

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Approval

Action required by: 27 August 2021

Urgent: Granting of revised project commencement approvals at this time will allow final contractor claims to be processed and contractors to be paid.

SUBJECT: REVISED PROJECT COMMENCEMENT APPROVALS TO FINALISE PAYMENTS FOR INFRASTRUCTURE PROJECTS

Summary of key objectives

- To seek the Minister's revised project commencement approvals (**Attachment 1**) to allow final contractor claims to be processed and contractors to be paid for the following projects:
 - Contrary to the p (including GST) for the new learning centre at Nambour Special School;
 - Contrary to the p (including GST) for the new learning centre at Runcorn Heights State High School new learning centre;
 - Contrary to the p (including GST) for the new learning centre at Wishart State School;
 - \$ Contrary to the publ (including GST) for the new learning centre at Proserpine State High School;
 - \$ Contrary to th (including GST) for the new learning centre at Eagleby South State School;
 - \$ Contrary to the (including GST) for the new learning centre at Kawana Waters State College;
 - \$ Contrary to (including GST) for the new learning centre at Mt Ommaney Special School;
 - \$ Contrary to the (including GST) for the new learning centre at Albany Creek State High School; and
 - \$ Contrary to the (including GST) for the new learning centre at Coolum State High School.

Key issues


1. In accordance with Queensland Treasury's *Project Commencement Approval* policy (the QT policy), if a project's value increases at any time after its initial approval, further project commencement approval is required. The Minister can approve project commencement approval variations up to a total project value of \$10 million (including GST) or if the project was initially approved by Governor-in-Council but the variance is below 10% of the original value.
2. The Department of Education has identified that during 2019–20, these projects required variances to their approved project commencement total, but the required variation was not sought or approved. **Attachment 1** provides a summary of these project commencements.
3. This has been an oversight from Infrastructure Services Branch. Processes have been recently implemented, including additional training on delegations and project commencement approvals to ensure that officers are aware of requirements. Budget and delegation verification checks against all project commencement approvals are also undertaken to ensure compliance with government policy.

4. In addition, to improve the department's governance transparency, and to ensure compliance with reporting and approval requirements, the department, via the Infrastructure Services Branch Portfolio Change Committee (the Committee), will oversee any additional endorsement of scope and/or budget variations.
5. The Committee will review budget variations and ensure revised project commencements, required by the QT policy to have Ministerial approval, are progressed for Ministerial approval in a timely manner. These processes will mitigate the department having to seek Ministerial approval after practical completion of the project.
6. Weekly reports are provided by the department to the Ministerial Advisor, outlining change approvals for all election commitments, all Budget Paper 3 projects and any other variations greater than \$1 million.
7. **Attachment 1** outlines specific information on the unforeseen circumstances resulting in the need for additional funding for each project.
8. Unforeseen circumstances which may increase the scope or value of a project include enrolment growth, latent conditions, car parking additions, etc. Approval for such variations can be sought concurrently with construction work continuing, provided budget funding is available, to avoid delays in the project. In addition, the Queensland Government announced the Cooler Cleaner Schools Program which also impacted these variation works and allowed contracts to be awarded with the additional works.
9. Ministerial Infrastructure Designation requirements, such as the construction of car parks and traffic upgrades, also impact the cost of some of these projects and require additional funding and project commencement approvals.

Media implications and opportunities

10. The majority of these projects are now completed (eight out of nine). Failure to process payments to the contractors/sub-contractors could result in negative publicity.
11. There is one project scheduled for completion at the end of September 2021 (Wishart SS) and this may present a possible media opportunity for the Minister upon completion.

Financial implications

12. Funding is available from the department's Infrastructure Investment Portfolio.
13. The Minister for Education, Minister for Industrial Relations and Minister for Racing may approve project commencement valued between \$5 million and \$10 million (inclusive of GST) or if the project was initially approved by Governor-in-Council but the variance is below 10% of the original project value.
14. Sch. 3(3)(1)(a) 
15. Revised project commencement approvals are required for the increased contract values to allow final contractor claims to be processed and contractors to be paid in accordance with strict timelines.
16. Contractor claims, duly endorsed by an external project manager, have been received by the department and are subject to financial penalties for delayed payments as per the contract.
17. The department may incur an interest penalty where payment is overdue for each day past the due date. If this is imposed by the contractor, it will be charged on a future payment claim.

