



## Introduction

MACS schools require functional and appropriate infrastructure that meets the needs of the school and local parish communities. It is subject to two sets of legislation:

- the Minimum Standards and Requirements for School Registration published by the Victorian Registration and Qualifications Authority (VRQA) require Victorian schools to have evidence of a maintenance schedule for buildings, facilities and grounds
- Schedule 4 clause 13 of the Education and Training Reform Regulations 2017 (Vic.) and safety requirements state that a registered school's buildings, facilities and grounds must comply with any laws that apply to the school including local laws and building, planning and occupational health and safety laws.

## Purpose

To ensure that MACS schools maintain building, grounds and facilities in compliance with the VRQA Minimum Standards and Requirements for School Registration.

## Scope

This policy applies to:

- MACS primary secondary, special and special assistance schools
- MACS primary, secondary, special and special assistance school principals and staff involved in school maintenance and asset management
- the Executive Director and MACS office staff involved in school maintenance and asset management on behalf of MACS primary, secondary, special and special assistance schools
- external contractors appointed by MACS to assist MACS schools with school maintenance and asset management
- the Child Safety and Risk Management Board Committee
- school maintenance records associated with MACS primary, secondary, special and special assistance schools.

This policy does not apply to:

- school asset procurement – refer to the Secondary School Procurement and Payment Policy
- asset financial recognition and depreciation – refer to the Fixed Assets and Depreciation Policy.
- This policy should be read in conjunction with:
- the School Master Plan Policy
- the Building Compliance and Essential Safety Measures Policy, which details essential safety measures testing and maintenance requirements
- the Occupational Health and Safety Policy.

# Principles

Effective and well-planned maintenance sustains and extends the useful life of school buildings, grounds and facilities, aiming to deliver:

- a safe and well maintained school
- a long-term reduction in operational costs over the life of the asset
- the optimisation of asset life and performance
- improved levels of asset service and compliance with safety standards
- minimised disruption caused by reactive maintenance or asset failure.

## Policy

### 1. School maintenance

- 1.1. The MACS Board has delegated responsibility for maintaining school buildings, grounds and facilities to MACS school principals.
- 1.2. Principals are required to develop maintenance programs as required by the VRQA Minimum Standards and Requirements for School Registration.
- 1.3. School maintenance programs should aim to prolong asset lifespan and reduce the frequency of reactive maintenance, or asset failure.
- 1.4. School maintenance programs should be prioritised by importance of need, considering occupational health and safety, compliance requirements, essential safety measure testing and maintenance, and the school's operational needs.

### 2. Condition assessment and rating

- 2.1. Condition assessments of school buildings, grounds and equipment assets must be conducted annually and rated on a sliding scale, as detailed in Procedures.
- 2.2. Maintenance tasks should focus on high priority buildings and infrastructure based on the condition assessment, as detailed in Procedures.
- 2.3. Priority is to be given to assessments that indicate conditions that:
  - 2.3.1. are not compliant with the required standards or regulations, including essential safety measures
  - 2.3.2. could affect student and staff occupational health and safety
  - 2.3.3. are operationally critical.
- 2.4. Lower priority should be given to low value assets and assets with a relatively short useful life.
- 2.5. The principal must periodically review the school's maintenance program to determine whether the maintenance efforts are:
  - 2.5.1. being allocated appropriately
  - 2.5.2. providing the desired outcomes, i.e. ensuring buildings and infrastructure are maintained to the required standard with consideration for the impacts on operational delivery.

### **3. Maintenance delivery**

- 3.1. Most maintenance work demands specialised skills and, in some cases, requires a qualification or licence.
- 3.2. School maintenance personnel must be suitably experienced, qualified and licensed as required for the task at hand.
- 3.3. Where the principal appoints an external contractor to undertake maintenance, they must ensure that the contractor is suitably experienced, licensed and qualified and the work meets the minimum standards required for the nature of the maintenance undertaken.
- 3.4. Principals must ensure maintenance personnel are appropriately inducted into the site and made aware of site-specific risks.
- 3.5. Principals must consult affected employees and/or external contractors and prepare Safe Work Method Statements for high-risk works being undertaken to ensure maintenance personnel are undertaking works in an appropriate manner.

### **4. Maintenance budget**

- 4.1. School maintenance costs are an operational expense.
- 4.2. School maintenance budgets are approved annually for the forward year, as part of the MACS annual budget cycle.
- 4.3. School budgets should consider planned or preventative maintenance, essential safety measure testing and maintenance, a component for unplanned or reactive maintenance for breakdowns/breakages, maintenance team staffing and equipment.

