



Queensland  
Government



## **Important!**

**Please read the Policy update section  
Review the calendar of events  
Return the information update sheet**

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***For any enquiries please contact  
School Financial Services on 3237 0864***

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# HOSTEL ASSISTANCE KIT 2011

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## 2011 CALENDAR OF EVENTS

Date	Event	Date Completed
Early January	<b>Submit financial records to auditor to enable 2010 Financial Certificate to be completed.</b>	__/__/__
24 January	Start of Semester 1.	
27 February	<b>Return Hostel Information Update Sheet to School Financial Services , Department of Education and Training</b> (see Department of Education and Training Information - Section 2).	__/__/__
14 February	<b>Prepare and submit Semester 1 claim form</b> (see Student Hostel Support Scheme - Recurrent Grant - Section 4).	__/__/__
Late March	Semester 1 payment.	
27 May	Final date for students to be enrolled to attract Semester 1 payment.	
27 May	<b>Closing date</b> for receipt of Capital Grant applications to be funded in 2011-2012 financial year (see Student Hostel Support Scheme - Capital Grant - Section 5).	
24 June	End of semester 1.  <b>Return 2010 Financial Certificate and Statement of Uses and Benefits to Department of Education and Training</b> (see Student Hostel Support Scheme - Recurrent Grant - Section 4).	__/__/__

### 2011 CALENDAR OF EVENTS (Cont.)

Date	Event	Date Completed
11 July	Start of Semester 2.	
Late July	Pre-printed Semester 2 claim forms sent to hostels.	
2 August	<b>Prepare and submit Semester 2 claim form</b> (see Student Hostel Support Scheme - Recurrent Grant - Section 4).	_/_/_
Early September	Semester 2 payment (subject to receipt of satisfactory Financial Certificate and Statement of Uses and Benefits).	
28 October	Final date for students to be enrolled to attract Semester 2 payment.	
31 October	<b>Prepare and submit Supplementary claim form if necessary.</b>	_/_/_
Mid November	Supplementary payment (subject to receipt of satisfactory Financial Certificate and Statement of Uses and Benefits).	
9 December	Closing date for Supplementary claim. (Applications must be received by the School Financial Services Unit no later than this date.)  <b>Closing date</b> for advice of Intention to Apply for Capital Grant 2012-2013 (see Student Hostel Support Scheme - Capital Grant - Section 5).  <b>Closing date for 2010 Financial Certificate and Statement of Uses and Benefits (see Student Hostel Support Scheme - Recurrent Grant - Section 4). If not received by this date, Semester 2 and Supplementary payments for 2011 will be forfeited.</b>	

#### State School Vacations

2011	Resume 24 Jan	18 Apr to 27 Apr	27 Jun to 8 Jul	19 Sep to 30 Sep	12 Dec to 20 Jan 2012
2012	Resume 23 Jan	31 Mar to 9 Apr	23 Jun to 8 Jul	22 Sep to 7 Oct	15 Dec to 22 Jan 2013

## STUDENT HOSTEL SUPPORT SCHEME 2011 UPDATE SHEET

This sheet should be completed by student hostels and returned to Department of Education and Training, to maintain its records.

<b>NAME OF HOSTEL:</b>	
<b>ACTUAL ADDRESS OF HOSTEL:</b>	
<b>POSTAL ADDRESS OF HOSTEL:</b>	
<b>TELEPHONE NUMBER (HOSTEL):</b>	
<b>FAX NUMBER (HOSTEL):</b>	
<b>INTERNET SITE ADDRESS (HOSTEL):</b> <b>E-MAIL ADDRESS (HOSTEL):</b>	
<b>NAME OF HOUSEPARENT/S:</b>	
<b>CONTACT NAME AND ADDRESS FOR DEPARTMENTAL CORRESPONDENCE (INCLUDING PAYMENT ADVICE):</b>	
<b>TELEPHONE NUMBER (OTHER) PLEASE SPECIFY:</b>	
<b>STUDENT ACCOMMODATION CAPACITY OF HOSTEL:</b>	

**Please update and retain a copy of this form in the Hostel Assistance Kit and forward the original to:**

The Finance Officer  
School Financial Services  
Department of Education and Training  
PO Box 15033  
CITY EAST QLD 4002

Any further inquiries should be directed to Amber LeBoutillier, ☎ (07) 3237 0864.

## DEPARTMENT OF EDUCATION AND TRAINING PERSONNEL

Amber LeBoutillier  
Finance Officer  
School Financial Services  
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School Financial Services  
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Office address:

School Financial Services  
Department of Education and Training  
PO Box 15033  
CITY EAST QLD 4002  
Email Address: [sfsu.allowances@deta.qld.gov.au](mailto:sfsu.allowances@deta.qld.gov.au)

## **STUDENT HOSTEL FUNDING POLICY UPDATE**

### **Accountability visits**

In 2010 visits were undertaken with facilities in the Northern Queensland hostel group. Many thanks to those hostels for their co-operation.

The three year cycle for all other hostels remains unchanged. The Central Queensland Region will be visited in 2011 (probably April/May).

Hostels in Clermont and Longreach should commence preparations for accountability visits as soon as possible after the beginning of the school year. Please consult section 3 of the Kit for relevant check list of items that need to be available during visit. Each hostel will be contacted in the new year to establish a suitable time and date.

## GENERAL FUNDING CONDITIONS FOR STUDENT HOSTELS

### INTRODUCTION

In order to receive any Queensland Government funding or benefits, a student hostel must meet certain conditions. These conditions must be met both before the hostel can receive benefits and while the hostel continues to receive benefits. To ensure that hostels meet these conditions, departmental officers will undertake to visit each hostel every three years if possible and complete a Student Hostel Accountability Checklist and Certificate in conjunction with hostel personnel.

### GENERAL FUNDING CONDITIONS

Student hostels must obtain approval to receive funding from the Queensland Government. This approval is provided by the Director-General of Education and Training.

The Director-General must be satisfied that hostels are operating in a manner consistent with the purpose of state funding before financial assistance can be provided under Section 368 of the Education (General Provisions) Act 2006.

To be eligible for financial assistance under the Student Hostel Support Scheme (SHSS) a student hostel must:

**(a) be located in a rural community;**

An approved hostel must be located more than 50 kilometres from the following centres: Brisbane, Toowoomba, Ipswich, Gold/Sunshine Coasts, Nambour, Maryborough, Bundaberg, Gladstone, Rockhampton, Mackay, Townsville, Cairns, or such centres as determined from time to time by the Minister for Education and Training.

**(b) be established and operate principally to accommodate geographically isolated students so that they may have daily access to school;**

At least 80% of students enrolled in an approved hostel should meet the residential distance criteria of the Queensland Government Living Away From Home Allowances Scheme (LAFHAS) and the Commonwealth Government Assistance for Isolated Children (AIC) Scheme.

***Eligibility is based on meeting one of the following:***

- The distance from the family home of the student to the nearest Queensland government school with the appropriate year level for the student is:
  - At least 16 km via the shortest trafficable route, and
  - At least 4.5 km to the nearest available approved school transport service or public transport service pickup point.

OR

- At least 56 km, and
  - Less than 4.5 km to the nearest available approved school transport service or public transport service pickup point.
- The distance travelled from the family home, via the shortest trafficable route to the transport pickup point plus the distance via the official transport service to the appropriate government school, must be at least 56 km.

OR

- The family home of the student to the nearest Queensland Government school with the appropriate year level for the student is:
  - At least 3 hours travelling time per day using the school transport or public transport service.



**(c) be established and cater for primary and/or secondary school students;**

Students with disabilities may be enrolled on the same basis as primary and secondary students and will attract the same benefits.

Tertiary or TAFE students and students from interstate may be enrolled only after enrolments from eligible students are considered, however such students will not attract benefits.

**(d) be open to any child attending a state or an approved non-state school;**

To demonstrate an open enrolment policy, hostels must have a prospectus which reflects a commitment to this concept. Prospectuses should be updated and widely circulated every three years, and the open enrolment policy should be included in any advertising.

The hostel must not be associated with a particular non-state school (e.g. as a boarding wing for a specific school).

The hostel must not be established to cater exclusively for special groups (e.g. students with disabilities, Aboriginal and Torres Strait Islander students or students restricted on the basis of religion).

**(e) demonstrate an ongoing regional need and economic viability;****CONTINUING HOSTELS**

An approved hostel must have more than two families represented in its enrolment.

**NEW HOSTELS**

The ongoing regional need must be established with projections of student numbers and supporting statements from principals of local schools and the local departmental Executive Director, Schools; or, in the case of non-state schools, the sponsoring organisation (such as the relevant Catholic Education Office or church authority). New hostels must be able to demonstrate community support through written communication from prominent members of the community.