Aboriginal and Torres Strait Islander impacts

18. The department is required to satisfy any statutory obligations arising in relation to Native Title and Aboriginal or Torres Strait Islander cultural heritage prior to proceeding with any development activity.
19. No Aboriginal or Torres Strait Islander impacts have been identified.

Human Rights

20. The decisions made within this Ministerial briefing note will not restrict or limit any human rights under the *Human Rights Act 2019*.

Background

21. These projects were approved for inclusion in the department's infrastructure Investment Portfolio as a high priority.
22. The additional elements were necessary to successfully deliver compliant projects.


Released by DoE
under the RTI Act

Recommendation

That the Minister:

- **approve** revised project commencement approvals (**Attachment 1**) to allow final contractor claims to be processed and contractors to be paid for the following projects:
 - **Contrary to the public interest** (including GST) for the new learning centre at Nambour Special School;
 - **Contrary to the public interest** (including GST) for the new learning centre at Runcorn Heights State High School new learning centre;
 - **Contrary to the public interest** (including GST) for the new learning centre at Wishart State School;
 - **Contrary to the public interest** (including GST) for the new learning centre at Proserpine State High School;
 - **Contrary to the public interest** (including GST) for the new learning centre at Eagleby South State School;
 - **Contrary to the public interest** (including GST) for the new learning centre at Kawana Waters State College;
 - **Contrary to the public interest** (including GST) for the new learning centre at Mt Ommaney Special School;
 - **Contrary to the public interest** (including GST) for the new learning centre at Albany Creek State High School; and
 - **Contrary to the public interest** (including GST) for the new learning centre at Coolum State High School.

NOTED**APPROVED/NOT APPROVED
ENDORSED/NOTED**


SHARON DURHAM
 Chief of Staff
 Office of the Hon Grace Grace MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

20/08/21


GRACE GRACE MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

23/09/21

Minister's comments

I note projects have been completed & that timely progression of approvals did not occur. Please ensure process amendments that ensure this does not occur in future.

Endorsed by:
 Alison Mohr
 A/ADG
 Finance & CFO
 Tel:
 Mob:
 Date: 05/08/2021

Endorsed by:
 Chantal Casey
 A/ADG
 Infrastructure Services
 Tel: (07) 3034 4520
 Mob: **Contrary to the public interest**
 Date: 04/08/2021

Endorsed by:
 Duncan Anson
 A/DDG
 Infrastructure Services
 Tel: (07) 3034 4771
 Mob:
 Date: 09/08/2021

Endorsed by:
 Tony Cook
 DG
 Tel: (07) 3034 4752
 Mob:
 Date: 13/8/2021

88.

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Noting

Action required by: ASAP

Urgent: Delays to the publication of catchment changes may have an adverse impact on school enrolment processes.

SUBJECT: ANNUAL REVIEW OF STATE SCHOOL CATCHMENTS FOR 2022

Summary of key objectives

- For the Minister to note the outcome of the annual catchment review and changes proposed for the 2022 state school catchments.

Key issues

- The Queensland Government Statistician's Office (QGSO) catchment boundaries are reviewed and, if necessary, updated, annually by QGSO to take into account new schools, any major changes to road networks and new housing developments that may have occurred in the preceding 12 months.
- It should be noted that the 2021 catchment review undertaken by QGSO only consisted of the two new state schools due to open in 2022, including the neighbouring schools impacted by the opening of the two new schools (the third school to open in 2022 is a special school, which is not subject to a catchment boundary).
- The opening of new schools requires the development of new catchment areas, which are determined by equal distance principles.
- As a result of the two new schools opening, 10 schools across the State will experience a catchment change in 2022. A full list of the schools that will experience a change is provided at **Attachment 1**.
- QGSO determines catchment boundaries using equal distance principles and specialist mapping software to define the equal distance between neighbouring state schools, measuring the shortest, most direct trafficable route (by road) to and from the main entrance at the school (return journey).
- The proposed 2022 catchment changes have been approved by the relevant Regional Directors and all affected schools have provided their support and have acknowledged that these changes will remain in place until the next review is conducted.
- Proposed catchment changes affecting neighbouring schools will not impact existing students already enrolled in those neighbouring schools.
- Consultation with regions and principals experiencing catchment change commenced in early 2021, when the preliminary catchment areas were distributed for feedback. Ongoing communication between Infrastructure Services, regions and schools was undertaken as part of the consultation to ensure that any concerns were addressed.
- Overlay maps displaying catchment boundaries for the two new state schools are provided at **Attachments 2 and 3**.

