



Procedure for School, Community or Joint Funded Capital or Asset Related Work

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This document sets out the departments' policy on capital or asset related work that is either jointly funded (up to 50%) or fully funded by schools and communities.

1. Aim

- 1.1 Facilitate schools achieving facilities compliant or exceeding the Education Facilities Standards and Guidelines (EFSG).
- 1.2 Promote goodwill, independence and a sense of ownership in schools.
- 1.3 Facilitate schools and communities contributing funds towards the cost of approved government funded capital or asset related work.

2. Audience and applicability

- 2.1 This procedure applies to all schools and school communities contributing funding to the development of facilities in NSW public schools.
- 2.2 This procedure relates to schools and communities funding or contributing to facilities that comply or exceed the EFSG.

3. Context

- 3.1 New schools are built to the latest facility standards and guidelines. These standards have changed over time and many older schools were constructed under previous standards and do not have all the facilities or the size of facilities provided in the latest standard.
- 3.2 This procedure enables schools to achieve facilities that comply or exceed the current EFSG.
- 3.3 For joint funded work, schools are required to provide 50% of the funds and have majority support from the school community to be eligible to apply.
- 3.4 Where the funded work exceeds the EFSG, the school will be responsible for all maintenance, cleaning and utility costs associated with the work.
- 3.5 This procedure supersedes:
 - 3.5.1 School or community funded capital or asset related works procedure.
 - 3.5.2 Joint funding of capital works in schools procedure document implemented in 2013.

4. Responsibilities and delegations

- 4.1 Group Director, Asset Management, School Infrastructure NSW:
 - Review, approve or endorse applications with a value more than \$150,000 inclusive of GST.
- 4.2 Executive Director, School Performance:
 - Endorse applications with a value more than \$150,000 inclusive of GST.
- 4.3 Director, Educational Leadership:
 - Endorse applications with a value between \$30,000 and \$150,000 inclusive of GST.
- 4.4 SI NSW Asset Management Unit (AMU) Director:
 - Review and endorse all applications after submission by school principal.
- 4.5 SI NSW Asset Service Officer (ASO):
 - Liaise with school principal to determine the scope and initial budget estimate for the preparation of the application form.
- 4.6 School Principal:
 - Responsible for liaising with their local SI NSW Asset Service Officer to work collaboratively in preparing the application form for submission.

5. Application process

- 5.1 Applications are made exclusively through [AMS on the web](#).
- 5.2 Complete the SINSW-DOC3.1 school or community funded, joint funded capital or asset related work and submit through [AMS on the web](#).
- 5.3 Contact your SI NSW Asset Service Officer to discuss scope and budget information for the application form.

6. Project management

6.1 All work undertaken through the SINSW-DOC1.3 school or community funded, joint funded capital or asset related work application process will be managed by SI NSW.

7. Joint funded projects

7.1 The department will contribute 50% of the total project amount up to a maximum contribution of \$300,000 exclusive of GST.

7.2 The total value of a project is to be a minimum of \$10,000 exclusive of GST. Schools must contribute a minimum of \$5,000 to be eligible to apply.

7.3 All applications are assessed and prioritised on a state-wide basis.

7.4 Factors considered in determining priority may include:

- Educational outcome/s;
- Level of joint funding previously provided to a school and previously funded amounts;
- Long term viability of the school;
- Whether the school is in a rural/remote area;
- Whether the school is in a socio-economically disadvantaged area;
- The environmental sustainability of the proposed works;
- Compliance with Educations Facility Standards and Guidelines (EFSG).

7.5 Applications will only be approved for projects that have not been completed or have not commenced at time of approval.

7.6 Applications are accepted through [AMS on the web](#) from 1 November to 1 March, each year.

8. Monitoring and review

8.1 The Group Director, Asset Management, School Infrastructure NSW will monitor the implementation and management of this procedure and review its effectiveness every three years.

9. Procedure contact

9.1 Group Director, Asset Management, School Infrastructure NSW
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