CATHOLIC EDUCATION QUEENSLAND

External Infrastructure Subsidy (EIS) Scheme Guidelines

2027

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Contents

1. Introduction 3

2. Objectives of the Scheme 3

3. What is External Infrastructure? 4

4.1 Consultant Fees 5

4.2 Travel and Accommodation 5

4.3 Construction Insurance 6

4.4 Locality Indices 6

5. Application Process 6

5.1 External Infrastructure Subsidy Application Timeframes 7

5.2 Acceptance of a Valid Application 7

5.3 Capital Application Review Visits 8

5.4 QS Review and Project Cost Assessment 10

5.5 CEQL Approvals 10

5.6 Appeal Process 10

5.7 Conditions of Compliance 11

5.8 Post-occupancy Compliance Requirements 11

6. Receiving EIS Payments 12

7. Project Variations 12

8. Document Control 12

Appendix A – Examples of External Infrastructure 13

Appendix B – Example of Electrical and Communications Method and Drawing 15

1. Introduction

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

2. The CEQL Board endorsed 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 2027 Capital Assistance assessment process.

The CEQL Office is available to assist with matters relating to EIS applications and can be contacted on (07) 3316 5818 or capital@ceql.catholic.edu.au.

2. Objectives of the Scheme

3. The objective of the External Infrastructure Scheme (the Scheme) is to assist Catholic schools that are eligible for funding to meet external infrastructure costs associated with capital works projects.

4. The basis for the Scheme is contained in the *Education (Capital Assistance) Act 1993* and the *Education (Capital Assistance) Regulation 2025.* The Queensland Government has also prepared an External Infrastructure Subsidy Scheme Guideline, which commenced on 30 August 2019. The allocation of Scheme funds is based on each non-state school sector's share of overall enrolment growth averaged over the last two consecutive years. The enrolment data is collected yearly by the Non-State Schools Accreditation Board.

5. This guideline applies to Catholic school sites where any capital works projects on a site result in the relevant entity[1] requiring new or improved external infrastructure or headworks contributions.

6. Catholic Schools are required to fund the investigation, design, and construction of

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

relevant infrastructure external to their site, in accordance with the conditions and requirements of any formal approval process of the relevant entity. Catholic schools are also required to pay entity contributions as levied by the relevant entity as part of any application or request for development (subject to the parameters detailed below).

7. Please note that an external infrastructure subsidy on an approved project cannot be paid if the commencement or payment for the work precedes the announcement of Ministerial approval (refer to section 5 below).

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

- the *CEQL 2027 Capital Assistance Guidelines*
- the *CEQL 2027 Capital Financial Contribution Guidelines*
- the *CEQL 2027 Capital Assistance Guidelines – Special Assistance Schools*
- the *CEQL 2027 Capital Assistance Guidelines – Special Schools*
- the *External Infrastructure Subsidy Scheme Guidelines* published by the Queensland Government
- the *Education (Capital Assistance) Act 1993* (Qld)
- the *Education (Capital Assistance) Regulation 2025* (Qld)
- the *CEQL Capital Grants Conditions of Compliance*
- the *CEQL Appeal Process – Government Funded Programs*.

3. What is External Infrastructure?

9. External infrastructure is infrastructure or infrastructure charges required by a relevant entity as a result of any capital project consisting of work for educational facilities or accommodation (see Appendix A for examples), and may include:

a. work for the purpose of complying with any conditions imposed by the relevant entity as part of the relevant entity's approval relating to any capital project, external to the school
b. work for the purpose of complying with any conditions imposed by the relevant entity as part of the relevant entity's approval relating to the capital project for passenger pick up and set down areas or easements internal to the school site
c. the payment of an amount to the relevant entity for the area in which the relevant non-state school is located as part of the relevant entity's approval relating to the capital project.

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

assistance funding.

11. The purpose of the scheme is to provide up to a 50% subsidy in relation to:

    a. the cost of construction of external infrastructure (identified in Section 3) to non-state schools
    b. non-state school's infrastructure charge costs

    where these costs are a requirement of a relevant entity as a result of any capital project[2].

