Help Notes

These Help Notes are broken into four sections:

1. Why Master Plan
2. What is funded by QIS BGA?
3. Funding available
4. How to complete the Master Plan/Site Potential and Constraints Assessment Application.

1. Why Master Plan

A well-crafted site master plan is crucial because it guarantees that a school's built assets align with its strategic goals, and are phased correctly and within budget constraints. Additionally, it fosters excellent learning environments and supports specific pedagogy and community values. The master plan is regularly reviewed and updated to stay relevant and responsive to evolving needs and priorities.

2. What is Funded by QIS BGA?

A. DEVELOPMENT OF A MASTER PLAN

Qualities of a good master plan include the following:

- Community consultation is undertaken
- Design principles are established and guide the development of the plan
- Site potential and constraints are identified
- Spatial strategies are developed and guide the development of the plan
- An implementation and staging plan is documented
- Each stage of development is costed and within the school's budgetary framework
- A review and evaluative framework is documented

It is a QIS BGA expectation that a grant to develop a master plan will include these qualities. Such an outcome is achieved through a holistic process generally led by a lead consultant who will likely be supported by several secondary consultants. While the type of consultant and their level of input will vary depending on the size and complexity of the site, QIS BGA has determined that a good master plan can cost $100,000 or more.

Consequently, a funding application will include fees from the lead consultant (often an architect) and secondary consultants to demonstrate that work related to the characteristics stated above will be undertaken. An example of the types of consultants involved in the development of a master plan are an Architect, Engineer (Civil, Electrical, Hydraulic etc.), Traffic Consultant, Environmental Consultant, Surveyor, Quantity Surveyor, Town Planner, and Ecologist.

In response to a site master plan being a foundational and guiding document for the design and construction of a new or refurbished facility, the inclusion of a site master plan in a capital funding application is needed as follows:

Round Year	Inclusion of Master Plan
2025	Highly Desirable
2026	Highly Desirable
2027	Mandatory

B. SITE POTENTIAL AND CONSTRAINTS ASSESSMENT

An essential part of a good master plan is a site potential and constraints assessment and the conceptual design response to it.

Although it is anticipated that master plans funded in 2025 and beyond will incorporate an assessment and design response, it is acknowledged that many previously funded master plans may not have included this component. Consequently, QIS BGA is funding a site potential and constraints assessment that will amongst other things cover:

- Site infrastructure assessment to plan for phasing site infrastructure to "feed" new or refurbished learning spaces and associated facilities. Please refer to Appendix One of what is covered under site infrastructure.
- Approval to develop overlays. For example, environmental, landscape, land management and heritage overlays.
- Traffic assessment
- A matter unique to the site

Like the development of a master plan, a site potential and constraint assessment will be led by a primary consultant who will likely be supported by several secondary consultants. While the type of consultant and their level of input will vary depending on the size and complexity of the site, QIS BGA has determined that an assessment and design response can cost $50,000 or more. As such, the application will most likely include fees from a range of consultants to substantiate the cost of an Assessment.

3. Funding Available

A. DEVELOPMENT OF A MASTER PLAN

Need Indicator	Level of Funding
CTC of 96 and below	75% of master planning cost, capped at $75,000
CTC 97 to 110	50% of master planning cost, capped at $50,000

B. SITE POTENTIAL AND CONSTRAINTS ASSESSMENT

Need Indicator	Level of Funding
CTC of 96 and below	75% of assessment and design cost, capped at $50,000
CTC 97 to 110	75% of assessment and design cost, capped at $37,500

4. Completing the Application

The following help notes are broken into two parts:

A. Applying for funding to Develop a Master Plan (page 3).
B. Applying for funding to undertake Site Potential and Constraints Assessment (page 5).

The information provided gives directions on how to complete each section of either type of Application. Consequently, if applying to obtain funding to develop a master plan, use section 4A of these Help Notes. Conversely, if applying to obtain funding to undertake a site potential and constraints assessment, use section 4B of these Help Notes.

A. DEVELOP A MASTER PLAN

School Information

General Direction

Complete the fields that have not been prepopulated.

