

2024 Assistance Kit

# Student Hostel Support Scheme



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# 1. Introduction

The Queensland Government is committed to ensuring all students, no matter where they live, have access to a range of high-quality education programs. The Department of Education (the department) recognises the unique challenges faced by families in rural and remote communities and works to address the particular needs of students living in geographically isolated areas.

The Student Hostel Support Scheme (SHSS) provides financial assistance to community-run hostels that deliver accommodation for geographically isolated students who need to board away from home to attend school.

Recurrent funding is available to meet the operational costs of an approved student hostel and capital funding provides capital assistance for maintenance, renovations or the establishment of a new student hostel. It is not intended to offset student hostel fees paid by parents.

## 2. Important dates for 2024

### Semester 1

| Due Date      | Action   | Documentation to be submitted  |
|---------------|--|--|
| Early January | Submit 2022-23 financial records to auditor                                  | <a href="#">Financial Certificate</a> – Attachment Form 5  |
| 23 January    | Reminder   | Semester 1, 2024 commences   |
| 28 February   | Submit Recurrent Grant Claim Form<br>Submit Financial Statement Audit Report | <a href="#">Semester 1 Recurrent Assistance Claim – Attachment Form 3</a><br><a href="#">Capital Grant – Attachment Form 7</a> |
| 1 March       | Submit information update sheet  | <a href="#">Hostel Information Update Sheet</a> – Attachment Form 1  |

| Due Date                                | Action  | Documentation to be submitted   |
|---|---|---|
| <b>Early March</b>                      | <b>Submit</b> Accountability Checklist – note required before recurrent payments are made | <a href="#">Accountability Checklist</a> – Attachment Form 2  |
| <b>Late March</b>                       | <b>Semester 1 payment made to hostels</b>   | Subject to satisfactory submission of Accountability Checklist, Hostel Information Update Sheet and Semester 1 Recurrent Assistance Claim   |
| <b>31 May</b>                           | <b>Closing date</b> for 2024-25 capital grant application<br><br><b>Reminder</b>          | <a href="#">Capital Grant application</a> – Attachment Form 4<br><br><i>Note: Final date for students to be enrolled to attract Semester 1 payment</i>  |
| <b>21 June</b><br><b>End Semester 1</b> | <b>Closing date</b> for Semester 1 recurrent grant application                            | <ul style="list-style-type: none"> <li>• <a href="#">Semester 1 Recurrent Assistance claim - Form 3</a></li> <li>• <a href="#">Previous year's Financial Certificate Form 5</a>, (signed by an auditor)</li> <li>• <a href="#">Statement of Uses and Benefits form – Attachment Form 6</a></li> </ul> |

## Semester 2

| Due Date         | Action          | Documentation to be submitted   |
|------------------|-----------------|---|
| <b>8 July</b>    | <b>Reminder</b> | Semester 2, 2024 commences  |
| <b>Late July</b> | <b>Reminder</b> | Semester 2 claim forms sent to hostels by Department of Education ( <i>includes all students from Semester 1 claim form</i> ) |

| Due Date                                   | Action  | Documentation to be submitted  |
|--|---|--|
| <b>4 August</b>                            | <b>Closing date</b> for Semester 2 recurrent grant application                                | Semester 2 Recurrent Grant Claim Form ( <i>using form sent by Department of Education</i> )  |
| <b>Early September</b>                     | Semester 2 payment made to hostels  | Subject to receipt of satisfactory Financial Certificate and Statement of Uses and Benefits  |
| <b>25 October</b>                          | <b>Reminder</b>   | Final date for students to be enrolled to attract Semester 2 payment, as a supplementary claim   |
| <b>31 October</b>                          | <b>Submit</b> supplementary recurrent grant application, if necessary                         | Supplementary Recurrent Grant Claim – use Semester 2 Recurrent Grant Claim form sent by Department   |
| <b>Mid November</b>                        | Supplementary Payment, if necessary   | Subject to receipt of satisfactory Financial Certificate and Statement of Uses and Benefits  |
| <b>6 December</b><br><b>End Semester 2</b> | <b>Closing Date</b> for receipt of Financial Certificate and Statement of Uses and benefits** | <a href="#">Financial Certificate</a> Form 5 and <a href="#">Statement of Uses and Benefits</a> ** Form 6<br><i>** If not received by this date, Semester 2 and supplementary payments for 2024 will be forfeited **</i> |

# 3. Information for hostel operators and managers

## 3.1 Department of Education key contacts

Hostels Finance Officer  
School Financial Resourcing  
Department of Education  
Ph: (07) 3034 5825  
Email Address: [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au)

**Mailing address:**

School Financial Resourcing  
Department of Education  
PO Box 15033  
CITY EAST QLD 4002

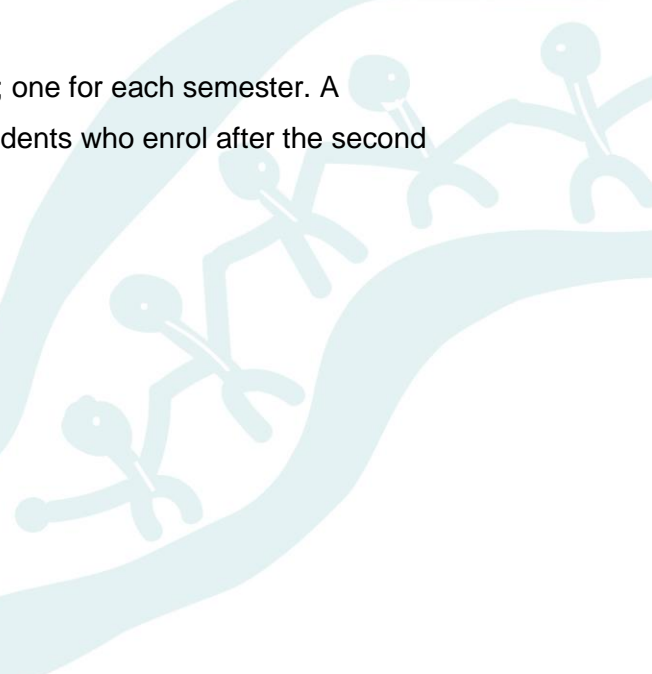
## 3.2 Funding rates for 2024

### 2024 SHSS Recurrent Grant

- \$4673 per student per annum for the first 20 students
- \$4002 for each additional student.

Hostels with 8 eligible students or less will receive a minimum of \$16,160 plus \$2,653 per student per annum until enrolments increase or while the hostel continues to be eligible for SHSS funding.

