

From: DE&T Mail
Sent: Monday, 4 July 2005 1:29 PM
To: DL All School Principals; DL All Schools; DL All Business Managers; DL School Services Officer
Subject: Executive Memo 2005/022 - School Contract Cleaning New Requirements for School Councils

Department of Education and Training Victoria

For all school principals, all schools, all business managers and SSO administrative staff.

Executive Memo 2005/022 - School Contract Cleaning New Requirements for School Councils

Key Messages to Schools:

- A Contractors Support Toolkit will be mailed to schools on Tuesday 12 July 2005.
- A display advertisement requesting Applications for Panel Status will appear in the Herald Sun on Wednesday 6 July 2005.
- An expression of interest will appear on the Victorian Government Purchasing Board website from Wednesday 6 July 2005.
- A School Contract Cleaning Advice Line has been established to support schools and contractors during this process.

Schools have been advised that the Department is introducing a number of new arrangements for the management of contract cleaning in schools. Refer [Executive Memo 2005/010](#), dated 22nd April 2005, [Executive Memo 2005/014](#) dated 24th May 2005 and [Executive Memo 2005/20](#) dated 14th June 2005.

The Department is strengthening the management of cleaning in schools by requiring the qualification of existing contractors and the preselection of new contractors seeking business in schools. Approved contractors will form a Panel (Contract Cleaners Panel) from which school councils will invite or accept tenders.

Action by Schools

School are required to:

- provide contract cleaners with the Contractors Support Toolkit by Monday 18 July 2005.
- notify the Department of arrangements with current cleaners by completing the **linked** form, [School Council Notification of Current Contract Cleaner](#), and returning it to the Department by Friday 22 July 2005. The information provided will assist the Department in notifying current school contract cleaners of their required timeframes to achieve Panel Status and will enable the development of a database of Panel members to assist schools with future school cleaning tenders.

The co-operation of principals in this matter is appreciated.

Transition process for existing contract cleaners:

- Statewide advertisements will be placed in the *Herald Sun* on Wednesday 6 July, which will invite contractors to apply for Panel Status.
- Principals are requested to forward the Contractors Support Toolkit to their current contract cleaner inviting an Application for 'Panel Status' by Monday 18 July 2005.
- Existing contractors may respond to the advertisement and submit an Application earlier than their required due date for submission, which are as follows:
 - Existing contractors with a contract expiry or anniversary date prior to 30 November 2005 must apply for Panel Status prior to 31 August 2005.
 - Existing contractors with a contract expiry or anniversary date between 1 December 2005 and 30 June 2006 must apply for Panel Status no later than 3 months prior to the anniversary or expiry date.
 - Existing contractors with no contract expiry or anniversary date must apply for Panel Status no later than 31 March 2006.
- Panel Status can be achieved by making an Application to the Department. School involvement is not required other than providing the Contractors Support Toolkit to existing contractors.
- Proprietor Labour contractors (generally speaking, businesses using only the labour of its principals) are also required to submit an Application for Panel Status but under modified assessment criteria.
- Successful contractors will be granted Panel Status and can be considered by school councils for cleaning contracts.
- Where current contractors fail to gain Panel Status or decline to submit an Application by their due date, schools are required to provide written notice of termination of 30 days under existing contracts. This may be extended to a maximum of 60 days in total pending the engagement of a Panel Status contractor. So long as contract cleaners have lodged their Applications by the specified date, they may continue to be engaged beyond their expiry dates on a month to month basis, pending approval or rejection by the Department for admission to the Panel. These time frames do not limit the School Council, or the contractor, from exercising contractual rights of termination earlier than 30 days after the due date for submission of an Application. Exceptions may apply to the timeframes for ceasing work, in limited circumstances, and subject to authorisation by the Department.

Process for contractors seeking business in schools:

- Cleaning contractors without existing school contracts are required to gain Panel Status before schools can consider their tenders.
- Applications for Panel Status from contractors seeking business in schools will be accepted on an ongoing basis.
- Statewide advertisements in the *Herald Sun* on Wednesday 6 July, will invite contractors to apply. The assessment criteria are the same as for existing cleaners.
- Panel Status can be achieved by making an Application to the Department. The Contractors Support Toolkit, which will include the relevant Application, will be available from a public website.
- Proprietor Labour contractors (generally speaking, businesses using only the labour of its principals) are required to apply but under modified assessment criteria.
- Successful contractors will be granted Panel Status and can be considered by school councils for cleaning contracts.

Requirements for School Councils

From July 1 2005, school councils will only be permitted to sign cleaning agreements with contractors that have gained Panel Status, when renegotiating or tendering for cleaning services.

All schools are required to have approved cleaning contractors by 1 July 2006. The interim period will enable cleaning businesses to apply for Panel Status.

Support for Schools

- The Department has established a School Contract Cleaning:
 - Management Team and is committed to supporting schools during this process.
 - Advice Line to support schools and contractors during this process. The School Contract Cleaning Advice Line is: (03) 9637 3611.
 - Email Address to support schools during this process. The School Contract Cleaning Email Address is: cleaning@edumail.vic.gov.au
- Schools' documents will be available (from Wednesday 6 July PM) at: <https://www.eduweb.vic.gov.au/intranet/cleaning/>
- Information and Application documentation for contract cleaners will be available (from Wednesday 6 July PM) at: <http://www.sofweb.vic.edu.au/cleaning/>

Interim Arrangements

Provided existing contractors have lodged an Application for Panel Status by their due date, they may continue to be engaged on a month to month basis, pending the outcome of their Application.

Jeff Rosewarne

Deputy Secretary

Office of Resources Management and Strategy