4.1 Consultant Fees

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

13. A contribution of 10.00% of total construction costs will be funded through the External Infrastructure Subsidy Scheme grant program.

14. Additional fees are met by the CSA and will not be funded from the External Infrastructure Subsidy Scheme grant program.

15. Master planning and initial development application costs pertaining to the site will not be funded by the External Infrastructure Subsidy Scheme grant program.

4.2 Travel and Accommodation

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

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

17. Travel and accommodation (in addition to the professional fees) will be considered

[2] A capital project is a project on an accredited non-state school site that consists of work for:
    a) educational facilities for students; or
    b) boarding facilities for students including accommodation in the facilities for persons supervising students in the facilities; or
    c) residential accommodation for teachers in a remote area of the State

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

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

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 $0.91km.
b. **Travel allowance** begins after 1 hour travel from the principal architect's office to a project. The cost allowance is $88/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 $330/day (consisting of $188/day accommodation, $35 for breakfast, $39 for lunch and $68 for dinner) if an overnight stay is required.
d. **Flight costs** for travel will be assessed on a case-by-case basis.

4.3 Construction Insurance

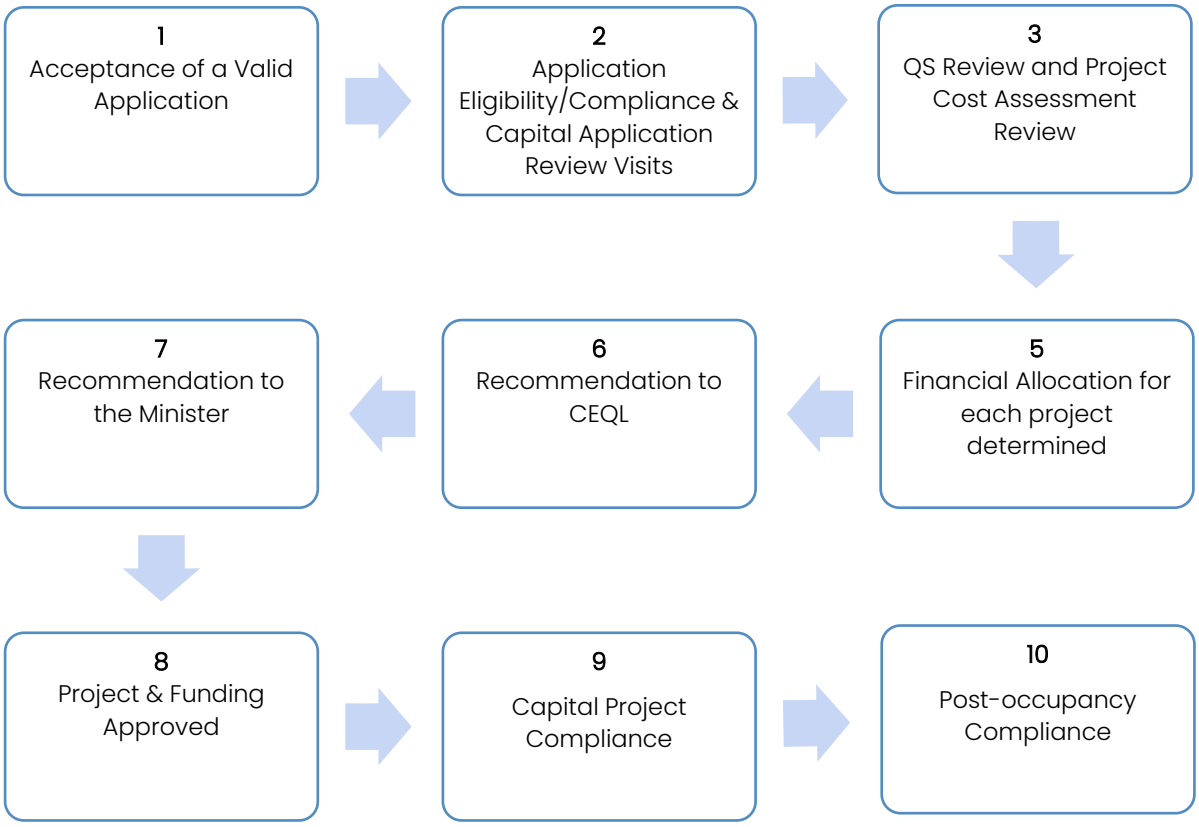
18. It is a requirement that all construction projects are appropriately insured.

