



# Asset Management Fast Track Initiative

## The NSW Government is committed to supporting schools in the planning and delivery of maintenance, minor works and school funded works.

As part of an Asset Management Review, School Infrastructure NSW (SINSW) is identifying how we can help schools and Principals to:

- look at better ways to respond to schools asset related requirements
- identify how we can best work together to establish a pathway to get us there
- improve processes, systems, capability and capacity.

**From 1 July 2018, schools will have greater flexibility and choice to commission and undertake over 20 of the most commonly requested activities or works themselves or alternatively, continue to have the Asset Management Unit (AMU) undertake the works on their behalf.**

Examples of works schools will be able to commission includes, but is not limited to:

- general landscaping
- minor electrical works such as installing or moving power points
- internal painting
- moving or replacing bubblers and taps
- installing signage
- buying or replacing furniture

The detailed list of all approved tasks is available from the SINSW website.

### In the 2017/18 financial year:

- 47,224 maintenance works delivered across over 2,100 schools as part of the record \$747 million investment in planned maintenance
- approx. 800 minor works were delivered at a value of \$50 million
- 44,599 essential urgent repairs were carried out
- we have also helped to deliver approx. \$35 million of school and community funded works.



**Prior to the change, SINSW had a \$30,000 limit and other constraints on what works School Principals and Schools Communities could undertake.**

### How will it work?

Schools will be provided a simple checklist to assist them in ensuring the work is conducted in a safe manner, that is legally compliant.

The Principal as the site manager must always approve the works prior to their commencement.

For school funded works, Principals will be still be required to comply with NSW Public Sector Procurement Guidelines, however P&Cs will be accountable for determining how they procure their works noting that NSW Public Sector Procurement Guidelines should be viewed as best practice and are recommended for adoption by P&Cs.

In parallel, a pilot will commence in August for enabling some of the larger / more complex tasks and activities to be carried out by schools and P&Cs.

## School Community Asset Management Process

School Principal or P&C Representative complete planning checklist for specific category of works

School Principal notifies the Asset Management Unit via AMS on the Web that the school or community will be carrying out construction work on their school site

Procurement process to carry out work commences

School Principal or P&C Representative completes a risk assessment

Works are undertaken

Handover document is completed and uploaded to AMS on the Web



### Frequently asked questions

#### Who made the decision of what works are included in the list?

The list was developed by:

- assessing the most commonly requested works by schools
- consulting with representatives from School Operations & Performance, PPA, SPC, P&C Association and SINSW
- considering the safety and complexity of the task.

#### What if my task is not on the list?

As per the usual process, tasks can be requested via your AMU by the School Principal. An established Governance Group will also periodically review requests to see if additional tasks can be added over time.

#### How are the works funded?

Works undertaken under this arrangement either need to be funded directly by the school or by the P&C.

#### What do I need to do if I want to carry out work?

All works as part of this initiative must be approved by the School Principal, as they are in control of the site. A simple process and checklist will also need to be undertaken to ensure works are carried out safely and are legally compliant.

#### How long will the process take before we can start work?

The delivery timeline will be driven by the Principal and any legislative approvals. Once the task checklist is completed (including notification to the AMU via the AMS on the Web portal) the works can be undertaken immediately.

#### What do I do if there is an incident when carrying out the works?

All incidents must be managed in accordance with the department's current code of conduct, school practices,

procedures and WHS legislation including requirements for notification. All parties involved should understand these prior to commencing the work.

#### How will quality be checked?

The Principal and the party undertaking the work is ultimately accountable for ensuring the quality of the works under this initiative. However the AMU are available and welcome the opportunity to provide advice and support on how to ensure quality prior to commencement of the works.

#### What impact will this have on the AMUs?

Under this initiative the AMUs will:

- receive notifications from the school of intended works
- review the works checklists, and if necessary/ appropriate, visit the site to ensure the works have been completed safely and is legally compliant.

Unless requested by the Principal, AMUs will no longer be required to undertake the following activities:

- estimate and scope the works
- approve the works to proceed
- procure these works on behalf of the P&C / Principal
- manage the delivery of the works.

### Contact us

To find out more about this initiative and to access the checklists, we invite you to visit [schoolinfrastructure.nsw.gov.au](http://schoolinfrastructure.nsw.gov.au) or contact your local AMU Director.

You can also email us at [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)