

SCHOOL COUNCIL NDIS FUNDED THERAPY LICENCE

Between

The School Council listed in Item 1 of Schedule 1 (**School Council**)

and

The Licensee listed in Item 2 of Schedule 1 (**Licensee**)

Background

- A. The Licensee wishes to use the Licensed Area for the Permitted Use.
- B. In accordance with the *Education and Training Reform Act 2006* (Vic), the School Council has agreed to grant to the Licensee a licence to use the Licensed Area in accordance with the terms and conditions set out in this Licence.

Agreed terms

1. GRANT OF LICENCE

- (a) The School Council grants the Licensee a licence to occupy the Licensed Area for the Term subject to the terms and conditions of this Licence.
- (b) The parties agree that:
 - (i) this Licence will not confer a right of exclusive occupation of the Licensed Area to the Licensee;
 - (ii) the School Council may at any time exercise all rights as the owner of the Licensed Area including (but without in any way limiting the generality of this provision) the right to use, possess and enjoy the whole or any part of the Licensed Area save only in so much as such rights will not prevent the operation of the Licence hereby granted; and
 - (iii) the right to exclusive possession of the land making up the Licensed Area will remain with the Minister through the School Council.

2. REPRESENTATIVES

- (a) The School Council and the Licensee each appoint the person listed in Item 12 as their respective representatives who will be responsible for communications under this Licence.

- (b) Either party may replace its representative by giving Notice to the other party.
- (c) Each party acknowledges that the representative appointed under this clause is authorised to act as the agent of that party in relation to the exercise of that party's rights, discretions and obligations under this Licence, and that the representative has full power and authority to act for and on behalf of and to bind that party in relation to the exercise of those rights, discretions and obligations.
- (d) The Licensee must comply with any instruction or direction given by the School Council's Representative.

3. LICENCE FEE

The Licensee must pay the Licence Fee to the School Council:

- (a) at the School Council's address specified in Item 1 (or to any other address or in any other way the School Council notifies the Licensee by Notice); and
- (b) at the times and in the manner set out in Item 7.

4. USE OF LICENSED AREA

- (a) If Dates and/or Days of Use are listed in Item 8 and/or Hours of Use are listed in Item 9, the Licensee may only use the Licensed Area during the Term on those dates, days and/or hours (as applicable).

- (b) The Licensee acknowledges that no promise, representation, warranty or undertaking has been given by or on behalf of the School Council regarding the suitability of the Licensed Area for the conduct of the Permitted Use otherwise than as expressly contained in this Licence, or for any other use.
- (c) The Licensee:
 - (i) must only use and occupy the Licensed Area;
 - (ii) may access other parts of the School in common with others and being solely those parts of the School required for the purpose of accessing the Licensed Area and performing the tasks of the Licensee;
 - (iii) acknowledges that if the Licensed Area includes external areas (for example, playgrounds and ovals), School amenities, kitchen facilities, carparks and/or staff facilities, these areas will be used and occupied together with other occupiers of the School; and
 - (iv) acknowledges that the School Council may grant its consent, which consent will be at the absolute discretion of the School Council, for the Licensee to use other areas of the School for the purposes of the Licensee's use of the Licensed Area.

5. **COMPLIANCE WITH LAWS**

- (a) The Licensee must at its own expense observe and comply with all Laws that apply to this Licence and all directions, notices and Requirements of any Government Agency relating to its use and occupation of the Licensed Area, and any other use which the Licensee may undertake on the Licensed Area.
- (b) The Licensee must keep in force and available for inspection by the School Council on request, all licences, permits and registrations required for the carrying on of the Services or other activity conducted by the Licensee in or upon the Licensed Area.

6. **LICENSEE'S OBLIGATIONS**

The Licensee must:

- (a) only use the Licensed Area for the Permitted Use;
- (b) not use the Licensed Area for any illegal purpose;

- (c) ensure the Licensed Area is kept secure, clean and free from debris and rubbish;
- (d) comply with all Department, School and School Council policies, rules, regulations, protocols, procedures, guidelines and any other information of which the Licensee has been notified (**Policies**), including Policies that deal with safety or health of persons on the Licensed Area or otherwise under the Licensee's control;
- (e) observe fire precautions;
- (f) at all times exercise due care, skill and judgement and act with the utmost good faith;
- (g) ensure that all external doors and windows are secured and locked and all lights extinguished daily at the end of its use of the Licensed Area;
- (h) not store the Licensee's property in the Licensed Area without the Principal's written consent; and
- (i) if the Licensee is a Framework Organisation or an Agency under the FVP Act it warrants to the School Council that:
 - (i) it will Align its relevant policies, procedures, practice guidance and tools with the Approved Framework as amended from time to time; and
 - (ii) it will maintain Alignment of its relevant policies, procedures, practice guidance and tools with the Approved Framework during the Term of this Licence.