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



### 3.3 Summary of legal obligations for hostel authorities

| Legislation  | Obligations   |
|--|---|
| <b>Child Safety</b>  |   |
| <p><b><i>Working with Children (Risk Management and Screening) Act 2000</i></b></p>  | <p>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.</p> <p>Hostel authorities are regulated by the blue card system need to understand and comply with their obligations under the <i>Working with Children (Risk Management and Screening) Act 2000</i>.</p> <p>Hostels must ensure staff and volunteers (including management committee members) have a suitability card (a positive notice blue card); and there is a current child and youth risk management strategy in place.</p> <p>See section 5 of the Kit for more information and visit the <a href="#">Blue Card Services website</a>.</p> |
| <b>Building &amp; Fire</b>   |   |
| <p><b><i>Building Act 1975</i></b></p> <p><b><i>Fire and Emergency Services Act 1990</i></b></p> <p><b><i>Building and Fire Safety Regulation 2008</i></b></p> | <p>Obligations under the legislation ensure budget accommodation buildings provide occupants with:</p> <ul style="list-style-type: none"> <li>• Early warning;</li> <li>• Emergency lighting;</li> <li>• Exits from the building;</li> <li>• Fire-fighting equipment (if required); and</li> <li>• Fire Safety Management Plan.</li> </ul> <p>Confirm with your local QFES Community Safety Office if you are classed as budget accommodation, and ensure you comply with all the requirements including the Fire Safety Management Plan.</p>   |

Hostel management authorities and staff must ensure that fire safety provisions are adhered to at all times.

Visit the [QFES website](#) for more information.

### Food Safety

**Food Safety 2006** Hostels may be a licensable business under the Food Act. Licensable businesses include not for profit organisations. Local government can advise if you require a licence.

## 4. General funding conditions for student hostels

### 4.1 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 in conjunction with hostel personnel.

### 4.2 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.

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, Maryborough, Bundaberg, Gladstone, Rockhampton, Mackay, Townsville, Cairns or such centres as determined by the Minister for Education.

**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.

To be considered, isolated students must meet one of the following:

1. 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 pointOR
  - at least 56 km; and
  - Less than 4.5 km to the nearest available approved school transport service or public transport service pickup point.
2. 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

3. 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.

*Students must also:*

4. Have parents residing in Queensland;
5. Be in residence at an approved student hostel for at least four consecutive weeks in a semester; and

6. Attend an approved primary, secondary or special education facility.

*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.*

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

**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 SHSS 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 obligations are met under the Working with Children (Risk Management and Screening) Act 2000**
- g) ensure at least one employee is present on the hostel premises at all times that children are in the care of hostel staff, who holds a valid Senior First Aid Certificate at all times.**
- h) maintain acceptable processes to provide a safe and healthy environment for students and staff;**

The policies and procedures must cover processes regarding suspected:

1. physical abuse;
2. sexual abuse;
3. emotional abuse;
4. neglect; and
5. Inappropriate behaviour towards a student by staff.

The policies and procedures must also address the reporting processes for the reporting of harm.

These policies and procedures must reference and incorporate the NPCSO and recommendations related to cyberbullying.

## Implementation and accessibility

Parents, students and staff must be notified of the policies and procedures and the documents must be readily accessible to all parties.

Further details regarding child safety and well-being requirements are outlined in section 5.2.

**i) be operated by:**

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

Details of membership of the hostel governing body and copies of documents showing incorporation of the body must be provided.

**j) 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;**

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 inspection.

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.

A guide to relevant fire safety requirements can be found in section 5 of the kit.

**k) 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 SHSS 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 governing bodies are obliged to comply with all lawful requirements e.g. 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 governing bodies 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 reserves the right to withdraw funding.

### 4.3 Recurrent grant funding conditions

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

#### Use of the Recurrent Grant

The Recurrent Grant can only be used to meet the operating costs of an approved student hostel. The department 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,
- transport to sporting events, youth clubs, theatre, recreational activities, etc.
- educational/recreational equipment:
  - DVD player
  - Personal

- Associated
- Calculators
- Televisions
- Study furniture
- Musical instruments/CD Player
- reference materials, e.g., journals, dictionaries, atlases, encyclopaedias, library books, internet connection
- 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 required in the annual accountability returns, Statements of Uses and Benefits.

## Payment procedures

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.

## 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.

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.

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.

## Payment details

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

When grant entitlements have been calculated, the department will process a payment to the hostel's bank account through Electronic Funds Transfer (EFT). Please provide written advice via email with signature block if there are any changes to the bank account details.

Written advice confirming the payment will be forwarded to hostel authorities 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.

Payments of 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, 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.

The hostel governing body 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.

## Financial Accountability

Hostels are required to account on an annual basis for the expenditure of monies paid under the SHSS.

The grant is provided subject to the provision of an annual financial certificate. The certificate must be signed by both the hostel authority and a qualified auditor, after the hostel financial records have been audited. The certificate verifies that the previous year's 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 the department (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.

## 4.4 Capital grant funding conditions

The Capital Grant is a component of the SHSS, provided for the purposes of offsetting capital costs incurred by approved hostel operators.

Capital funding of up to 50% of the cost of an approved project up to a maximum grant of \$50,000.00 (GST exclusive) for any one project in any one financial year, is available. The Capital Grant funding is provided net of any other Queensland Government or Australian Government funding<sup>1</sup>.

- (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).

### Use of the Capital Grant

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

- purchase of land where land and erection of hostel building(s) are part of the same project;
- construction of student hostel building(s);
- purchase of land and buildings and conversion of premises for use as a student hostel (must be incorporated into the same project);
- purchase and replacement of furniture and equipment appropriate for the number of students being accommodated;
- renovations associated with meeting the accommodation needs of students with disabilities;
- large maintenance and refurbishment projects costing in excess of \$2,000.00 each e.g. reroofing; and
- consultant's fees (e.g., legal and architectural).

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<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.



## Eligibility

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.

