilities. Existing facilities built more than five (5) years ago 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 <sup>2</sup>	Associated space	Area m <sup>2</sup>
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 first 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 <sup>2</sup>	Associated space	Area m <sup>2</sup>
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	100	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 <sup>2</sup>	Associated space	Area m <sup>2</sup>
Design technology workshops	100	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
<b>Not counted as learning space</b> – provision based on demonstrated educational need.			
Agricultural science shed	100	External covered court	25

### Boarding facilities

93. The area standard for boarding facilities is **24m<sup>2</sup> per boarder**.
94. 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. Based on meeting this need, the following allocations would be eligible.

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

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

## 12 Other Areas

### 12.1 Administration

#### Primary schools

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

## 12.2 Ancillary Spaces

### Primary schools

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

### Secondary schools

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

## 12.3 Change Rooms

97. 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 70m<sup>2</sup> in initial stages of development.

Number of students	Allocation (m <sup>2</sup> )
1 – 552	45
Over 552	70

## 12.4 Covered Lunch Areas

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

### Primary schools

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

## 12.5 Covered Physical Education Areas

99. 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 <sup>2</sup> )
1 – 175	392
Over 175	785

### Secondary schools

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

## 12.6 Covered Veranda Allowances

### Primary schools – covered verandas

Facility type	Allocation (m <sup>2</sup> )
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 <sup>2</sup> )
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 <sup>2</sup> )
0 – 100	10



101 – 500	15
501 – 1000	20
Over 1000	30

#### Secondary schools – covered veranda library

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

## 12.7 Engineering

100. 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 3m<sup>2</sup>), building equipment room and plant rooms.
101. Engineering spaces will be funded as per engineering rate (capped at 10m<sup>2</sup> per building for single level buildings and 10m<sup>2</sup> per floor for multi-storey buildings).

## 12.8 Learning Support Spaces

#### Primary schools

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

#### Secondary schools

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

## 12.9 Library

#### Primary schools

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

#### Secondary schools

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

## 12.10 Student Toilets

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

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

## 12.11 Technology Areas

103. 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.

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

### Primary schools

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

### Secondary schools

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

# 13 Functional Area Rates

105. This section provides guidelines to CSA's about the expected inclusions within the function areas rates. The [Functional Area Rates](#) and [Other Costs](#) are the rates applied for new construction in Brisbane (i.e. at the 100% locality rate). [Locality Indices](#) are applied to these rates for areas outside Brisbane.

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

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

## 13.1 Hamburger Function Rate Model

108. 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 – 70m<sup>2</sup>

109. 70m<sup>2</sup> x \$1,340/m<sup>2</sup> (Two Storey Super Structure rate) + 70m<sup>2</sup> x \$1,280/m<sup>2</sup> (Fitout rate for Primary GLA) = \$183,400 (Total cost for Primary GLA on second floor only)

**Example 2 - Unenclosed walkways on third floor – 20m<sup>2</sup>**

110. 20m<sup>2</sup> x \$1,410/m<sup>2</sup> (Three Storey Super Structure rate) + 20m<sup>2</sup> x \$70/m<sup>2</sup> (Fitout rate for walkways) = \$29,600 (Total cost for Unenclosed walkways on third floor)

AS AT OCTOBER- 2022	
Super Structure	\$/m <sup>2</sup>
Single Storey	1,270
Two Storey	1,350
Three Storey	1,410
Four Storey or above	1,500
Industrial Shed (Standalone)	1,040
Undercroft – Ground floor only	990
Physical Education Covered Area (Standalone)	1,260

Functional Fitout	\$/m <sup>2</sup>
Administration	2,440
Agricultural science shed	1,640
Agricultural science shed – Covered area	70
Art	1,560
Art – Covered area	70
Art – Store	1,500
Boarding dormitory	980
Boarding services	2,720
Boarding supervisors	1,340
Book hire	1,690
Canteen	3,960
Change room	3,130
Design technology	1,490
Design technology – Covered area	70
Design technology – Materials preparation	1,400
Design technology – Project development room	1,400
Engineering	1,410
Flexible learning area	1,490
General Learning Area – primary	1,280
General Learning Area – secondary	1,250

Functional Fitout	\$/m <sup>2</sup>
Food Technology	1,850
Food Technology – Store	1,420
Hospitality kitchen	2,610
Hospitality kitchen – Cold room/ freezer	4,500
Hospitality kitchen – Store	1,500
Internal circulation – Second storey or above only	918
Learning support spaces – Primary	1,500
Learning support spaces – Secondary	1,460
Library	1,740
Lunch covered area	70
Maintenance store	1,800
Multipurpose space	1,490
Music/Drama/Dance	1,820
Music/Drama/Dance – Covered area	200
Music/Drama/Dance – Music practice rooms	2,140
Music/Drama/Dance – Store	1,500
Physical Education covered area	120
Physical Education store	1,500
Prep Year Learning Area	1,390
Prep Year Learning Area – Covered area	120
Prep Year Learning Area – External store	1,500
Prep Year Learning Area – Internal store	1,500
Pupil amenities	3,000
Science	2,100
Science – Covered area	70
Science – Prep room	2,340
Technology area provisions	1,490
Walkways	70
Uniform store	1,660
<b>Unenclosed Links (between buildings)</b>	<b>\$/m<sup>2</sup></b>
Elevated – Link – Unenclosed (maximum length 10m)	\$5,120

