|  | **Corporate Staff** | **Principal** | **School Council** |
| --- | --- | --- | --- |
| **All** | Corporate staff are responsible for administering the Victorian government school education system; imposing accountability, governance and compliance regimes; designing and administering policy and programs; and providing financial and operational support.  Corporate staff include the staff of both the VSBA and the Department’s regional offices. | Principals are responsible for asset management, which includes overseeing, planning and managing the maintenance of school facilities, and ensuring their school site is safe and secure for all staff, students and visitors through the strategic deployment of resources provided by the Department and the school community.  The Department allocates responsibility for strategic management of resources to principals through their employment contracts. | School council responsibilities include: general oversight of maintenance activities to ensure school buildings and grounds are kept in good condition (in consultation with the principal); overseeing the development of the school’s annual budget and ensuring proper records are kept of the school’s financial operation; ensuring that the school (as a workplace) is, so far as is reasonably practicable, safe and without risks to health; participating in the development and monitoring of the school strategic plan; and developing, reviewing and updating policies that fall within its powers and functions to reflect school values and support the school’s broad directions outlined in its strategic plan.  For detailed information on School Council responsibilities, see [School Councils – Overview.](https://www2.education.vic.gov.au/pal/school-council-overview/overview) |
| Plan  **Provision planning and enrolment management** | Corporate and Regional staff are responsible for provision planning. Provision planning assesses forecast demand needs and makes recommendations to government on where additional funding is required to meet demand for school places. This includes planning for new schools or identifying when additional school capacity at existing school sites may be required to support future demand.  Corporate and Regional staff work with schools to support enrolment management activities. This includes the development and maintenance of school zones and guidance and advice to ensure adherence to the Placement Policy including supports for key points of transition. | Principals are responsible for ensuring that they adhere to the Department’s Enrolment Policy. In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the ‘priority order of placement’. More information can be found in the Enrolment: Placement Policy subsection on PAL.   * [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy) * [School Zones](https://www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx) * [Enrolment Policy](https://www2.education.vic.gov.au/pal/enrolment/policy) | School councils are not responsible for provision planning. |
| Plan  **Facility area schedules** | Corporate staff are responsible for determining the facilities a school requires to deliver its curriculum for a certain number of enrolled students. These decisions are based on the facility area schedules which promote equity across the Victorian government school education system.   * [Capacity and Area Allocation Advice](https://www2.education.vic.gov.au/pal/capacity-and-area-allocation/advice) | To ensure the school environment is appropriate to meet the school’s curriculum needs and asset management practices, principals are responsible for following relevant Department policies dealing with management of proposed and existing facilities. For example, when determining scope of capital works project, transfers of relocatable building or managing excess space processes. | To ensure the school environment is appropriate to meet the school’s curriculum needs and asset management practices, school councils are responsible for following relevant Department policies dealing with management of proposed and existing facilities. |
| Plan  **Land acquisition and leasing property** | All land acquired for educational purposes is acquired in the name of the Minister for Education. Corporate staff have delegated authority to act on the Minister’s behalf in acquiring.  Only the Minister for Education (delegated to corporate staff) has the legal ability to enter into a lease of land or premises under the Education and Training Reform Act. All such leases must be for a purpose recognised under the Act.  All acquisitions and leases of land must be consistent with the Victorian Government Land Transactions Policy and Guidelines.   * [Land Acquisition Policy](https://www2.education.vic.gov.au/pal/land-acquisition/policy) * [Victorian Government Land Transactions Policy and Guidelines](https://www.dtf.vic.gov.au/sites/default/files/2018-01/Victorian%20Government%20Land%20Transactions%20Policy%20and%20Guidelines.pdf) | Principals have no legal authority to acquire or lease land or premises.  Principals may notify corporate staff (via the regional office) where land adjacent to an existing school becomes available for purchase or lease.   * [Community Use of Schools — Hiring, Licensing and Community Joint Use Agreements Policy](https://www2.education.vic.gov.au/pal/community-use-schools-hiring-licensing-and-community-joint-use-agreements/policy) | School councils do not have any legal authority to acquire land or lease land or premises. However, school councils may resolve to contribute funds towards a purchase of land or lease effected in the name of the Minister. |
| Plan  **State budget investment and funding allocations** | Corporate staff are responsible for providing advice to government on where and when to invest in the government school infrastructure portfolio. It is government’s responsibility to make decisions on where funding is allocated.  Corporate staff are responsible for implementing the Government’s investment strategy and associated allocations of funding. | Principals are not responsible for making state budget investment decisions or the associated allocation of funding. Where funding is allocated directly to a school, principals must ensure state funding is spent in accordance with the Department’s policies.  The Finance Manual – Financial Management for Schools sets out the key obligations and conduct expected of principals in relation to financial management.   * [Finance Manual - Financial Management for Schools](https://www2.education.vic.gov.au/pal/finance-manual/resources) | School councils are not responsible for making state budget investment decisions or the associated allocation of funding.  Where the government allocates funding, school council must ensure that all monies are expended for proper purposes relating to the school.  The finance manual sets out the key obligations and conduct expected of school councils in relation to financial management.   * [Finance Manual - Financial Management for Schools](https://www2.education.vic.gov.au/pal/finance-manual/resources) |
