

DEPARTMENT OF EDUCATION

1 DEFINITIONS AND INTERPRETATION

1.1 DEFINITIONS

The following words shall have the meanings defined below unless the context requires otherwise:

Contract Authority means Building Management and Works (BMW)

Department of Education (“DOE”) means the Customer

Programmed Facility Management (“Programmed FM”) means the Contractor

Programmed Facility Management (“Programmed FM”) Representative means the nominated representative of Programmed FM who is responsible for Works being administered under the Contract and has the authority to issue instruction(s) and/or direction.

Site means the site as defined under the Contract and is interchangeable with Premises

Service means the service to be provided by the subcontractor as defined by the Contract and Letter of Award

Subcontractor(s) means the contractor (their personnel including subcontractors) being awarded the works by the Programmed Facility Management;

Works means the works awarded to the subcontractor by Programmed FM as defined by the Contract and the Letter of Award.

2 BACKGROUND

The Department of Education (DoE) is a State Government Agency providing public education services throughout Western Australia. DoE has a portfolio of around 650 schools in the Perth metropolitan area and the Peel region. It is possible that during the life of the Head Agreement that the composition of schools within regions may change or regions may be entirely restructured.

The DoE (South) portfolio encompasses the south Perth metropolitan area and parts of the Peel region to Mandurah and the surrounding area which includes the following suburbs south of the Perth metropolitan boundary.

Madora Bay	Greenfields	Dawesville
Lakelands	Barragup	Dudley Park
San Remo	Mandurah	Coodanup
Meadow Springs	Halls Head	Furnissdale
Parklands	Erskine	North Yunderup
Stakehill	Falcon	Nambeelup
Silver Sands	Wannanup	North Dandalup

3 PREMISES INFORMATION

The DoE Schools Online website provides online information relating to schools in the State and is available at the following link: <http://www.det.wa.edu.au/schoolsonline/home.do>. The “More Search Option” will enable the selection of the Education Region – South Metro.

4 FACILITIES OPERATIONAL AND SECURITY PROCEDURES

The workplace for subcontractors is also the Customers workplace. It is an important requirement that Tenderers / subcontractors are aware and comply with rules and policies set down by Programmed PFM and DoE.

5 RESTRICTION ON ACCESS

The School Education Regulations 2000 (WA) (the "Regulations") empower the school principal to regulate persons who enter or are on school premises. Accordingly, overall control of occupied school premises is the responsibility of the school principal (occupied school premises includes a new school on a greenfield site that has achieved partial or total Practical Completion). The Regulations enable the school principal to direct the subcontractor, and the like in respect to school access.

In determining access to the school premises, the school principal is guided by the Regulations and other Department of Education policies. Persons admitted onto school premises must be of good character and conduct. The following conduct is prohibited on school premises and any offending person may be directed to leave the premises:

- a) Causing disruption to or likely to cause disruption to the good order on the school premises
- b) Using threatening or insulting language;
- c) Using threatening or violent behaviour;
- d) Adversely affecting the safety and welfare of persons on the school premises;
- e) Causing damage to property that comprises or is located at the school premise;
- f) Smoking;
- g) Defacing school premises;
- h) Lighting fires or bring explosives onto school premises;
- i) Bringing animals onto school premises;
- j) Having intoxicating liquor;
- k) Driving vehicles off roadways and parking areas;
- l) Exceeding speed limits or driving in a dangerous or inconsiderate manner; or
- m) Disobeying traffic signs

6 SCREENING FOR ACCESS

Department of Education policy requires that all persons working on occupied school premises be screened for previous convictions for certain types of offences. The Contractor shall screen all subcontractors entering the building site for previous criminal convictions by ensuring that they:

- a) are the holder of a national police criminal record check that is no more than 2 years old; or
- b) have completed the relevant Department of Education "Confidential Declaration" form.

A person need only complete a "Confidential Declaration" form once for entry to a particular school in relation to a specific contract. A copy of this form can be obtained from the school principal. The Contractor shall maintain a register of Subcontractors accessing the Customer's site. On a weekly basis the Contractor shall provide to the school principal the following information:

- a) a list of persons who have entered the site, sorted by:
 - i. Those with a national police certificate
 - ii. Those who have already provided a "Confidential Declaration" form to the school;
 - iii. Those who have completed a "Confidential Declaration" form for the Contractor; and
- b) A copy of all national police criminal record certificates and Confidential Declaration forms provide to the Contractor

Once the Subcontractor ceases to maintain a controlled building site, or where the nature of the work makes a controlled site impractical, all access to the school/site shall be through the school office.

The Subcontractor shall cooperate with the school principal to maintain effective control of access to school premises and site throughout the term of the Contract.

7 SECURITY OF THE PREMISES

The Subcontractor shall carry out the work under the Contract in such a manner that maximum security of the premises is maintained at all times.

If, in the opinion of the Programmed FM at any period of the Contract and during all non-working hours maximum security cannot be maintained, the Subcontractor shall employ an approved static guard security service on the site.

It is a condition of commencing work on Department of Education premises that a security management plan be submitted to and approved by the Programmed FM prior to commencing work on Site.

For existing premises the plan shall include:

- a) Arming / disarming requirements of existing intruder alarm systems;
- b) A pre-start or demolition program of work showing the areas where isolation and reinstatement of alarm system detection points is required;
- c) Measures to be adopted to provide effective security to the Site at all times;
- d) Name and contact details for the approved electronic security provider engaged by the Contractor Authority to implement changes to existing intruder alarm systems and to liaise with the Department of Education's Security Administration;
- e) Endorsement by the approved electronic security subcontractor. The electronic security subcontractor shall provide Department of Education's Security Administration with updated alarm zone information and plans relating any changes made (refer to the Technical Specification, BMW Version 5, Intruder Alarm Document). and:
- f) Endorsement by the approved electronic security subcontractor.

For new projects the plan shall include

- a) A program for the staged connection of security to the various buildings as they reach lock up stage;
- b) Measures to be adopted to provide effective security to the site at all times;
- c) Name and contact details for the approved electronic security subcontractor engaged (from the BMW approved panel electronic security contractors) by the Contractor Authority to implement changes to existing intruder alarm systems and to liaise with the Department of Education's Security Administration; and
- d) Endorsement by the approved electronic security subcontractor. (from the BMW approved panel electronic security contractors).

A pro forma for the preparation of the security plan is included in the Tender Documents.

In the event that the building work causes the failure or partial failure of the alarm system that should be providing security to areas outside the Site, the Department of Education Security section will engage a security static guard until the security system is satisfactorily reinstated.

All costs associated with the employment of the guard service will be the subcontractor's responsibility.

8 PROCEDURE FOR ENTRY ONTO A DOE SITE

Unless the premises are temporarily unoccupied, the subcontractor is to;

- Make contact with the school representative before going onto the site;
- Fill out the school visitor log book by signing in on arrival and signing out on departure each day;
- Before commencing works on any roof area a visual inspection must be made. Any damage to roof sheeting, tiles or other components must be immediately reported to the school representative and Programmed FM

- Before leaving the site, if the work is incomplete, inform the school representative of the time and date or estimated time and date of further action;
- Upon completion of the work complete all sections of the Completion Advice Form (books available from Programmed FM) and have the form signed by the school representative. Only one to be completed per site on completion of works.
- Leave signed copy of the form with the school representative.

PLEASE NOTE: In the event of works being undertaken outside normal school hours, the Subcontractor will be required to attend site on the first available day after attendance, confirm completion of the works with the school representative and complete the Completion Advice Form.