Capital Grants are not considered for projects which have already been commenced or completed. Hostel governing bodies 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

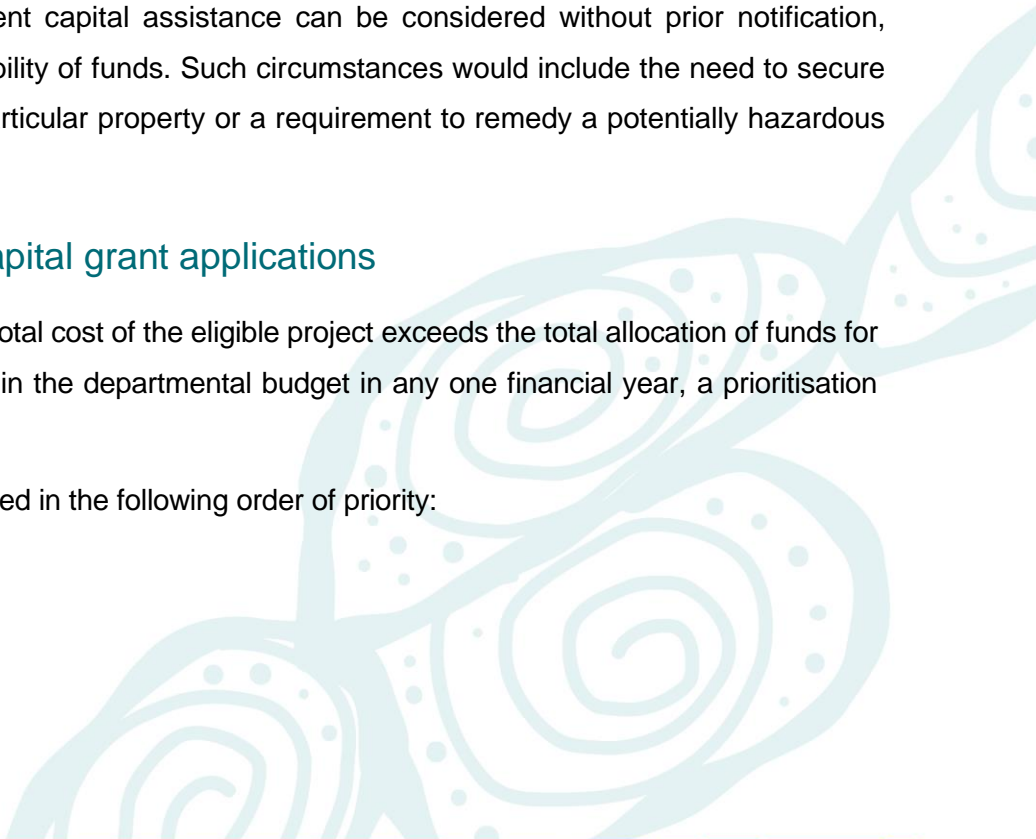
Hostels must complete a Student Hostel Support Scheme - [Capital Grant Application Form](#) (Form 4 attached) by 31 May 2024.

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.

## Processing of capital grant applications

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 (e.g. 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).

Applicants will be notified of the outcome of their applications. Official offers of assistance, including the terms and conditions of each offer, will then be made to successful hostel governing bodies. Payment of the grant will be made subject to terms and conditions of that offer.

## Grant Offers

Acceptance of an offer of capital assistance is conditional on the hostel governing body signing an agreement which includes the following requirements to:

- (a) expend the funds within the state government budget year<sup>2</sup> in which they are provided, unless approved by the department. 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 department's delegate;
- (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 the department at any time if the cost of the approved project becomes less than the original cost estimate on which the grant offer was calculated e.g. actual costs are lower or other grants have been subsequently received for the same project. In these circumstances the Capital Grant will be

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<sup>2</sup> The state government financial year runs from 1 July to 30 June.

recalculated and reduced so that savings can be redirected to other hostel projects (at the discretion of the department's delegate).

In addition, for a major project, a hostel governing body is required to:

- (a) 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>3</sup>;
- (b) 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 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".

The signed SHSS Acceptance of Grant Offer must be returned to the department 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 the department of the signed SHSS Acceptance of Grant Offer.

For major capital projects, upon receipt of the signed SHSS 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 the department indicating that 20% of the work has been completed; and

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<sup>3</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.

- (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 department's delegate.

Cost decreases that are incurred following acceptance of the grant should be referred to the department's delegate. 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 governing body 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 department's delegate.

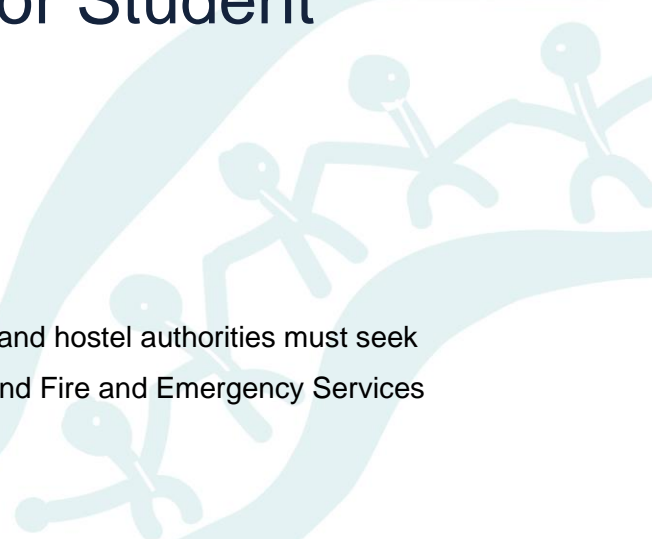
A hostel governing body is also required to account for the use of Capital Grants by completing a Student Hostel Support Scheme Financial [Statement and Audit Report \(Form 7 – attached\)](#).

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

## 5. Legal Obligations for Student Hostels

### 5.1 Fire safety requirements

The following table is supplied as a GUIDE ONLY and hostel authorities must seek advice direct from local government and Queensland Fire and Emergency Services (QFES) on their individual premises.



| Building type   | Applicable legislation and guidelines  |
|---|--|
| <p><b>Constructed or approved before 1 January 1992</b></p> | <ul style="list-style-type: none"> <li>• <i>Building Act 1975</i></li> <li>• <i>Fire and Emergency Services Act 1990 (FESA)</i></li> <li>• <i>Building and Fire Safety Regulation 2008 (BFSR)</i></li> <li>• <i>Building Code of Australia (BCA)</i></li> <li>• <i>Queensland Development Code (QDC)*, MP2.1- Fire safety in Budget Accommodation Buildings (Fire safety standard)</i></li> <li>• <i>QDC MP6.1- Maintenance of Fire Safety Installations (incorporating AS 1851)</i></li> <li>• <i>Building and Other Legislation Amendment Act 2002 (BOLA)</i></li> <li>• Fire Safety Standard Guidelines - QFES</li> <li>• Fire and Evacuation Guidelines for Budget Accommodation - QFES</li> <li>• Fire Safety Management Plan Guidelines - QFES</li> </ul>  |
| <p><b>Constructed or approved after 1 January 1992</b></p>  | <ul style="list-style-type: none"> <li>• <i>Building Act 1975</i></li> <li>• <i>Fire and Emergency Services Act 1990 (FESA)</i></li> <li>• <i>Building and Fire Safety Regulation 2008 (BFSR)</i></li> <li>• <i>Building Code of Australia (BCA)</i></li> <li>• <i>Queensland Development Code (QDC)*, MP2.1- Fire safety in Budget Accommodation Buildings Fire safety standard)</i></li> </ul> <p>* Post 1992 buildings must meet the requirements of the BCA for Class 1b<sup>4</sup> or Class 3<sup>5</sup> buildings. <b>These however align with the requirements of MP2.1</b></p> <ul style="list-style-type: none"> <li>• <i>QDC MP6.1- Maintenance of Fire Safety Installations</i></li> <li>• Fire Safety Standard Guidelines - QFES</li> <li>• Fire and Evacuation Guidelines for Budget Accommodation - QFES</li> <li>• Fire Safety Management Plan Guidelines - QFES</li> </ul> |

