

BUILDINGS AND GROUNDS POLICY

Essex Heights Primary School will make effective use of resources available to the school for the provision and maintenance of buildings and grounds. The school will facilitate a safe working and recreational environment for all participants. In the development of the grounds, consideration will be given to aesthetic appeal, educational benefits and historical and cultural context.

GUIDELINES:

1. The School Council's Buildings and Grounds Committee will operate in accordance with the *Essex Heights Primary School Council, Buildings & Grounds Committee Terms of Reference*. The Committee will:
 - 1.1.1 Develop a Maintenance Plan for maintenance and minor works, which will incorporate the organisation of contracted mowing services and working bees as required.
 - 1.1.2 Develop a Master Plan (Learnsapes) for the school grounds, including a priority list of identified projects.
2. The employment of contracted services / trades personnel to complete maintenance requirements will be overseen by School Council and the Buildings and Grounds Committee. NB: Heating, sprinkler system, plumbing, electrical, pest control and oval mowing.
 - 2.1.1 Minor and major maintenance work at the school will be carried out in a safe and responsible manner using credible and registered contractors. At Essex Heights Primary School we will adhere to the Guidelines relating to risk management which can be found in the Victorian Government Schools Reference Guide.
 - 2.1.2 All Contractors will operate in accordance with the Guidelines in the Essex Heights Contractor Management Policy, and undertake an Induction including Child Safe prior to commencement of any works.
3. Maintenance and Minor Works projects will be completed in order of priority in accordance with the Physical Resources Management System, (PRMS) and the school's Maintenance Plan.
 - 3.1.1 Where appropriate, the school will liaise with regional facilities personnel on Maintenance and Minor Works projects.
4. An annual budget comprising locally raised funds, PRMS funding, as well as Maintenance and Minor Works Quarterly Grant allocations, will be formulated.

5. When conducting any construction or capital works procurement, Essex Heights Primary School will comply with Government probity and tendering policy, consistent with the Project Development and Construction Management Act 1994 (PDCMA).

5.1.1 Project value determines the rules for a capital works project, including the number of quotes that must be obtained from the market.

5.1.2 All minor capital works must comply with the Department's [School-funded Capital Projects Policy](#)

5.1.3 Minor capital works projects include those:

- **valued at or under \$50,000 (including GST)** which require at least one supplier quotation and can be conducted autonomously by a school, noting that:
 - school councils have delegated authority to enter into contracts and carry out building works or improvements for projects in this category subject to the availability of funds and compliance with Departmental policies and legislative requirements. See: the Department's [Low Value Construction Policy](#)
- **valued above \$50,000 and less than \$200,000 (including GST)** which require at least three supplier quotes, noting that:
 - school councils must first seek the approval of appropriate officers within the Victorian School Building Authority (VSBA) in order to proceed with works or procurement activities
 - procedures for managing minor capital works in this category are provided to a school once approval has been granted.

6. The Department provides property and asset management support and advice to schools about:

- site maintenance and safety
- sustainability and conservation
- joint use of facilities and leasing arrangements
- relocatable buildings
- camps, plantations and teacher housing
- closures and sale of school sites.

6.1.1 Related policies within this section are:

- [Accepting Fill \(soil\) onto School Sites](#)
- [Community Gardens](#)
- [Hiring, Licensing and Shared Use of School Facilities](#)
- [Markets Operated by Third-Party Operators](#)
- [Relocatable Buildings](#)
- [School Camps, Plantation and Teacher Housing](#)
- [School Closure and Sale of School Sites](#)

- [School Maintenance](#)
 - [School Site Safety](#)
 - [Sustainability and Conservation](#)
7. An appointed Occupational Health & Safety Officer will meet regularly with the Principal to make appropriate recommendations re occupational health and safety issues.
 8. A maintenance worker will be employed on a casual basis to complete tasks as specified in the Maintenance Log Book, housed inside the Handyman's pigeon hole in the staff Room.
 9. All members of the Essex Heights Primary School community will be encouraged to care for, and maintain the school's buildings and grounds, both during and outside school hours.

REVIEW CYCLE

This policy is scheduled for review in 3 years.

George Perini

Jennifer Bittner

Principal

School Council President

School Council – June 2020