



Policy for Review of Recommendation - Capital Grants Program

1. Introduction

As part of its responsibility to the Australian Government for the administration of capital funds, Queensland Independent Schools Block Grant Authority (QIS BGA) provides approved authorities and/or applicant schools with the opportunity to request a review where a project has not been recommended to the Education Minister for a capital grant. Only the recommendations relating to those projects of the current application year have the potential for a review to be conducted. It is the aim of QIS BGA to facilitate an inclusive review process.

2. Purpose

This policy provides information on the process by which either applicant schools and/or approved authorities may request a review where the QIS BGA Board of Directors has not recommended that a grant be allocated for a proposed project.

3. Definitions

- (a) **Applicant School**- is an eligible independent school where the approved authority has applied for capital assistance through submission of an application for a capital grant and has consented to the conditions and requirements of the application process as administered by QIS BGA.
- (b) **Approved Authority**- means an entity approved and accredited by the Queensland State Government to operate an independent school.
- (c) **Request to Review**- a formal, written submission seeking a re-assessment of an application for capital assistance, within the guidelines of the Australian Government Capital Grants Program.
- (d) **Request to Review Period**- is the 14 calendar days available for schools of the current application year to seek a review where QIS BGA Board of Directors has not recommended that a grant be allocated for a project.
- (e) **Review Period**- is the 14 calendar days available for the members of the Review Committee to meet with approved authorities and/or applicant schools, regarding a Request to Review.
- (f) **Post Review Period**- is the 14 calendar days where the outcomes of a Review Committee meeting will be provided to the QIS BGA Board of Directors, and subsequently communicated to all stakeholders involved, including the Australian Government.

4. Relevant Documentation and Legislation

- (a) *Australian Education Act 2013 (Cth)*
- (b) *Australian Education Regulation 2013 (Cth)*
- (c) *Capital Grants Program (CGP) for non-government schools, Program Guidelines*



(d) *Privacy Act 1988* (Cth)

(e) *QIS BGA APP Privacy Policy*, October 2018

5. Scope

The policy applies to eligible independent schools which have elected to participate with QIS BGA as their capital assistance authority, for the purposes of administration of capital funds provided through the Australian Government Capital Grants Program (CGP).

NOTE- The capital assistance programs of the Australian and Queensland Governments operate as outlined by the relevant guidelines and, as such, parameters for review requests are specific to each program. Schools requiring information on the guidelines of the Queensland Government State Capital Assistance Scheme (SCAS) should refer to the QIS BGA web site at: <https://www.bga.qld.edu.au/>

6. Procedure

6.1 PARAMETERS FOR REVIEW REQUESTS

- (a) With regard to the parameters under which Requests to Review may be made, the CGP guidelines, clauses 92 and 94 state:
- ‘where a BGA does not recommend a project, the BGA should provide reasons to the applicant and should afford the school the opportunity to have the application reviewed.’
 - ‘The review process may be done before, or in parallel with, the submission of the BGAs Schedule list to the Department.’

6.2 GROUNDS FOR REVIEW REQUESTS

- (a) The following are the recognised grounds for a Request to Review:
- that an application was not considered by QIS BGA in ways which were consistent with the CGP guidelines relating to the objectives, priorities and procedures of applications for Australian Government capital assistance
 - that an applicant school was not provided with a reasonable opportunity to present its case fully and fairly
 - that QIS BGA, in the assessment of applications, had incorrectly applied factual information, provided in support of a school’s application, against the CGP guidelines relating to overall program objectives and priorities.

6.3 THE REQUEST TO REVIEW PERIOD

- (a) After a recommendation has been finalised by the QIS BGA Board of Directors that any grant request will not be progressed to the Minister, the General Manager or their delegate will provide written advice including reasons for the Board’s decision to the approved authority and/or the applicant school.
- (b) The date of receipt of written advice will be deemed to be two days after the day on which the General Manager’s written advice was issued.