10. Delays to the publication of catchment changes may have an adverse impact on school enrolment processes. Timely publication ensures that maps are available for the commencement of the 2022 peak enrolment period and the public has sufficient time to familiarise themselves with the changes.
11. Local electorate offices will be informed of boundary changes for schools in affected electorates immediately prior to publication.

Media implications and opportunities

12. This review may generate media enquiries; however, it should be noted that annual catchment changes are standard and operational.

Human rights

13. There are no human rights issues associated with this review.

Background

14. A catchment area is the geographical area from which a state school is to accept its core intake of students.
15. The Department of Education engages QGSO to review all catchment boundaries annually to consider new schools, negotiated catchments approved by Regional Directors, new housing developments and any significant road network changes.
16. State school catchment areas are not fixed or static, nor do they align with suburb or locality boundaries. In addition, they are not bound by, nor conform to, state electoral or local government boundaries.
17. A major review of catchments is recommended to occur every three to four years, as during this period changes to catchment areas can result from:
 - changes to road networks, e.g. new residential developments, new roads and joined roads;
 - changes to road conditions, e.g. road classification, traffic lights, one-way streets, intersection upgrades, no right turn signs and roundabouts;
 - changes to the location point for the main entry for the school (this is the point catchment maps are measured from—slight changes to this location may result in changes to catchment boundaries), and
 - updates to the UBD software.
18. If major reviews are not conducted every three to four years, it does pose a risk that the equal distance of catchments will not be accurate.
19. The next major review of catchments is proposed to commence in 2022, for publication in 2023.

Recommendation

That the Minister **note** the outcome of the annual catchment review and changes proposed for the 2022 state school catchments.

NOTED**APPROVED/NOT APPROVED
ENDORSED/NOTED**


SHARON DURHAM
Chief of Staff
Office of the Hon Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

20/09/21

Minister's comments


GRACE GRACE MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

23/09/21

Action Officer Lynn Auva'a Manager	Endorsed by: Brooke Morrissy Commercial Director Infrastructure Services	Endorsed by: Taka Bodiam A/Executive Director Infrastructure Services	Endorsed by: Chantal Casey A/Assistant Director-General Infrastructure Services	Endorsed by: Duncan Anson A/Deputy Director- General Infrastructure Services	Endorsed by: Craig Allen Director-General
Ph: (07) 3034 4636	Ph: (07) 3513 6588	Ph: (07) 3513 6826	Ph: (07) 3034 4520	Ph: (07) 3034 4771	Ph: (07) 3034 4752
Mob:	Mob:	Mob: Contrary to th	Mob:	Mob:	Mob:
Date: 29/07/2021	Date: 29/07/2021	Date: 04/08/2021	Date: 23/08/2021	Date: 27/08/2021	Date: 13/9/21

Briefing Note

Director-General
Department of Education

Action required: For Approval

Action required by: 17 September 2021

Urgent: Approval required to ensure adequate human resources are in place to support the delivery of the Infrastructure Investment Portfolio.

SUBJECT: CREATION OF FOUR PERMANENT SENIOR OFFICER POSITIONS

Summary of key objectives

- Sch. 3(2)(1)(b)
- To seek the Director-General's approval for the creation of two new permanent senior officer positions and the conversion of two temporary senior officer positions to permanent positions within ISD:
 - Director, Office of the Deputy Director-General, Infrastructure Services (new);
 - Director, Regional Support (Regional Queensland) (new);
 - Director, Infrastructure Special Programs (ISP) (convert to permanent); and
 - Director, Building Future Schools Program (BFS) (convert to permanent).