4.4 Locality Indices

19. Refer to *CEQL 2027 Capital Assistance Guidelines.*

5. Application Process

20. Each year, CEQL will advise Queensland CSA's of the amount of funding available for capital assistance under the Australian Government and Queensland Government capital assistance schemes. Schools then have until 26 February 2027 to submit their applications for capital assistance.



5.1 External Infrastructure Subsidy Application Timeframes

21. Refer to *CEQL Capital Assistance Round Important Dates.*

5.2 Acceptance of a Valid Application

22. All applications for capital assistance must be made via CEQL's *Capital Projects Online* portal and application form before 5:00 PM on 26 February 2027.

23. Applications will be assessed to determine if they are to be accepted as a valid application within seven calendar days following the closing date for making applications (before 5:00 PM on 5 March 2027).

24. An application must meet the following requirements to be considered valid:

- The *Capital Projects Online External Infrastructure Subsidy Application Form* is completed
- A completed *Capital Projects Online Civil Works Form* that is consistent with the content of the documentation in the application

- *Non-State Schools Accreditation Board* approval of the school site[3];
- Evidence that the CSA owns the land or has a lease for the land and buildings that have a period to run commensurate with the period in which the capital grant may be required to be repaid
- All planning approvals received for the project (for new and continuing new schools only)
- Provision of Pre-lodgement Development Application meeting minutes, discussed with the relevant authority no more than 12 months from the closing date of *CEQL's Capital Project Online* portal being 26 February 2027 (existing schools only) or existing planning approvals for the project
- Infrastructure charges levied against the project by local council and/or utilities providers must include evidence of the charge, such as a copy of the charge notice or other formal advice
- A school Masterplan[4], identifying all stages of the school's future planning
- Submit **ALL** supporting plans indicating the scope of work, inclusive of scale, dimensions etc. All proposed grant works must be shown on a plan. Any plans for an internal pickup/set down area should be marked up to exclude long term car parks and roads NOT ESSENTIAL for the purposes of pickup/set down
- Consistent delineation of the External Infrastructure Services extent across the documentation in the application
- Electrical and Communications drawings consistent with **Appendix B.**

25. If an application is deemed not to be validly made, CEQL 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 CEQL. 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 *2027 Capital Assistance Round*.

26. The Appeals Process (see section 4.6) does not apply to an application until and unless it has been accepted as a valid application. Applicants seeking review of a determination about application validity may apply to CEQL in writing at least two weeks prior to the May meeting.

5.3 Capital Application Review Visits

27. After a proposed application is formally accepted as a valid application, CEQL and a member of the Capital Assistance Network will visit the applicant school. The

[3] For new schools and for schools operating on more than one site, if one or more of its lots of land are physically separate.
[4] A masterplan is a dynamic long-term planning document that provides a conceptual layout to guide the future growth and development of a school.

purpose of the capital application review visit is to:

a. ensure applications conform to the valid application requirements.
b. identify and confirm that the application meets the eligibility requirements of the *2027 External Infrastructure Subsidy Scheme Guidelines*.

28. The role of the capital application review visit participants is to:

a. provide clarification, if required, about the *2027 Capital Assistance Round* to the applicant.
b. review for completeness all information included in any conversion or refurbishment projects and the *Capital Projects Online – External Infrastructure Subsidy Application*.
c. undertake a walk-through of the proposed project site.
d. seek clarification, if required, of any aspect of the project application.

29. Attendees at the capital application review visit will normally include:

a. the applicant
b. applicant's school Architect
c. school leadership members
d. CEQL Office representative/s
e. CEQL Capital Planning Network (CPN) representative.

30. Each CSA must allow a minimum of 2 hours for each Capital Application Review Visit (depending on the nature, value and complexity of the application, the visit may take longer).

31. Applicants have until 5 May 2027 to refine a valid application following the capital application review visit. No further changes to applications can be made after that date.