## 13.2 Staircases

111. Staircases for each level of a multi-level building will be provided as a 3m rise (including top and centre landings) as follows:

- a) Functional space: Walkway
- b) Functional rate: Staircase – unenclosed

Staircase unenclosed
Functional rate/ m <sup>2</sup>
\$2,980

112. Enclosure of staircases will be funded under Other Costs in the application.

## 14 Conversion or refurbishment of existing facilities

113. Existing facilities may be refurbished or converted to meet area eligibility. 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.
114. The method of preparing a cost estimate for conversion or refurbishment is calculated using the dollar rates of materials and rates of productivity required to complete each of the individual tasks within a Bill of Quantity. This is called first principle estimating.
115. An estimate should identify costs for all scope items to the maximum extent possible.

## 15 Other Costs

116. All requests for other cost item are to be substantiated by the applicant.
117. Other cost items must relate to the applicant's capital assistance project only.
118. Locality allowances is applicable for the above cost allowances.

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.	\$320/m <sup>2</sup>
Air conditioning plant screening	Screening to air conditioning plant		\$470/m <sup>2</sup>
Access lighting	Provision is provided to schools to install 'bollard' or similar type lighting.		\$1,630/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.	\$760/m

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
Bike racks	Bike racks may be requested for 'Greenfield' <sup>6</sup> sites		\$300/bike
Drinking fountains/ Drink bottle refill station	Drinking fountains/ drink bottle refill station will only be provided to new facilities.	One drinking fountain or one drink bottle refill station for each additional teaching space.  Extra for Chilled Water	\$3,740/each  \$1,890/each
Drinking troughs	Drinking troughs will only be provided to 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.  Extra for Chilled Water	\$4,800/each  \$4,790/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		\$210/m2
Hospitality kitchen	Extra over to cover high level of fit-out	Refer functional area cost guide for details	\$127,000
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 70m2) plus 20m2 of walkway could request \$3,312 (90 x 0.4 x \$92).  No funding allowance will be provided to maintain turf or seedlings.	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)  Additional costs per stop	\$142,390  \$36,250
Locker enclosure	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 <sup>2</sup> (e.g. 5.5m x 0.6m for 28 students).	\$17,490/each
Operable walls	One between two teaching spaces.	Includes the extra costs of structural support and choice of door.	\$22,200/ each

<sup>6</sup> The term 'Greenfield' refers to a site which has not previously provided an educational delivery. When reference is made to Greenfield sites, this interpretation also includes the continuation of the school until all the originally planned facilities have been constructed as per the approved Master Plan.

TYPE OF WORK	DESCRIPTION OF WORKS	CONDITIONS	COST ALLOWANCES
PA System	PA System to PE Covered Court	Only provided to new build.	\$25,900/system
Pier Caps	Pier Cap complete including excavation in material other than rock, N40 concrete and bar reinforcement (150 kg/m3)		\$1,500/m <sup>3</sup>
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	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.  Allowance for compliance requirements only.	\$14,700/set
Stormwater retention tanks	For in-ground precast stormwater retention tanks		Varies
Sun shading	Sun shading allowed up to two sides of a building.	The allocation is based on 1000mm depth of sun shading.	\$470/m <sup>2</sup>
Suspended slabs	Only provided at sub-floor level	Capping of piles/Slab on piles	\$250/m <sup>2</sup>
Turf	An allowance of a 2m perimeter around new buildings and an allowance of 1m along paths.	Costs for providing hydro-mulch or seed only.	Refer to Civil Spreadsheet
Vertical Transportation	Chair Lift/ Stair Climber		\$25,000/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	\$132/m <sup>2</sup>

## 15.1 Air Conditioning

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

## 15.2 Asbestos Removal

120. An additional cost allowance will be provided for asbestos removal. The cost will need to be substantiated by the applicant.

## 15.3 Balustrading

121. 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
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Ground level	No balustrading E/O
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## 15.4 Cranes

122. Costs for cranes resulting from site or project requirements will be funded using the following rates:

ITEM	DESCRIPTION	COST ALLOWANCE
Three-storey building	Hire of crane	\$5,000 per week
Above Three-storey building	Hire of crane	\$9,000 per week

Project programs will need to be substantiated by the applicant.

## 15.5 Demolition

123. An additional cost allowance will be provided for demolition. The cost will need to be substantiated by the applicant.

## 15.6 Demountable Buildings

124. An additional cost allowance will be provided for demountable buildings and all associated costs. The cost will need to be substantiated by the applicant.

