Rationale

* Minor capital works are projects costing less than $100,000 and include works such as:
* school building modifications and/or smaller new construction projects
* toilet replacement
* service upgrades
* car parking
* Project value is calculated on the estimated total project cost (including GST).
* School Councils have delegated authority to enter into contracts and carry out building works or improvements for projects less than $50,000 (subject to the availability of funds and compliance with DET policies and legislative requirements).
* School Councils must seek approval for projects over $50,000 from the ministerially delegated officer within the Infrastructure Division and must not carry out any work until this approval is received.
* School Councils must comply with government requirements for probity in tendering and contracting.
* Procedures for managing work over $50,000 will be provided when approval is granted.

Purpose

* To outline the DET’s business rules and processes for minor capital works.
* To ensure Charles La Trobe College complies with DET policy and guidelines, Ministerial Direction No 1 if applicable and legislative requirements.

Implementation

* The College will call for tenders in accordance with the following table:
* building and construction projects
* $25,000 or less – at least one written tender
* between $25,000 and $200,000 – at least three written tenders
* consultancy services
* $25,000 or less – at least one written tender
* between $25,000 and $150,000 – at least three written tenders
* The College will refer to Ministerial Direction No.1 for procedures to be applied for building and construction works or consultancy services or for projects in excess of the above amounts.

Evaluation

This policy will be reviewed as part of the school’s review three-year cycle or if guidelines change (latest DET update early September 2014).

Ratification

This update was ratified by College Council on 15th February, 2018.

Reference

[www.education.vic.gov.au/school/principals/spag/infrastructure/pages/miorwrks.aspx](http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/miorwrks.aspx)