| Plan  **Asset management planning for capital works projects** | Corporate staff are responsible for prescribing and managing planning requirements, funding and policy parameters, and the issue resolution process for school asset management plans for planning and delivery of capital works.  Corporate staff are also responsible for supporting schools in their completion of asset management plan processes. Some schools, such as small rural schools, may require additional support with asset management planning.   * [Asset Management Planning — School Upgrades policy](https://www2.education.vic.gov.au/pal/asset-management-planning/policy) * [Capital Building Projects in Schools policy](https://www2.education.vic.gov.au/pal/capital-building-projects/policy) | Principals are responsible for completing Phase 1 of the Asset Management Plan for a capital works project in accordance with the Department’s policies and guidance.  Phase 1 Asset Management Plans are expected to have school principal endorsement prior to submission to the regional office.  Principals are responsible for working with the project control group and architect on the Asset Management Plan Phase 2. Phase 2 Asset Management Plans are expected to have school principal endorsement prior to submission to the VSBA.   * [Asset Management Planning — School Upgrades Policy](https://www2.education.vic.gov.au/pal/asset-management-planning/policy) * [Capital Building Projects in Schools Policy](https://www2.education.vic.gov.au/pal/capital-building-projects/policy) * [Everything you need to know about a school building project fact sheet](https://www.education.vic.gov.au/PAL/amp-everything-you-need-to-know-about-school-building-project.docx) | Phase 1 Asset Management Plans for capital works projects are expected to have received school council endorsement prior to submission to the relevant regional office and then VSBA for approval. Governance arrangements for school councils engaged in asset management planning are explained in the Asset Management Planning Guidance.  Phase 2 Asset Management Plans for capital works projects are expected to have received school council endorsement prior to submission to the VSBA. |
| Plan  **Relocatable Building Program (RBP)** | Corporate staff are responsible for administering the state-wide Relocatable Building Program including the transfer of buildings to meet existing and future demand.   * [Relocatable Building Management Policy](https://www2.education.vic.gov.au/pal/relocatable-buildings/policy) | Principals are responsible for organising the cleaning and maintaining of relocatable buildings, ensuring fixtures remain within relocatable buildings (as they must remain in the building if transferred) and ensuring that no structural changes are made to these buildings.  Principals are further responsible for supporting corporate staff to install, transfer or remove relocatable buildings, as required.  Principals are also responsible for the timely and accurate provision of enrolment data into Department systems and raising capacity issues with regional staff.  Principals are responsible for submitting an application to the Accessible Buildings Program, if accessibility ramp is required.   * [Accessible Buildings Program Policy](https://www2.education.vic.gov.au/pal/accessible-buildings-program/policy) | School councils do not have responsibilities associated with the allocation and transfer of the Department’s relocatable buildings. However, school councils should be aware that cleaning and maintenance responsibilities for the relocatable buildings are the same as those for permanent facilities. |
| Build  **Delivery of state-funded capital works projects** | Corporate staff are responsible for the oversight and delivery of state-funded capital works projects valued over $200,000.  Corporate staff are also responsible for approving the proposed scope of works for state-funded school led projects (i.e. under $200,000).  Under the *Project Development and Construction Management Act 1994*, corporate staff are responsible for adhering to the Ministerial Directions pursuant to this Act.   * [Building Quality Standards Handbook (BQSH)](https://www2.education.vic.gov.au/pal/bqsh-school-construction-design-standards/policy) * [Asset Management Planning — School Upgrades Policy](https://www2.education.vic.gov.au/pal/asset-management-planning/policy) * [DEECD iTWOcx portal (staff login required)](https://au.itwocx.com/DEECD_REFERENCE) | Principals are responsible for the delivery of state-funded capital works projects valued up to $200,000, unless otherwise agreed with the VSBA. State funded school led projects are to be delivered in accordance with the Department’s policies.  Where principals are not responsible for delivery, principals have responsibilities as instructed by corporate staff, for example, membership of the relevant Departmental project control group.  Principals of schools that receive state funding for a capital works project must attend (or have attended) the Department’s Bricks and Mortar training.   * [Bricks and Mortar support and services information for schools (staff login required)](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx" \l "/app/content/3112/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fbricks_&_mortar_asset_management_program) | For state-funded school-led projects (i.e. valued up to $200,000 unless otherwise agreed with the VSBA), school councils are responsible for – via the principal – submitting an Asset Management Planning template for VSBA approval.  School councils are not responsible for the delivery of state-funded capital works projects valued over $200,000.  Refer to the section for school council responsibilities associated with *Asset management planning for state funded capital works projects.*   * [Capital Building Projects in Schools Policy](https://www2.education.vic.gov.au/pal/capital-building-projects/policy) |