Economic viability must be demonstrated by the provision of the proposed budget, including fees payable, proposed enrolment, other income (Commonwealth Government funding, State Government allowances, etc.), major expenses (loan commitments, etc.), and number of staff and associated salaries. Student hostels operating from rented premises must have long term leases (at least 2 years or, at least 10 years if major capital assistance is required under the Student Hostel Support Scheme Capital Grant program).

Where the hostel will accommodate fewer than 10 students, a special case must be made (including reasons for low enrolments and whether an increase is anticipated etc).

Departmental officers will verify student enrolment details with the relevant schools and may visit the hostel before funding approval is given.

**(f) ensure that all obligations are met under the Commission for Children and Young People and Child Guardian Act 2000 in respect of employees and volunteers, and ensure that at least one employee holds a valid Senior First Aid Certificate at all times;**

Hostel management authorities and staff must ensure that the physical, emotional and psychological safety of students is of paramount importance at all times and all reasonable steps are taken to protect them from any harm.

**(g) maintain acceptable processes to provide a safe and healthy environment for students and staff;**

Hostels must have written policies and processes about the appropriate conduct of their staff and students, consistent with legislation applying in Queensland about the care or protection of children.

The policies and processes must cover the following areas:

**INAPPROPRIATE BEHAVIOUR**

A process for the reporting by a student of behaviour of a staff member that the student considers is inappropriate and how this information will be dealt with.

**SEXUAL ABUSE BY AN EMPLOYEE**

A process for immediately reporting in writing, sexual abuse or suspected sexual abuse.

**REPORTING OF HARM**

A process for the reporting by a staff member of harm that the staff member is aware of or reasonably suspects has been caused to a student (inside or outside of the hostel).

**IMPLEMENTATION AND ACCESSIBILITY**

All of the policies must be readily accessible by parents, staff and students and provide for how the staff and students are to be made aware of the processes.

The hostel's management authority must be able to demonstrate how the hostel is implementing the processes.

Further details on how these requirements can be met are available in section 7 of the kit.

**(h) be operated by:**

- (i) a local government authority; or**
- (ii) a non-profit body which has demonstrated to the satisfaction of the Director-General of Education and Training that it is a responsible organisation suitable to operate a student hostel;**

Details of membership of the management committee and copies of documents showing incorporation of the body must be provided.

- (i) be approved by relevant bodies which have responsibility for declaring the accommodation, facilities and operational use as being satisfactory, and be available for inspection by officers of interested State Government departments; and**

**NEW HOSTELS**

New or renovated facilities must be declared satisfactory by the local authority for the purposes intended and meet health, fire safety, and workplace health and safety requirements in force at the time.

**CONTINUING HOSTELS**

Triennial inspections should be carried out by relevant authorities to verify fire and structural safety. Structural inspections can be carried out by registered builders. Reports or certificates verifying these requirements should be available for Departmental inspection.

A guide to relevant fire safety requirements can be found in section 6 of the kit.

- (j) continue to comply with general funding conditions and Student Hostel Support Scheme accountability requirements.**

Hostel authorities will be required to confirm their continued compliance with the hostel funding conditions when application is made for grants under the Student Hostel Support Scheme Recurrent Grant.

Departmental officers will undertake to visit each hostel every three years if possible. During visits, hostels will be asked to present various documents to demonstrate continued compliance with funding conditions. The accountability checklist will be completed by the Departmental officer during the visit.

If for exceptional reasons regular visits cannot occur, hostels may be requested to complete the accountability checklist and send copies of these documents to the department.

While hostel management authorities are obliged to comply with all lawful requirements eg. fire safety and to remedy all potentially hazardous situations immediately, there are some conditions which could take a longer period to redress i.e. enrolments. For this reason departmental funding recognition is not automatically withdrawn when non-compliance with funding conditions is identified.

Hostel management authorities can be asked to show cause why funding should not be withdrawn if hostels are not meeting funding conditions and accountability requirements, or if the safety of students is at risk.

If there is no satisfactory response, the Director-General of Education and Training reserves the right to withdraw funding recognition.

**STUDENT HOSTEL  
ACCOUNTABILITY CHECKLIST AND CERTIFICATE**

**SCHOOL YEAR:** \_\_\_\_\_

Name of Student Hostel: \_\_\_\_\_

Address: \_\_\_\_\_

Hostel/Departmental personnel present during accountability visit:

\_\_\_\_\_  
\_\_\_\_\_

1. Do at least 80 per cent of enrolments meet LAFHA and AIC eligibility criteria? YES/NO

(ie. Student's homes are at least 16 km from the nearest state school with the required year level and at least 4.5 km from a transport service to that school. If less than 4.5 km to a transport service, students must travel more than 56 km to school via the transport service or travel for at least 3 hours each day via the transport service).

Comments: \_\_\_\_\_

2. Does the hostel cater mostly for primary and secondary students? YES/NO

Numbers: Primary \_\_\_\_ Secondary \_\_\_\_ Other \_\_\_\_ (please specify) \_\_\_\_

Comments: \_\_\_\_\_

3. Does the hostel have an open enrolment policy which is clearly stated in a prospectus? YES/NO

(Open enrolment means students are accepted regardless of race, religion, disability, or the school they attend).

Comments: \_\_\_\_\_

4. When was the prospectus last updated? \_\_\_\_\_

5. How and when is the prospectus distributed? \_\_\_\_\_

\_\_\_\_\_

6. What are the projected enrolment numbers for the next two years?

Year 201\_\_ : \_\_\_\_\_ Year 201\_\_ : \_\_\_\_\_

Comments: \_\_\_\_\_

NB: The Department of Education and Training reserves the right to examine a hostel's financial records for the purposes of viability if so required.

7. If the hostel is built on leased land, what is the current lease expiry date? \_\_\_\_\_

8. If the hostel building is leased, what is the current lease expiry date? \_\_\_\_\_

9. What options exist for lease renewal? \_\_\_\_\_  
\_\_\_\_\_

10. Are there more than two families represented in the hostel enrolment? YES/NO

Number of families \_\_\_\_\_ Number of students \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

11. Is the hostel operated by: (please indicate)

- a local government authority;
- a non-profit body which has demonstrated to the satisfaction of the Director-General of Education and Training that it is a responsible organisation suitable to operate a student hostel?

Comments: \_\_\_\_\_

12. Have details of membership of the management committee been provided? YES/NO

Comments: \_\_\_\_\_

13. How often does the hostel management committee meet? \_\_\_\_\_

14. On what date was the last inspection for structural purposes? \_\_\_\_\_  
NB Inspections should be carried out by a Registered Builder or Engineer

15. Is a written report available to verify the inspection? YES/NO

16. What was the result of the inspection and what action was/will be taken?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. On what date was the last Fire Safety Management Plan inspection carried out? \_\_\_\_\_

18. Is a written report available to verify the inspection? YES/NO

19. What was the result of the inspection and what action was/will be taken?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Have employees/volunteers commencing association with the hostel undergone a 'Working with Children and Young People' check? YES/NO

If YES, is evidence available? YES/NO

If NO, what action is being taken? \_\_\_\_\_

21 Do you have at least one employee with a valid Senior First Aid Certificate?  
N.B Senior First Aid Certificates are valid for 3 years with the CPR component to be renewed annually.

If YES, is the evidence available? YES/NO

If NO, what action is being taken? \_\_\_\_\_

22 Has your hostel formally adopted a suitable Student Hostel Reporting Framework for the protection and safety of students and staff? YES/NO

Documentary evidence provided:

Written policy/framework YES/NO

Evidence of annual communication with students, staff and parents YES/NO

Documentation of incidents YES/NO

24 Student Hostel Support Scheme accountability (both Recurrent and Capital Grants); have all requirements been met since last accountability visit? YES/NO

### SUMMARY

Does the hostel meet the department's approval status criteria? YES/NO

General comments:

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\_\_\_\_\_  
Hostel Representative(s)

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Department of Education and Training  
Representative

\_\_\_\_/\_\_\_\_/\_\_\_\_

## RECURRENT GRANT POLICY AND GUIDELINES

### INTRODUCTION

The Student Hostel Support Scheme – Recurrent Grant is a component of a suite of assistance available from Department of Education and Training known as the Student Hostel Support Scheme (SHSS). Hostels which hold approval to receive funding are eligible to claim benefits under this scheme.