## 15.7 Fire Protection

125. An additional cost allowance will be provided for fire protection. The cost will need to be substantiated by the applicant.

## 15.8 Dust/ Fume Extraction

126. An additional cost allowance will be provided for dust/ fume extraction. The cost will need to be substantiated by the applicant.

## 15.9 Pad-mounted Transformer

127. An additional cost allowance will be provided for pad mount. The cost will need to be substantiated by the applicant.

## 15.10 Piling

128. Piling cost will be treated 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 a structural plan. A copy of the projects Geotechnical Report must be provided with the application.

## 15.11 Scaffolding

129. An additional cost allowance will be provided for scaffolding where the building exceeds one level. The area will need to be substantiated by the applicant.

## 15.12 Suspended Slabs

130. 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
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### 15.13 Temporary Works

131. An additional cost allowance will be provided for temporary works. The cost will need to be substantiated by the applicant.

### 15.14 Wind Loading

132. An additional cost allowance will be provided for wind loading on multistorey construction. The cost will need to be substantiated by the applicant.

## 16 External Works

133. All requests for External Works item are to be substantiated by the applicant.
134. External Works items must relate to the applicant's capital assistance project only.
135. Locality allowances is applicable for the above cost allowances.
136. Applicants must complete the *Capital Projects Online - Civil Works Spreadsheet* for external works cost allowances.
137. Additional external works funding assistance will be provided for:
- All service connections relating to the proposed project
  - Dewatering
  - Directional drilling and underboring construction
  - Make good allowance
  - Relocation of external works
  - Vacuum excavation
  - Structural requirements for pedestrian bridges or service vehicle access areas
  - Amelioration of on-site soils

## 17 Furniture and Equipment

138. Funding will only be provided for core items of furniture and equipment related to new school facilities.

#### Primary schools

Educational Facility	Loose Furniture and Equipment \$
Administration	39,103
Assistant principal	2,991
Automated library system	13,171
Compactus for library	6,187

Canteen equipment	10,789			
Compactus for administration	6,187			
General Learning Area	14,938			
Interview room	1,030			
Hearing Augmentation (portable system)	2,138			
Learning support room	12,240			
Library	100 \$26,231	101-300 Additional \$27,095	301-500 Additional \$29,781	+501 Additional \$30,053
Library resources (one-time allocation only)	29,582			
Multi-purpose space	14,938			
Prep Year Learning Area (first Prep facility)	31,593			
Prep Year Learning Area (subsequent Prep facilities)	22,127			
Principal's office	6,153			
Reception	1,927			
Sick bay	4,220			
Sports covered area (full court fit-out)	16,566			
Staff room	100 \$9,604	101-300 Additional \$5,622	301-500 Additional \$10,823	+501 Additional \$5,622
Visiting specialist room	1,761			

## Secondary schools

Educational Facility	Loose Furniture and Equipment \$			
Administration	40,288			
Agricultural science	29,577			
Assistant principal's office	2,991			
Art room	23,661			
Automated library system & security	13,171			
Canteen equipment	10,789			
Compactus for library and administration	6,187			
Counsellor/careers office	2,991			
Dance/drama room	23,661			
Design technology room (middle years)	57,032			
Design technology room (senior years)	68,862			
Dining room/home management	13,620			
Flexible learning area	26,076			
Food technology room	54,257			
General Learning Area (GLA)	13,620			
Graphics room	26,076			
Hearing Augmentation	2,138			
Hospitality & catering	72,762			
Interview room	1,030			
Kiln	\$15,000			
Learning support room	12,240			
Library	100 \$26,231	101-300 Additional \$27,095	301-500 Additional \$29,781	+501 Additional \$30,053
Library audio visual/seminar room	9,560			
Library office	2,991			
Library resources (one-time allocation only)	29,582			
Material preparation area (Design Technology)	25,960			
Music room	23,661			
Principal's office	6,153			
Project development studio/industrial & visual arts room	23,661			
Reception	1,927			
Science room	34,107			
Secretary's office	2,991			

Educational Facility	Loose Furniture and Equipment			
Sick bay	5,057			
Sports covered area (full court fit-out)	16,566			
Staff common room	100 \$9,604	101-300 Additional \$5,622	301-500 Additional \$10,823	+501 Additional \$5,622
Staff preparation room (per staff member)	1,291			
Student lockers	188			
Systems room/robotics/pneumatics	35,497			
Technology provision (one-time new school only)	94,756			
Textiles room	28,945			
Visiting specialist room	1,833			
BOARDING SCHOOLS (New facilities)				
Per student allocation (loose furniture – bed, desk, robe, chairs)	3,152			
Per supervisor allocation (furniture and equipment)	4,309			

139. Locality allowances is applicable for the above allowances.

## 18 Consultant Fees

140. CSA's are expected to commission consultants from within the local region.

141. Consultant fees will be calculated at a percentage basis as follows:

- a) 21.00% of construction costs (Proposed Works, External Works, Other Costs) for projects below \$1,000,000
- b) 15.00% of construction costs (Proposed Works, External Works, Other Costs) for projects above \$1,000,001 to \$2,000,000
- c) 13.30% of construction costs (Proposed Works, External Works, Other Costs) for projects between \$2,000,001 to \$5,000,000
- d) 11.50% of construction costs (Proposed Works, External Works, Other Costs) for projects above \$5,000,001 to \$15,000,000
- e) 10.25% of construction costs (Proposed Works, External Works, Other Costs) for projects above \$15,000,001 and above.