Key issues

1. ISD has seen a significant increase in the volume of construction, maintenance and improvement programs in recent years. Such works include large programs for the installation of air conditioning, solar panels and electrical upgrades, which have higher levels of risks and hazards.
2. The Department of Education's (DoE) expenditure on infrastructure has increased from \$790.1 million in 2016–17 to \$1.5 billion in 2019–20, driven by significant growth and renewal requirements.
3. Historically, ISD's response to the Working for Queensland Survey questions related to workload and health are significantly below the average Queensland public sector and DoE responses.
4. Current and projected lack of resources creates a significant risk to the infrastructure outcomes of DoE and its ability to meet important deadlines to accommodate student growth. These risks include DoE's potential inability to meet delivery milestones; overloading current employees with work; and creating a high-pressure environment as well as increased risk of industrial action. Further, the portfolio is experiencing increased reporting pressures, additional governance and an increase in public scrutiny and political involvement.
5. As a result, a significant uplift in FTEs is required.
6. Sch. 3(2)(1)(b)

7. Four permanent senior officer positions are required to support ISD's deliverables.
8. In accordance with DoE's corporate establishment management practices, the Director-General's approval is required for the creation of all senior officer positions.
9. The creation of the four permanent senior officer positions is required to enable the division to:
 - establish a new dedicated Director position in the Office of the Deputy Director-General, ISD;
 - establish a new additional Director position to support statewide regional infrastructure teams;
 - convert the temporary project-funded Director, BFS, position to a permanent establishment funded position to allow for permanency in this role to support the delivery of the IIP; and
 - convert the temporary project-funded Director, ISP, position to a permanent establishment funded position to support the delivery of the election commitments within the IIP. Establishment of a permanent position will result in significant cost savings as currently a contractor is engaged to undertake this role.

Implications

10. Sch. 3(2)(1)(b)

11. The establishment of these positions will be managed within the existing ISD approved FTE cap.

Recommendation

That the Director-General:

- Sch. 3(2)(1)(b)
- **approve** the creation of two new permanent senior officer positions and the conversion of two temporary senior officer positions to permanent positions with Infrastructure Services Division:
 - Director, Office of the Deputy Director-General, Infrastructure Services (new);
 - Director, Regional Support (Regional Queensland) (new);
 - Director, Infrastructure Special Programs (convert to permanent); and
 - Director, Building Future Schools Program (convert to permanent).

NOTED / APPROVED / NOT APPROVED

Tony Cook
TONY COOK
 Director-General
 Department of Education

9 1 9 12021

☐ Copy to Minister's Office**Director-General's comments**

Action Officer
 Cliff Kuskopf
 Director
 Infrastructure Operational
 Support
 Tel: (07) 3034 4626
 Mob: Contrary to the

Endorsed by
 Graham Dredge
 Executive Director
 Infrastructure Operations
 Tel: (07) 3034 4871
 Mob: Contrary to the
 Date: 22/07/2021

Endorsed by
 Chantal Casey
 A/Assistant Director-General
 Infrastructure Services
 Tel: (07) 3034 4520
 Mob:
 Date: 27/07/2021
 Update: 13/08/2021

Endorsed by
 Tooev Elliott
 Deputy Director-General
 Infrastructure Services
 Division
 Tel: (07) 3034 4757
 Mob: Contrary to the
 Date: 08/09/2021

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Approval

Action required by: ASAP

Urgent: Granting of project commencement approval at this time will allow the project to proceed without delay.

SUBJECT: PROJECT COMMENCEMENT APPROVAL FOR NEW LEARNING CENTRE AT KAWANA WATERS STATE COLLEGE

Summary of key objectives

- To seek the Minister's project commencement approval to the value of Contrary to the p (inclusive of GST) for the provision of a new two-storey learning centre at Kawana Waters State College (SC).

Key issues

- Kawana Waters SC has experienced growth in the school-aged population and requires additional facilities to continue to meet the enrolment demand in the short to medium term.
- As at the February 2021 census, Kawana Waters SC enrolments were 1907 students, which exceeded the school's existing enrolment capacity. Enrolments are forecast to increase to approximately 1950 students by 2023 and approximately 1970 students by 2025, further exceeding enrolment capacity by more than 70 students in 2023 and 100 students in 2025.
- The new two-storey learning centre will include five learning spaces, a Science laboratory, a staff room and student and staff amenities.
- The undercroft of the new building will be designed for an additional six learning spaces in the future, subject to funding approval.
- The design has been developed in consultation with the school and regional and central office personnel to ensure the best educational outcomes and value for money are achieved.
- Construction of the proposed new two-storey learning centre is currently forecast to commence in late October 2021. Completion of this work is anticipated by June 2022.
- The Department of Energy and Public Works has confirmed there is no requirement to seek Infrastructure Designation for this project.

