

# APPENDIX 3

## Nationally common reporting structure

### BER Nationally Common Reporting Structure and Definitions

<b>SCHOOL NAME:</b>	
<i>Description</i>	
<b>Total Actual Project Costs (excluding GST)</b>	<b>\$</b>
<b>BER Funding</b>	<b>\$</b>
<b>Co-contribution from</b>	<b>\$</b>
<b>Date last updated:</b>	

<b>Project Components</b>	<b>Cost (\$)</b>
<b>1. Build/Construction Cost:</b> The total amount paid to the building contractor(s) for construction works. Excluding any costs included in project component 2 and 3.	
<b>2. Unique Costs:</b> Unique construction or non-construction costs due to unusual site conditions. Including, but not limited to, retaining walls, latent soil conditions, asbestos removal and contaminated soils.  <i>Details:</i>	
<b>3. External Works and External Services:</b> Cost of all external works such as paving, pathways, covered walkways, stairs, ramps, landscaping and all external services and infrastructure.	
<b>4. Fixtures, Fittings and Equipment:</b> The amount for the supply and installation of furniture, fittings and equipment associated with the construction works. This amount varies between schools depending on the nature of the facilities provided and the total makeup of the expenditure at each school.	
<b>5. Project Management Fees* and Statutory Charges:</b> On-site and off-site project management, supervision fees and cost of statutory planning approval. This would include contractors such as project manager, managing contractors or other agencies that are not funded within the 1.5% administration funding allowed for education authorities. (*This may include elements of program management for some projects).	
<b>6. Design and other Professional Fees:</b> This covers professional construction documentation from architects, engineers and surveyors and the site surveys, investigations and visits required to finalise the project scope and preferred site.	
<b>Project Area</b>	
<b>Total Building Area (m2)</b>	
Gross Floor Area = Fully Enclosed Covered Area (x m2) + Unenclosed Covered Area (x m2)	
Area and costs noted above include new construction as well as refurbishment of existing buildings  <i>Details:</i>	