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- (c) On receipt of the written advice, the approved authority and/or the applicant school may choose to meet with the General Manager or their delegate to seek clarification of the advice provided.
 - (d) Where an approved authority or applicant school chooses to seek a review of the Board's recommendation, the Request to Review will be lodged with the General Manager in writing within 14 calendar days from receipt of the written advice.
 - (e) QIS BGA will provide acknowledgment of the receipt of a Request to Review once received.
 - (f) The General Manager will advise the Australian Government Education Department, Director, Capital Funding Team, in writing of a Request to Review as soon as the formal request is received.
 - (g) Once the General Manager has received a written Request to Review, the QIS BGA Board Chair will be advised and commence the appointment of members of the Review Committee, in readiness for the commencement of the Review Period.

6.4 THE REVIEW COMMITTEE FOR THE REVIEW PERIOD

- (a) The Review Period will commence immediately upon the closure of the Request to Review Period (refer 6.3 (d)).
- (b) A Request to Review will result in the original application and the committee-based decision being re-evaluated through a process independent of the initial application assessment process and personnel.
- (c) The Review Committee, as established, will hear only the Requests to Review received for the current application round.
- (d) When appointing the members of the Review Committee, the Board Chair will have regard to the following:
 - independence of the entire assessment of the original application
 - freedom from material or perceived conflict of interest, regarding any associations with approved authorities and schools of the Queensland independent education sector
 - knowledge, or the ability to acquire knowledge, of the guidelines and legislation of the capital assistance programs of the Australian Government.
 - expertise in school-based, education administration and/or expertise in school-based, day-to-day operational finance management.
- (e) The Review Committee will comprise:
 - Review Committee Chair (to be appointed)
 - QIS BGA Board Chair (or nominee)[^]
 - 2-3 expert panelists (external to the original application assessment)
 - Minutes Secretary

[^]The QIS BGA Board Chair (or nominee) will be invited to be accompanied by staff/advisors with information pertinent to the case. In addition, the QIS BGA secretariat will be required to be on site for the duration of the meeting as they may be called upon if necessary.



6.6 THE REVIEW PERIOD

6.6.1 Prior to the Review Committee Meeting

- (a) The Review Committee members will conduct an examination of the prepared materials, including:
 - relevant QIS BGA materials and any subsequent documentation
 - submissions provided by the approved authority and/or the applicant school.
- (b) The secretariat of QIS BGA will promptly arrange for the representatives of the applicant school to receive any documentation relevant to the case, as required.

6.6.2 Review Committee Meeting

- (a) The Review Committee will meet with the representatives of the applicant school within the designated Review Period, with the QIS BGA Board Chair setting a mutually agreeable meeting date.
- (b) The meeting of the Review Committee will include:
 - Review Committee members, as appointed
 - Head of the applicant school (or nominee) and/or the approved authority*

*The Head of the applicant school (or nominee) and/or the approved authority will be invited to be accompanied by staff/advisors with information pertinent to the case.
- (c) The representatives of the approved authority and/or applicant school will have the right to present their cases orally if desired, in which case the timeframes for the Review Committee meeting may be extended by the QIS BGA Board Chair.
- (d) Should the Review Committee deem it necessary, other parties may be invited to participate in the meeting.
- (e) The Minute Secretary will prepare the record of the meeting for the Board Chair.

6.7 THE POST REVIEW PERIOD

- (a) A decision will be arrived at in no more than 14 calendar days from the closure of the Review Period.
- (b) Within the Post Review Period, the QIS BGA Board Chair will call a meeting of the Board of Directors (face to face or via electronic means) to present the recommendation made.
- (b) The decision concerning the review will be conveyed in writing to the General Manager of QIS BGA who will, in turn, inform the stakeholders in writing. The reasons for the decision of the Review Committee will be clearly stated.
- (c) Where the review of a decision results in the Board of Directors making a new recommendation to the Education Minister, the project will be subject to the same level of consideration as other proposed projects of the application year.
- (d) The General Manager will advise the Australian Government Education Department, Director, Capital Funding Team in writing of the outcome of the review (either affirming or reversing the original decision to not recommend a project for assistance).





7. Responsibilities

- (a) The QIS BGA Board of Directors carries responsibility for reviewing and implementing the policy.
- (b) The General Manager is responsible for the outworking of the Policy.

QIS BGA DOCUMENT CONTROL DETAILS		
VERSION: v1		Reference: OP/Pol/18
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