### USE OF THE RECURRENT GRANT

The Student Hostel Support Scheme Recurrent Grant can only be used to meet the operating costs of an approved student hostel. Department of Education and Training, strongly recommends the allocation of 40% of this grant to pastoral care expenditure. Suitable pastoral care expenditure would include:

- tuition/coaching, e.g. maths, computing, sports, music
- supervision of homework
- supervision of recreational activities, and admission costs e.g. visits to local swimming pool, and library, etc.
- counselling and enrichment activities, e.g. tutoring in craft activities
- transport to sporting events, youth clubs, theatre, recreational activities, etc.
- educational/recreational equipment, e.g.
  - video cassette recorder including hire or purchase of cassettes
  - personal computer, associated accessories and software
  - calculators
  - televisions
  - study furniture
  - musical instruments
- reference materials, e.g. journals, dictionaries, atlases, encyclopaedias, library books
- sporting equipment, e.g. cricket, tennis, football, table tennis, badminton, quoits, etc.
- recreational equipment and supplies, e.g. leatherwork, screen printing, camping
- hostel personnel training.

This list is provided as a guide only and does not cover all possible uses of funds.

A summary of pastoral care expenditure is to be provided in annual accountability returns. See Statements of Uses and Benefits.

### ELIGIBILITY CRITERIA

#### General eligibility

A student hostel approved to receive funding may claim financial assistance on behalf of students who meet the following requirements:

- (a) the student's parents reside in Queensland;
- (b) the student is in residence at an approved student hostel for at least four consecutive weeks in a semester; and
- (c) the student attends an approved primary, secondary or special education facility<sup>1</sup>.

<sup>1</sup>

*An approved facility is one that holds School in Receipt of Subsidy status under the Education (General Provisions) Act 2006 or hold eligibility for government funding under the Education (Accreditation of Non State Schools) Act 2001.*

Note: Students who are children of house parents will only attract assistance if evidence of fee payment or salary deduction equivalent to hostel fees on behalf of those students, is provided by the hostel management authority.

### **Period of attendance**

To qualify for grants, students who meet the general eligibility criteria must also commence residence in the hostel by the following dates:

- four weeks before the end of Semester 1 for Semester 1 benefits; and
- before 30 October for Semester 2 benefits.

Special consideration may be granted for students who are in residence on a regular basis, but not for four consecutive weeks, e.g. children of itinerant workers. Such claims are assessed on their merits provided the aggregate enrolment reaches a total of at least 50 per cent of the school year. Payment is made on a pro rata basis.

## **RATES OF PAYMENT**

The Student Hostel Support Scheme Recurrent Grant for 2011 is \$1,406.00 per student per annum for the first 20 students and \$938.00 per student per annum for each additional student. Hostels with 8 eligible students or less will receive a minimum of \$11,248.00 until enrolments increase or while the hostel continues to be recognised for SHSS funding.

## **PAYMENT PROCEDURES**

To claim grants, the following procedures apply:

Hostel authorities must claim Student Hostel Support Scheme - Recurrent Grant benefits from the Department of Education and Training on the department's, Student Hostel Support Scheme - Recurrent Grant claim form (form provided on Hostel Kit web page).

Claims must be forwarded to School Financial Services (see Department of Education and Training Information - Section 2 of the kit).

Payment of grants will be made in two instalments; one for each semester with a supplementary payment available for students who enrol after the second semester claim has been submitted.

### **Semester 1 claims**

An initial claim must be submitted by hostels no earlier than 4 weeks after the commencement of each school year.

Eligible students enrolled in the hostel after the Semester 1 claim is submitted should be included on the claim for Semester 2.

### **Semester 2 claims**

At the commencement of Semester 2, a pre-printed claim form will be forwarded to each hostel listing the students from the Semester 1 claim which are expected to be eligible for Semester 2 benefits. Hostels should check and amend this information and add any new students as necessary.

The claim form for Semester 2 must be submitted by hostels no earlier than 4 weeks after the commencement of that semester.

### **Supplementary claims**

A supplementary claim can be made in November for students who have enrolled since the semester 2 claim was lodged but before 30 October each year. (Students must be in residence for at least four weeks before claim is lodged.) Claims must be returned by the last day of the school year.

### **Pro rata payments**

Pro rata payments may be granted under special circumstances (refer to “Period of Attendance” above).

A full semester payment of the grant will be made if eligible students reside in a hostel for four consecutive weeks in that semester. Students who commence residence less than four weeks before the end of Semester 1 will not attract Semester 1 benefits. Students who commence residence after 30 October will not be eligible for Semester 1 or 2 benefits.

### **CLOSING DATE FOR RECEIPT OF CLAIMS**

Claims received in School Financial Services after the last day of the school year will not be accepted for the payment of benefits in that year.

### **RETROSPECTIVE PAYMENTS**

There will be no payment made in respect of a student's attendance in a previous year if a claim is made after the last day of school in that year.

### **PAYMENT DETAILS**

When grant entitlements have been calculated, the School Financial Services will process a payment to the hostel's bank account through Electronic Funds Transfer (EFT). Please provide written advice on letterhead if bank account details change.

Written advice confirming the payment will be forwarded to hostel authorities by School Financial Services at approximately the time of payment. If for any reason the grant is not paid for a particular student, the name of the student and the reason for non-payment will be explained.

### **GST**

Payments of Student Hostel Support Scheme grants attract GST.

Hostels which are registered for GST with the Australian Taxation Office and have entered into a Recipient Created Tax Invoice (RCTI) agreement with the Department of Education and Training will have grant entitlements increased automatically by the relevant amount of GST payable on each grant payment. Those hostels that are not registered, will receive their grant entitlement exclusive of GST.

### **FINANCIAL ACCOUNTABILITY**

Hostels are required to account on an annual basis for the expenditure of monies paid under the Student Hostel Support Scheme - Recurrent Grant.



**Financial Certificate**

The grant is provided subject to the provision of an annual financial certificate. To assist hostel management authorities, School Financial Services forwards pre-printed copies of this form (i.e. including the amount of Student Hostel Support Scheme recurrent grant paid in the previous calendar year) to hostels during Semester 1 each year.

The certificate must be signed by both the hostel authority and a qualified auditor, and returned to School Financial Services (see Department of Education and Training Information - Section 2 of the kit) after the hostel financial records have been audited. The certificate verifies that the previous year's Student Hostel Support Scheme - Recurrent Grant funds have been expended in accordance with policy.

The auditor must be a person who is:

- a registered public accountant or chartered accountant; or
- a person approved by Department of Education and Training (the Department will usually recognise a person approved by the Office of Fair Trading for auditing of Incorporated Association accounts).

Audit costs may be met through Student Hostel Recurrent Grant funds.

**Statements of Uses and Benefits**

In addition to a financial certificate, hostels are required to complete, an annual statement of uses and benefits gained through Student Hostel Support Scheme - Recurrent Grant funds. This statement forms part of the overall accountability requirements. A form is provided for downloading on the Hostel Kit web page.

The Statement of Uses and Benefits should be returned to School Financial Services with the annual Financial Certificate.

**Return of Financial Certificate and Statement of Uses and Benefits**

Payment of the Recurrent Grant is conditional upon receipt of satisfactory accountability documents. At the completion of the annual audit of the hostel financial records for the previous year, the pre-printed Financial Certificate and the Statement of Uses and Benefits must be forwarded to School Financial Services .

Semester 1 benefits will be paid without having to sight the Financial Certificate or the Statement of Uses and Benefits for the previous year.

Semester 2 benefits will only be paid when acceptable versions of these documents for the previous year are received.

The Financial Certificate and the Statement of Uses and Benefits for the previous calendar year must be received before the end of the school year or Semester 2 benefits will be forfeited. Succeeding semester benefits will also be forfeited if the relevant documents are not received by the end of that semester.

**Termination of grant**

The hostel management authority must return monies that have not been expended or committed, to the Department as soon as the hostel is aware that the funds will no longer be required. A grant shall be terminated if, for example, a hostel ceases to operate.

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## HOW TO APPLY FOR ASSISTANCE

The Student Hostel Recurrent Grant is claimed on the form *Student Hostel Support Scheme - Recurrent Grant Claim Form* which can be found on the Hostel Kit web page.

### SEMESTER ONE

On the required date in February (refer to the “Calendar of Events” in Calendars - Section 1) hostels should claim for assistance as follows:

1. Download *Student Hostel Support Scheme - Recurrent Grant Claim Form* from Hostel Kit web page.
2. Write the hostel name on the top of the claim form.
3. Enter student details of eligible students on the claim form (see Eligibility Criteria in this section of the kit to determine eligibility).
4. Complete and sign the *Hostel Certification* section (4 weeks after commencement of semester).
5. Forward claim form to each school attended by students on the form.
6. The school should:
  - (i) certify each student’s attendance in the *Initials of School Principal or Delegate* section;
  - (ii) sign the Principals’ Certifications section for those students; and
  - (iii) return the form to the hostel.
7. Forward the claim form to School Financial Services (see Department of Education and Training Information - Section 2).

