Policy and Procedure Register updates

Summary of changes to:

Asset maintenance and minor works procedure

1. Reason for new/updated policy or procedure *(select all that apply)*		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☐ Change to legislation/delegations	☒ Due for review	☒ Other

The department's *Asset maintenance and school swimming pool operation procedure* and *Minor Works Program procedure* have been reviewed. These reviews provided an opportunity to consolidate the two procedures into one for schools. The newly titled *Asset maintenance and minor works procedure* aims to make it easier for principals and school business managers to find their responsibilities, understand the available funding pathways, plan minor works and know where to seek advice. The procedure ensures that school responsibilities are aligned with current practice.

2. Summary of changes

The combined procedure revises and clarifies existing responsibilities across school maintenance and minor works. It makes principals' planning, budget, school-managed work and event-damage reporting responsibilities explicit, defines central and regional Infrastructure Services Division (ISD) functions, and requires Parents and Citizens' Associations (P&C) to obtain the principal's approval before proposed minor works begin. The focus of this procedure is school maintenance and minor works, with Early Childhood Education Centre (ECEC) facilities and employee housing covered by separate guidance.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No

If yes, select the type of change: *(select all that apply)*

☒ Revised responsibilities	☒ New/additional responsibilities	☒ Removed responsibilities

Position title	Summary of change	Page#
School principals	The updated procedure highlights the following key requirements for Principals: **Approvals for school-managed works:** Reinforces the requirement to obtain necessary approvals before undertaking school-managed maintenance and minor works. **Damage reporting:** Reinforces the requirement to report event-related damage to the Maintenance Response Centre and Regional Operations, with supporting information to assist assessment and insurance claims. **Direct to Market (D2M):** Introduces a new requirement for schools choosing the D2M maintenance delivery model to explicitly acknowledge their understanding of their responsibilities	3

ISD central office	The updated procedure better reflects Central Office's existing role in overseeing the school maintenance and minor works program, including policy and guidance, funding, asset planning, centrally managed programs and provider performance. It provides greater visibility of Central Office's responsibilities and accountabilities.	2
ISD Regional Operations	The updated procedure better reflects the Regional Office's role in supporting schools with maintenance and minor works planning, funding, prioritisation and delivery, including oversight of budgets, approvals and work progress.	2,3
QBuild and other service providers	Provider responsibilities are consolidated into a consistent set of expectations covering work delivery, communication, safety, compliance and performance monitoring, rather than separately listing QBuild-specific requirements.	3
P&C and volunteers	The updated procedure requires P&Cs and volunteers to report maintenance and work health and safety issues to the Principal. P&Cs must also obtain the Principal's approval before commencing any proposed minor works.	4
ECEC directors and local accommodation officers	The combined procedure applies to schools and environmental education centres. ECEC facilities and employee housing are covered by separate maintenance arrangements, with their role-specific responsibilities removed from this procedure.	1

4. Communication and support for implementation

The communication and implementation plan for the updated procedure includes:

- publishing a ConnectED article to announce updates to the procedure, highlighting any relevant changes and providing links to the procedure
- publishing a OnePortal homepage slider and ConnectED tile to announce updates to the procedure
- communicating via school and corporate screen savers to announce updates to the procedure
- publishing an article on OneSchool to announce updates to the procedure, highlighting any relevant changes and providing links to the procedure
- news articles published on the Infrastructure Operations SharePoint site to advise of updates to the procedure and highlighting any relevant changes
- sending targeted emails to ISD's Regional Operations' Directors, Managers and Infrastructure Advisors, as well as principal and business manager associations (as identified stakeholders) to highlight any key changes and inform them of updates to the procedure

For further assistance, please contact:

Maintenance Operations, Infrastructure Services Division

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