32. For certainty and to avoid doubt, an application determined not to be valid will not be subject to a capital application review visit.

33. The purpose of the capital application review visit is to provide applicants with an opportunity to receive feedback to enhance an application that has previously met the threshold requirements to be considered valid. The capital application review visit also provides an opportunity to confirm that all aspects of the application conform to the eligibility requirements with respect to area and rate allowances under the Guidelines. Items deemed ineligible **must** be identified and shown as self-funded works by the applicant within their valid application before *CEQL's Capital Project Online portal* closes on 5 May 2027. Alternatively, an applicant may withdraw their application or parts of their application.

34. If, during the capital application review visit, it is determined that the information provided in the application does not meet the threshold requirements to enable the application to be considered valid, the applicant will be deemed to have waived their right for any period of rectification, and the application will be deemed withdrawn and not eligible for assessment or funding during the *2027 Capital Assistance Round*.

5.4 QS Review and Project Cost Assessment

35. Each project is subject to a cost review to assess its conformity to the approved *CEQL External Infrastructure Subsidy Scheme Guidelines* for that year. This meeting is undertaken in June. CSAs with projects under $250,000 or that are only requesting Infrastructure Charges to a relevant entity do not need to attend the cost review meeting in June (these projects will be assessed by CEQL).

36. The purpose of the cost review is to assess each application's cost estimates and determine the eligibility of the proposed works.

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

38. A Quantity Surveyor (QS) is engaged by CEQL to review costs for new and continuing new schools (may be a desk-top review depending on the value and complexity of the application).

39. In addition, CEQL will engage a QS for EIS projects (other than new and continuing new schools) where the combined value of external infrastructure works are greater than $500,000 (excluding the value of Infrastructure Charges).

5.5 CEQL Approvals

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

5.6 Appeal Process

41. No appeals process applies until a proposed application is formally accepted as a valid application (see Section 4.2).

42. Decisions of the BGA/CAA about the assessment and ranking of valid applications are subject to the *CEQL Appeal Process– Government Funded Programs*.

43. An Appeal must be made in writing citing the grounds and demonstrating the reasons for which it is made and addressed to the CEQL Chief Executive Officer. The

CEQL Appeal Process– Government Funded Programs further explains the process for managing and resolving appeals.

5.7 Conditions of Compliance

44. Successful applicants eligible to receive EIS capital assistance must continue to meet and comply with the *CEQL Capital Grants Conditions of Compliance*.

45. More information about the ongoing compliance obligations of successful applicants, including repayment of grants in particular circumstances, is available within the *CEQL Capital Grants Conditions of Compliance.*

5.8 Post-occupancy Compliance Requirements

46. For Government funded projects, post-occupancy reviews will be performed by CEQL on behalf of the BGA/CAA to ensure the project has been completed in accordance with the 2027 CEQL Capital Assistance Guidelines and CEQL Capital Grants Conditions of Compliance.

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

48. 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 20 years.

49. 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 CEQL (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 20 years following completion of the project.

50. In addition to the requirement for CSA's to provide notification of these circumstances, the BGA/CAA may undertake reviews to assess compliance with these requirements at any time during the repayment period. Where non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies.

6. Receiving EIS Payments

51. After the school has received a formal letter of notification from the Queensland Minister for Education, the CSA must enter into an Agreement with CEQL to be eligible to receive capital assistance. This Agreement, along with supporting documentation, will be provided by CEQL.

> For assistance contact the CEQL Office on 3316 5818 or capital@ceql.catholic.edu.au.

52. For EIS, an approved grant will be paid when:

    a. CEQL receive a signed agreement from the School Authority to the conditions of the grant offer.
    b. Results of tender/quotation bids are approved by CEQL.
    c. CEQL receive a completed Capital Assistance Claim (including a Project Managers / Lead Consultants Signed Progress Certificate and reimbursement receipts), which includes a percentage of completed (milestone) progress of works and signed by the Schools Authority's representative.