### SEMESTER TWO

In July each year the School Financial Services will forward a pre-printed *Student Hostel Support Scheme - Recurrent Grant Claim Form* containing the details of students expected to qualify for assistance in Semester Two. On the required date in August (refer to the “Calendar of Events” in Calendars - Section 1) hostels should claim for assistance as follows:

1. Check that pre-printed students are still at the hostel and still qualify for assistance (see Eligibility Criteria in this section of the kit to determine eligibility). Ensure the pre-printed student details are correct.
2. Add any other students that qualify for assistance but are not pre-printed on the claim form.
3. Complete and sign the *Hostel Certification* section (4 weeks after commencement of semester).
4. Forward claim form to each school attended by students on the form.
5. The school should:
  - (i) certify each student’s attendance in the *Initials of School Principal or Delegate* section;
  - (ii) sign the Principals’ Certifications section for those students; and
  - (iii) return the claim form to the hostel.
6. Forward the claim form to School Financial Services (see Department of Education and Training Information - Section 2).

### SUPPLEMENTARY

If new students have enrolled at the hostel after the Semester Two claim has been submitted, these students may be claimed on a Supplementary claim. On the required date in November (refer to the “Calendar of Events” in Calendars - Section 1) hostels should claim for supplementary assistance as follows:

1. Download *Student Hostel Support Scheme - Recurrent Grant Claim*. Or complete the pre-printed form if one is received from the School Financial Services.
2. Write the hostel name on the top of the claim form.
3. Enter student details of eligible students on the claim form (see Eligibility Criteria in this section of the kit to determine eligibility).
4. Complete and sign the *Hostel Certification* section.
5. Forward claim form to each school attended by students on the form.
6. The school should:
  - (i) certify each student's attendance in the *Initials of School Principal or Delegate* section;
  - (ii) sign the *Principals' Certifications* section for those students; and
  - (iii) return the form to the hostel.
7. Forward the claim form to School Financial Services (see Department of Education and Training Information - Section 2).

### CHECKLIST

The following checklist can be used for completion of the form:

- Is the name of the hostel on top of the claim form?
- Have all eligible students at the hostel been included?
- Have all student details been completed?
- Has the *Hostel Certification* been completed and the form signed at least four weeks after the commencement of the Semester?
- Have schools initialled for each student?
- Has the principal of each school signed the *Principals' Certification*?

### PAYMENT

Once claim forms are received by School Financial Services, they will be processed and paid via Electronic Funds Transfer. A letter advising the payment details will be forwarded at the time of payment and if any students are not entitled to assistance for one reason or another, these details will be provided. Any inquiries regarding payments can be directed to School Financial Services (see Department of Education and Training Information - Section 2).

## **HOW TO COMPLETE THE FINANCIAL CERTIFICATE AND STATEMENT OF USES AND BENEFITS**

### **TO COMPLETE THE FINANCIAL CERTIFICATE:**

1. In January/February provide to the hostel's Auditor:
  - (i) *Auditor's Guidelines for Financial Certificate Completion.*
  - (ii) Pre-printed Financial Certificate (download from Hostel Kit web page); and
  - (iii) hostel financial records.
2. Sign Declaration.

### **TO COMPLETE STATEMENT OF USES AND BENEFITS**

1. Download the form from the Hostel Kit web page.
2. State the amount expended and benefits achieved under each expense heading, e.g. "study equipment \$500, purchased 2 desks and computer software for student study".
3. State the amount of grant carried forward if applicable.
4. State reasons for carrying forward grant funds if applicable.
5. Sign and date each statement.
6. Forward the Statement of Uses and Benefits and Financial Certificate to School Financial Services (see Department of Education and Training Information - Section 2).

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## **AUDITOR'S GUIDELINES FOR FINANCIAL CERTIFICATE COMPLETION**

A pre-printed Financial Certificate stating Department of Education and Training funds is provided to the hostel under the Student Hostel Support Scheme - Recurrent Grant, by the department.

Under the conditions of Student Hostel Support Scheme - Recurrent Grant funding, hostels are required to account on an annual basis for the expenditure of funds provided. For the purposes of these conditions, an approved auditor must be:

- a registered public accountant or chartered accountant; or
- a person approved by Department of Education and Training (the Department will usually recognise a person approved by the Office of Fair Trading for auditing of Incorporated Association accounts).

The Financial Certificate requires an auditor to audit hostel accounts and certify that funds provided to hostels under the Student Hostel Support Scheme - Recurrent Grant have been expended in accordance with policy. The relevant extract of the policy is as follows:

### **MANAGEMENT OF STUDENT HOSTEL SUPPORT SCHEME - RECURRENT GRANT FUNDS**

The management of Student Hostel Support Scheme - Recurrent Grant funds in respect of purchasing, banking, payments, recording, and cheque control must be based on sound financial management practices and approved by the hostel's auditor.

### **FINANCIAL ACCOUNTABILITY**

Hostels are required to account on an annual basis for the expenditure of monies paid under the Student Hostel Support Scheme - Recurrent Grant.

#### **Financial Certificate**

Grants are provided by Department of Education and Training on the understanding that a pre-printed financial certificate provided by the School Financial Services at the commencement of each year relating to the previous calendar year, is duly signed by the hostel authority and a qualified auditor, and returned to School Financial Services (see Department of Education and Training Information - Section 2) after the hostel financial records have been audited. The certificate verifies that the previous year's Student Hostel Support Scheme - Recurrent Grant funds have been expended in accordance with policy and indicates carry forward amounts.

Audit costs may be met through Student Hostel Recurrent Grant funds.

### **PURPOSE OF THE RECURRENT GRANT**

The Student Hostel Support Scheme Recurrent Grant can only be used to meet the operating costs of an approved student hostel. The Department of Education and Training, strongly recommends the allocation of 40% of this grant to pastoral care expenditure. Suitable pastoral care expenditure would include:

- tuition/coaching, e.g. maths, computing, sports, music
- supervision of homework
- supervision of recreational activities, and admission costs e.g. visits to local swimming pool, and library, etc.
- counselling and enrichment activities, e.g. tutoring in craft activities
- transport to sporting events, youth clubs, theatre, recreational activities, etc.
- educational/recreational equipment, e.g.
  - video cassette recorder including hire or purchase of cassettes
  - personal computer, associated accessories and software
  - calculators
  - televisions
  - study furniture
  - musical instruments
- reference materials, e.g. journals, dictionaries, atlases, encyclopaedias, library books
- sporting equipment, e.g. cricket, tennis, football, table tennis, badminton, quoits, etc.
- recreational equipment and supplies, e.g. leatherwork, screen printing, camping
- hostel personnel training.

This list is provided as a guide only and does not cover all possible uses of funds.

Recurrent grants received should be expended by hostels in accordance with the guidelines.

Future funding for the hostel under the Student Hostel Support Scheme - Recurrent Grant is subject to the receipt of an acceptance Financial Certificate.

Any questions relating to the accountability requirements can be directed to the Finance Officer, School Financial Services, Department of Education and Training, ☎ (07) 3237 0864.

## CAPITAL GRANT – POLICY AND GUIDELINES

### INTRODUCTION

The Student Hostel Support Scheme - Capital Grant is a component of a suite of assistance available from the Department of Education and Training for approved student hostels known as the Student Hostel Support Scheme (SHSS).

In these guidelines, the following project definitions apply:

- (a) a **minor** capital project is one which costs up to and including \$20 000.00 (GST exclusive); and
- (b) a **major** capital project is one which costs in excess of \$20 000.00 (GST exclusive).

### OBJECTIVES OF THE GRANT

To provide assistance to offset capital costs incurred by non-profit incorporated organisations which operate approved facilities in rural locations, which accommodate students who attend primary, secondary and special education programs and who are otherwise geographically isolated from local schooling.

### ENTITLEMENTS

Capital funding of up to 50 per cent of the cost of an approved project up to a maximum grant of \$50 000 (GST exclusive) for any one project in any one financial year, is available.

The Capital Grant funding is provided net of any other Queensland or Australian Government funding<sup>2</sup>.

### USES OF ASSISTANCE

Items for which subsidy is available include the following types of projects:

- (a) purchase of land where land and erection of hostel building(s) are part of the same project;
- (b) construction of student hostel building(s);
- (c) purchase of land and buildings and conversion of premises for use as a student hostel (must be incorporated into the same project);
- (d) purchase and replacement of furniture and equipment appropriate for the number of students being accommodated;
- (e) renovations associated with meeting the accommodation needs of students with disabilities;
- (f) large maintenance and refurbishment projects costing in excess of \$2 000 each eg. reroofing; and
- (g) consultant's fees (eg. legal and architectural).