Application Details

General Direction

Select the drop-down item that states “Development of a Master Plan”

Complete the remaining questions related to the status of the School’s master plan.

Specific Direction

Provide a brief explanation regarding why the school wishes to develop, extend or revise a Master Plan.

The types of response to this request are:

- The school does not have a master plan and believes such a plan will guide the phased construction of needed educational facilities.
- The existing master plan has expired.
- The term of the existing master plan has not expired, but the context within which the school is operating has significantly changed. Examples of a changed context are enrolments growing beyond that forecast in the current master plan; subjects being added to the curriculum; and or a recent change in pedagogy making some educational facilities no longer fit for purpose.

School Characteristics

General Direction

Use fact-based responses to complete the sections concerning the area of the site; lease information (if applicable); and insurance.

Specific Direction

- Site Development: Briefly describe the development history of the site. For example, the commencement date of the school, key capital development projects since commencement; and a list of capital development projects in the last five (5) years.
- School enrolment size: If applicable, briefly describe what is the school’s strategic intent to either increase or reduce the number of streams across the school. Also, state where this intent is communicated (i.e. strategic plan, board resolution)
- Philosophical or pedagogical change: If applicable, briefly describe any change in educational philosophy or pedagogy that will either have an impact on the use of existing facilities or require new facilities.
- Local of State planning requirements: If applicable, briefly describe local or state planning requirements that are or will have an impact on the future capital development of the site. A local or state planning requirement relates to an “approval to develop” conditions; planning overlays (i.e. environmental, vegetation, water, heritage); traffic management considerations; and or change in legislative requirements.
- Natural or built environment considerations: if applicable, briefly describe the impact of natural or built environment.
  - An example of the natural environment is the School is located in far north Queensland and has no or little uncovered areas to shelter from sun and rain. Another example is that the site is prone to flooding.

- Built environment relates to the condition of buildings; how fit for purpose a building is to carry out its current function; the spatial relationship of existing buildings in supporting the operation of the school; and or assessment of existing infrastructure (Appendix One)

- Onsite safety and security measures: If applicable, briefly describe what safety and or security measures need to be instituted to improve the safe and secure operation of the school site.
- School Strategic Plan – other matters: If applicable, this may relate to the decision to add another subject area to the curriculum or the intent to design and deliver a sustainability strategy.

Enrolments

General Direction

Complete the two fields.

Enrolment Trends

Specific Direction

If your funding application is being submitted in 2025, the application year minus 2 is 2023. Consequently, indicate the school enrolment number for 2023. Site enrolments, application year plus 3 is 2028. Consequently, forecast the school enrolment number for 2028.

Timeline

Specific Direction

The table should indicate the time it will take to complete the master plan. For example, if it is forecasted that it will take nine (9) months to complete the master plan, the table will list the type of activities that will be completed in each month.

Consultants

Specific Direction

The table should indicate the name of the consultants that will be engaged to develop the master plan. Please note that while each site has its unique context, it is anticipated that the list of consultants engaged to develop a master plan will be representative of the qualities of a good master plan (see section 2 of these Help Notes).

Total Project Costs

Specific Direction

Indicate the total cost to develop the proposed master plan. Please note that the school will be required to upload a letter from the External Project Supervisor that lists each consultant to be engaged and their cost and any other related expenditure.

Duration of the Plan

General Direction

Complete the required field. Note: Typically, a master plan will include design principles, a spatial plan and a staging plan that will guide capital development for at least 10 years. The time could be less or more than 10 years depending on the unique characteristics of the school and site.

B. SITE POTENTIAL AND CONSTRAINTS ASSESSMENT

School Information

General Direction

Complete the fields that have not been prepopulated.

Application Details

General Direction

Select the drop-down item that states “Site Potential and Constraints Assessment”

Complete the remaining questions related to the status of the School’s master plan.

Specific Direction

Provide a brief explanation regarding why the school wishes to prepare a site potential and constraints assessment.