142. Additional fees are met by the CSA and will not be funded from the capital program.

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

### 18.1 Travel and Accommodation

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

<b>Construction Program</b>	<b>Architect / Lead Consultant (Total)</b>	<b>Sub-Consultant (Total)</b>
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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

145. Travel and accommodation (in addition to the professional fees) will be considered on the following basis:
- a) Vehicle allowance can be requested when a project is outside an 80km radius from the principal architect's office to a project. No provisions for travel allowances will be made within the 80km radius. The cost allowance is \$0.78km.
  - b) Travel allowance begins after 1 hour travel from the principal architect's office to a project. The cost allowance is \$85/hour.
  - c) Accommodation and meals can be requested if travel to a project is greater than 4 hours travel (one way) from the principal architect's office. The allowance is up to \$390/day (consisting of \$260/day accommodation, \$30 for breakfast, \$40 for lunch and \$60 for dinner) if an overnight stay is required.
  - d) Flight costs for travel will be assessed on a case-by-case basis.

## 19 Construction Insurance

146. 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.
147. 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.
148. 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.
149. 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).
150. 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).
151. 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

## 20 Locality Indices

152. 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
Beaudesert	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		

## 21 Functional Area Descriptions

153. This section provides guidance to CSA's about the expected inclusions within the functional area rates.
154. 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.

## 21.1 Functional Area Provisions

155. Functional area rates for buildings are deemed to include:
- a) Carpet, vinyl and floor tiles, as well as timber or vinyl skirting
  - b) Painted plasterboard or acoustic tile ceilings, coved cornice, square set or shadow line
  - c) Phone
  - d) Data projector and screen, or flat screen television (if used in a teaching space)
  - e) Display wires/hooks
  - f) Durable plasterboard wall linings (painted)
  - g) White or black board and pin boards (if used in a teaching space)
  - h) Ceiling fans to general areas
  - i) Lighting to code standards
  - j) Monitored security system with motion detection
  - k) Public address system
  - l) 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.
  - m) 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.
  - n) Fire rating for single storey only.
156. 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.

## 21.2 Administration

157. 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.
158. Covered general and student entries are permissible and should be sized in accordance with the Guidelines.

### **Additional elements included**

159. Functional area rates for administration buildings include allowances as detailed in 13.1. and specifically:

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

- a) Secure counter and desk (laminated finish)
- b) Storage cupboards

#### **General office areas:**

- a) General workstation areas
- b) Storage cupboards
- c) Space for compactus

- d) Interview rooms
- e) Photocopy spaces

**Staff common rooms:**

- a) Kitchen or kitchenette
- b) Sinks with hot and cold water
- c) Dishwasher (commercial quality)
- d) Boiling/chilled water unit
- e) Space for dining, staff meetings etc.

**Staff amenities:**

- a) Toilets, urinals, basins and showers
- b) Laminated toilet partitions and benches
- c) Change seats, shower seats, grab rails, mirrors, toilet roll holders, hand dryers etc.
- d) Mechanical ventilation

## 21.3 Art

160. 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:

- a) External covered court 1 facility
- b) External covered court subsequent facility
- c) Store.

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

**Additional elements included**

162. Functional area rates for art rooms include allowances as detailed in 13.1 and specifically:

**Art rooms:**

- a) Provision of durable wall linings (painted)
- b) Storage cupboards and shelving
- c) Hot and cold sinks
- d) Gallery wall

**Store:**

- a) Lockable storage cupboards and shelving

**External covered court:**

- a) Concrete floor
- b) Cold water wash trough
- c) Unenclosed, but mesh security
- d) Accommodation for kiln

## 21.4 Boarding Administration

163. 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 13.1.



164. Boarding staff areas should provide suitable facilities to accommodate:
- a) Boarding Supervisor's office, storeroom, meeting room, bedroom, sick room and amenities
  - b) Visitor's room with kitchenette and ensuite.
165. Covered verandas are funded under walkway allowances.

**Additional elements included**

166. Functional area rates for boarding administration rooms are inclusive of:
- a) Boarding staff areas
  - b) Data point and GPOs
  - c) Fixed joinery in sick room with wash basin
  - d) Fixed laminated joinery such as front desk and storage areas.
  - e) Kitchenette in meeting room
  - f) Toilet facilities

## 21.5 Boarding Dormitory

167. Boarding dormitories include:
- a) Bedroom areas to accommodate boarding students
  - b) Communal lounge/study areas
168. Covered verandas are funded under walkway allowances.