| Build  **School-funded (including locally funded) capital works projects** | Corporate staff are responsible for prescribing the minimum requirements for school-funded (including locally funded) capital works projects.  Corporate staff are also responsible for approving the proposed scope of works for all school-funded capital works projects (i.e. $50,000 and over) including school contributions to existing VSBA capital projects. For projects $200,000 or more, the school must have Executive Director, VSBA approval.  Corporate staff are responsible to coordinate Minister for Education approval of the school-funded capital project proposals, when required.  Corporate staff are responsible for the delivery of the school-funded capital projects with a project value exceeding $500,000 (including GST).   * [Building Quality Standards Handbook (BQSH)](https://www2.education.vic.gov.au/pal/bqsh-school-construction-design-standards/policy) * [Asset Management Planning — School Upgrades](https://www2.education.vic.gov.au/pal/asset-management-planning/policy) | Principals are responsible to ensure compliance with the Department’s requirements for planning and delivery of school-funded (including locally funded) capital works projects.  Principals are responsible for seeking approval for works or services valued over $50,000, including school contributions to existing Department projects on site, by submitting an online project proposal approval form and following advice outlined in the School-funded Capital Projects policy and guidelines.  Principals are responsible to only obtain tenders or quotations, or commence any associated works, services or contracts valued over $50,000 once they have received Departmental approval.  There are limits on the sources of funds that can be used to fund school-funded projects and school contributions to VSBA-led building projects, including that schools must not fund new capital building projects with equity funding or Student Resource Package (SRP) maintenance, annual contracts, or grounds allowance funding. (SRP funding can be used to fund maintenance projects, including maintenance projects that exceed $50,000 (including GST).)   * [School-funded Capital Projects Policy](https://www2.education.vic.gov.au/pal/school-funded-capital-projects/policy) * [Bricks and Mortar support and services information for schools (staff login required)](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx" \l "/app/content/3112/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fbricks_&_mortar_asset_management_program) * [Shade Sails Policy](https://www2.education.vic.gov.au/pal/shade-sails/policy) | Depending on the value of the project, school councils may have the authority to carry out, enter into and/or pay contracts in accordance with the Department’s policies, including the Procuring Low-value Construction Works or Services policy.  School councils must follow the School Funded Capital Projects Policy and Guidelines for works or services valued over $50,000 in accordance with the School-funded Capital Projects policy.  School Councils must not obtain tenders or quotations, or commence any associated works, services or contracts valued over $50,000 until the school has have received Departmental approval on the project proposal.   * [School-funded Capital Projects Policy](https://www2.education.vic.gov.au/pal/school-funded-capital-projects/policy) * [Procuring Low-value Construction Works or Services Policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy) |
| Manage  **Asset management responsibilities and leadership** | Corporate staff provide a technical leadership program covering asset management strategies and policies for school leaders, business managers and aspiring leaders.  This includes:   * + Bricks and Mortar support and services information for schools   + Support with development and implementation of School Maintenance Plans   + Support in the development of AMP Phase 1 for Capital works funding   + Support in managing Planned Maintenance Program funding   + Support in the effective use of Asset Information Management System (AIMS) following staged rollout.   + [Bricks and Mortar support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3112/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fbricks_&_mortar_asset_management_program) (staff login required) | Principals are responsible for ensuring they and their staff have appropriate asset management knowledge, skills and experience.  Principals’ responsibilities include:   * Attend and/or provide access to relevant staff to participate in Bricks and Mortar workshops * Attend and/or provide access to relevant staff to participate in School Maintenance Plan workshops * Attend and/or provide access to relevant staff to participate in AMP Phase 1 for Capital works, if an announcement is made. * Attend and/or provide access to relevant staff to participate in Asset Information Management System (AIMS) training as part of the staged rollout. | School councils are responsible for general oversight of maintenance activities to ensure school buildings and grounds are kept in good condition and should do so in consultation with the principal.  School councils determine the level of school council oversight for maintenance activities, and should do so in consultation with the principal. For example, at one meeting each year, school councils may endorse an updated School Maintenance Plan and associated budget for the upcoming year.   * [School Maintenance Plans and Rolling Facilities Evaluations](https://www2.education.vic.gov.au/pal/school-maintenance-plans-rfe/policy) |
| Manage  **Maintenance (including Rolling Facilities Evaluation & School Maintenance Plans)** | Corporate staff are responsible for allocating maintenance funding and operating high risk and/or high value priority maintenance programs.  Corporate staff provide a backup for when principals and school councils are unable to respond, where it is inappropriate for them to do so, or where risks and issues need to be managed at the system-level; for example, asbestos removal.  Corporate staff are also responsible for the delivery of programs such as the Rolling Facilities Evaluation (RFE) which assists in identifying and prioritising defects for repair.  This information, incorporated into the School Maintenance Plan (SMP), permits the school to plan and schedule their maintenance activities and expenditure.  Corporate staff are responsible for reviewing School Maintenance Plans and provide ongoing support to schools through the development and implementation stages of the SMP, to ensure they can effectively be fulfilled. | Principals are responsible for the maintenance of school buildings and grounds. This includes routine maintenance to prolong asset lifespan and reduce reliance on emergency maintenance activities.  Principals are responsible to follow the steps of the RFE program which include attending information sessions, completing a pre-assessment questionnaire, and reviewing, providing feedback or accepting the school assessment report.  Principals are responsible for developing a School Maintenance Plan and submitting it to VSBA for endorsement. Once the School Maintenance Plan has been endorsed, the school is responsible for completing the maintenance activities within the plan.  