\* The QDC is a guideline additional to the BCA, to assist building occupiers to understand obligations for complying with the *Building Act 1975*

QFES has developed a [Fire Safety Management Tool for Owner/Occupiers](#) with accompanying [Advisory Notes](#) to assist owner/occupiers in managing compliance with the FESA and BFSR.

<sup>4</sup> A boarding house, guest house or hostel with a floor area less than 300m<sup>2</sup> and ordinarily has less than 12 people living in it.

<sup>5</sup> A residential building (other than a Class 1 or 2 building), which is a common place of long term or transient living for a number of unrelated persons. E.g. boarding house, hostel, backpackers accommodation or residential part of a hotel, motel, school or detention centre

## 5.2 Child safety requirements

The department prioritises the safety and wellbeing of students in residential facilities. Hostel authorities are required to ensure all obligations under the *Working with Children (Risk Management and Screening) Act 2000* are fulfilled including the requirements of the blue card system. Hostel operators are required to have policies and procedures to ensure ongoing compliance and review processes.

On 13 November 2018, the *Working with Children (Risk Management and Screening) and Other Legislation Amendment Bill 2019* was introduced to Parliament to strengthen the Blue Card System. The Bill provided a number of key safeguards including introducing a No Card, No Start policy, which commenced 31 August 2020.

'No Card, No Start' means that all people, including paid employees, must hold a blue card before they can start working with children. This will have no impact on volunteers and people operating a business as they must already have a blue card before commencing work with children.

### Blue Card Services

All hostel employees, and volunteers (including management committee members) are required to hold a Blue Card or exemption card at all times.

In order to maintain effective blue card screening processes, policies and procedures should address:

- 'No card, No Start' policy
- identification of who requires a blue card or exemption card
- nomination of a contact person/s - clearly identifying a designated contact person/s who will be responsible for managing blue cards and exemption cards within the organisation
- clear guidelines in place to guide relevant staff to ensure ongoing compliance including:
  - managing blue card applications
  - managing existing blue card holders
  - verify the validity of the blue card (if someone joins your organisation that already has a blue card)

- if a person ceases working with you, you should lodge an 'Applicant/cardholder no longer with organisation' (for organisations) form to advise Blue Card Services immediately
- managing changes in police information
- managing high-risk individuals e.g., an employee receives a negative notice or is a known disqualified person, or the hostel is notified that an employee has had their blue card suspended.

## Child and youth risk management strategy

Hostel authorities are required by Blue Card Services to implement a child and youth risk management strategy which addresses eight minimum requirements:

- *Strategy 1:* A statement of commitment, which outlines your organisations commitment to maintaining the safety and wellbeing of children and young people
- *Strategy 2:* A code of conduct, which outlines your organisations values and provides clear expectations for all stakeholders
- *Strategy 3:* Policies for recruiting, selecting, training and managing employees (including volunteers)
- *Strategy 4:* Procedures for handling disclosures and suspicions of harm, to ensure staff respond as quickly as possible to a disclosure, allegation or suspicion of harm
- *Strategy 5:* A plan for managing breaches of your child and youth management strategy, which needs to outline the consequences for stakeholders if your policies and procedures are not followed
- *Strategy 6:* A risk management plan for high risk activities and special events
- *Strategy 7:* Policies and procedures for compliance with the blue card system
- *Strategy 8:* Strategies for communication and support, which will need to consider how all stakeholders will be made aware of the child and youth risk management strategy

Hostel authorities must have clear procedures for implementing and reviewing the child and youth risk management strategy. Continually reviewing the strategy will ensure that it remains up-to-date with any legislative changes and continues to be effective in addressing the risks to children and young people. The child and youth risk management strategy must be reviewed at least annually.

For guidance on developing, implementing and reviewing a child and youth risk management strategy visit [Blue Card Services website](https://www.bluecard.qld.gov.au) [https://www.bluecard.qld.gov.au].

## Student protection framework and reporting

Hostel authorities are required to have an acceptable policy and process in place which provides guidance for staff and visitors on reporting concerns of child abuse and neglect and managing inappropriate behaviour by students, staff and volunteers.

These policies and procedures should include:

- who is bound by the policies and procedures (e.g. staff, volunteers, visitors)
- how staff are expected to manage challenging behaviour in accordance with the hostel's code of conduct
- clear expectations for student about what are acceptable behaviours and what behaviour management strategies will be used - ensuring policies are not punitive, humiliating or aggressive
- disciplinary consequences which are age-appropriate and take into consideration a student's individual circumstances, such as the student's behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements
- what concerns should be reported to authorities
- how to report concerns to authorities
- how perceived or actual conflicts of interest will be managed
- how students will be supported if there are concerns, they are experiencing child abuse or neglect
- where additional advice and support can be sourced
- how records relating to student protection concerns will be managed.

If you believe a child is in immediate danger or a life-threatening situation, call Triple Zero (000).

If you have a reason to suspect a child or young person in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact Child Safety Services. During normal business hours contact the [Regional Intake Service](#). After hours and on weekends contact the Child Safety After Hours Centre on 1800 177 135 or (07) 3235 9999.



### ***National Principles for Child Safe Organisations (NPCSO)***

In February 2019, the former Council of Australian Governments endorsed the National Principles for Child Safe Organisations (NPCSO) that provide a nationally consistent approach to implementing the Child Safe Standards (CSS) and creating organisational cultures that foster child safety and wellbeing broadly (beyond the prevention of child sexual abuse).

Hostels are required to have acceptable policies and procedures in place which demonstrate implementation of the NPCSO. For more information and guidance on implementing these standards please visit <https://childsafefhumanrights.gov.au/tools-resources/links-resources>.