## ELIGIBILITY FOR FUNDING

Hostel management authorities must be approved to receive funding from the Director General of Education and Training. Existing hostels which temporarily do not meet certain general funding conditions will need to provide justification for consideration of a capital grant in these circumstances.

Projects must be consistent with approved uses of assistance and meet relevant local authority ordinances, fire, and workplace health and safety requirements.

Student Hostel Support Scheme Capital Grants are not considered for projects which have already been commenced or completed. Hostel management authorities should not enter into financial obligations associated with projects prior to receipt of advice that their application for funding has been approved. Such obligations are entered into at the full expense of the hostel in the event that an application is unsuccessful.

Grants for **major** projects will only be considered if hostel management authorities:

- (a) own both the land and the building used by the hostel; or
- (b) have relevant lease(s) which cover a period of at least 10 years from the date of completion of the project; and
- (c) are able to demonstrate ongoing viability through past and future enrolments.

## APPLICATION REQUIREMENTS

Hostel management authorities must notify School Financial Services of any intention to apply for the Capital Grant in the following financial year by the **9<sup>th</sup> December 2011**. This information is used to develop the departmental budget for the following financial year. Please download the Intention to Apply for the SHSS Capital Grant form from the Hostel Kit web page.

School Financial Services will notify relevant hostel management authorities (usually in March) that allocations for the following financial year have been requested in the state budget and that they should formally apply for assistance by completing a Student Hostel Support Scheme - Capital Grant Application Form (download from Hostel Kit web page). This form must be received in School Financial Services by the **27<sup>th</sup> May 2010**.

Applications must include:

- (a) a description of the project;
- (b) the cost of the project (including copies of two written quotations [if only one available, explanation required] with any GST components itemised separately);
- (c) ownership details of hostel premises (including copies of rental/lease agreements);
- (d) building plans approved by local authorities etc. (if applicable);
- (e) enrolment projections (for **major** projects only); and
- (f) details of how the project is to be funded.

Applications for urgent capital assistance can be considered without prior notification, subject to the availability of funds. Such circumstances would include the need to secure the purchase of a particular property or a requirement to remedy a potentially hazardous structural situation.

## APPLICATION ASSESSMENT

In the event that the total cost of the eligible project exceeds the total allocation of funds for SHSS capital grants in the departmental budget in any one financial year, a prioritisation process is applied. Projects are considered in the following order of priority:



- (a) continuity of services i.e. response to emergency situations such as lease expiry, natural disasters, hazardous situations and legislated requirements (eg. fire safety);
- (b) large maintenance and refurbishment projects;
- (c) renovations/additions to meet enrolment growth including renovations associated with meeting the accommodation needs of students with disabilities; and
- (d) erection of new hostel buildings (including purchase of land).

## APPLICATION PROCESSING

Following prioritisation and the granting of approval, hostel management authorities will be notified of the outcome of their applications (usually in July). Official offers of assistance, including the terms and conditions of each offer, will then be made to successful hostel management authorities. Payment of the grant will be made subject to terms and conditions of that offer as detailed below.

## GRANT OFFERS

Acceptance of an offer of assistance is conditional on the hostel management authority signing an agreement which includes the following requirements to:

- (a) expend the funds within the state government budget year<sup>3</sup> in which they are provided, unless approved by the Department of Education and Training. No guarantee of continued funding can be given for major projects which are carried over from one budget year to the next;
- (b) meet the accountability requirements specified below;
- (c) agree that a grant may only be spent on an approved project as described in the Student Hostel Support Scheme Acceptance of Grant Offer, any variation to the project content at any time should be referred to the Manager, School Financial Services;
- (d) agree that the grantee will contribute at least the amounts specified in the Student Hostel Support Scheme Acceptance of Grant Offer; and
- (e) agree to inform School Financial Services at any time if the cost of the approved project becomes less than the original cost estimate on which the grant offer was calculated eg. actual costs are lower or other grants have been subsequently received for the same project. In these circumstances the Capital Grant will be recalculated and reduced so that savings can be redirected to other hostel projects (at the discretion of the Manager, School Financial Services).

In addition, for a **major** project, a hostel management authority is required to:

- (f) agree to use the facility as an approved student hostel for a **period of not less than 10 years**. Failure to use the facility as an approved student hostel could result in liability for repayment equal to 10 per cent of assistance for each year the facility is not used for those purposes<sup>4</sup>;
- (g) meet government requirements for the recognition of government funding which include:
  - (i) providing at least two months notice to the office of the Minister for Education and Training of the opening of the facility which shall constitute an invitation to the Minister, or the Minister's nominee, to attend the opening ceremonies; and
  - (ii) ensuring that all state funding is acknowledged on signs or plaques erected or affixed to the building, for example, "This building was constructed with financial assistance from the Queensland Government".

<sup>3</sup> The state government budget year runs from 1 July to 30 June.

<sup>4</sup> Where a facility is transferred from one owner to another, but the facility continues in use as a student hostel, the agreement will not lapse.

The signed Student Hostel Support Scheme Acceptance of Grant Offer must be returned to School Financial Services **within 30 days** of the date of the offer or the offer of assistance could lapse.

## PAYMENT PROCEDURES

For **minor** capital projects, funds are paid upon receipt by School Financial Services of the signed Student Hostel Support Scheme Acceptance of Grant Offer.

For **major** capital projects, upon receipt by School Financial Services of the signed Student Hostel Support Scheme Acceptance of Grant Offer, funds are paid in two instalments:

- (a) the first instalment consists of 80% of the grant and is made available to the hostel once a Student Hostel Support Scheme Progress Expenditure Certificate from the contractor is provided to School Financial Services indicating that 25% of the work has been completed; and
- (b) the second instalment (which is the balance of the grant) is provided once a Student Hostel Support Scheme Practical Completion Certificate is provided indicating that the work is at a stage of practical completion.

Increases in quoted costs up to 10% which have occurred between the original application and acceptance of the funding offer may be considered by the Manager, School Financial Services.

Cost decreases that are incurred following acceptance of the grant should be referred to the Manager, School Financial Services. Grant entitlements are recalculated to reflect the reduced project costs. The second instalment will be adjusted for those major projects or the balance recovered if a change is indicated in audit reports.

Copies of relevant certification proformas are supplied with departmental correspondence at appropriate times in the payment process.

## ACCOUNTABILITY

A hostel management authority is expected to expend funds provided for a project by the **end of the state budget year** in which the grant is provided, except as approved by the Manager, School Financial Services.

A hostel management authority is also required to account for the use of Capital Grants by completing a Student Hostel Support Scheme Financial Statement and Audit Report which includes:

- (a) certification from an architect or hostel management authority that the approved project has been completed, and if necessary, completed in accordance with applicable building legislation, ordinances, and by-laws;
- (b) the final cost of the approved project, including (for major projects) any amount held in a retention account;
- (c) a breakdown of all sources and amounts of funding used to complete the project; and
- (d) an audited statement by an independent auditor detailing that the funds received through the Student Hostel Support Scheme - Capital Grant (including interest and any funds expended on the project for the previous financial year) have been expended on the project as described in the Student Hostel Support Scheme Acceptance of Grant Offer.

The Student Hostel Support Scheme Financial Statement and Audit Report is to be forwarded to School Financial Services either separately or with the next audited Financial Certificate submitted by the hostel management authority for the use of the Recurrent Grant.

Proformas for these reports will be provided to hostel management authorities upon payment of assistance.

**CONTACT ADDRESS FOR FURTHER INQUIRIES**

Inquiries in regard to the Student Hostel Support Scheme should be directed to the:

The Finance Officer  
School Financial Services  
Department of Education and Training  
PO Box 15033  
CITY EAST QLD 4002

Telephone: (07) 3237 0864  
Fax :( 07) 3237 1187

## FIRE SAFETY REQUIREMENTS FOR NON-GOVERNMENT SCHOOL TERM HOSTELS

The following table represents a summary of information received from the Department of Local Government, Planning, Sport and Recreation in October 2006.

It is supplied as a GUIDE ONLY and hostel authorities must seek advice direct from local Councils and Queensland Fire and Rescue Service (QFRS) on their individual premises especially if structural changes are planned.