Principals are responsible for updating the School Maintenance Plan regularly, both marking completed activities and updating the plan itself. This enables monitoring of maintenance activities and so that asset planning and investment decisions are informed by the most up-to-date and accurate information about the maintenance needs of each school.  Principals must exhaust safe and available means to prevent and respond to maintenance issues.   * [School Maintenance Plans and Rolling Facilities Evaluations](https://www2.education.vic.gov.au/pal/school-maintenance-plans-rfe/policy) * [Managing School Grounds support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i#/app/content/2905/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fmanaging_school_grounds) | School councils are responsible for general oversight of maintenance activities to ensure school buildings and grounds are kept in good condition and should do so in consultation with the principal.  School councils determine the level of school council oversight for maintenance activities and should do so in consultation with the principal. For example, at one meeting each year, school councils may endorse an updated school maintenance plan and associated budget for the upcoming year.  School council financial delegates must follow requirements under the Ministerial Directions for Public Construction Procurement in Victoria. School council financial delegate should refer to the Procurement of Low-value Construction Works or Services Policy to determine what maintenance works are subject to mandatory requirements.   * [Buildings and Grounds Maintenance and Compliance Requirements Policy](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/policy) * [Procuring Low-value Construction Works or Services Policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy) |
| Manage  **Student Resource Package (SRP) – Maintenance** | Corporate staff are responsible for allocating funding under the SRP. This includes funding for maintenance and minor works, grounds, and annual contracts and Essential Safety Measures. | Principals must ensure facilities related SRP allowances (including for maintenance, grounds, and annual contracts and Essential Safety Measures) are fully expended on routine and preventative maintenance, repairs and Essential Safety Measures activities in accordance with the Department’s polices.  Costs associated with repairs are funded within the Maintenance portion of the SRP.  Costs associated with routine servicing, inspection, and testing of various items both essential and mandatory are funded within the Annual Contracts & Essential Safety Measures or ACES portion of the SRP.  Principals are also responsible for ensuring this expenditure is accurately reported in CASES21 (the administration and finance system for Victorian government schools).  The finance manual sets out the key obligations and conduct expected of principals in relation to financial management.   * [Student Resource Package](https://www2.education.vic.gov.au/pal/student-resource-package/policy) | Under the *Education and Training Reform Act 2006 (Vic),* school councils must ensure that all monies coming into the hands of the school council are expended for proper purposes relating to the school. This includes the SRP maintenance allowance.  The Finance Manual – Financial Management for Schools sets out the key obligations and conduct expected of school councils in relation to financial management.   * [Guide to school council and finance motions](https://www.education.vic.gov.au/PAL/finance-manual-school-council-motions.docx) * [Finance Manual – Financial Management for Schools](https://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx#link100) * [School Administration Systems Policy](https://www2.education.vic.gov.au/pal/school-administration-systems/policy) |
| Manage  **Occupational health and safety** | Corporate staff are responsible for maintaining an Occupational Health and Safety Management System to assist school principals to provide a healthy and safe environment for all employees, students, contractors, volunteers, and visitors.  Corporate staff are also responsible for ensuring that contractors engaged directly by corporate staff on behalf of the Department conform to contractor safety management requirements and have established appropriate safety processes and capabilities.  To assist principals to meet this requirement, corporate staff provide a web based Occupational Health and Safety Management System (OHSMS), a telephone support line, and on-site support from consultants and/or regional based support staff.  At the site level, corporate staff audit the implementation of the OHSMS and management of OHS risks and hazards.   * [Contractor Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/contractormgtohsms.aspx) Policy | Under clause 11.2.2(8) of Ministerial Order 1038, principals are responsible for ensuring safe work practices at their school in accordance with the requirements of the *Occupational Health and Safety* Act *2004 (Vic)*.  Principals are responsible for providing and maintaining a safe working and learning environment, including the management of contractors engaged by the school to ensure that appropriate safety processes and capabilities are established.  Principals are responsible for ensuring the implementation, continuous monitoring and execution of OHSMS activities.  Principals must follow any OHS audit recommendations and ensure evidence of action is uploaded to the OHSMS.  Performance and activity of each school is monitored by the Department’s Employee Safety and Wellbeing Unit and reported to the Department’s regional offices.   * [OHS Management System (OHSMS)](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/policy) | Under the *Occupational Health and Safety Act 2004,* school councils must ensure that the school (as a workplace) is, so far as is reasonably practicable, safe and without risks to health. This duty extends to all matters which school councils have management and control, including engagement of goods and services, oversight of the management of contracts, and the maintenance of school buildings, grounds and facilities. This extends to all persons affected by school conduct, including students, parents, visitors and contractors.   * [School Council — Training and Good Governance Policy](https://www2.education.vic.gov.au/pal/school-council-training/policy) |