### ***Anti-Cyberbullying***

The Queensland Government has accepted the Queensland Anti-Cyberbullying Taskforce recommendation that hostel staff have training and competencies to prevent and respond to cyberbullying, based on best practice standards. Hostels are required to implement cyberbullying training for all staff.

For information on cyberbullying, including training, visit the eSafety Commissioner website at [www.esafety.gov.au](http://www.esafety.gov.au).

### **First aid and medical care**

Hostel authorities are required to ensure at least one employee is present at the premises who holds a valid first aid qualification at all times children are in the care of hostel staff, including cardiopulmonary resuscitation, anaphylaxis management training and emergency asthma management training. The following minimum first aid training courses are acceptable:

- HLTAID003 - Provide first aid
- HLTAID004 - Provide emergency first aid response in an education and care setting
- HLTAID006 - Provide advanced first aid
- HLTSS00027 - Occupational First Aid Skill Set

For information on training courses, visit [Australian Government training website](http://www.myskills.gov.au) [www.myskills.gov.au/].

# 6. Other Information

## 6.1 Contacts

### ***Department of Education***

Hostels Finance Officer  
School Financial Resourcing  
Department of Education  
Phone: (07) 3034 5825  
Email Address: [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au)

Mailing address:  
School Financial Resourcing  
Department of Education  
PO Box 15033  
CITY EAST QLD 4002

### ***Blue Card Services***

Blue Card Services assist organisations to be child-safe and screen people who work with children. For more information visit the Blue Card Services [website](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services) [https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services].

### ***Queensland Fire and Emergency Services (QFES)***

Officers of the QFES are available to assist with queries regarding fire safety legislation and standards. Visit the [QFES website](http://www.qfes.qld.gov.au/buildingsafety) for more information, including the regional offices [www.qfes.qld.gov.au/buildingsafety].

Emergencies: Triple zero (000)

Non-emergencies: 13 74 68

### ***Child Safety Services***

Child Safety Services investigates and assesses reports that are made regarding a child or young person who has been significantly harmed or is at risk of significant harm, and does not have a parent able and willing to protect them from that harm.

To report a child or young person, contact Child Safety Services via the [Regional Intake Service](#) or the Child Safety After Hours Centre on 1800 177 135 or (07) 3235 9999. Phone Triple Zero (000) if you believe a child is in immediate danger.

### ***Isolated Children's Parents' Association (ICPA)***

ICPA provides advice and support to member families and hostel operators. Visit the [ICPA website](#) for information and the [contact details](#) for the Queensland representatives [www.icpa.com.au].

### ***Indigenous Education and Boarding Australia (IEBA)***

IEBA provides members with advice and resources to support quality improvement and standard compliance for Indigenous boarding providers. For more information visit the [Indigenous Education and Boarding Australia website](#) [http://www.ieba.com.au/].

### ***Australian Boarding Schools' Association (ABSA)***

ABSA provides support to member hostels and developed the Australian Standard for Boarding Schools and Residences. The Standard provides a framework of required topics that need to be addressed in order to deliver a safe, healthy, and productive environment for boarders. For more information visit the [Australian Boarding Schools' Association website](#) [https://www.boarding.org.au/].

## **6.2 Allowances for students**

Students may be eligible for the following allowances or subsidies. Eligibility will depend on the family and/or the student's circumstances.

### ***Textbook and resource allowance – Department of Education***

Textbook and resource allowance is available to Queensland parents with students in Years 7 to 12 at an approved state or non-state school. The allowance is claimed by the school on behalf of parents. Parents do not need to apply.

For further details visit the [department's website](#) [https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance].

### ***Living Away from Home Allowances Scheme (LAFHAS) – Department of Education***

Available to eligible Queensland parents whose children must board away from home to attend school, due to geographical isolation. For information visit the [department's website](#) [https://education.qld.gov.au/parents-and-carers/school-information/life-at-school/financial-assistance].

### ***Australian Government financial assistance for education***

The Australian Government provides financial assistance to eligible students and/or families. Payments include, but are not limited to:

- *ABSTUDY* – a group of payments for Aboriginal and/or Torres Strait Islander students.
- *Assistance for Isolated Children (AIC) Scheme* – a group of payments for parents and carers of children who cannot go to a local government school because of geographical isolation, disability or special needs.
- *Youth Allowance* – financial assistance for students aged 24 years or under.

For more information visit the [Human Services website](http://www.humanservices.gov.au) [www.humanservices.gov.au].



# Appendix - Student Hostel Subsidy Scheme Forms

1. Hostel Information Update Sheet
2. Accountability Checklist
3. Recurrent Grant Claim Form
4. Capital Grant Application Form
5. Financial Certificate
6. Statement of Uses and Benefits – Recurrent Grant
7. Financial Statement Audit Report – Capital Grant



DEPARTMENT OF EDUCATION

STUDENT HOSTEL SUPPORT SCHEME (SHSS)



**HOSTEL INFORMATION UPDATE SHEET: Year: 20\_\_\_\_**  
**FORM 1**

This form should be completed by student hostels and returned to Department of Education. Please refer to the Important Dates calendar within the Hostel Assistance Kit for submission deadlines.

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

Once the form has been completed and emailed to [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au), please retain a copy in the Hostel Assistance Kit.

Any further enquiries should be directed to Finance Officer, telephone (07) 3034 5825.

DEPARTMENT OF EDUCATION

STUDENT HOSTEL SUPPORT SCHEME (SHSS)



**ACCOUNTABILITY CHECKLIST: Year: 20\_\_\_\_**  
**FORM 2**

This form should be completed by student hostels and returned to Department of Education. Please refer to the Important Dates calendar within the Hostel Assistance Kit for submission deadlines.

|                                 |  |  |
|---------------------------------|--|--|
| <b>1. CONTACT INFORMATION:</b>  |  |  |
| 1.1                             | Name of Student Hostel   |  |
| 1.2                             | Address  |  |
| 1.3                             | Name of operator(s)  |  |
| 1.4                             | Contact details for operator(s)<br>Email:<br>Phone:  |  |
| 1.5                             | Name of organisation operating the hostel  |  |
| <b>2. ENROLMENT INFORMATION</b> |  |  |
| 2.1                             | How many students are currently enrolled?  | <b>Hostel capacity:</b><br><br><b>Numbers enrolled:</b><br><br>Primary _____<br><br>Secondary _____<br><br>Other (please specify) _____  |
| 2.2                             | How many families are represented in the hostel's enrolment?   | Number of families _____ Number of students _____  |
| 2.2                             | Number of students who meet the Living Away from Home Allowances Scheme (LAFHAS) and Assistance for Isolated Children Scheme (AIC) eligibility criteria?<br><br>Do at least 80 per cent of enrolments meet the criteria? | No. of children meet LAFHAS criteria ____<br>No. of children meet AIC criteria ____<br>80% of enrolments meet the criteria YES / NO<br><br><i>NB: 80% of enrolments must meet the criteria for LAFHAS and AIC. i.e. students' homes are at least 16km from the nearest state school with the required year level and at least 4.5km from a transport service. If less than 4.5km to a transport service, students must travel more than 56km to school via the transport service or travel for at least 3 hours each day via the transport service</i> |
| 2.3                             | Does the hostel have an open enrolment policy which is clearly stated in a prospectus?   | YES / NO<br><br><i>Open enrolment means students are accepted regardless of race, religion, disability or the school they attend</i>   |

