[TO BE PRINTED ON SCHOOL LETTERHEAD]

[Insert date]

School Cleaning Unit

Department of Education and Training

GPO Box 4367

Melbourne VIC 3001

Via email: [regional.cleaning@education.vic.gov.au](mailto:regional.cleaning@education.vic.gov.au)

Dear Sir/Madam

**Re: Exemption Request - Approval to Employ a Cleaner as a School employee**

**[Insert school name]** seeks approval to employ a cleaner directly, rather than engage a Contract Cleaner on the Department’s School Cleaning Panel (“Panel”), for the following reason(s) outlined below:

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**Note: this exemption is for the purposes of employment only**. If a School Council proposes to engage a cleaner other than as an employee (e.g. as a sole trader or under a services contract), and that cleaner is not approved on the Department’s School Cleaning Panel, the School Council must contact [regional.cleaning@education.vic.gov.au](mailto:regional.cleaning@education.vic.gov.au) for further guidance.

In seeking approval to employ a person as a cleaner, the School Council acknowledges that it is aware of its responsibilities to ensure that the cleaner has at a minimum:

* school-specific occupational health and safety (OHS) induction and training;
* management of all areas of potential risk and completion of risk assessments;
* complies with equal opportunity law and the school’s Equal Employment Opportunity policy;
* a current Police Check and Working with Children Check (WWCC); and
* public health advice and directions.

The School Council acknowledges that all employment arrangements will comply with its obligations as an employer under the *Fair Work Act 2009*, the *Education and Training Reform Act 2006* and any Ministerial Orders made in accordance with that Act.

The School Council will pay a rate that will be not less than the minimum hourly rate applicable to the relevant employment award.

Yours sincerely,

**Signed:** ……………………………….  
  
**Date:** ………………………………….  
  
[Print name]  
President, School Council