Building type	Applicable legislation	Obligation	Frequency
Constructed or approved <b>before</b> 1 January 1992	<ul style="list-style-type: none"> <li>• <i>Building Act 1975</i></li> <li>• <i>Queensland Development Code, Fire safety in Budget Accommodation Buildings (Fire safety Standard)</i></li> <li>• <i>Building and other Legislation Amendment Act 2002 (BOLA)</i></li> <li>• <i>Building Code of Australia (BCA)</i></li> <li>• <i>Fire and Rescue Service Act 1990</i></li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with Part 14 of <i>Queensland Development Code</i>. Notice of compliance provided by local Council</li> <li>• Random inspections of Fire Safety Management Plan (FSMP) undertaken by QFRS</li> <li>• Compliance with BCA if material changes are made to the hostel premises. Contact local Council for advice</li> </ul>	<p>Once (unless altered)</p> <p>Every 1 to 3 years</p> <p>When necessary</p>
Constructed or approved <b>after</b> 1 January 1992	<ul style="list-style-type: none"> <li>• <i>Building and other Legislation Amendment Act 2002 (BOLA)</i></li> <li>• <i>Building Code of Australia</i></li> <li>• <i>Queensland Fire and Rescue Service Act 1990</i></li> </ul>	<ul style="list-style-type: none"> <li>• Random inspections of FSMP undertaken by QFRS</li> <li>• Compliance with <i>Building Code of Australia</i> if material changes are made to the hostel premises. Contact local Council for advice</li> </ul>	<p>Every 1 to 3 years</p> <p>When necessary</p>

### NOTES:

1. All non-government school term hostels are classed as budget accommodation building (BAB) under fire safety legislation.
2. Hostels constructed since the introduction of the *Building Code of Australia* was introduced in 1992 should already be built in accordance with the Code.
3. Hostels built before 1992 should be compliant with the Queensland Development Code by 30 June 2006.
4. Evidence of relevant inspections will be required during triennial accountability visits. Hostels should ensure that Fire Safety Management Plan inspections are undertaken at least every three years.
5. Contact numbers for QFRS can be found in Section 8.

## CHILD SAFETY

### Health, safety and conduct of students and staff

Safety of students has always been a primary focus of student hostels. In recent years a range of new legislation has been introduced to support appropriate processes to be followed when student safety is at risk.

As a result, requirements for the reporting of suspected or actual harm caused to a student have been strengthened and applied to both state and non-state schools.

It is necessary to apply those principles to student hostels funded under the Student Hostel Support Scheme (SHSS) to ensure that there is consistency between school and hostel processes.

The following reporting framework has been developed. Hostel governing bodies which formally adopt this framework, or something similar, into their operational policy, will comply with funding criteria under the SHSS.

Compliance with the framework will be included in the *Accountability Checklist* and hostels' governing bodies will be required to demonstrate that an acceptable reporting framework is in use and satisfactory records are being maintained.

Subject	If	Then
Reporting <b>harm</b>	you are a <b>student</b> and you have been <b>harmed</b> or are aware, or reasonably suspect, that <b>harm</b> has been caused to <b>another student</b> .	report it to any staff member or a representative of the hostel governing body.
	you are a <b>staff</b> member and you are aware, or reasonably suspect, that <b>harm</b> has been <b>caused to a student</b> .	<ul style="list-style-type: none"> <li>• <i>report it to the manager or a representative of the hostel governing body.</i></li> <li>• Keep a written record of your actions.</li> </ul>
	you are:- <ul style="list-style-type: none"> <li>• the <b>manager</b> or <b>representative</b> of the hostel <b>governing body</b> and you receive a report of harm or suspected harm to a student; <b>and</b></li> <li>• <b>you are aware of the harm</b> having been caused <b>or you reasonably suspect</b> the harm to have been caused.</li> </ul>	<ul style="list-style-type: none"> <li>• report it to the <b>police</b> or the <b>Department of Child Safety</b>.</li> <li>• keep a written record of your actions.</li> </ul> <p>Note: Where the harm is suspected to have been caused external to the hostel, it is the responsibility of the Police or Department of Child Safety to contact the parents. (Section 5 of the <i>Child Protection Act 1999</i>.)</p>

Subject	If	Then
Reporting inappropriate behaviour	you are a <b>student</b> and wish to report <b>behaviour by a staff member</b> that you consider inappropriate.	report the behaviour to the manager or representative of the hostel governing body.
	you are the <b>manager or representative of the hostel governing body</b> and receive the report under the preceding step.	<ul style="list-style-type: none"> <li>• interview the student.</li> <li>• interview the staff member named in the report.</li> <li>• interview any other person who may be able to provide useful information.</li> <li>• report your findings to the manager or representative of the hostel governing body, with your recommendation for action to be taken.</li> <li>• as manager or representative of the hostel governing body, you take action on the basis of the report.</li> </ul>
Reporting sexual abuse by an employee (whether paid or unpaid).	you are:- <ul style="list-style-type: none"> <li>• a <b>staff member</b>: and</li> <li>• aware or you reasonably suspect that an <b>employee</b> of the hostel <b>has sexually abused a student</b>.</li> </ul>	give a written report about the abuse to the manager or a member of the governing body immediately.
	you as manager or representative of the hostel governing body, receive a report under the preceding step.	<ul style="list-style-type: none"> <li>• give a copy of the report to the <b>police</b> or <b>Department of Child Safety</b> representative immediately.</li> <li>• retain a copy of report.</li> </ul>
Process Implementation accessibility	you are: <ul style="list-style-type: none"> <li>• a <b>manager</b> or <b>staff member</b></li> </ul>	you are obliged to keep satisfactory records of: <ul style="list-style-type: none"> <li>• how processes are made known to students, parents, and staff</li> <li>• how often they are advised of these processes</li> <li>• incidents reported under these processes and the action taken</li> </ul>
	<ul style="list-style-type: none"> <li>• a hostel <b>governing body</b></li> </ul>	you are obliged to: <ul style="list-style-type: none"> <li>• ensure manager/staff member comply with processes</li> <li>• take necessary action according to reporting framework</li> <li>• maintain satisfactory records of action taken</li> <li>• maintain privacy of records</li> <li>• demonstrate to the Department of Education and Training that satisfactory records have been maintained and actions have been taken</li> </ul>

**Definitions**

**Harm**, caused to a student under 18 years, is any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing.

It is immaterial how the harm is caused;

Harm can be caused by:

- physical, psychological or emotional abuse or neglect; or
- sexual abuse or exploitation

**Notes on implementation and satisfactory records**

The following are suggestions on the way satisfactory reporting and records might be implemented:

1. A satisfactory reporting framework should be incorporated into and documented in the hostel's operating policy.
2. Students, staff and parents be advised of these processes at least once each year.
  - a. Advice to students could be in the form of an annual induction program or an individual new student induction program. It is important to demonstrate that every student passing through the hostel in a year has been advised or reminded.
  - b. Parents could be advised through an initial or annual enrolment document. By signing the document each parent would be indicating that they have been made aware of the hostel's reporting processes.
  - c. The framework could be incorporated into a staff code of conduct document or employment contract. Otherwise new staff could be advised in an induction program while ongoing staff could be formally reminded on an annual basis. It is important to be able to demonstrate that all staff are advised or reminded.
3. Reports of incidents together with action taken be signed and dated by a staff member and/or two governing body representatives.

## **STUDENT HOSTEL CONTACTS**

### **CONTACT LIST OF STUDENT HOSTELS IN QUEENSLAND**

See listing in this section of the kit.

### **CASINO COMMUNITY BENEFIT FUND**

Information in relation to funding can be obtained from the fund offices listed on the relevant page in this section.

### **COMMISSION for CHILDREN and YOUNG PEOPLE and CHILD GUARDIAN**

There is now a need for employees and volunteers working with children to be screened. Further information can be obtained from *employment screening hotline*:

Free call 1800 113 611 or  
[www.childcomm.qld.gov.au](http://www.childcomm.qld.gov.au)

### **QUEENSLAND FIRE AND RESCUE AUTHORITY**

Officers of the Queensland Fire and Rescue Authority are available to assist at any time regarding issues on meeting fire safety legislation and standards. Contact numbers are listed on the relevant page in this section. See Section 6 for fire safety requirements.

### **QUEENSLAND RESIDENTIAL SCHOOL STAFF ASSOCIATION**

This association exists to encourage networking between boarding facilities for school age children. The association produces a newsletter titled "Lights Out" which provides a forum in which staff associated with boarding facilities can exchange information on trends and innovations and can share and evaluate techniques and developments within the broad spectrum of administration of residential schools at all levels.

Inquiries regarding membership can be directed to:

The Membership Secretary  
Qld Residential Schools Staff Association  
PO Box 279  
VIRGINIA QLD 4014

### **WORK COVER QUEENSLAND**

Information in relation to workers' compensation can be obtained from any of the offices listed on the relevant page in this section.

### **WORKPLACE HEALTH AND SAFETY**

Information in relation to the registration of hostels for Workplace Health and Safety purposes can be obtained from any of the Division of Workplace Health and Safety offices listed on the relevant page in this section.