| Manage  **Essential Safety Measures (ESM)** | ESM are the fire, life safety and health items installed or constructed in a building to ensure adequate levels of fire safety and protection from other dangers. They include all traditional building fire services such as sprinklers and mechanical services, and also passive fire safety such as fire doors, fire-rated structures and other infrastructure such as paths of travel to exits.  The Essential Safety Measures Policy supports principals to meet legal requirements under the Building Regulations 2018 (Vic). This includes inspection, testing, maintenance and record‑keeping activities.  Corporate staff monitor compliance with ESM requirements through Asset Information Management System (AIMS) and, for schools without AIMS, through the submission of Annual ESM Reports to the VSBA.  Corporate staff support schools to be compliant. This support can include one-on-one assistance for schools that request it. | Principals are responsible for ensuring ESM are inspected and maintained correctly and in accordance with regulations.  Principals should first identify their requirements through the *ESM Maintenance Schedule*, including reviewing this Schedule annually.  Principals are responsible managing the inspections, tests and maintenance of ESM items, including by engaging qualified and competent persons to conduct these activities where required.  Principals are responsible to maintain and audit ESM records and develop an Annual ESM Report (AESMR). Principals are responsible to submit the AESMR to the VSBA and advise/submit any changes to the ESM to the VSBA.  Principals with access to AIMS are responsible to submit their Annual ESM Report through the AIMS Document Upload function. Principals without access to AIMS are responsible to submit Annual ESM Report to the [School Facilities Profile Website](https://www.eduweb.vic.gov.au/SchoolFacilitiesProfile/SFPW3.aspx) or ESM inbox at [essential.safety.measures@education.vic.gov.au](mailto:essential.safety.measures@education.vic.gov.au).   * [Essential Safety Measures Policy](https://www2.education.vic.gov.au/pal/essential-safety-measures/policy) | ESM compliance is required by law. The Building Regulations 2018 (Vic) made under the *Building Act 1993* require schools to oversee general and specific inspections, testing, maintenance and record-keeping activities for ESM.  ESM testing and associated record keeping is a Victorian Registration and Qualifications Authority requirement for school registration.  The oversight of ESM is also required under the *Occupational Health and Safety Act 2004 (Vic)*. School councils must ensure that the school (as a workplace) is, so far as is reasonably practicable, safe and without risks to health. School councils determine the level of school council oversight for ESM in accordance with the *Occupational Health and Safety Act 2004 (Vic)*, and should do so in consultation with the principal.  Due to the importance of ESM in protecting life, school councils should establish ,at minimum, an annual oversight process for all activities and audits (including findings and recommendations). School councils should develop an ESM activity plan to ensure compliance with regulatory requirements to be tabled annually at a school council meeting. |
| Manage  **Asbestos management** | Corporate staff are responsible for administering a state-wide asbestos management program of Division 5 asbestos audits, providing labels to schools, and providing advice and training support. | Principals are responsible for the management of asbestos. This includes development of an asbestos management plan and appointing an asbestos coordinator. Guidance and implementation resources for asbestos management are available on the Department’s policy on Asbestos Management.   * [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) | School councils determine the level of school council oversight for matters related to asbestos management and should do so in consultation with the principal. For example, at one meeting each year, school councils may present an overview of the school’s asbestos management plan to understand requirements and to seek regular updates.   * [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) |
| Manage  **Gas Heater Management** | Corporate staff are responsible for supporting schools through the regular review of the Gas Heater Policy and assist in meeting their mandatory obligations.  Corporate staff are responsible for providing schools with allocated funding for routine inspection of gas heaters via the Annual Contractors allocation of the Student Resource Package (SRP). Costs associated with the repair of gas heaters are funded within the Maintenance portion of the SRP.  Corporate staff can assist schools when they have insufficient funds for critical repairs costing $5,000 or more. Schools may apply for assistance through the emergency maintenance program.  Corporate staff monitor compliance with gas heater requirements through Asset Information Management System (AIMS), for schools that have AIMS.  Corporate staff support schools to be compliant. This support can include one-on-one assistance for schools that request it.   * [Buildings and Grounds Maintenance and Compliance Requirements Policy](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/policy) * [Gas Heaters Management Policy](https://www2.education.vic.gov.au/pal/gas-heater-management/policy) | Principals are responsible for ensuring the school complies with the Gas Heater Management Policy.  Principals are responsible for first identifying gas heaters in the school.  Principals are responsible for managing and implementing an appropriate inspection and servicing regime at a frequency of either every two years or every year depending on the type of heater. Routine inspection and maintenance activities must be included in the school’s School Maintenance Plan.  To enable monitoring and attesting of compliance with mandatory gas heater maintenance requirements, principals are responsible for retaining all documentation on gas heaters (Service Reports, invoices and any issued Statements of Compliance) and providing them on request. (Schools with access to AIMS are required to upload this documentation into AIMS)  Gas heaters that are not in use, have not been serviced for more than 2 years, or have been declared unsafe for use by ESV must have clear signage stating, ‘Do not use this heater. It has not been serviced and is not safe to use’.  All rectification works must comply with the National Construction Code, the [Building Quality Standards Handbook](https://www2.education.vic.gov.au/pal/bqsh-school-construction-design-standards/policy), and Victorian government purchasing and procurement standards. | School councils should be aware of gas heater matters, and participate in decision making associated with gas heater management.  School councils determine the level of school council oversight for gas heater matters and should do so in consultation with the principal. School councils should request regular gas heater management updates from the principal. |