Media Implications and opportunities

- Pending project commencement approval, positive media opportunities in the short-term may include announcement of contract award to the successful contractor and a possible sod-turning event following contract award.

Financial Implications

9. Project commencement approval to the value of [redacted] (inclusive of GST) will allow contract award to the successful contractor.
10. The Minister may approve project commencement valued between \$5 million and \$10 million (inclusive of GST).
11. Funding is available from the Department of Education's (DoE) Infrastructure Investment Portfolio – Growth program, which includes a Learning Spaces funding allocation of [redacted] inclusive of GST [redacted] exclusive of GST).
12. Requested commencement approval is based on a schematic design cost estimate.

Human Rights

13. The decisions made within this Ministerial briefing note will not restrict or limit any human rights under the *Human Rights Act 2019*.

Aboriginal and Torres Strait Islander Impacts

14. DoE is required to satisfy any statutory obligations arising in relation to Native Title and Aboriginal or Torres Strait Islander cultural heritage prior to proceeding with any development activity.
15. No Aboriginal or Torres Strait Islander impacts have been identified.

Background

16. [redacted] Sch. 3(2)(1)(c)

Recommendation

That the Minister:

- **approve** project commencement to the value of **Contrary to the p** (inclusive of GST) for the provision of a new two-storey learning centre at Kawana Waters State College; and
- **indicate** a preference as to which, if any, possible media opportunities are to be pursued:
 - ☒ media release for contract award; and
 - ☐ sod-turning event/site visit.

NOTED

APPROVED / NOT APPROVED
ENDORSED / NOTED


SHARON DURHAM
Chief of Staff
Office of the Hon Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing


GRACE GRACE MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

14, 10, 21

14, 10, 2021

☐ Copy to Assistant Minister

Minister's comments

Action Officer: Matthew Grant Senior Project Co-ordinator	Endorsed by: Grant Byrne Acting Executive Director	Endorsed by: Chantal Casey Acting Assistant Director-General	Noted by: Duncan Anson Assistant Director-General and Chief Finance Officer	Endorsed by: Tooey Elliot Deputy Director-General	Endorsed by: Craig Allen Acting Director-General
Portfolio Delivery	Infrastructure Programs & Delivery	Infrastructure Services	Finance and Assurance Services	Infrastructure Services	
Tel: (07) 3034 4847	Tel: (07) 3034 4836	Tel: (07) 3034 4520	Tel: (07) 3034 4771	Tel: (07) 3034 4757	Tel: (07) 3034 4752
	Mob: Contrary to the	Mob: Contrary to the	Mob: Contrary to the	Mob: Contrary to the	
Date: 28/07/2021	Date: 02/8/2021	Date: 13/09/2021	Date: 22/09/2021	Date: 24/09/2021	Date: 29/9/2021

Released by DOE
under the RTI Act

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Approval

Action required by: 31 August 2021

Urgent: Approval will support a progressive transfer of housing assets to the Department of Energy and Public Works from 1 November 2021.

SUBJECT: GOVERNMENT EMPLOYEE HOUSING – TRANSFER OF HOUSING ASSETS TO THE DEPARTMENT OF ENERGY AND PUBLIC WORKS

Summary of Key Objectives

- To seek the Minister's approval to transfer the agreed housing property assets valued at \$11,727,326.58 to the Department of Energy and Public Works (DEPW), effective from 1 November 2021.
- To request the Minister sign:
 - the Asset Transfer Notice between departments (**Attachment 1**) to effect the transfer of the housing property assets valued at \$11,727,326.58 to DEPW, effective from 1 November 2021; and
 - the covering letter to the Honourable Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement (**Attachment 2**).

