



# POLICY 5

# Grounds, Equipment and Maintenance

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**Policy Number:** 5

**Policy Name:** Grounds, Equipment & Maintenance

**Purpose:**

This policy outlines the details of the environment of the Centre, including all grounds, buildings, equipment and the means of maintenance of these.

**Scope:**

The policy applies to the Manager and Committee of Management. All Staff should also be involved in the reporting of issues regarding Centre environment and equipment.

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**Relationship with AQTF Standards and Conditions & Current Funding Contract:**

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**Relevant Records/Documents**

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Procedures

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**5.1 Child Safety and Welfare**

With respect to Child Safety and Wellbeing the maintenance of the site is designed to ensure that the Centre adheres to the defined standards:

- **Standard 1:** Establishment of a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
- **Standard 2:** Child safety and wellbeing is embedded in organisational leadership, governance and culture
- **Standard 3:** Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
- **Standard 4:** Families and communities are informed and involved in promoting child safety and wellbeing
- **Standard 5:** Equity is upheld and diverse needs respected in policy and practice
- **Standard 6:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- **Standard 7:** Processes for complaints and concerns are child-focused
- **Standard 8:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
- **Standard 9:** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
- **Standard 10:** Implementation of the Child Safe Standards is regularly reviewed and improved
- **Standard 11:** Policies and procedures document how the organisation is safe for children and young people

**5.2 Animals in Centre – THIS NEEDS TO BE REVISED**

It is against Health Regulations to allow animals within the buildings at BCAL – Guide Dogs excepted. For safety reasons animals are banned from entering the grounds.

- No animal is to be brought onto the grounds even in a vehicle.
- Person bringing an animal into a BCAL building will be immediately asked to remove that animal.
- Any person who brings an animal into the grounds of BCAL does so at their own risk. Should that animal injure person on property on BCAL grounds, the owner is liable for all costs and must take full responsibility for that damage. Should an animal on BCAL grounds injure itself, BCAL takes no responsibility whatsoever.
- Owners are responsible for cleaning up after their animal.

**5.3 Cleaning**

General cleanliness and tidiness of BCAL is the responsibility of all. Our aim is to provide a clean, healthy environment for everyone.

- BCAL will employ a cleaner to undertake regular cleaning. That person shall take their instructions from Admin Staff. However, this only weekly and daily cleanliness is the responsibility of Staff and Centre users.
- Bins will be provided for garbage disposal and for paper (only) recycling. Rubbish and cigarette bins are provided outside the Centre.
- All Tutors and groups who hire rooms are expected to leave facilities used in a clean and tidy state. Furniture should be returned to its original position if it is moved.

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- Individuals are expected to be responsible for cleaning up after themselves.
- If tea and coffee is consumed, all cups must be washed and dried and put away. Disposable cups must be appropriately binned. Any spills must be wiped up.
- Food must not be consumed in carpeted areas.
- Cleaning Staff are to report difficulties, breakages and damages to Centre Administration.

## 5.4 Environment

- BCAL endeavours to create and maintain a pleasant, safe, secure and caring environment for all. Indoors, appropriate fittings and furnishing to suit the needs of each classroom/workspace as far as possible will be provided. Outside the buildings gardens and grounds will be appropriately maintained.
- Centre Staff are responsible to check all facilities regularly. Repairs and tasks needing attention shall be brought to the Committee and prioritised by them within budgetary constraints. Items that are a safety risk will be attended to immediately.
- A Continuous Improvement book shall be used to record all matters relating to buildings, grounds, damage and breakages. Details will cover date, problem, course of action recommended, works undertaken and details of contactors used, job sign off.
- For major tasks multiple quotes need to be secured and compared. If appropriate the lowest quote will be accepted; also every effort will be made to support local businesses.
- Regular garden maintenance, including mowing of lawns shall be completed by a contractor.
- The Centre should be encouraged to reuse or recycle as many resources as possible. Paper recycling bins are supplied.

## 5.5 Equipment, Fittings Use and Maintenance

- BCAL strives to provide appropriate equipment and fixtures and undertakes to maintain and/or update these regularly.
- The Committee has ultimate responsibility for the budgeting of replacement items, however the Manager and Staff should oversee this and bring related issues to Committee attention. Items, particularly computer equipment, should be replaced regularly to maintain relevance. (eg. Admin computer replacement recommended every 3 years)
- An up-to-date assets register shall list all equipment and fittings owned and detail their history. Equipment may be computers, audio visual aids, tools, furniture, catering items etc., over the value of \$100. The Bookkeeper is responsible for the upkeep of the asset register. Asset items are written off annually during the annual audit.
- Equipment hired or leased by the Centre shall be maintained at the owner’s expense unless otherwise agreed.
- Faulty/damaged equipment and fittings shall be reported by Staff immediately to Centre Administration. Repairs shall be organised as soon as possible. If the equipment/fitting is dangerous, it should be removed or adequate signs be displayed to warn users of any danger relating to faulty equipment or fittings until they are repaired.
- The Centre Manager has Committee approval to proceed with maintenance item repairs as they arise without seeking Committee sanction.
- Where prior knowledge of the fault is known, injuries caused by faulty equipment are the responsibility of the Centre if adequate signage is not displayed. However, if signage is ignored the Centre will take no responsibility.
- Asset register is kept and adjusted annually during financial audit.
- Audit of equipment and fitting conducted in an ongoing capacity.
- All Staff and stakeholders have input into repair/replacement of equipment.
- When the repair is urgent, the Manager is to attend to immediately.
- Large items are to be reported to the Committee if not urgent.