| Manage  **Water – Private Drinking Water Policy** | Corporate staff are responsible for supporting schools through the regular review of the Department’s Water – Private Drinking Water Policy and assisting schools to meet mandatory requirements for the management of private drinking water supplies.  This includes support to develop a school water supply management plan and support to address non-compliance when identified.  Corporate staff are also responsible for providing support to schools through the allocation of funding via schools’ Student Resource Package (SRP) for the ongoing maintenance and repair of private drinking water supplies, such as rainwater tanks and bores.  Corporate staff monitor compliance with the private drinking water requirements through Asset Information Management System (AIMS), for schools that have AIMS.   * [Bricks and Mortar support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3112/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fbricks_&_mortar_asset_management_program) * [Water – Private Drinking Water Policy](https://www2.education.vic.gov.au/pal/rainwater-tanks/policy) | Principals are responsible for ensuring the school complies with the Department’s Water – Private Drinking Water Policy .  Principals are responsible for ensuring any private drinking water supply will not pose a risk to human health.  Principals are responsible for first identifying their private drinking water and requirements in the school.  Principals must manage the safety of the private drinking water supply through development of a School Water Supply Management Plan. The Plan involves undertaking regular inspection and maintenance activities as set out in the plan, including flushing stagnant water from systems after prolonged shutdown periods (such as school holidays), as well as water testing.  Principals must make an IRIS alert if a gastro outbreak is suspected.  Principals may request an emergency water supply through the VSBA’s Make-Safe service provider on 1300 133 468.   * [Buildings and Grounds Maintenance and Compliance Policy](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/policy) * [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy) | Under *the Occupational Health and Safety Act 2004 (Vic)*, school councils must ensure that the school (as a workplace) is, so far as is reasonably practicable, safe and without risks to health. This duty extends to the oversight of private drinking water supplies, such as rainwater and bore water.  School councils determine the level of school council oversight for matters related to the management of private drinking water supplies and should consult with the principal in doing so.  School councils should request regular private drinking water supply management compliance updates from the principal. |
| Manage  **Planned Maintenance Program (PMP)** | Corporate staff are responsible for providing advice to government on PMP funding allocations. It is government’s responsibility to make decisions on where funding is allocated.  Corporate staff are responsible for administering the PMP which may allocate additional funding to support priority maintenance projects.  Corporate staff also provide guidance to schools on school led PMP projects, as well as deliver projects on behalf of schools, when appropriate.  For projects above $200,000 the VSBA will lead these works on behalf of the school.  The VSBA is responsible to contact the school to discuss the process. | Where PMP funding is allocated, the principal must actively engage, completing all relevant PMP documentation to obtain the allocated funding for the school.  Projects up to $50,000  Projects valued up to $50,000 are school led.  Principals are required to complete and submit a funding declaration form for approval. Principals are responsible for ensuring the completion of funded works and then updating the School Maintenance Plan to mark these works as completed.  Projects over $50,000  For projects between $50,001 and $200,000, principals can elect to have the VSBA complete this work on their behalf or lead the works, following the approved process.  For all school led projects above $50,000, principals are required to submit at least one quote where the total value of works completed by any one supplier is less than $50,000 GST Inclusive, and a minimum of 3 quotes must be sought where the total value of works completed by any one supplier is greater than $50,000 GST Inclusive.  For VSBA led projects, the school will be allocated a project officer who will work with the principal throughout the delivery process.   * [Planned Maintenance Program](https://www2.education.vic.gov.au/pal/planned-maintenance-program/policy) * [Procuring Low-value Construction Works or Services Policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy) * [School-funded Capital Projects Policy](https://www2.education.vic.gov.au/pal/school-funded-capital-projects/policy) | School councils should not rely on the Department’s PMP as funding is allocated to ‘high priority defects’ identified through the Rolling Facilities Evaluation.  School councils have delegated authority to enter construction procurement contracts for self-funded building works or improvements valued at $50,000 (including GST) or less. The school council, as nominated financial delegate, must also endorse the preferred tenderer recommendation before executing a contract.  If the contract value is estimated to exceed $50,000 (including GST), schools must not obtain tenders or quotations, or commence or enter any associated works, services or contracts, until they have sought VSBA approval to proceed. |
| Manage  **Emergency Maintenance Program (EMP)** | Corporate staff operate an EMP to address unforeseen maintenance matters that pose immediate and serious risks to health and safety. The program is application based for last-resort assistance. | Principals must exhaust safe and available means to prevent and respond to maintenance issues.  Where an emergency maintenance issue arises that cannot be managed locally, principals are responsible for applying to the Victorian School Building Authority (VSBA) to access additional emergency maintenance assistance.   * [Buildings and Grounds Maintenance and Compliance Requirements Policy](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/policy) * [Emergency Maintenance Program guidelines](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/guidance/emergency-maintenance-program-guidelines) | School councils should not rely on the Department’s EMP for responding to foreseeable maintenance emergencies.  School councils determine the level of school council oversight for matters that relate to emergency maintenance issues as part of the Department’s EMP and should consult with the principal in doing so.  School councils should be made aware of any application to the EMP and should be consulted before principals submit an application where time allows and it is safe to do so. |