**Additional elements included**

169. Functional area rates for boarding dormitories include allowances as detailed in 13.1 and specifically:
- a) Class 3 building under the Building Codes of Australia
  - b) Door control
  - c) Fire control
  - d) Monitored fire alarm system with fire indicator panel

**Bedrooms:**

- a) GPO and Wi-Fi capability
- b) Lockable bedrooms or joinery partitioning with single bed, study desk and lockable storage cupboard

**Communal Lounge and Study Areas (Open communal space):**

- a) Data points for teleconference, Wi-Fi capability and GPOs
- b) Fixed joinery such as laminated kitchenette, storage units and bookcases etc.

## 21.6 Boarding Services

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

**Additional elements included**

171. Functional area rates for boarding services include allowances as detailed in 13.1 and specifically:

**Communal bathroom facilities:**

- a) Naturally ventilated where possible
- b) Toilets, basins and showers
- c) Laminated toilet and shower partitions, and benches

- d) Shower seats, grab rails, mirrors, toilet roll holders, hand dryers etc.
- e) Tiled floors and walls

**Communal kitchen areas:**

- a) Kitchens with basic cooking facilities
- b) Communal space
- c) Commercial Kitchen and Dining Room

172. 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:**

- a) Laminated benches
- b) Laundry tubs
- c) Provision for washing machines and clothes dryers

## 21.7 Boarding Supervisors

173. Boarding supervisor rooms are generally attached to the boarding house and should provide residential accommodation for those staff supervising boarding students.
174. General inclusions:
- a) Cooking facilities (oven, cooktop, range hood) and sink
  - b) Fixed laminated kitchen and joinery

**Additional elements included**

175. Functional area rates for boarding services include allowances as detailed in 13.1 and specifically for:
- a) Living area/communal lounge
  - b) Kitchen
  - c) Bedrooms
176. Carport and balconies are funded under walkway allowances.

## 21.8 Covered Areas

177. 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:**

- a) Provision of a weather protection ‘skirt’ – from 3m off floor level to roof line on each side and ends of the building.
- b) Acrylic painting and line marking to slab for court surface
- c) Engineered structurally to be fully enclosed later
- d) Portal frame roof and support structure (insulated)
- e) Vandal-resistant lighting

**Covered lunch areas:**

- a) Not engineered to be closed
- b) Portal frame roof and support structure (insulated)
- c) Vandal resistant lighting

**Under-crofts:**

- a) 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.
- b) 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.

## 21.9 Design Technology

- 178. Industrial arts rooms should provide an appropriate learning space to accommodate students learning Design Technology and Graphics.
- 179. Design technology rooms should be sized in accordance with the Guidelines and provide suitable facilities to accommodate:
  - a) Graphics/CAD
  - b) Design Technology Workshops.
- 180. Associated space required includes:
  - a) Graphics/CAD
  - b) ITD Covered Area
  - c) Project Development Room
- 181. Covered verandas are permissible and should be sized in accordance with the Guidelines.

**Additional elements included**

- 182. 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:**

- a) Appropriate learning space
- b) Storage cupboards

**CAD Graphics:**

- a) Joinery for book and computer facilities
- b) Appropriate learning space
- c) Storage cupboards

**Design Technology Covered Area:**

- a) GPOs for heavy duty or three-phase equipment
- b) Appropriate learning space
- c) Storage cupboards
- d) Unenclosed, but meshed for security

**Materials Prep 1 facility:**

- a) Enclosed space
- b) GPOs for heavy duty or 3 phase equipment
- c) Materials handling gantry
- d) Racking for materials

**Dust Extraction:**

- a) Dust extraction may be requested under "Other Costs" of the Capital Projects application.

## 21.10 Engineering

183. 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.
184. Engineering spaces will be funded as per engineering rate (capped at 10m<sup>2</sup> per building for single level buildings and 10m<sup>2</sup> per floor for multi-storey buildings).

### 21.11 Flexible Learning Area

185. 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.
186. 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.
187. Covered verandas are permissible and should be sized in accordance with the Guidelines.

#### **Additional elements included**

188. Functional area rates for Flexible Learning Areas include allowances as detailed in 13.1 and specifically for:
- a) Joinery for benches, cupboards, book and computer facilities
  - b) Storage cupboards.

### 21.12 Food Technology

189. 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:**

- a) Store/Pantry/Laundry
- b) Cold Room/Freezer for Hospitality Kitchen.