The types of response to this request are:

- The school has a master plan but its scope did not include a site potential and constraints assessment. Consequently, it is felt that this type of assessment will assist the development of a site infrastructure and traffic master plan.
- The school has received BGA funding to develop a master plan but its scope did not include a site potential and constraints assessment. In addition to this type of assessment assisting with the development of a site infrastructure and traffic master plan, it will provide guidance on how to mitigate against overland flooding events.
- The school is paying high levels of insurance as it cannot demonstrate to its broker that it has a demonstrated understanding of environmental impacts such as high-level rain events or bushfires from the surrounding bushlands.

School Characteristics

General Direction

Use fact-based responses to complete the sections concerning the area of the site; lease information (if applicable); and insurance.

Specific Direction

- Site Development: Briefly describe the development history of the site. For example, the commencement date of the school, key capital development projects since commencement; and a list of capital development projects in the last five (5) years.
- School enrolment size: If applicable, briefly describe what is the school’s strategic intent to either increase or reduce the number of streams across the school. Also, state where this intent is communicated (i.e. strategic plan, board resolution).
- Philosophical or pedagogical change: If applicable, briefly describe any change in educational philosophy or pedagogy that will either have an impact on the use of existing facilities or require new facilities.
- Local of State planning requirements: If applicable, briefly describe local or state planning requirements that are or will have an impact on the future capital development of the site. A local or state planning requirement relates to an “approval to develop” conditions; planning overlays (i.e. environmental, vegetation, water, heritage); traffic management considerations; and or change in legislative requirements.

Note: This section of the application will need to be supported by the school completing a Site Potential and Constraints Checklist (Attachment One). This completed checklist will need to be uploaded when submitting the funding application.

- Natural or built environment considerations: if applicable, briefly describe the impact of natural or built environment.
  - An example of the natural environment is the School is located in far north Queensland and has no or little uncovered areas to shelter from sun and rain. Another example is that the site is prone to flooding.
  - Built environment relates to the condition of buildings; how fit for purpose a building is to carry out its current function; the spatial relationship of existing buildings in supporting the operation of the school; and or assessment of existing infrastructure (Appendix One)

  Note: This section of the application will need to be supported by the school completing a Site Potential and Constraints Checklist (Attachment One). This completed checklist will need to be uploaded when submitting the funding application.
- Onsite safety and security measures: If applicable, briefly describe what safety and or security measures need to be instituted to improve the safe and secure operation of the school site.
- School Strategic Plan – other matters: If applicable, this may relate to the decision to add another subject area to the curriculum or the intent to design and deliver a sustainability strategy.

Enrolments

General Direction

Complete the two fields.

Enrolment Trends

Specific Direction

If your funding application is being submitted in 2025, the application year minus 2 is 2023. Consequently, indicate the school enrolment number for 2023. Site enrolments, application year plus 3 is 2028. Consequently, forecast the school enrolment number for 2028.

Timeline

Specific Direction

The table should indicate the time it will take to complete the master plan. For example, if it is forecasted that it will take nine (9) months to complete the master plan, the table will list the type of activities that will be completed in each month.

Consultants

Specific Direction

The table should indicate the name of the consultants that will be engaged to complete the site potential and constraint assessment and conceptual design response. Please note that while each site has its unique context, it is anticipated that the list of consultants engaged to complete the Assessment will be representative of the areas of potential and constraint identified in the checklist (Appexdix Two).

Total Project Costs

Specific Direction

Indicate the total cost to develop the proposed master plan. Please note that the school will be required to upload a letter from the External Project Supervisor that lists each consultant to be engaged and their cost and any other related expenditure.

Duration of the Assessment

General Direction

Complete the required field.

5. Further Support

Should the school need any assistance in completing the funding application, please contact the QIS BGA Office.