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STUDENT HOSTEL SUPPORT SCHEME (SHSS)

|                                  |  |  |
|----------------------------------|--|--|
|                                  |  | <i>Please provide a copy of your prospectus</i>  |
| 2.4                              | When was the prospectus last updated?                                    | Date:<br><br><i>Hostels are required to update the prospective every three years</i>   |
| 2.5                              | How and when is the prospectus distributed?                              |  |
| 2.6                              | What are the projected enrolment numbers for the next two years?         | Coming Year: ____ Following Year: ____<br><br><i>NB the Department of Education reserves the right to examine a hostel's financial records for the purposes of viability if so required</i>  |
| <b>3. MANAGEMENT INFORMATION</b> |  |  |
| 3.1                              | Who is the hostel operated by?   | <input type="checkbox"/> A local government authority<br><br><input type="checkbox"/> A non-profit body which has demonstrated to the satisfaction of the Director-General of Education that it is a responsible organisation suitable to operate a student hostel<br><br>If a not-for-profit organisation, when was approval received from the DG Education?<br>Date: _____ |
| 3.2                              | Have details of the membership of the governing body been provided?      | YES / NO<br><br>If yes, list names of committee  |
| 3.3                              | How often does the hostel governing body meet?                           |  |
| 3.4                              | Public Liability insurance (min. \$20 million)                           | Please provide the Public Liability Insurance details  |
| <b>4. CHILD SAFETY</b>           |  |  |
| 4.1                              | Have all employees and volunteers commencing association with the hostel | <input type="checkbox"/> YES<br>Please provide copies of all Blue Cards  |



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STUDENT HOSTEL SUPPORT SCHEME (SHSS)

|   |  |   |
|---|--|---|
|   | undergone a “ <i>Working with Children and Young People</i> ” check and hold a positive Blue Card?   | <input type="checkbox"/> NO, <i>this is a legislative requirement</i>   |
| 4.2   | Does your hostel have a Child and Youth Risk Management Strategy (required under the Blue Card System)?  | <input type="checkbox"/> YES<br>Please provide a copy<br>_____<br><br><input type="checkbox"/> NO, <i>this is a legislative requirement</i>   |
| 4.3   | Do you have at least one employee with a valid Senior First Aid Certificate  | YES, please provide evidence<br><br>NO, what action is being taken  |
| 4.4   | Does the hostel have a Student Hostel Reporting Framework for reporting harm against children and operators (physical, emotional, sexual)  | Suitable Framework been adopted      YES / NO<br><br>Documentary evidence provided      YES / NO<br><br>Written policy / framework      YES / NO<br><br>Evidence of annual communication with students, staff and parents      YES / NO<br><br>Documentation of incidents      YES / NO |
| 4.5   | Are all of the policies and processes readily accessible by parents, staff and students?<br><br>How are the parents, staff and students made aware of the policies and processes?    | <input type="checkbox"/> YES<br>Please provide evidence<br><br><input type="checkbox"/> NO<br>What action is being taken<br><br>Parents, staff and students are made aware of the policies and processes by:  |
| 4.6   | Is the operator on site at all times when children are present?<br><br>Is there a backup in an emergency, e.g. another child needs to go to hospital, or an adult receives an injury | <input type="checkbox"/> YES, please provide evidence<br><input type="checkbox"/> NO, what action is being taken<br><br><input type="checkbox"/> YES, please provide evidence<br><input type="checkbox"/> NO, what action is being taken  |
| <b>5. STUDENT HOSTEL SUPPORT SCHEME FUNDING</b> |  |   |

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STUDENT HOSTEL SUPPORT SCHEME (SHSS)

|                              |  |  |                              |
|------------------------------|--|--|------------------------------|
| 5.1                          | Has an application been made under the SHSS for a Capital Grant in the last 3 years?                             | <u>Capital Grant</u><br>Value: \$<br>Purpose:<br>Copy of receipts for purchases on file  | YES / NO<br><br><br>YES / NO |
| 5.2                          | Have funds been approved and/or expended as per the application?   | YES / NO:  |                              |
| 5.3                          | Are pastoral care services provided?   | YES / NO:<br>Details:  |                              |
| <b>6. LEASE INFORMATION</b>  |  |  |                              |
| 6.1                          | If the hostel is built on leased land, what is the current lease expiry date?<br>Name of the lessor?             |  |                              |
| 6.2                          | If the hostel building is leased, what is the current lease expiry date?   |  |                              |
| 6.3                          | What options exist for lease renewal?  | Comments:  |                              |
| <b>7. INSPECTION HISTORY</b> |  |  |                              |
| 7.1                          | On what date was the last Fire Safety Management Plan (FSMP) inspection carried out?                             | Date:  |                              |
| 7.2                          | Who carried out the FSMP inspection?   | Organisation:<br><br><i>Inspections should be carried out by a relevant authority</i><br><a href="http://www.qfes.qld.gov.au">www.qfes.qld.gov.au</a>        |                              |
| 7.3                          | Is a written report available to verify the FSMP inspection?   | YES / NO<br><br>Comments:  |                              |
| 7.4                          | Have all actions identified in the report been undertaken?   | YES / NO<br><br>Comments:  |                              |
|                              | <i>Proposed maintenance schedules for prescribed fire safety installations in the building (under the FSMP).</i> | <i>For each fire safety installations in the building, a record must be kept of testing and maintenance procedures carried out. A receipt/tax invoice is</i> |                              |