### **5. Annual planned maintenance program**

- 5.1. The principal is required to prepare an annual maintenance program detailing:
  - 5.1.1. cyclical preventative maintenance
  - 5.1.2. essential safety measure testing and maintenance
  - 5.1.3. a program of works to be undertaken over the forward year.
- 5.2. Consideration of occupational health and safety, in accordance with the MACS Occupational Health and Safety Policy, is paramount when undertaking maintenance inspections and work.
- 5.3. The school must be prepared to make reasonable adjustments to accommodate students with additional needs when conducting annual planned maintenance.
- 5.4. Wherever practicable, maintenance tasks that have the potential to impact school operations should be scheduled before or after timetabled hours or in term breaks.
- 5.5. When preparing an annual maintenance program, principals should also consider the school's three- to five-year objectives for buildings and grounds and in particular, whether changes to the curriculum and/or use of spaces may create a requirement for capital works.
- 5.6. School maintenance plans should be developed along with the plans for the school's infrastructure objectives, ensuring that maintenance and capital investment align effectively.

### **6. Maintenance reporting**

- 6.1. Principals are required to:

- 6.1.1. make an annual attestation to the MACS Executive Director on maintenance execution and compliance using a MACS office-approved template.
  - 6.1.2. on a four-year rolling cycle, complete a survey assessing the capacity and condition of their teaching and learning areas to assist with infrastructure planning.
- 6.2. The Director, Finance and Infrastructure Services, via the MACS Executive Director, is required to prepare an annual consolidated management report on school maintenance, school infrastructure capacity and condition for the MACS Board via the Child Safety and Risk Management Board Committee, at a time determined by the Board.

## Procedures

Procedures to implement this policy are detailed in the School Maintenance Procedures.

## Definitions

### **Australian Bureau of Statistics (ABS)**

The federal government department responsible for the collection of the Australian Census of Population and Housing, which is collected every five years.

### **Competent person**

A person who has acquired, through training, qualification, experience, or a combination thereof, the knowledge and skills enabling the person to perform the task correctly. In the context of this policy, that person would need to be competent, and where required, qualified, in performing the required maintenance or asset management work.

### **High risk**

The OHS Regulations prescribe 19 specific activities as high risk, due to the significant potential for serious harm that is often associated with those activities, including where:

- there is a risk of a person falling more than two metres
- they take place on or adjacent to roadways or railways used by road or rail traffic
- they take place in, over or adjacent to water or other liquids where there is a risk of drowning
- they take place at workplaces where there is any movement of powered mobile plant
- there are structural alterations that require temporary support to prevent collapse
- they take place in an area where there are artificial extremes of temperature
- they place on or near energised electrical installations or services
- they involve a trench or shaft if the excavated depth is more than 1.5 metres
- they take place on or near pressurised gas distribution mains or piping
- they involve demolition
- the involve a confined space
- they take place on or near chemical, fuel or refrigerant lines
- they involve tilt-up or precast concrete
- they take place on telecommunications towers
- they involve diving
- they involve removal or likely disturbance of asbestos
- they take place in an area that may have a contaminated or flammable atmosphere
- they involve the use of explosives
- they involve a tunnel.

## Melbourne Archdiocese Catholic Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiary, Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

### MACS school(s) or schools

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS

### Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools

### Personal protective equipment (PPE)

Clothing, boots, eye protection or hearing protection as appropriate for persons undertaking maintenance tasks.

### Principal

Individual appointed by MACS as principal in MACS primary, secondary, special and special assistance schools.

### Safe Work Method Statement (SWMS)

A document that outlines how a maintenance task will be performed with reference to hazard identification and control measures. See the WorkSafe Victoria information sheet.

### Victorian Registration and Qualifications Authority (VRQA)

The regulator of Victorian schools

## Related policies

Building Compliance and Essential Safety Measures Policy  
Occupational Health and Safety Policy  
Operational and Capital Budgets Policy  
School Master Plan Policy

## References

[Energy Safe Victoria](#)

[VRQA Minimum Standards and Requirements for School Registration](#)

[WorkSafe Victoria Safe work method statements](#)

## Policy information

<b>Responsible director</b>	Director, Finance and Infrastructure Services
<b>Policy owner</b>	Chief Planning and Infrastructure Officer
<b>Approving authority</b>	MACS Executive Director
<b>Assigned board committee</b>	Finance and Audit Board Committee
<b>Approval date</b>	12 October 2022
<b>Risk Rating</b>	Moderate
<b>Date of next review</b>	October 2024
<b>Publication</b>	Gabriel, CEVN

### POLICY DATABASE INFORMATION

<b>Assigned Framework</b>	Infrastructure
<b>Related documents</b>	School Maintenance Procedures

	MACS Primary School Financial and Administrative Procedures Manual, Chapter 3 – Budgeting and Cash Flow Forecasts Roof and drainage guidance notes for schools School Maintenance Plan Template Safe Work Method Statement Template
<b>Superseded documents</b>	MACS School Maintenance and Asset Management Policy – v1.0 – 2021
<b>New policy</b>	