Appendix One

Electrical Services

- Main switchboard
- Sub mains
- Transformer – Pad Mounted / Pole Mounted
- Pole-mounted lights
- Connection to mains

Fire Services

- Fire truck booster
- Pipework
- Thrust blocks
- Booster pump assembly
- Double pillar hydrant
- Single pillar hydrant

Communication and Security Services

- NBN connection (site)
- Fibre optic cable connections
- Data cabling

Water Infrastructure

- Meters/assemblies
- Pipework
- Connections to mains
- Establishment of bore

Gas Infrastructure

- Meters
- Pipework

Stormwater Infrastructure

- Grated drain
- Concrete surface drain
- Field inlets
- Field gullies
- Stormwater pipework
- Agricultural pipework
- Manholes
- Pipework – uPVC
- Connections to mains

Sewer Infrastructure

- Pipework – uPVC
- Pipework – Concrete
- Manholes
- Connections to mains

Retaining Structures

- Retaining walls

Fencing

- Palliside – 2.1 metres high
- Plastic-coated chain wire

Gates

- Pedestrian gate – single – palisade
- Double vehicle gate
- Farm gate

Hardstands, Walkways and Pavings

- Concrete up to 1200mm wide
- Concrete hardstanding

Site Preparation and Bulk Earthworks

- Platform works

Queensland Independent Schools Block Grant Authority

Site Potential and Constraints Checklist

Attachment One

Introduction

For the Site Potential and Constraints Checklist a “Traffic Light” system to identify areas of focus has been implemented. The description of each colour is as follows:

- Green – Requirements for the Item are satisfied or not applicable to the site and no further work is required.
- Orange – It is unknown if the Requirements for the Item are satisfied and further work to identify what further works are required is needed.
- Red – Requirements for the item are known to be unsatisfied and further work is required.

	Item	Requirement	Initial Assessment			Comment
P1	Local and State Planning Considerations		Green	Orange	Red	
1.1	Town Planning	Relevant planning approvals for the school are in place.	☐	☐	☐	
		Local Government overlays have been reviewed and site constraints identified.	☐	☐	☐	
		State Government overlays have been reviewed and site constraints identified.	☐	☐	☐	
		National overlays have been reviewed and site constraints identified.	☐	☐	☐	
1.2	Contamination	The site is not on a contamination land register, or an approved contamination management plan is in place.	☐	☐	☐	
1.3	Unique Element	Other elements unique to the site.	☐	☐	☐	

	Item	Requirement	Initial Assessment			Comment
P2	Natural Environment Considerations		Green	Orange	Red	
2.1	Flood Hazard	Potential flooding sources for the site have been identified and their impact assessed.	☐	☐	☐	
2.2	Bushfire	Potential Bushfire risk for the site has been identified and the impact assessed.	☐	☐	☐	
2.3	Unique Element	Other elements unique to the site.	☐	☐	☐	

	Item	Requirement	Initial Assessment			Comment
P3	Built Environment Considerations		Green	Orange	Red	
3.1	Built Form	Existing buildings are fit for purpose of carrying out current school functions	☐	☐	☐	
3.2	Car parking	Number of available carparks is sufficient and operating suitably.	☐	☐	☐	
3.3	Internal Road Network	Vehicle access and circulation (including pedestrian, service and fire fighting vehicles) have been reviewed and are appropriate.	☐	☐	☐	
3.4	Existing Infrastructure Identification	The location of existing services for the site is known and recorded.	☐	☐	☐	
3.5	Sewer Infrastructure	Sewer connection and network location are known and operating suitably.	☐	☐	☐	
3.6	Water Infrastructure	The water Infrastructure network location is known and operating suitably.	☐	☐	☐	
	Water Infrastructure - Fire Services.	The fire services infrastructure location is known and operating suitably.	☐	☐	☐	
3.7	Stormwater Infrastructure	The stormwater network location is known and operating suitably.				

		Stormwater harvesting and reuse are implemented for the site.	☐	☐	☐	
		Stormwater quality improvement device locations are known and operating suitably.	☐	☐	☐	
3.8	Electrical & Power Infrastructure	The electrical and power Infrastructure location is known and operating suitably.	☐	☐	☐	
	Electrical Services – Solar Power & Battery Storage	The solar power and battery storage Infrastructure location is known and operating suitably.	☐	☐	☐	
3.9	Communication and Data	Communication and Data Infrastructure location is known and operating suitably.	☐	☐	☐	
3.10	Unique Element	Other elements unique to the site.	☐	☐	☐	