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

#### **Additional elements included**

191. Functional area rates for Food Technology spaces include allowances as detailed in 13.1 and specifically for:

#### **Food Technology:**

- a) Demonstration camera and TV screen
- b) Domestic appliances (upright stoves, or ovens and cooktops)
- c) Joinery for cooking

#### **Dining /home management:**

- a) Open learning space
- b) Storage cupboards

#### **Textiles:**

- a) Open learning space
- b) Storage cupboards

#### **Hospitality Kitchen:**

192. 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:

- a) Epoxy flooring
  - b) Exhaust canopy and mechanical exhaust
  - c) Hand basins
  - d) Hot and cold-water supply
  - e) Sewer drainage
  - f) Stainless steel benches and sinks
  - g) Storage cupboards
  - h) Wall tiling to local authority requirements
193. Additional funding for trade waste drainage and grease trap may be applied for under “External Works” of the application.
194. Additional funding for a cold room and freezer (based on 8m<sup>2</sup>) may be requested.

### 21.13 General Learning Area – Primary

195. 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
196. Covered verandas are permissible and should be sized in accordance with the Guidelines.

#### **Additional elements Included**

197. Functional area rates for Primary GLAs include allowances as detailed in 13.1 specifically for:
- a) Storage cupboards
  - b) Joinery for book and computer facilities.

### 21.14 General Learning Area – Secondary

198. 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.
199. Covered verandas are permissible and should be sized in accordance with the Guidelines.

#### **Additional elements included**

200. Functional area rates for Secondary GLAs include allowances as detailed in 13.1 and specifically for:
- a) Storage cupboards
  - b) Joinery for book and computer facilities.

### 21.15 Library

201. 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**

202. Functional area rates for Libraries include allowances as detailed in 13.1 and specifically for:
- a) Painted plasterboard or acoustic tile ceilings (generally 3000mm high), coved cornice, square set, or shadow line

#### **Primary Library:**

- a) Secure counter and desk
- b) Storage cupboards

**Secondary Library:**

- a) Counter and storage cupboards
- b) Meeting rooms
- c) Seminar rooms
- d) Senior learning areas
- e) Storage cupboards / bookshelves
- f) Storerooms and staff work benches

203. 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.

## 21.16 Maintenance Store

204. Maintenance Stores provide storage for maintenance equipment, tools, lawn mowers etc.
205. Maintenance stores must be sized in accordance with the Guidelines and provide suitable facilities to accommodate:
- a) Wash up facilities
  - b) Open space for maintenance
  - c) Air conditioning to office areas
  - d) Amenities for staff and contractors

**Additional elements included**

206. Functional area rates for Maintenance stores are deemed to include:
- a) Portal frame Colourbond shed (minimum 3m to eaves) with roof insulation
  - b) Water, sewerage, electrical, lighting and telephone/data

## 21.17 Music/Drama/Dance

207. Music/Drama/Dance rooms should provide an open group learning space.
208. Music/Drama/Dance rooms should be sized in accordance with the Guidelines and provide suitable facilities to accommodate:
- a) Open learning space
  - b) Outdoor performances
209. Associated space required includes:
- a) Internal store
  - b) Music practice rooms
  - c) Outdoor covered performing court 1 facility

**Additional elements included**

210. Functional area rates for Music/Drama/Dance areas include allowances as detailed in 13.1 and specifically for:
- a) Acoustic treatment to walls, doors, windows and ceilings as required
  - b) Mechanical ventilation

**Internal store**

- a) Storage cupboards

**Music/ Dance/ Drama rooms**

- a) Acoustic treatments to walls, ceiling, doors etc.

**Outdoor covered performing court 1 facility**

- a) Concrete floor, level or stepped as required

## 21.18 Multi-Purpose – Primary

- 211. An open multi-purpose group learning space that can be technology rich or configured to provide for multiple key learning areas.
- 212. 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.
- 213. Covered verandas are permissible and should be sized in accordance with the Guidelines.

**Additional elements included**

- 214. Functional area rates for Multi-purpose Areas include allowances as detailed in 13.1 and specifically for:
  - a) Joinery for benches, cupboards, book and computer facilities
  - b) Storage cupboards.

## 21.19 Physical Education Store

- 215. Physical Education Storerooms provide storage for sports equipment and are often located adjacent to Physical Education Covered Areas.
- 216. Physical Education Storerooms should be sized in accordance with the Guidelines, and provide suitable facilities to accommodate shelving and storage

**Additional elements included**

- 217. Functional Area Rates for Physical Education Storerooms are deemed to include:
  - a) Roller door to entry
  - b) Shelving for storage

## 21.20 Prep Year Learning Area

- 218. Prep Year Learning Area should provide an open group learning space to accommodate students.
- 219. A Prep Year room should be sized in accordance with the Guidelines, and provide suitable facilities to:
  - a) Deliver the Prep curriculum
- 220. Associated space required includes:
  - a) External covered area 1 facility
  - b) External covered area subsequent facility
  - c) External store 1 facility
  - d) External store subsequent facility
  - e) Internal store
- 221. Covered verandas are permissible and should be sized in accordance with the Guidelines.