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STUDENT HOSTEL SUPPORT SCHEME (SHSS)

|      |   |   |
|------|---|---|
|      |   | <i>not sufficient. A log book is suggested to record the maintenance, and kept with the FSMP</i>  |
| 7.5  | On what date was the last inspection held for: - Smoke alarm system           | <p><b>Smoke alarm system:</b></p> <p>Date of inspection:</p> <p>Name of inspector:</p> <p>Organisation:</p> <p>Details entered into logbook: YES / NO</p> <p>Copy of report on file: YES / NO</p>             |
| 7.6  | On what date was the last inspection held for:<br>- Fire extinguishers        | <p><b>Fire extinguishers:</b></p> <p>Date of inspection:</p> <p>Name of inspector:</p> <p>Organisation:</p> <p>Details entered into logbook: YES / NO</p> <p>Copy of report on file: YES / NO</p>             |
| 7.7  | On what date was the last inspection held for:<br>- Emergency lighting system | <p><b>Emergency lighting system</b></p> <p>Date of inspection: _____</p> <p>Name of inspector:</p> <p>Organisation:</p> <p>Details entered into logbook: YES / NO</p> <p>Copy of report on file: YES / NO</p> |
| 7.8  | On what date was the last inspection for structural purposes?                 | <p>Date:</p> <p><i>Triennial inspections are required from relevant authorities – Private certifier or local council</i></p>  |
| 7.9  | Was the inspection carried out by a registered builder or engineer?           | <p>Name:</p> <p>Licence Number:</p> <p><i>Inspections should be carried out by a Registered Builder or Engineer</i></p>   |
| 7.10 | Is a written report available to verify the inspection?                       | YES / NO  |
| 7.11 | What was the result of the inspection and what action was / will be taken?    | Comments:   |



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| Student name<br>(group by school attended) |             | Are<br>siblings<br>enrolled?<br>(Y/N) | Home address<br>(No PO boxes and please<br>include postcode) | Meets<br>distance<br>eligibility<br>criteria?<br>(Y/N) | Parents<br>reside<br>in Qld?<br>(Y/N) | Student<br>identify as:<br>- Aboriginal<br>?<br>- Torres<br>Strait<br>Islander?<br>- Both?<br>- Neither?<br>(please | Date<br>boarding<br>began<br>this year | Date<br>boarding<br>ended<br>this year<br>(if<br>applicable) | School | Year<br>level | Initials of<br>school<br>principal<br>or<br>delegate |
|--|-------------|---------------------------------------|--|--|---------------------------------------|---|--|--|--------|---------------|--|
| Surname                                    | Given Names |                                       |  |  |                                       |   |  |  |        |               |  |
| 18.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 19.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 20.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 21.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 22.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 23.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 24.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 25.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 26.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 27.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 28.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 29.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 30.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 31.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 32.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 33.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 34.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 35.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 36.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 37.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 38.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 39.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 40.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 41.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 42.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 43.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 44.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 45.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 46.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 47.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 48.  |             |                                       |  |  |                                       |   |  |  |        |               |  |
| 49.  |             |                                       |  |  |                                       |   |  |  |        |               |  |



DEPARTMENT OF EDUCATION  
STUDENT HOSTEL SUPPORT SCHEME (SHSS)

| Hostel Declaration  | Principal's Certification   |   |
|---|---|---|
| <p>I have the authority to declare:</p> <p>(i) the details provided in this claim form are true and correct to the best of my knowledge and that the claim is in respect of only those students who are boarding on a full-time basis and who are eligible to attract recurrent funding under the Student Hostel Support Scheme;</p> <p>(ii) a minimum of three (3) families are represented in the hostel's enrolments;</p> <p>(iii) the hostel continues to comply with ALL requirements for approved status as set out in the <i>SHSS Program Guidelines</i>; and</p> <p>(iv) I have attached a completed Accountability Checklist with this claim form.</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Position: _____</p> <p>Date: ____ / ____ / ____</p> | <p>1.<br/>I certify that ____ (number of) students are currently enrolled at _____ (school) while boarding at the aforementioned hostel.<br/>Signature: _____<br/>Name: _____<br/>Position: _____<br/>Date: ____ / ____ / ____</p> <p>3.<br/>I certify that ____ (number of) students are currently enrolled at _____ (school) while boarding at the aforementioned hostel.<br/>Signature: _____<br/>Name: _____<br/>Position: _____<br/>Date: ____ / ____ / ____</p> | <p>2.<br/>I certify that ____ (number of) students are currently enrolled at _____ (school) while boarding at the aforementioned hostel.<br/>Signature: _____<br/>Name: _____<br/>Position: _____<br/>Date: ____ / ____ / ____</p> <p>4.<br/>I certify that ____ (number of) students are currently enrolled at _____ (school) while boarding at the aforementioned hostel.<br/>Signature: _____<br/>Name: _____<br/>Position: _____<br/>Date: ____ / ____ / ____</p> |

Submit this claim form to:  
Email: [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au)

*If you require assistance in completing this claim form or require additional information on the SHSS Recurrent Grant Funding Guidelines, please contact Department of Education on telephone (07) 3034 5825*



## CAPITAL GRANT APPLICATION FORM: Year: 20\_\_\_\_ FORM 4

This form should be completed in conjunction with the *Student Hostel Support Scheme – Capital Grant Guidelines*. Please answer each question fully and submit copies of requested documents with the application form. If the space provided is insufficient, expand your statement on a separate sheet.

**Hostel authorities should note that funding is not automatically guaranteed because an application has been submitted and to remain eligible for funding must not commence the project before receiving approval.**

### 1. Hostel details

Name of Hostel

Actual Address

Postcode

Postal Address

Postcode

### 2. Contact person

Name

Position

Telephone

|      |      |
|------|------|
| Home | Work |
|------|------|

### 3. Ownership of the hostel

Does the hostel own both its land and buildings?

Yes  No

If you have answered 'No' to the previous question please provide details of ownership.

If the hostel is rented, full details of the rental arrangement including the name of the owner of the facility and a copy of the lease must be provided with this application.

### 4. Details of proposed project

Description of the proposed capital project



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If the application is successful when do you expect to commence the project?

**PROJECT COSTS**

Estimated cost of proposed project (include items such as council and professional fees, freight, etc.).  
**The total amount should correspond with a written quotation.**

TOTAL PROJECT COST \$

**PROJECT FUNDS**

Please detail all sources of funding for the project (include for example, any government funding, Gaming Benefits Fund, 'payment in kind' assistance, bank loans, donations, surplus recurrent income) and amounts of funding from each.

CAPITAL GRANT (max. 50%) \$

TOTAL PROJECT FUNDS (must equal Total Project Cost) \$

**5. Project timeline**

If application is successful, when will project be commenced?

\_ / \_ / \_

**6. Consultation**

If necessary, have plans been approved by the local authority?