53. An external infrastructure subsidy on an approved project cannot be paid if commencement of, or payment for, the work precedes the announcement of Ministerial approval. Also, schools should be aware that, as per the Queensland External Infrastructure Subsidy Scheme Guideline, p5, Section 12.(1)(d), '*an application for payment must be received by the BGA within two years of the date of approval, or approval for the project will lapse, unless an extension is approved by the Minister*'. CEQL is unable to make payments on grants where Ministerial approval has lapsed.

7. Project Variations

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

8. Document Control

Version	Date	Approved by
1.0	22 September 2026	CEQL Board

Appendix A – Examples of External Infrastructure

Type	Examples
Ancillary Structures	Retaining Walls, Bollards, Balustrading, Handrails, Fencing, Gates, Shade Structures, Screens, Services Enclosures, Street Furniture.
Civil Landscaping Erosion and Sediment Control Measures	Topsoil to Turf areas, Topsoil to Garden Bed Areas, Turf, Hydro-mulch.
Communications Services	Connection/s to existing infrastructure, Pit/s, Fibre Optic Cable Reticulation in Conduit.
Earthworks	Clearing, Bulk Earthworks, Fill, Soil Treatment, Detailed Excavation and Trimming.
Electrical Services	Connection/s to existing infrastructure, Substation/s, Transformer/s, Switchboard/s, Distribution Board/s, Circuit Breakers, Mains and Sub-mains reticulation in Conduit, Pit/s, Lighting, Fittings.
Fire Services	Connection/s to existing infrastructure, Pipework reticulation, Hydrant/s, Hose Reel/s, Valve/s, Fittings.
Gas Services	Connection/s to existing infrastructure, Pipework reticulation, Metering, Valve/s, Fittings.
Infrastructure Agreements	An infrastructure agreement is a written agreement between a developer and a public sector entity about: • the supply or funding of infrastructure • payment and refund mechanisms towards the cost of supplying or funding trunk infrastructure. An infrastructure agreement: • establishes the obligations of each party • provides the timing of the Agreement • identifies the Schedule of Works.
Infrastructure charges	Charges for payment, as issued by a relevant entity, regarding connection to or the increased demand on trunk infrastructure networks, such as water supply, sewer, stormwater, transport, parks and community facilities.
Landscaping	Landscape works in accordance relevant entity approvals such as re-vegetation and/or planting, creation of screening when in proximity to Pick-up/Set Down Areas.
Pathways Pedestrian and Bicycle Access, Extension, Widening, Additional Lanes, Crossings	Pedestrian Access and Safety Devices such as, Concrete Pathways, Accessibility Ramps, Tactile Indicators, Line Marking, Lighting.

Type	Examples
Preliminaries	Site Establishment, Demolition, Make Good, Contingency.
Professional Consultant and Authority fees	Development costs, such as project management costs, consultant deliverables, fees and permits, Portable Long Service Leave.
Roadworks New, Extension, Widening, Additional Lanes, Deceleration and Turning Lanes, Roundabouts, External Car-parking, Pick-up and Set-down, Short Term Parking, Intersections	Site Preparation, Substrate Preparation, Testing, Surfacing, Traffic Islands, Kerb and Channel, Wheel Stops, Vehicle Barriers, Line Marking, Cross-over to Driveway, Lighting.
Security Services	Safety Devices e.g. Pick-up/Set Down Surveillance provisions and Intercom point/s, Lighting.
Sewer Drainage	Connection/s to existing infrastructure, Pipework reticulation, Manholes, Pumpstations.
Stormwater Drainage	Connection/s to existing infrastructure, Pipework reticulation, Silt traps, Erosion Control measures, Flood Mitigation measures, Environmental Control measures, Pit/s, Manhole/s, Culverts, Headwall/s, Storage Tank/s, Retention Basin/s, Swale/s, Surface Inlets, Overland Flow Mitigation measures.
Traffic	Bus stops, Pick-up/Set-down areas, Signalling, Signage, Acoustic Fences, Safety Audits.
Water Services	Connection/s to existing infrastructure, Pipework reticulation, Metering, Valve/s, Fittings.
Works within an Easement	Where services, such as water, sewer, drainage, power, gas or telecommunications are delivered by a relevant entity to and across the school site, via a registered easement, rendering the land unable to be used for purposes that restrict the relevant entities access.