**Additional elements included**

222. Functional area rates for Prep Year Learning Area include allowances as detailed in 13.1 and specifically for:
- a) Joinery for book and computer facilities
  - b) Sink
  - c) Storage cupboards

## 21.21 Science

223. Science rooms should provide suitable facilities to deliver the sciences (Physics, Chemistry, Earth Sciences and Biology) curriculum.
224. Science rooms should be sized in accordance with the Guidelines and provide suitable facilities to accommodate:
- a) Chemical waste capture and treatment
  - b) Laboratory facilities
  - c) Store and prep rooms
  - d) Accessible joinery
225. Associated space required includes:
- a) External covered court 1 facility
  - b) External covered court subsequent facilities
  - c) Prep Room 1 facility
  - d) Prep Room 2 facilities shared
  - e) Prep room subsequent facilities shared
226. Covered verandas are permissible and should be sized in accordance with the Guidelines.

**Additional elements included**

227. Functional area rates for science facilities include allowances as detailed in 13.1 and specifically for:
- a) Laboratory sinks
  - b) LPG outlets and piping to gas connection
  - c) Fume cupboard access

**Prep room facilities:**

- a) Eye wash facilities
- b) Fume cupboard and exhaust system for senior facility
- c) Storage cupboards and benches

**External covered court 1 facility:**

- a) Enclosed with mesh

228. 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.

## 21.22 Staircases (unenclosed and enclosed)

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

**Unenclosed staircases**

230. Costs for staircases between floors in multistorey construction shall be separately costed under



“Proposed Works” of the Capital Projects application (typically 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**

231. 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.

## 21.23 Student facilities

232. 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.

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

**Additional elements included**

234. Functional area rates for student facilities include allowances as detailed in 13.1 and specifically for:

- a) Exhaust fans to canteen and toilet facilities
- b) FC sheeting, tiled blocks/brick, waterproof wall linings (painted where necessary)

**Canteen and servery:**

- a) Basin
- b) Boiling/chilled water unit
- c) Point of sale facilities/benches
- d) Secure counter
- e) Sinks with hot and cold water
- f) Stainless steel or laminated benches

**Uniform store:**

- a) Fitting cubicles
- b) Laminated benches and storage shelving
- c) Point of sale facilities/benches
- d) Secure counter

**Student rest rooms/change rooms:**

- a) Change seats, shower seats, grab rails, mirrors, toilet roll holders, hand dryers etc.
- b) Laminated toilet partitions and benches
- c) Naturally ventilated where possible
- d) Tiled floor and walls
- e) Toilets, urinals, basins and showers

**Book hire**

- a) Laminated benches and storage shelving
- b) Point of sale facilities/benches
- c) Secure counter

235. Funding for trade waste drainage and grease trap may be requested separately under the “External

Works” section of the Capital Projects application.

## 21.24 Technology Areas

236. 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**

237. Functional area rates for Technology areas include allowances as detailed in 13.1 and specifically for:
- a) Storage cupboards

## 21.25 Walkway – Unenclosed

238. Unenclosed walkway space is offered to provide covered break-out space, shelter and shading to students and buildings.
239. Walkways/spaces should be sized in accordance with the Guidelines, and provide suitable facilities to accommodate:
- a) Covered verandas to primary and secondary GLAs, Secondary specialist teaching areas, ancillary areas, administration and library buildings
240. Walkways will be funded to the ultimate Masterplan room configuration only.

### **Additional elements included**

241. Functional area rates for walkways are inclusive of:
242. Covered verandas for Primary and Secondary GLAs, Secondary specialist teaching areas, ancillary areas, administration and library buildings, including:
- a) Break-out areas with slab on ground, or steps built on ground
  - b) Roof and support structure (insulated and lined)
  - c) Vandal-resistant lighting
243. Extra funding for balustrades for multistorey construction can be requested under “Other Costs” section of the Capital Projects application.

## 21.26 Walkways – Enclosed

244. 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.
245. Requests for enclosed walkways are considered on merit.
246. 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.

# 22 Common Building and Construction Contract Cost Elements

## 22.1 Preliminaries

247. 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 20%).

248. The rates assume normal site conditions and an average contract period relative to the value of the works.
249. 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.

## 22.2 Substructure

250. 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).

## 22.3 Superstructure

251. Generally, functional area rates are deemed to include:

### **Columns:**

- a) Steel, concrete, block or brick columns
- b) Ceiling height to suit category of building (2700mm nominal). Where functional areas require higher ceilings, this detail is outlined under Additional Elements.

### **Upper floors:**

- a) Suspended slab on first level

### **Staircases:**

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

### **Roof structure:**

- a) Timber or steel framed roof structure (e.g. pitched roof or trusses); Colourbond finished roofing materials, flashings, cappings, guttering, downpipes and gutter guard
- b) Roof insulation (to meet local authority and statutory requirements)

### **External walls:**

- a) Timber or cold formed steel framing, columns, concrete block or brick, wind and tie down bracing
- b) External wall cladding painted fibre cement, Colourbond steel or weatherboard, face brickwork, painted block or concrete render

### **Windows:**

- a) 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:**

- a) External doors should be solid core timber with glass viewing panel and aluminium/steel framed or aluminium with glazing and aluminium framed.
- b) All hardware should be master-keyed to all external doors

### **Internal walls:**

- a) Timber or steel stud framed walls

**Internal screens:**

- a) Operable walls are funded as an additional cost under “Other Costs” of the Capital Programs application.