Please note that only those workplaces with more than two (2) persons employed need to be registered.



## QUEENSLAND GOVERNMENT APPROVED STUDENT HOSTELS

### AUDLEY HOUSE STUDENT GROUP HOME

**Postal/Actual:** 40 Jack Street  
Atherton QLD 4883  
**Telephone:** (07) 4091 1684  
**Fax:** (07) 4091 4170  
**Email Address:**  
[sqhatherton@bigpond.com](mailto:sqhatherton@bigpond.com)

### BLAIR HOUSE STUDENT HOSTEL

**Postal:** PO Box 615  
Clermont QLD 4721  
**Telephone:** (07) 4983 3155  
**Fax:** (07) 4983 1066  
**Email Address:**  
[bhhostel@bigpond.net.au](mailto:bhhostel@bigpond.net.au)

### BOLLON DISTRICT CHILDREN'S RESIDENCE

**Postal/Actual:** Main Street  
Bollon QLD 4488  
**Telephone:** (07) 4625 6159  
**Fax:** (07) 4625 6286  
**Email Address:**  
[bollonhostel@bigpond.com](mailto:bollonhostel@bigpond.com)

### ETHERIDGE SHIRE COUNCIL STUDENT HOSTEL

**Postal:** PO Box 12  
Georgetown QLD 4871  
**Actual:** High Street, Georgetown  
**Telephone:** (07) 4062 1233  
**Fax:** (07) 4062 1285  
**Email Address:**  
[cheryl.ryan@etheridge.qld.gov.au](mailto:cheryl.ryan@etheridge.qld.gov.au)

### EULO AND DISTRICT HOSTEL ASSOCIATION INC

**Postal:** Prairie Station  
Cunnamulla QLD 4490  
**Actual:** Emu Street  
EULO QLD 4491  
**Telephone:** (07) 4655 4739  
**Fax:** (07) 4655 4703  
**Email Address:**  
[datefarm1@bigpond.com](mailto:datefarm1@bigpond.com)

### KAZIW META COLLEGE

**Postal:** PO Box 387  
Thursday Island QLD 4875  
**Actual:** 1 Nazeer Street, TI  
**Telephone:** (07) 4069 1284  
**Fax:** (07) 4069 1938  
**Email Address:**  
[principal@kaziwmeta.org.au](mailto:principal@kaziwmeta.org.au)

### LEICHHARDT HOUSE STUDENT HOSTEL

**Postal/Actual:** 23 Leichhardt Street  
Chinchilla QLD 4413  
**Telephone:** (07) 4668 9571  
**Fax:** (07) 4669 1386  
**Email Address:**  
[leichhardthouse@datawave.net.au](mailto:leichhardthouse@datawave.net.au)

### LONGREACH SHIRE COUNCIL STUDENT HOSTEL

**Postal:** PO Box 472  
Longreach QLD 4730  
**Actual:** 140 Ibis Street, Longreach  
**Telephone:** (07) 4658 4125  
**Fax:** (07) 4658 3247  
**Email Address:**  
[dccs@longreach.qld.gov.au](mailto:dccs@longreach.qld.gov.au)

### ROMA RURAL STUDENT HOSTEL

**Postal:** PO Box 1115,  
Roma QLD 4455  
**Actual:** 29 Powell Street, Roma  
**Telephone:** (07) 4622 1732  
**Fax:** (07) 4622 1086  
**Email Address:**  
[jagibbes@hgy54.com.au](mailto:jagibbes@hgy54.com.au)

### WOODLEIGH RESIDENTIAL COLLEGE

**Postal:** PO Box 38,  
Herberton QLD 4872  
**Actual:** 40-44 Broadway, Herberton  
**Telephone:** (07) 4096 2256  
**Fax:** (07) 4096 2275  
**Email Address:**  
[woodleigh@qld.net.com.au](mailto:woodleigh@qld.net.com.au)

## **CASINO COMMUNITY BENEFIT FUNDS**

The following Casino Community Benefit Funds consider submissions from non-profit community organisations which provide facilities or services to the community:

### **Jupiters Casino Community Benefit Fund**

The Administrator  
Jupiters Casino Community Benefit Fund  
Locked Bag 180  
City East QLD 4002  
☎ (07) 3247 4284  
☎ (07) 1800 633 619  
**FAX** (07) 3247 4348  
Internet Address: [www.olgr.qld.gov.au/grants](http://www.olgr.qld.gov.au/grants)

Hostels located in the following centres would contact the Jupiters Casino Community Benefit Fund to ascertain if they would be eligible to apply for financial assistance in respect of capital projects: Bollon, Charleville, Chinchilla, Clermont, Eulo, Longreach and Roma.

### **Reef Hotel Casino Community Benefit Fund**

The Administrator  
Reef Casino Community Benefit Fund  
Locked Bag 180  
City East QLD 4002  
☎ (07) 3247 4284  
☎ (07) 1800 633 619  
**FAX** (07) 3247 4348  
Internet Address: [www.olgr.qld.gov.au/grants/index.shtml](http://www.olgr.qld.gov.au/grants/index.shtml)

Hostels located in the following centres would contact the Reef Hotel Casino Community Benefit Fund to ascertain if they would be eligible to apply for financial assistance in respect of capital projects: Atherton, Georgetown, Herberton and Thursday Island.

## OFFICES OF THE QUEENSLAND FIRE AND RESCUE SERVICE

### **SOUTH WEST REGION:**

PO Box 831  
Toowoomba QLD 4350  
☎: (07) 4616 1506  
Fax: (07) 4616 1594

*This region would include (but not limited to) the following hostels:  
Bollon, Charleville, Chinchilla, Eulo, Quilpie and Roma*

### **CENTRAL REGION**

PO Box 1531  
Rockhampton QLD 4700  
☎: (07) 4938 4891  
Fax: (07) 4922 1656

*This region would include (but not limited to) the following hostels:  
Clermont and Longreach*

### **FAR NORTHERN REGION**

PO Box 920  
Cairns QLD 4870  
☎: (07) 4032 8759  
Fax: (07) 4039 8552

*This region would include (but not limited to) the following hostels:  
Atherton, Georgetown, Thursday Island and Herberton*

### **EMERGENCY SERVICES COMPLEX**

GPO Box 1425  
Brisbane QLD 4001  
☎: (07) 3274 9905  
Fax: (07) 3362 9929

**INTERNET ADDRESS:** [www.fire.qld.gov.au](http://www.fire.qld.gov.au)

## OFFICES OF WORK COVER QUEENSLAND

**CONTACT:**

☎: 1300 362 128

Fax: (07) 13006 51387

E-Mail Address: [info@workcoverqld.com.au](mailto:info@workcoverqld.com.au)

**INTERNET ADDRESS:**

[www.workcoverqld.com.au](http://www.workcoverqld.com.au)

**To find a WorkCover Queensland office go to the internet address provided and from the drop down menu please select a suburb in Queensland.**

The search will return the address of the nearest WorkCover Queensland office. Some offices (satellite and case management offices) do not provide the full range of services. If your nearest WorkCover Queensland office is a satellite or case management office, the locator will also display the nearest hub office which provides the full range of services available to customers. Please check the display box for the main services provided by each office.

Please note that WorkCover Queensland does not have any offices located outside of Queensland.

## **NATIONAL ASSOCIATION FOR RURAL STUDENT ACCOMMODATION INC (NARSA)**

The following information has been provided by Bjorn Christie-Johnston CEO - NARSA.

### **MISSION STATEMENT**

To promote the development and delivery of safe, quality hostel accommodation for young people whilst they complete their primary and secondary education.

### **OBJECTIVES**

- To work for the advancement in education of staff and committee members engaged in either paid or voluntary capacities at such hostels.
- To establish and maintain unity among hostels and their staff.
- To represent hostels and their staff to any appropriate authority, with the aim of promoting their cause.
- To provide a source of information pertaining to hostels and the care of young people.

### **BACKGROUND**

Across Australia a diverse range of school student hostels provide accommodation for students from remote and isolated regions to enable them to attend school. Hostels provide a comfortable, homely environment with appropriate pastoral care, linkages to schools and trained staff.

During 1994 and 1995 the Rural Hostels Project identified hostel operational issues, related training needs and resources and organised training forums.

The overwhelming relief of hostel personnel at being able to meet and share experiences with colleagues from other hostels resulted in moves to establish a national association to provide support, representation and coordination for the hostels network.

The National Association for Rural Student Accommodation Inc (NARSA) was launched on 13 July 1995.

Although NARSA has since broadened its interests and activities to embrace all student boarding facilities, including boarding colleges, it continues to place its primary focus on organisations servicing and supporting the needs of students from remote and rural communities.

