

## School Tuckshop Refurbishment and Upgrades

Education Queensland have provided clarification of the processes to ensure compliance for minor works projects related to any tuckshop refurbishment or upgrading.

Education Qld engages the services of the Department of public works to provide advice on tuckshop standard requirements for Queensland State Schools. The department of public works is charged with the role of Local Authority for projects undertaken on Crown Land. Consequently, the Department of Public Work's acknowledgement of acceptance of documentation in accordance with Building act 1975 requirements will be required prior to the commencement of any Parents and Citizens Association project requiring approval under the Act. Structures exceeding a floor area of 10m<sup>2</sup>, and retaining walls exceeding a height of 1 metre qualify as projects, which need to comply with the requirements of the Building Act.

Queensland Health has developed the new Food Act. Queensland Health will, under this new Act, become the authority having jurisdiction over the approval of State premises preparing or selling food.

Education Queensland advise that as the tuckshop facility is on education property and ownership of the building remains with the school, the Principal should be the responsible officer charged with ensuring the project meets all legislative requirements and signs all contractual documentation.

Schools are permitted to use minor works grant money and funds from the P&C etc to manage a project independently using private contractor, volunteer help etc. (This means the school does not have to use Q - Build for projects under their minor works grant.)

The following checklist will assist your P&C understand the process the Principal must follow to manage a project in this way.

Education Queensland recommend that the Principal contact the school's Facilities Account Manager in the Corporate Services Unit before embarking on any works.

Project Management Checklist for school managed upgrade or refurbishment of school tuckshop facilities.

### 1. Application requirements.

Any Minor works building project undertaken by a school or P&C requires:-

- Application for Siting
- Application for Building Approval
- Form 1 (parts A, B) Development Application

All need prior approval before any building work commences.

These applications are available from the school's Facilities Account Manager at District Office.

### 2. Project Management

All aspects of the State Purchasing Policy must be observed in the procurement of the project. Contractors engaged to deliver the project should sign a Minor Works contract. The Principal signs on behalf of the school. Minor Works contracts can be obtained from the website [www.publicworks.qld.gov.au/doingBusiness/tradContracts.cfm](http://www.publicworks.qld.gov.au/doingBusiness/tradContracts.cfm).

The following items should form part of the tender document and be sighted by the school:

- QBSA (Qld Building Services Authority) Builders Licence
- Workcover Compensation Policy
- Portable Long Service Leave
- Insurance for loss of items, damage during construction etc
- Public Liability (current requirement \$10 million)

### 3. Workplace, Health and Safety

The school will be required to ensure that the provisions of workplace health and safety legislation are met for the safety of the school community and building contractors:

- Asbestos register should be provided to the contractor
- Safety fencing should be provided to secure the building site
- Building contractor should be informed of school policy in relation to:
  - Evacuation
  - Reporting, parking, after hours contacts etc
  - Non-smoking applicable to EQ sites.

### 4. Building Act Compliance

Certification can be obtained through the Corporate Services Unit Facilities Account Managers. Under no circumstances should work commence until advise on Building act Compliance is received.

If the school is funding the project from their annual Minor Works Grant, the department will pay the applicable assessment and approval fee (provided this process was managed through the Corporate Services Unit).