

## MINOR CAPITAL WORKS POLICY

### Rationale

- Minor capital works are projects costing less than \$100,000 and include works such as:
  - school building modifications
  - toilet replacement
  - service upgrades
  - car parking
  - smaller new construction projects.
- Project value is calculated on the estimated total project cost (including GST).
- School Councils have delegated authority to enter into contracts and carry out building works or improvements for projects less than \$50,000 (subject to the availability of funds and compliance with Department of Education and Training (DET) policies and legislative requirements).
- School Councils must seek approval for projects over \$50,000 from the ministerially delegated officer within the Infrastructure Division and must not carry out any work until this approval is received.
- School Councils must comply with government requirements for probity in tendering and contracting.
- Procedures for managing work over \$50,000 will be provided when approval is granted.

### Purpose

- To outline the DET's business rules and processes for minor capital works.
- To ensure Tarneit West Primary School (Interim Name) complies with DET policy and guidelines, Ministerial Direction No 1 if applicable and legislative requirements.

### Implementation

- The school will call for tenders in accordance with the following table
  - building and construction projects
  - \$25,000 or less – at least one written tender
  - between \$25,000 and \$200,000 – at least three written tenders
  - consultancy services
  - \$25,000 or less – at least one written tender
  - between \$25,000 and \$150,000 – at least three written tenders
- The school will refer to Ministerial Direction No.1 for procedures to be applied for building and construction works or consultancy services or for projects in excess of the above amounts.

### Evaluation

- This policy will be reviewed as part of the school's review three-year cycle or if guidelines change (latest DET update early July 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2019	53	1	September 2017

Reference:

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/minorworks.aspx>