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Yes

No

N/A

If you have answered 'NO' or 'N/A' to the previous two questions please provide further details:

**7. Declaration of applicant**

I declare that the statements made in this application are true to the best of my knowledge and belief and agree to meet all the relevant accountability requirements pertaining to the SHSS Capital Grant if successful.

Signature of applicant: \_\_\_\_\_

Position: \_\_\_\_\_ Date:     /     /    

**8. Checklist**

The following is a checklist to assist in submitting the form.

Have you:

- W Completed all sections of the form
- W Attached rental/lease documents (if applicable)
- W Attached quotations for the project
- W Attached approved building plans (if necessary)
- W Signed the declaration

Signature of applicant: \_\_\_\_\_

Signature of secretary: \_\_\_\_\_ Date:     /     /    

**9. Return of application**

When completed, the application form and all required attachments should be sent (**before**

**30 April**) to: The Finance Officer  
School Financial Resourcing  
Department of  
Education  
PO Box  
15033  
CITY EAST QLD 4002  
Email: [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au)

**10. Further information**

If you require assistance in completing this application form or additional information on the SHSS Capital Guidelines please contact Department of Education on telephone (07 3034 5825)

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**Additional Information (that may be useful in assessing your application)**

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information relevant to their application for the Student Hostel Support Scheme.

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**FINANCIAL CERTIFICATE: Year: 20\_\_\_\_**  
**FORM 5**

This form should be completed by student hostels and returned to Department of Education. Please refer to the Important Dates calendar within the Hostel Assistance Kit for submission deadlines.

Please complete the front and reverse of this form.

I, \_\_\_\_\_  
(Name of auditor)

of \_\_\_\_\_  
(address and telephone number of auditor)

being a:

- a) registered company auditor or a public accountant under a law in force in a State or Territory, or
- b) member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or Institute of Public Accountants, or
- c) a person approved by the Office of Fair Trading for auditing of Incorporated Association accounts.

If you have ticked box a) or b) please state qualifications and/or which organisation you belong to:

I hereby certify that I have examined the financial records of:

NAME OF STUDENT HOSTEL:

ADDRESS AND TELEPHONE NUMBER OF STUDENT HOSTEL:

MANAGEMENT AUTHORITY:

Having done so I am satisfied that the following amounts paid to the hostel during the 20\_\_\_\_ calendar year:

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**Student Hostel Recurrent Grant** \$ \_\_\_\_\_

**including any carryover from 20** \_\_\_\_\_ **\$** \_\_\_\_\_ (accountant to complete)

have been applied in accordance with the policy governing these recurrent grants as detailed in the Queensland Government's Hostel Assistance Kit.

The following amounts have been carried over for expenditure in 20 \_\_\_\_\_:

**Student Hostel Recurrent Grant** \$ \_\_\_\_\_ (accountant to complete)

Signature of Auditor

Date

**DECLARATION**

This document must be signed by a person who is authorised to sign on behalf of the Management Authority. The person signing should indicate the position held.

I certify that the information provided in this certificate and in any attachments to this certificate is accurate.

Approved Authority Signature

Date

Position held

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**STATEMENT OF USES AND BENEFITS – RECURRENT GRANT: Year: 20\_\_\_\_**  
**FORM 6**



This form should be completed by student hostels and returned to Department of Education. Please refer to the Important Dates calendar within the Hostel Assistance Kit for submission deadlines.

- 1 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"
- 2 State the amount of grant carried forward, if applicable
- 3 State reasons for carrying forward grant funds, if applicable
- 4 Sign and date each statement
- 5 Forward to School Financial Resourcing – [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au)

|  | Amount expended | Benefits achieved |
|--|-----------------|-------------------|
| Repairs and maintenance  |                 |                   |
| Equipment:<br>- Furniture<br>- Other                                 |                 |                   |
| Food and consumables   |                 |                   |
| Wages  |                 |                   |
| Administration costs   |                 |                   |
| Utilities  |                 |                   |
| Other (please detail)<br><i>Attach additional sheet if necessary</i> |                 |                   |
| Pastoral care expenses   |                 |                   |
| Amount carried forward   |                 | Reason:           |

I certify that the information provided above is accurate. \_\_\_\_\_  
 Approved Hostel Authority Signature      Name      Position held      Date

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**FINANCIAL STATEMENT AUDIT REPORT – CAPITAL GRANT:**  
**Year: 20\_\_\_\_\_**  
**FORM 7**

This form should be completed by student hostels and returned to Department of Education. Please refer to the Important Dates calendar within the Hostel Assistance Kit for submission deadlines.

**FINANCIAL STATEMENT AND AUDIT REPORT**

Name of hostel:

Address of hostel:

Telephone number: \_\_\_\_\_

Date of funding offer: \_\_\_\_/\_\_\_\_/\_\_\_\_

I \_\_\_\_\_ Full name

of \_\_\_\_\_ and address of Accountant

do hereby certify that I have examined the books and financial documents of the above hostel in relation to the following approved project:

| BRIEF DESCRIPTION OF PROJECT: |
|-------------------------------|
| «Project»                     |
|                               |
|                               |

I have satisfied myself that:

- The approved project has reached practical completion
- The total amount expended on the approved project was
- The hostel contribution towards the project was
- SHSS Capital Grant funding for the project was
- Other sources of funding (Please list below)

|    |
|----|
| \$ |
| \$ |
| \$ |

| DESCRIPTION OF OTHER FUNDING SOURCE/S | AMOUNT |
|---------------------------------------|--------|
|                                       | \$     |
|                                       | \$     |
|                                       | \$     |

- An amount equal to the total of SHSS Capital Grant funding has been expended on the approved project.

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7. The project has been insured (all normal risks) during construction and the new/refurbished facility has been insured to the full value.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Accountant's qualifications \*\*: \_\_\_\_\_

\*\* The accountant should not be a member of the hostel committee of management.

The accountant should hold one of the following qualifications:

- (a) registration as a company auditor or a public accountant under a law in force in the State of Queensland;
- (b) membership of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or Institute of Public Accountants; or
- (c) a person approved by The Department of Education (the Department will usually recognise a person approved by the Office of Fair Trading for auditing of Incorporated Association accounts).

**HOSTEL CERTIFICATION**

I hereby certify that the approved project has been completed and that funds provided under the SHSS Capital Grant program have been applied solely towards the cost of that project.

\_\_\_\_\_  
Approved authority signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE RETURN TO:** Finance Officer

Email: [hostels.finance@qed.qld.gov.au](mailto:hostels.finance@qed.qld.gov.au)

**PLEASE RETAIN A COPY OF THIS REPORT FOR YOUR  
RECORDS**