Appendix B – Example of Electrical and Communications Method and Drawing

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

Electrical

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

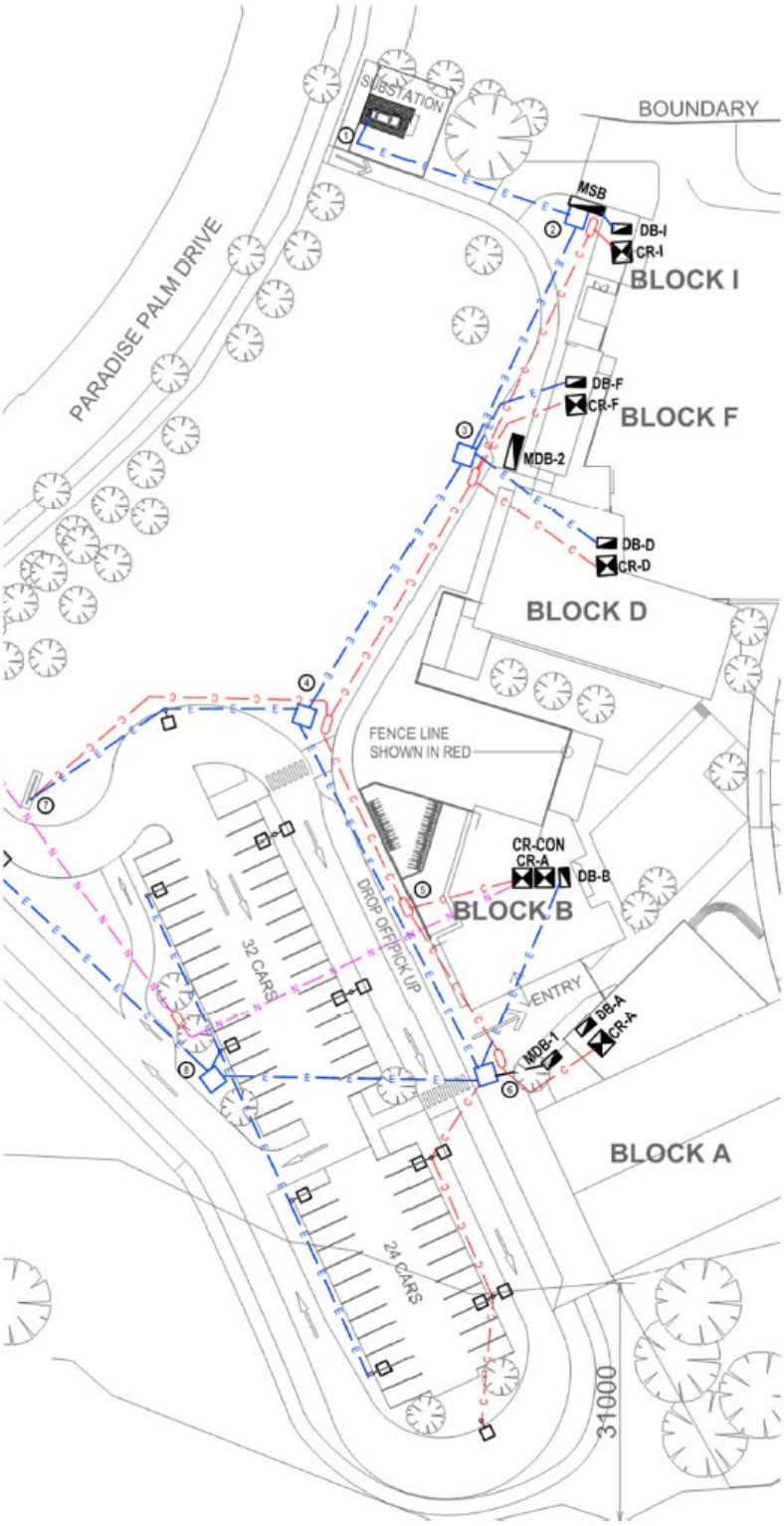
Communications

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

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

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

An extracted example of this type of plan is below:



Further detail is available upon request from CEQL.