| Manage  **Make-Safe Program** | Corporate staff are responsible for administering the Make-Safe Program for managing clean-up and make-safe works to facilities damaged by vandalism, flood, fire or storms. This includes a 24-hour hotline. | Where a make-safe need arises, the principal must contact the contracted service provider for support via the 24-hour hotline.   * [Buildings and Grounds Maintenance and Compliance Requirements policy](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/policy) * [Make-safe guidelines](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/guidance/make-safe-guidelines) | Where Make-Safe Program activities occur, school councils determine the level of school council oversight for matters related to make safe issues.  Refer to the section below for school council responsibilities associated with *Security and Insurance.* |
| Manage  **Accessible Buildings Program (ABP)** | Corporate staff must comply with the *Disability Discrimination Act 1992* (Cth) to ensure that students with disabilities can participate in education on the same basis as their peers. A ‘disability’ includes physical and psychiatric impairments which result in a person learning differently.  In line with the *Disability Discrimination Act 1992*, the ABP can provide funding to enhance existing facilities. The ABP operates on an ‘as needs’ basis rather than providing portfolio wide modifications. | Principals and corporate staff are responsible for ensuring compliance with minimum requirements and ensuring that students with disabilities can participate in their education, which may include reasonable modifications to physical premises in some circumstances.   * [Accessible Buildings Program Policy](https://www2.education.vic.gov.au/pal/accessible-buildings-program/policy) | School councils determine the level of school council oversight for matters related to the ABP and should consult with the principal in doing so. |
| Manage  **Cleaning** | Corporate staff are responsible for the statewide allocation of funding for school cleaning. Corporate staff are also responsible for audits and provide contract management supports for school principals.   * Regional schools   Corporate staff are responsible for the management of the School Cleaning Panel and the online school cleaning contract management system, DETclean. Corporate staff are also responsible for the assessment of school exemption requests.   * Metropolitan schools   Corporate staff are responsible for entering into cleaning services contracts and for all contract administrative functions including, performance and relationship management and payment of services. | Principals are responsible for ensuring the school environment is clean.  Regional schools  Principals are responsible for the procurement and management of school cleaning contracts. Principals are also responsible for the upload of contractual documentation and submission of annual performance reviews on DETclean.  Metropolitan schools  Principals are responsible for working and agreeing a Cleaning Services Plan (CSP) for their school campus with the Department’s contracted cleaning services provider(s).   * [Cleaning policy](https://www2.education.vic.gov.au/pal/cleaning/policy) | School councils are responsible for providing the cleaning and sanitary services that are necessary for the school. School councils determine the level of additional school council oversight required and should consult with the principal in doing so.  Regional schools  In accordance with the Department’s policies, regional school councils should engage cleaning service providers with approved School Cleaning Panel status. Regional school councils unable to source an approved cleaning service provider from the panel must submit an application for exemption  Metropolitan schools  Metropolitan school councils must provide school cleaning in accordance with the Department’s approved cleaning arrangements, under clause 6(1) of the Ministerial Order No. 1127 of the Education and Training Reform Act.   * [Cleaning policy](https://www2.education.vic.gov.au/pal/cleaning/policy) |
| Manage  **Security and insurance** | Corporate staff are responsible for policies and programs to support principals and school councils to remove, reduce and mitigate risks, including through the School Equipment Coverage Scheme.  Corporate staff are also available to assist all government schools to understand the Departments insurance arrangements and ensure that they have sufficient building insurance.   * [Security Management support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/2356/support_and_service_(schools)%252Fschool_facilities_management%252Fsecurity%252Fsecurity_management_systems) | Principals are responsible for ensuring each foreseeable risk is removed, reduced or appropriately mitigated in accordance with the Department’s policies. This includes maintaining an emergency management plan. Principals must ensure incidents involving property loss, damage, or personal safety are reported to corporate staff.  To be covered by the Department’s School Equipment Coverage Scheme, the principal is responsible for maintaining records compliant with Asset Recording and Control Policy.   * [Crime Prevention in Schools](https://www2.education.vic.gov.au/pal/crime-prevention-schools/policy) Policy * [Asset Recording](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/2297/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fasset_recording) * [Insurance for Schools](https://www2.education.vic.gov.au/pal/insurance/policy) [Crime Prevention support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i#/app/content/2355/support_and_service_(schools)%252Fschool_facilities_management%252Fsecurity%252Fcrime_prevention) | School councils should be aware of security and insurance matters, what is and is not covered under the Department’s insurance arrangement and participate in decision making associated with security and insurance. This includes deciding whether additional insurance arrangements should be purchased by the school.  School councils determine the level of school council oversight for security and insurance matters and should do so in consultation with the principal. School councils should request regular security updates from the principal. For example, at one meeting each year, the principal may provide school council with an overview of security and insurance arrangements and update the school council on issues throughout the year.   * [Insurance for Schools](https://www2.education.vic.gov.au/pal/insurance/policy) * [CCTV school policy template](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=101) * [Insurance school policy template](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=60) |