7. **REPAIRS**

- (a) Except for fair wear and tear, the Licensee must keep the Licensed Area clean and in the same condition as at the Commencement Date and properly repaired and maintained.
- (b) The Licensee must promptly repair damage to the Licensed Area to the extent caused or contributed to by the Licensee. The Licensee is not responsible for damage caused by a student or members of the community, which the School Council must repair.
- (c) If the Licensee fails to properly repair any damage for which it is responsible under this clause within a reasonable time then the School Council may do so and the Licensee must immediately reimburse

the School Council the cost of such repairs.

8. **REQUIREMENT FOR WORKING WITH CHILDREN AND POLICE CHECKS**

- (a) The Licensee must ensure that it and each of its Associates engaged or used by it to provide the Services at the Licensed Area and/or carry out the Permitted Use under this Licence:
 - (i) if required by the Worker Screening Act, has undertaken a satisfactory working with children check;
 - (ii) if required by the School Council, has undertaken a satisfactory police records check; and
 - (iii) has met any additional relevant legal requirements and policies of the School Council, School and/or Department in relation to the suitability of persons to work with children or within the precinct of the School as advised by the School Council.
- (b) The Licensee must ensure the terms and conditions of employment or of engagement of any Associate for the purpose of providing the Services under this Licence are consistent with the above obligations.

9. **CHILD SAFE STANDARDS**

- (a) The parties acknowledge and agree that Victorian government schools are committed to:
 - (i) creating child safe environments;
 - (ii) protecting students from abuse or harm in the school environment, managing the risk of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse in accordance with their legal obligations, including Child Safety Laws.
- (b) This clause only applies to the extent that the Licensee (and its Associates) are engaged in Child-connected work.
- (c) The Licensee acknowledges that the School Council and School staff are required to comply with Child Safety Laws, the Ministerial Order and School Council Child Safety Policies.
- (d) If the Licensee is an Applicable Entity under the *Child Wellbeing and Safety Act*

2005 (Vic), it warrants to the School Council that it:

- (i) is compliant and will continue to comply with Child Safety Laws; and
 - (ii) will immediately provide the School Council with copies of any documents or information in respect to any compliance action taken by any regulatory authority in connection with child safety against the Licensee (or its Associates).
- (e) The Licensee (and its Associates) must:
- (i) if applicable (whether or not the Licensee must itself comply with Child Safety Laws), comply with any relevant School Council Child Safety Policies; and
 - (ii) comply with any reasonable direction by the School Council in respect to compliance by the School Council, School staff and/or the Licensee with any Child Safety Laws or any relevant School Council Child Safety Policies.
- (f) The School Council may terminate this Licence immediately if, in the School Council's reasonable opinion, it determines at any time that:
- (i) there is a breach of any Child Safety Laws caused by, or in any way connected with, the Licensee or its Associates; or
 - (ii) the Licensee or any of its Associates are not suitable to engage in Child-connected work for the purposes of the School Council and School staff compliance with the Child Safety Laws or relevant School Council Child Safety Policies.

10. **REPORTING**

- (a) At the request of the Principal on behalf of the School Council, the Licensee must provide to the Principal within a reasonable period any information and/or documentation it holds pertaining to this Licence.
- (b) The Licensee must immediately report by Notice to the Principal:
 - (i) any damage to, or accident in, the Licensed Area; and
 - (ii) of any notice or report it has received in relation to the Licensed Area and

provide a copy of such notice or report.