Key issues

1. In April 2012, the Government announced that the management of Government Employee Housing was to be centralised and managed by the former Department of Housing and Public Works (DHPW) from 1 July 2013. Following the initial assessment by DHPW, the effective date was deferred to 1 July 2014.
2. On 15 August 2013, the Government determined that ownership of all employee housing would transfer from all departments to the former DHPW, with the exception of operational housing. This approval supported the first two phases of the transfers of ownership.
3. On 1 July 2014 (phase 1), the Department of Education (DoE) transferred 1333 properties to the former DHPW as part of this announcement, valued at \$311 million.
4. On 1 July 2016 (phase 2), further properties, valued at \$19.4 million, were transferred to the former DHPW.
5. Sch. 3(2)(1)(b)
6. DoE personnel have agreed with DEPW that the identified properties will transfer to DEPW on 1 November 2021, with DoE retaining ownership of the remaining housing properties it currently owns.
7. The properties agreed to be transferred include 37 residential units of accommodation and 15 related parcels of land on which the residences are located and where DoE has an operational interest (through long-term lease agreements or ongoing use and occupation).
8. The value of the housing, land and building assets to be transferred is \$11,727,326.58.

9. The transfer of land titles and property administration for the sites being transferred is pending the Minister's approval of this briefing note plus a separate approval by the Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement.
10. There has been close consultation between DoE's Infrastructure Services Branch and DEPW's Government Employee Housing team.
11. The Minister's approval is required for the transfer of assets for nil consideration between Government agencies as per section FRR 4F.4 of the *Financial Reporting Requirements for Queensland Government Agencies*:
 - approval by owners i.e. the relevant portfolio Ministers concerned;
 - approval needs to state that the transfer is a capital distribution/contribution, which is adjusted against respective equity accounts; and
 - approval must be obtained at or before the time of transfer.

Financial Implications

12. The transfer of these assets will mean that the responsibility for operating the assets and associated costs will move to DEPW, who will in turn recover the costs from DoE through rentals. These funding matters have been the topic of separate discussions with DEPW, and are not an impediment to approving the asset transfers.
13. Savings in operating costs are estimated at \$276,247 in local government charges based on the 2020–21 expenses for the 37 residences (24 residence complexes) being transferred. Savings in maintenance expenses for these residences will be applied to maintenance for the remaining DoE-owned residences. The total reported maintenance liability for DoE-owned residences, including the houses transferring to DEPW, is \$23.3 million.
14. The lease expense of the transferred residences is estimated at \$0.535 million. There are sufficient lease funds in the 2021–22 staff housing budget of \$32.967 million to support the estimated net cost increase of \$0.535 million.

Consultation

15. Consultation has occurred with the Queensland Teachers' Union throughout the various transfer phases.
16. The tenants are not impacted by the transfer as all tenancy management issues continue to be undertaken by DoE. The ownership of the property is irrelevant to the tenants in this instance.

Recommendation

That the Minister:

- **approve** the transfer of the agreed housing property assets valued at \$11,727,326.58 to the Department of Energy and Public Works (DEPW), effective from 1 November 2021;
- **sign** the Asset Transfer Notice between departments (**Attachment 1**) to effect the transfer of the housing property assets valued at \$11,727,326.58 to DEPW, effective from 1 November 2021; and
- **sign** the covering letter to the Honourable Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement (**Attachment 2**).

NOTED

APPROVED/NOT APPROVED
ENDORSED/NOTED



SHARON DURHAM
Chief of Staff
Office of the Hon Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

25/08/21



GRACE GRACE MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

1/09/2021

Minister comments

Action Officer:
Deb Foley
Director

Financial Performance Reporting
Tel: (07) 351 36623
Mob:
Date: 06/07/2021

Endorsed by:
Chantal Casey
A/Assistant Director-General
Infrastructure Services Branch
Tel: (07) 3034 4520
Mob: Contrary to the
Date: 03/08/2021

Endorsed by:
Ken Walters
Executive Director

Financial Services
Tel: (07) 3034 5801
Mob: Contrary to the
Date: 06/07/2021

Endorsed by:
Duncan Anson
A/Deputy Director-General
Infrastructure Services
Tel: (07) 3034 4771
Mob: Contrary to the
Date: 06/08/2021

Endorsed by:
Alison Mohr
A/Chief Financial Officer & Assistant
Director-General

Finance Branch
Tel: (07) 3513 6610
Mob: Contrary to the
Date: 13/07/2021

Endorsed by:
Tony Cook
Director-General

Tel: (07) 3034 4752

Date: 6/8/2021

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Approval

Action required by: ASAP

Urgent: The Minister's Office has requested progression of this brief as soon as possible.