### **MEMBERSHIP ADVANTAGES**

The umbrella role performed by the Association is to ensure that the hostel network is well informed, well trained, supportive of each other and strongly represented with a high profile. Your membership extends our ability to make these things happen.

1. **Communication** - As a member you will have access to other hostel staff, management and supporters and the resources they have collected through their work. Information exchange and problem solving are only a phone call, fax or computer link away through your NARSA membership.
2. **Forums** - NARSA will provide its members with forums and conferences where information can be exchanged and vital issues debated. The number of such events and the form they take will be decided by the membership. The First National Conference for Rural Student Accommodation was held in October 1995.
3. **Newsletters** - Regular newsletters will provide helpful and informative news and views about the issues and activities of hostels and hostel life.
4. **Training Resources** - A database of information on student hostels, training and other resources across a range of topics is being developed. The *Student Hostel Management Guide*, released in December 1995, is now available on the NARSA website [www.narsa.com.au](http://www.narsa.com.au)
5. **Employment Service** - NARSA has on file a list of people interested in house parenting and is able to link up hostels needing supervisors with potential Residential Student Carers (house parents). This service has been operational since late 1997.
6. **Maintains an informative website** – the NARSA website has recently been upgraded, and now includes a comprehensive list of Student Accommodation available throughout the whole of Australia. The website includes examples of best practice Policies and Procedures that will offer useful guidelines to all residential boarding facilities. The website is being continuously upgraded in order that NARSA members will have access to a site that covers all aspects of student boarding. Find all this and much more at [www.narsa.com.au](http://www.narsa.com.au)

## HOW TO BECOME A MEMBER OF NARSA

Membership is open to all hostels providing accommodation to students attending primary and secondary education, to hostel staff and to individuals and organisations interested in promoting the objectives of NARSA.

Membership subscriptions are due annually, on 1<sup>st</sup> July. Hostel membership is based on student numbers.

<b>NARSA MEMBERSHIP FEES</b>	<b>\$</b>
Associations	300.00
Organisations with more than 100 students	300.00
Organisations with 51 - 100 students	200.00
Organisations with 25 - 50 students	140.00
Organisations with less than 25 students	100.00
Individuals	50.00

**NARSA MANAGEMENT COMMITTEE****Western Australia:**

(Mr) Jim Hopkins (Chairperson)	Country High School Hostels Authority, East Perth	☎: (08) 9264 5432
(Ms) Leanne Lee	Northam Residential College, Northam	☎: (08) 9622 1383
(Dr) Steve Florisson	NARSA TRAINING, Esperance	☎: (08) 9075 4011
(Mr) John Andrich	Aquinas College, Perth	☎: (08) 9844 0321

**Northern Territory:**

(Mr) Bjorn Christie-Johnston (CEO)	NARSA Darwin Office, PO Box 40999, Casuarina NT 0810 6049	☎: (08) 8945
(Ms) Teresa Johnson	Marrara Christian College, Family Group Homes, Darwin 2007	☎: (08) 8920

**South Australia:**

(Mr) Gary Stokes (Treasurer)	Crystal Brook	☎: (08) 8636 2758
(Mr) Bernie Dean	Immanuel College, Adelaide	☎: (08) 8294 5388
(Mr) Anthony Bennett	Wiltja Residential Program, Adelaide	☎: (08) 8359 4620

**Queensland:**

(Mr) John Herd	Botany, NSW	☎: 0419 681 511
(Mr) Kerry Christensen	Australian Catholic University, Brisbane	☎: (07) 3623 7158

**All inquiries to:**

National Association for Rural student Accommodation Inc (NARSA)  
 Bjorn Christie-Johnston, CEO  
 PO Box 40999  
 Casuarina, Northern Territory 0810  
 ☎ Phone: (08) 8945 6049  
 ☎ Fax: tba  
 E-mail Address: [ceo@narsa.com.au](mailto:ceo@narsa.com.au)  
 Web site address: [www.narsa.com.au](http://www.narsa.com.au)

***The success of our organisation lies in the strength of its members.***

## FINANCIAL ASSISTANCE FOR EDUCATION - 2011

### STATE GOVERNMENT ASSISTANCE

#### Textbook and Resource Allowance

Available to Queensland parents with students in Years 8 to 12 at an approved state or non-state school.

2011 rates are as follows:	Years 8, 9 and 10	\$ 106.00 per student
	Years 11 and 12	\$ 233.00 per student

The allowance is claimed by the school on behalf of parents. Parents do not need to apply.

For further details contact the school attended or School Financial Services, Department of Education and Training, telephone (07) 3237 0864,

or the internet link for non-State schools;

<http://education.qld.gov.au/schools/grants/non-state/textbook.html>

or the internet link for State schools;

<http://education.qld.gov.au/schools/grants/state/core/textbook.html>

#### Living Away from Home Allowances Scheme (LAFHAS)

Available to eligible Queensland parents whose students must board away from home to attend school owing to geographical isolation.

For information about this scheme contact School Financial Services, Department of Education and Training, telephone (07) 3237 0856 or freecall 1800 248 997, or visit the internet site:

<http://education.qld.gov.au/schools/grants/parents-students/>

### Transport Assistance – Department of Transport and Main Roads

#### General Information

For information on the School Transport Assistance Scheme contact your local Department of Transport and Main Roads office.

The following types of assistance are available to students who meet eligibility guidelines:

- Rail Transport
- Kilometre-based school services (bus or ferry)
- Fare-based school services (bus or ferry)
- Conveyance allowance
- Safety-net assistance
- Assistance for isolated students.

#### Information on the internet

[www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

### AUSTRALIAN GOVERNMENT ASSISTANCE

#### Contact for Inquiries

For claim forms for further information contact any Centrelink of Family Assistance Office or call one of the following national telephone numbers:

13 23 17	ABSTUDY
13 23 18	Assistance for Isolated Children (AIC) Scheme
13 61 50	Family Assistance Office (Family Tax Benefit)
13 24 90	Youth and Student Services (Austudy, Youth Allowance)

#### Information on the Internet

[www.centrelink.gov.au](http://www.centrelink.gov.au)



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## INFORMATION FOR STATE PRIMARY AND SECONDARY SCHOOLS

### APPROVED STUDENT HOSTELS FUNDED BY THE DEPARTMENT OF EDUCATION AND TRAINING

#### INTRODUCTION

The Department of Education and Training has a long term tradition of providing funding in various forms to non-profit organisations which operate accommodation facilities in rural areas for primary and secondary students to provide them with daily access to schools.

Current levels of assistance can be found on the Calender of Events in the Calendar - Section 1.

The purpose of assistance includes:

- improving access of geographically isolated students to regular school programs
- support for alternative accommodation options (other than boarding schools) which are closer to student homes
- support for state rural education services
- support for the economies of rural communities.

In 2010 the Department assisted 10 approved hostels scattered from Thursday Island to Eulo. A list of these hostels is located in the Other Hostel Information section of this kit.

Student hostels have played an important part in the provision of rural education services since World War 1 and while few of the larger types of hostels common in the 1950s and 60s remain, hostels today continue to support a number of state schools in rural Queensland which could otherwise close or in which services would be significantly diminished if the hostel was to cease functioning.

#### ROLE OF SCHOOL AND SCHOOL PRINCIPAL

The relationships between schools and hostels where hostels exist is therefore highly valued by the Department and should be integral to the successful provision of education services in those centres. Just as a sound school reputation can make a difference to the enrolment levels of a hostel, a successful hostel can improve enrolment levels in schools and thus improve education options for all students in the centre.

School communities are therefore expected to demonstrate tangible support for student hostels in their towns. Specific activities will be peculiar to each school and hostel. An outline of the more essential and desirable types of activities can be found below:

##### *Essential*

- school principals are expected to foster good working relationships between house parent(s) and school staff:
  - (i) to ensure students are equipped to meet day to day requirements of school
  - (ii) to enable houseparents to monitor academic development and homework requirements
  - (iii) to ensure that any medical requirements are met correctly
- to participate in any hostel committee of management or advisory committee if and when invited
- promptly certify attendance on hostel funding claim forms (see form examples in Student Hostel Support Scheme - Recurrent Grant section of this kit).

*Desirable*

School staff are encouraged to:

- participate in any after school homework tuition programs
- assist hostel with development of student behaviour programs if requested
- market school and hostel in the community as a package e.g. school prospectus, hostel prospectus, use of school careers night and open days for hostel to advertise its services, discussion in school newsletter
- engage in cooperative fundraising when appropriate.

*NOTE: Role of School and School Principal was endorsed by the Deputy Director-General of Education (Corporate Services) in January 1997.*