**Internal doors:**

- a) 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.

## 22.4 Accessibility

252. All works are to comply with accessibility codes and standards which include:

- a) Appropriate signage
- b) Balustrades and handrails
- c) Accessibility requirements (e.g. door widths, entry ramps)
- d) Accessibility (PWD) amenities
- e) Tactile indicators as required

253. 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.

## 22.5 Energy efficiency/sustainability

254. All new construction works should take into consideration:

- a) Appropriate building orientation
- b) Environmental aspects, including insulation and sunscreens
- c) Water heating
- d) Water storage facilities/grey water recycling as per National Construction Code of Australia and local authority requirements. This must be substantiated by the applicant.

## 22.6 Finishes

**Ceilings:**

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

**Floors:**

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

**Walls:**

- a) Flush set internal plasterboard or fibre cement wall linings, partitions, doors, access panels etc.
- b) Architraves, skirtings and reveals where required
- c) Wall insulation (to meet local authority and statutory requirements)

## 22.7 Fittings

**Equipment (internal and external)**

255. The design of buildings must meet the functional aspects for the space and include:

- a) Building signage (identification and directional)
- b) Data projector and screen, or large flat panel television screen/monitor
- c) Display wires/hooks
- d) Fire extinguishers and blankets

e) Fixed white boards and pin boards.

256. 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**

257. All joinery should be appropriate for use such as:

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

## **22.8 Services**

#### **Electrical**

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

- a) Ceiling fans
- b) Directional signage
- c) Emergency lighting
- d) Energy saving light fittings and fitments, internally and externally
- e) Internal and external GPOs
- f) Power to suit air conditioning requirements
- g) Safety switches
- h) Security lighting
- i) Smoke detection
- j) Distribution board per building
- k) Testing and commissioning systems
- l) Vandal resistance as required.

259. Main distribution board are not part of the functional rate.

#### **Information communications technology & security**

260. The rates include the following information communications technology and security to suit room functional requirements:

- a) AV connections and wiring
- b) Data points, internal data cabling and wireless access points
- c) Data racks and patch panels
- d) Internal MATV cabling
- e) Public address system
- f) Security control panel, security keypads and detectors
- g) Telephone system
- h) Telephone connections
- i) Testing and commissioning systems.

#### **Mechanical**

261. Air conditioning is provided as an additional cost in accordance with air conditioning provisions contained in the Capital Programs Guidelines.
262. Mechanical ventilation is provided as an additional cost where required by code or for the necessary operation of a particular functional area.
263. Room heating is provided as an additional cost in cold climate areas

#### **Sewerage and stormwater drainage**

264. Civil and commercial hydraulic services must be provided to suit the following:
- a) Capping to future service points and inspection openings
  - b) Clearing and testing
  - c) Duct access panels
  - d) Fire stop collars (if required)
  - e) Floor waste gullies, shower traps, bucket traps, traps to fixtures, drainage and vent pipework, stacks and fittings, roof flashings
  - f) In-ground or suspended sanitary drainage from point of fixture to outside face of each building
  - g) In-ground or suspended stormwater drainage from point of discharge to outside face of building
  - h) Sewer drainage to local authority requirements
  - i) Termite barriers to slab penetrations
  - j) Tundishes and drainage to air conditioners (as required).

#### **Water**

265. Provision of all internal hydraulic services to suit the following:
- a) Internal water supply
  - b) Fire hose reels
  - c) Hose cocks and backflow prevention
  - d) Hot water units, drip trays and insulated supply to fixtures
  - e) Sanitary fixtures and tap ware
  - f) Testing and commissioning
  - g) Vandal resistance
  - h) Water fountains and troughs.

## **22.9 Contingencies**

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

## **22.10 Inclusions**

267. If any works being requested by an applicant are not identified and included as eligible works under these Guidelines, they will not be funded from the capital assistance program. Further, no application for special consideration of funding under the capital assistance program for non-eligible works will be accepted by the QCEC.

## **22.11 Exclusions**

268. Without limiting the generality of section 22.10 above, the following items are ineligible and excluded from consideration for capital grant assistance funding under these Guidelines:
- a. The construction and/or upgrades of swimming pools and associated works

- b. Facilities which have religious worship as a principal purpose
- c. The construction and/or upgrade of sports field and associated works
- d. The acquisition of land
- e. Facilities in a co-educational school where those facilities will not be equitably available on a gender basis
- f. Facilities that are not provided by the Queensland Government in State schools
- g. Facilities where the majority of the use will be by full fee-paying overseas students
- h. Facilities that are primarily for pre-primary education
- i. Purchase of pre-existing buildings
- j. A capital project related to a temporary site
- k. Temporary Fencing
- l. Wayfinding / Signage
- m. Solar solutions and associated works