| Manage  **Repurposing and renaming of spaces** | Corporate staff are responsible for managing a land and building asset register. Data from the register informs policy, planning, funding allocations and financial reporting obligations.  Corporate staff review *business cases for repurposing of spaces* to ensure all changes to school spaces are appropriate and accurately recorded in the Department’s asset register. | Principals seeking to repurpose or rename a school space must notify the Department (via the regional office) of their intention to do so. Principals seeking to reclassify a space must complete and submit an Application Form for Repurposing of Spaces. For changes to the use of an existing space, principals first must submit a *business case for repurposing of spaces* to the Department (via the regional office) for approval Principles seeking to reclassify a space as part of a school-led capital project may request to do so as part of their school-led capital project business case instead of completing a business case for repurposing of spaces.  Principals must provide timely and detailed updates to school asset drawings in accordance with the Department’s policies.   * [Repurposing and Renaming School Spaces Policy](https://www2.education.vic.gov.au/pal/repurposing-and-renaming-school-spaces/policy) | School councils do not have responsibilities associated with repurposing school spaces or updating the Department’s asset register. |
| MGasanage  **Hiring, licensing and shared use of school facilities** | Corporate staff are responsible for prescribing the minimum requirements and approval processes for shared use of school facilities.  Arrangements for the construction and long-term shared used of buildings or facilities require a Community Joint Use Agreement between the Minister, the school council and the community partner. Corporate staff are responsible for briefing the Minister and seeking their approval.  The Minister may delegate their approval to corporate staff to sign agreements and/or approve the proposed development and construction of new facilities. | Principals are not authorised to enter into agreements on behalf of school councils or the Minister. Principals must ensure compliance with the Department’s shared use policies and requirements.  If a request from a third party is for a purpose that is not educational, recreational, sporting or cultural, or involves the construction and long term shared used of buildings or facilities, the principal (as executive officer of the school council) is responsible for referring the request to corporate staff for consideration.   * [Community Use of Schools - Hiring, Licencing and Community Joint Use Agreements](https://www2.education.vic.gov.au/pal/community-use-schools-hiring-licensing-and-community-joint-use-agreements/policy) * [Schools as Polling Places support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i/Pages/School.aspx#/app/content/2980/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fschools_as_polling_places) * [Bushfire and Grassfire Preparedness](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/guidance/grassfire-safety-information) * [Shelter-in-Place Buildings](https://www2.education.vic.gov.au/pal/shelter-place-buildings/policy) | Under the Education and Training Reform Act 2006 (Vic), school councils have the power to enter into agreements with third parties for the use of school facilities for no more than 5 years when they are not required for ordinary school purposes. The proposed use must be for the purpose of educational, recreational, sporting or cultural activities for students, the local community or young persons. Any other purpose requires the Minister’s approval sought via corporate staff. School councils should use the Department's templates for hire and licensing agreements with third parties.  School councils must not, without the Minister’s approval, sought via corporate staff, grant a licence, or enter into a licencing arrangement which is for more than five years or has a total value of more than $500,000.  School councils are not authorised to independently enter into lease agreements to augment their own school sites or facilities. School councils should refer to the Department’s Legal Division for additional guidance on the preparation and execution of documents related to hire and licencing agreements.   * [School policy templates portal – Hire of facilities](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=104) * [Community Use of Schools — Hiring, Licensing and Community Joint Use Agreements policy](https://www2.education.vic.gov.au/pal/community-use-schools-hiring-licensing-and-community-joint-use-agreements/policy) |
| Dispose  **Demolition** | Corporate staff are responsible for the demolition of school buildings.   * [Demolition policy](https://www2.education.vic.gov.au/pal/demolition/policy) | Principals are responsible for ensuring the school complies with the Demolition Policy.  Principals must seek advice on the value of an asset from the Victorian School Building Authority before acting.  Principals may authorise the truncation, removal or demolition of school-funded assets valued at less than $50,000 (including GST).  Principals must obtain the Victorian School Building Authority's authorisation before truncating, removing or demolishing any Department or school-funded asset valued at $50,000 or more (including GST).   Principals, as asset managers, are responsible for planning and delivering safe and sustainable learning environments. This may include demolishing buildings that are in poor condition or excess to facility area allocation.  Principals must seek advice on the value of an asset from the Victorian School Building Authority (VSBA) prior to taking any action, regardless of whether the asset was funded by the VSBA or by the school. | School councils have limited delegated authority to dispose of school facilities using school resources. The extent of school council authority depends on the value of the asset and whether the asset was funded by the Department or the school. |
| Dispose  **Land disposal and sales** | Corporate staff are responsible for maintaining surplus land, including closed schools, sites where a school has merged or relocated, plantations, former teacher houses and former camp sites.   * [Land disposal policy](https://www2.education.vic.gov.au/pal/land-disposal/policy) * [Land Sales support and services information for schools](https://edugate.eduweb.vic.gov.au/sites/i#/app/content/2911/support_and_service_(schools)%252Fschool_facilities_management%252Fdispose%252Fland_sales) | Principals do not have responsibilities associated with land disposal and sales. | School councils do not have responsibilities associated with land disposal and sales. |