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## *Photocopier*

- The Centre provides photocopier use to all Staff free of cost and for other Centre users and members of the public for a small charge per copy. Centre Administration oversees photocopier usage.
- All members of Staff, Tutors, Committee members and volunteers are permitted to use the photocopier free of charge for class notes or Centre business. Centre business is given priority for use of this equipment.
- The Centre photocopier is available for the public to use during office hours. People should be prepared to do their own copying. The Admin is responsible for costing and collecting monies. Charges are shown on the wall at the photocopier and in the quarterly brochure.
- Assistance with photocopying by Administration is available only by prior appointment. Admin will not assist without an appointment.
- Photocopies by general public must be paid for at the time of copying.
- Organizations with frequent copying have a password for use and an internal counter to track copy numbers. An invoice will be sent for this monthly if numbers are sufficient.
- Official receipts for photocopying only to be written on request.
- Misuse of photocopier may result in copier rights to an individual being voided.
- Photocopiers to have security/user codes for all relevant stakeholders.
- Users have an input code and operate photocopier according to requirements.
- New users are given a short induction to photocopier use by Administration Staff.
- Photocopy counts are taken monthly by the Bookkeeper for invoicing to stakeholders.
- Administration is not available to assist with photocopying unless by appointment.

## **5.6 Grounds and Maintenance, Damage and Breakages**

- Bass Coast Shire is the owner of these premises. BCAL is responsible for ongoing smaller maintenance both for buildings equipment, fixtures, fittings and grounds.
- The Committee of Management has ultimate responsibility for recording and scheduling maintenance issues, but there is a heavy reliance on Staff to oversee these as they are in the best position to observe and report issues.
- Centre Staff shall regularly check all facilities and report/record any issues relating to maintenance. Where significant risk is involved, the issues should be reported and attended to as a matter of urgency.
- A Continuous Improvement book shall be used to record all matters relating to damage and breakages to buildings and grounds. Details will cover date, problem, course of action recommended, works undertake and details of solutions and finalisation details.
- For major jobs, multiple quotes should be secured and compared. If appropriate every effort will be made to support local businesses.

## *Deliberate Damage*

- BCAL undertakes to make every effort to protect people's property; however, persons leave their personal property at the Centre, including vehicles, at their own risk.
- In the event of deliberate damage being done within the sight of a Staff member, that member is responsible to attempt to stop damage IF THERE IS NO DANGER TO THEMSELVES.
- Where personal danger is perceived, Staff are responsible for contacting the appropriate Authorities, being Police, Security Staff or other persons.
- Where damage occurs out of sight of witnesses, the person sighting that damage is responsible for reporting that damage to Admin, Committee and/or Authorities.
- The Centre will try to gain recompense for damage done by person or group responsible, however where this is not possible, BCAL will endeavour to repair any damage - to its own property only - as soon as possible. BCAL will not recompense lose or damage to peoples personal property.
- The Centre reserves the right to have removed any person responsible for deliberate damage from the property, and to call Authorities if necessary. Instances of deliberate damage may be reported to the Police.

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**5.7 Keys and security 2.8**

- Centre security is of a very high priority. Administration has a very significant role to play in the day to day issues of keys and security. The Centre has a master key system, and it is important that the correct keys are given to appropriate persons. New keys are to be signed for when picked up only by Manager or relevant Coordinator.
- Note: BCAL hires an independent Security firm for regular nightly checks of premises.
- Authorised personnel only should have access to master keys and Administration security codes.
- A list of all key holders is to be kept up to date in a signed register.
- Keys should not be exchanged with other persons.
- Authorised persons only to be given the security code to the Administration block. This includes permanent Tutors, Committee and Admin Staff, but only with the permission of Management.
- Sessional Tutors may be able to have appropriate keys if they are signed out. All keys remain the property of BCAL and need to be returned on completion of courses.
- Lost and replacement keys must be paid for by the person/group responsible. New keys must be signed for by Administration Staff when delivered by the Locksmith.
- Wonthaggi Locksmiths is used for all key related issues, and the Centre has an account with this business.
- All stakeholders are to be given requested number of master keys to own section/s of Centre.
- Names of key holders are to be recorded in key register book, noting key held.
- Spare keys are to be kept on the back of the secure storage door in Administration.
- Stakeholders are to report lost keys to Administration.
- New key cutting costs are to be arranged by stakeholders where necessary.
- Only the Coordinator and the Manager have access to the black master key and all entries including secure storage.

**5.8 Parking and speeding in grounds**

- Safety is our highest priority. Staff and visitors must drive slowly and carefully when on the premises and pedestrians must watch for vehicles.
- BCAL will endeavour to provide as much parking as is practicable. In peak times however, we ask that people respect the rights of others and show common sense when parking.
- Vehicle owners park at their own risk. Accidents due to speed or vehicle damage caused whilst vehicles are parked are the sole responsibility of the offender, otherwise the owner.
- Speeding will not be tolerated.
- Clients/users are expected to observe signage relating to designated parking spaces, keep clear signs, direction of traffic movement etc. Persons with vehicles parked in an unsafe manner, or vehicles blocking others throughways, will be asked to move them.
- Drivers who offend will be warned; if their non-compliant behaviour persists they will be barred from entering the grounds in their vehicle.

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