SUBJECT: 2021–22 SCHOOL SUBSIDY SCHEME PROJECTS

Summary of key objectives

- For the Minister to note the 52 infrastructure projects nominated for inclusion in the School Subsidy Scheme (SSS) program, valued at \$10,045,134 (excluding GST), for subsidy assistance in the 2021–22 financial year program (**Attachment 1**).
- To request the Minister approve the use of her e-signature on the letters to:
 - principals of the successful schools (**Attachment 2**);
 - Parents and Citizens' Associations of successful schools (where a contribution has been provided) (**Attachment 3**); and
 - Members of Parliament for the electorates of successful schools (**Attachment 4**).
- For the Minister to note that principals of the unsuccessful schools will be issued written advice from Infrastructure Services (IS) (**Attachment 5**).

Key issues

1. For the 2021–22 financial year, 52 infrastructure projects have been nominated for inclusion in the SSS, with subsidies from the Department of Education (DoE) valued at \$10,045,134 (excluding GST).
2. A list of nominated projects was determined following regional assessment and prioritisation of all submissions. A statewide panel reviewed the applications and assigned the appropriate funding.
3. Projects will be delivered by the school using guidance material and assistance provided by IS.

Media Implications and opportunities

4. A positive media opportunity exists for the Minister to announce the successful projects under the SSS program.

Financial Implications

5. Projects will be included in the 2021–22 Regional Budget Report.
6. Funding is available from DoE's 2021–22 Infrastructure Investment Portfolio for the 52 successful projects (**Attachment 1**).

Background

7. The SSS program is offered annually and provides subsidy assistance to schools to undertake approved infrastructure projects.
8. Applications are assessed and prioritised at the regional level before being considered by a statewide panel.
9. The statewide panel assigns the annual budget to applicants based on regional priorities and the need to share the funding broadly across the State.
10. The statewide panel includes representatives from the following stakeholder groups:
 - Queensland Secondary Principals' Association;
 - Queensland Association of State School Principals;
 - Queensland Association of Special Education Leaders;
 - P&Cs Queensland; and
 - DoE's regional infrastructure officers.
11. Following assignment by the statewide panel, a total of 52 infrastructure projects were nominated for inclusion in the 2021–22 financial year program. Recommendations from the statewide panel are provided at **Attachment 1**.
12. The successful projects are delivered directly through the schools with support from the regional infrastructure officers and IS.
13. Projects should be completed within the 2021–22 financial year; however, should it be required, a maximum of two financial years is allowed for the delivery of large projects.
14. Subsidy assistance is made by direct grant payment following written confirmation of the school's financial contribution and an approved procurement process to engage the building contractor.
15. The SSS program has an annual \$10 million allocation and is initiated for infrastructure works that fall outside the scope of other infrastructure programs offered by DoE. The additional \$45,134 is available from savings made within the SSS program during 2020–21.

Recommendation

That the Minister:

- **note** the 52 infrastructure projects nominated for inclusion in the School Subsidy Scheme program, valued at \$10,045,134 (excluding GST), for subsidy assistance in the 2021–22 financial year program (**Attachment 1**);
- **approve** the use of the Minister's e-signature on the approval letters to:
 - principals of successful schools (**Attachment 2**);
 - Parents and Citizens' Associations of successful schools (where a contribution has been provided) (**Attachment 3**); and
 - Members of Parliament for the electorates of successful schools (**Attachment 4**); and
- **note** that principals of unsuccessful schools (**Attachment 5**) will receive written advice from the Infrastructure Services Division.

NOTED

APPROVED/NOT APPROVED
ENDORSED/NOTED



SHARON DURHAM
Chief of Staff
Office of the Hon Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

14/07/21



GRACE GRACE MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

16/07/21

Minister's comments

MP's letter signed 88

Endorsed by:
Grant Byrne
A/Executive Director
Infrastructure Programs &
Delivery
Ph: (07) 3034 4836
Mob: Contrary to the
Date: 03/06/2021

Endorsed by:
Chantal Casey
A/Assistant Director-General
Infrastructure Services
Ph: (07) 3034 4520
Mob: Contrary to the
Date: 21/06/2021

Noted by:
Duncan Anson
A/Deputy Director-General
Infrastructure Services
Ph: (07) 3034 4771
Mob: Contrary to the
Date: 25/06/2021
Updated: 07/07/2021

Endorsed by:
Tony Cook
Director-General
Ph: (07) 3034 4572
Date: 12/7/2021