|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | | | | | |
| Capital Minor Works  This form is to be used by schools and preschools when seeking approval for new infrastructure projects up to $1 million; which may be school funded or government funded project proposals. | | | | | | | | | | |
| Notes: Department of Infrastructure, Planning and Logistics (DIPL) will assist schools in estimating the cost of proposed project works and therefore recommended that schools discuss with the DIPL Portfolio Team and the relevant Senior Director Education prior to lodging an application.  In order to meet procurement guidelines and ensure projects are competitively tendered, direct quotes should not be sought by the school.  DIPL are the construction authority and may procure and manage capital works (major & minor), repairs and maintenance projects for any agency *(Treasurer’s Direction – Infrastructure Appendix A).*  Where a school council wishes to manage the project internally, the School Representative Body (SRB) must comply with [NTG Procurement Principles](https://nt.gov.au/industry/procurement/how-procurement-works/procurement-framework#Procurement-principles), the Department of Education’s (DE) School Procurement Policy and Guidelines, project management requirements and obtain any required DE approvals. | | | | | | | | | | |
| Please complete all sections. | | | | | | | | | | |
| Applicant details | | | | | | | | | | |
| **School or institution** | | | |  | | School region | | | Choose an item. | |
| Homeland learning centre | | | |  | | | | | | |
| Funding details | | | | | | | | | | |
| Project title | | | |  | | | | | | |
| Estimated budget excluding GST $  (if known) | | | |  | | | | | | |
| Funding source  Funding value (if Jointly or School funded) | | | | Choose an item.  $  \**Note external funding requires separate ED approval* | | | | | | |
| Project details | | | | | | | | | | |
| Project type | | | | Choose an item. | | | | | | |
| Description and scope of works | | | |  | | | | | | |
| **Current asset condition (existing assets only)** | | | | Choose an item. | | | | | | |
| Details of planning already completed including any cost advice from DIPL (attach any information to support, noting seeking quotes is not required nor preferred) | | | |  | | | | | | |
| Project Management | | | | **Department of Infrastructure, Planning and Logistics (DIPL)**  **School Representative Body**  ***NOTE:*** *Projects requiring Building Certification, Land Tenure approval or which relate to Playgrounds should be delivered by DIPL* | | | | | | |
| Project considerations | | | | | | | | | | |
| Background and justification for the works  *Please provide details justifying why the project is required, how it has come about, are the works part of the school improvement plan, if the school have a master plan does this project form part of the plan and any other details to support your request.* | | | | | | | | | | |
|  | | | | | | | | | | |
| **What are the risks if the works are not undertaken?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **How does the project align with exclusive practices and support students with disabilities? How does it improve accessibility for students?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Are essential infrastructure facilities at the school, including toilets, plumbing, air conditioning, in good working condition?** | | | | | | | | | | |
|  | | | | | | | | | | |
| Please advise of any site constraints including critical dates e.g. school exams, lack of wet season road access etc. | | | | | | | | | | |
|  | | | | | | | | | | |
| **History of applications for minor works funding** | | | | | | | | | | |
| Minor works bids submitted in last 3 years including priority in relation to this bid. | | | | | | | | | | |
| **Year submitted** | | **Project title and brief description of scope** | | | | **Priority** | | | **Outcome** | |
|  | |  | | | | Choose an item. | | | Choose an item. | |
|  | |  | | | | Choose an item. | | | Choose an item. | |
|  | |  | | | | Choose an item. | | | Choose an item. | |
| **Applicant and Project Onsite Contacts** | | | | | | | | | | |
| **Full name** | | |  | | | | | | | |
| **Position** | | |  | | | | **Phone** | | |  |
| **Full name** | | |  | | | | | | | |
| **Position** | | |  | | | | **Phone** | | |  |
| **Authorisation – Principal or delegate** | | | | | | | | | | |
| **Full name** | | | | Choose an item. | | | | | | |
| **Email** | | | |  | | | | **Phone** | |  |
| **Signed** | | | |  | | | | **Date** | |  |
| **Authorisation – School Representative Body chairperson or delegate** | | | | | | | | | | |
| **Full name** | | | |  | | | |  | |  |
| **Email** | | | |  | | | | **Phone** | |  |
| **Signed** | | | |  | | | | **Date** | |  |
| **Endorsement – Senior Director Education for the region or delegate** | | | | | | | | | | |
| **Full name** | | | |  | | | | | | |
| **Email** | | | |  | | | | **Phone** | |  |
| **Signed** | | | |  | | | | **Date** | |  |
| **Comments by the endorser**  Reasons for endorsing the application is to be documented below.  In deciding whether to endorse this application, the endorser must take into account the following and any other relevant matters:   * urgency of need * justification for the project * other higher priority infrastructure projects for the school * improve or facilitates accessibility for students with additional needs * reduction or elimination of occupational health and safety concerns * election commitments * if externally funded – are appropriate DE approvals in place. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Are there urgent risks which require consideration of this bid prior to the annual review and consideration process?** | | | | | | | | | Yes – please provide details above.  No | |
| **Is the project endorsed?** | | | | | Yes No | | | | | |
| Further information If this capital minor works project bid application is endorsed, submit the completed form to IPOS.PortfolioTeam2@nt.gov.au | | | | | | | | | | |