



Assessing and Monitoring the State of Repair

Policy Classification		
Policy Number:	Date of Origin: 2010	By Whom: Principal
Policy Audience: Public Domain	Review Dates: March 2011, Feb 2016, Mar 2019	Next Review Date: 2021
Policy Approval: This policy was approved by the Board in 2019.		
This policy supersedes all previous policies relating to matters contained herein.		

1.0 Rationale

Oakhill College is committed to ensuring safe and fit-for-purpose learning and working facilities.

2.0 Guiding Principles

- 2.1 The focus of the Assessing and Monitoring the State of Repair Policy is to ensure, in accordance with all legislative requirements, that a regular review of all plant and facilities, is conducted in a scheduled manner and where required, action taken to make good.
- 2.2 In the assessment and monitoring of the current standard and state of repair of facilities relevant State and Council legislation and guidelines are taken into account including:
 - Building Act 2004
 - Building Compliance legislation and regulations
 - Fire Safety Regulations legislation and regulations
 - Work Health and Safety Act 2011 and the Work Health and Safety Regulation
- 2.3 Oakhill College utilizes a condition-based maintenance assessment of College buildings.
- 2.4 Assessment of facilities is determined by a systematic inspection of the condition of College buildings and grounds.
- 2.5 The scope of maintenance work required is defined by the gap between the College's existing condition and the acceptable standard as defined in the three categories of state of repair below – see 3.1.1

3.0 Policy

- 3.1 The College has three categories of state of repair:

3.1.1 Excellent

Surface finish is as new; structure is visibly and operationally sound; environment is habitable, comfortable and lit in accordance with Australian Standards; operational procedures are appropriate.

3.1.2 Satisfactory

Minor imperfections, marks or deterioration detract from as new appearance or structural integrity; environmental performance is less than excellent yet still needs to be habitable; operational procedures are reliable and sound.

3.1.3 Poor

Surface finish or structural integrity is unsatisfactory and must be improved; environment is uncomfortable if left unimproved; procedures are unsatisfactory or non-existent.

- 3.2 Each building is reviewed systematically (See 3.5) and the state of repair is recorded and notated on the relevant maintenance checklist.
- 3.3 The Maintenance Committee comprising of the College Principal, or his Delegate, the Deputy Principal, College Bursar and the Property & Maintenance Manager, takes any necessary corrective action to ensure the poor condition or operational situations are resolved in a timely manner.
- 3.4 **Maintenance**
Maintenance falls into three broad categories:

3.4.1 Essential Maintenance – work that is recurrent in nature, required to keep systems and buildings operational, safe and/or as required by statutory authorities or regulations.

3.4.2 Planned Maintenance – work that has been identified through an asset inspection and assessment procedure to preserve a building’s fabric and surrounds.

3.4.3 Unforeseen Maintenance – work that cannot be anticipated, usually as a result of breakdown, environment hazard, and/or an accident, which is essential for Work Health and Safety, security, or protecting the environment.

3.5 Systematic Inspections:

The College has implemented the following inspection procedures to identify state of repair concerns with respect to the condition/operation of buildings and premises:

3.5.1 Daily

Staff identify issues during the course of the day by visually checking their workplace. Staff record any issues by logging a maintenance ticket via Oaklife. If the matter is hazardous, the staff member implements appropriate emergency procedures and contacts the College Principal and the Property Manager. The hazards must be promptly rectified or removed.

3.5.2 Monthly

The Maintenance Committee or nominee walks the College grounds and buildings monthly, visually checking to identify condition/operational issues and records on the maintenance checklist as excellent, satisfactory, poor and whether the maintenance response is to be essential, planned, or unforeseen maintenance.

3.5.3 Annually

The Maintenance Committee undertake a visual check of buildings and grounds to identify condition/operational state of buildings in late Term Two or early Term Three each year and records on the maintenance checklist as excellent, satisfactory, poor and whether the maintenance response is to be essential, planned, or unforeseen maintenance.

The Maintenance Committee implements appropriate corrective action for issues requiring immediate attention. The College Principal, or his Delegate, presents long-term maintenance matters to the College Board of Directors for inclusion in the College Master Plan and/or capital budget for the process of budgeting funds to make the necessary repairs.

4 Policy Review

The College Principal is to ensure that this Policy is monitored and reviewed to ensure it is up to date with all legal requirements and legislative changes and reviewed according to the policy review schedule.

5 Explanatory Notes

6 Related Policies, Procedures and Support Documents.