11. **INSURANCE, RELEASE AND INDEMNITY**

11.1 **INSURANCE**

- (a) The Licensee must obtain and maintain the insurance set out in Item 11 in force during the Term.
- (b) The Licensee must not do or permit anything to be done which may invalidate any insurance, make any insurance void or voidable or increase the rate of premium of any insurance of the School Council or any other person.
- (c) Within 10 Business Days of the Commencement Date of this Licence, and immediately upon the request by the Principal from time to time, the Licensee must provide the Principal with evidence of the Licensee's insurance required under this Licence.
- (d) Clauses 11.1(a), 11.1(c), 11.2 and 11.3 do not apply if the Licensee is insured by VMIA or is a municipal council within the meaning of the *Local Government Act 1989* (Vic) and is insured by Liability Mutual Insurance.

11.2 **RELEASE**

The Licensee will occupy, use and keep the Licensed Area at the risk of the Licensee and releases, to the fullest extent permitted by Law, the Department, the School Council and its Associates from all Claims and demands of any kind for or resulting from any accident, damage, Loss or injury occurring in or on the Licensed Area, except to the extent that any damage, injury or Loss is caused by the negligent or unlawful act, omission or default of the School Council.

11.3 **INDEMNITY**

- (a) Subject to clause 11.3(b), the Licensee must indemnify, keep indemnified and hold harmless the Department, the School Council and their respective Associates (in this clause, each an **Indemnified Party**) from and against any Losses which any Indemnified Party suffers or incurs as a result of any demand, suit, action, claim or proceeding against an Indemnified Party where the Losses arise as a direct or indirect result of any of the following:
 - (i) any negligent act or negligent omission of the Licensee in connection with this Licence;

- (ii) any loss, injury, illness or damage to persons (including death) including any member of the public or any third party to the extent it is caused by the act or omission of the Licensee in connection with this Licence;
- (iii) any loss of or damage to property of any kind to the extent it is caused by the act or omission of the Licensee in connection with this Licence;
- (iv) a breach of an obligation of confidence or privacy, whether under this Licence or otherwise;
- (v) wilful misconduct, unlawful or fraudulent acts or omissions of the Licensee or its Associates;
- (vi) any third party claims arising out of a breach of this Licence by the Licensee or its Associates (including breach of warranty); or
- (vii) the Licensee's breach of this Licence.

(b) To the extent that the indemnity in this clause refers to persons other than the School Council, the School Council holds this clause on trust for those other persons.

(c) The Licensee will not be liable under the indemnity in clause 11.3(a) to the extent that a Loss results from:

- (i) any fraudulent, negligent or deliberate act or omission of an Indemnified Party;
- (ii) any breach of this Licence by of an Indemnified Party; or
- (iii) the condition of the Licensed Area or the Land before the Commencement Date.

12. **TERMINATION EVENTS**

12.1 **DAMAGE, DESTRUCTION, INTERRUPTION OR INACCESSIBILITY**

In the event that the Licensed Area is damaged or destroyed or there is interruption to access to the Licensed Area so as to render the Licensed Area or any part of the Licensed Area wholly or substantially unfit for the Permitted Use and otherwise unfit for the occupation or use of the Licensee or inaccessible by any usual means of access, the School Council, in its absolute discretion may terminate this Licence by Notice to the Licensee.

12.2 **GROUNDINGS FOR TERMINATION BY SCHOOL COUNCIL**

The School Council may immediately terminate this Licence by Notice to the Licensee if:

- (a) an agreement between the Licensee and the Student and/or their parent, carer and guardian regarding the provision of Services from the Licensed Area by the Licensee ends for any reason;
- (b) the Student receiving the Services is no longer enrolled at the School;
- (c) the Licensee fails to remedy, to the satisfaction of the School Council, any breach of this Licence (which in the reasonable opinion of the School Council is able to be remedied) within 7 days after the date on which the School Council issues the Licensee a Notice requiring the Licensee to remedy the breach;
- (d) the Licensee (including its Associates) breaches any material provision of this Licence and in the reasonable opinion of the School Council such breach cannot be remedied (including, but not limited to, clauses 8, 9, 14, 17, 18 and 20);
- (e) the Licensee or any of its Associates are guilty of fraud, dishonesty, criminal conduct or any other serious misconduct;
- (f) the Licensee (including its Associates) commits any act or does anything that is, in the opinion of the School Council, contrary to prevailing community standards, or is otherwise regarded by the public as unacceptable or which brings the reputation of the Licensee (including its Associates) into disrepute and as a consequence the School Council believes that its continued association with the Licensee will be prejudicial or otherwise detrimental to the reputation of the School Council or the State; or
- (g) the Licensee goes into liquidation or a receiver and manager or mortgagee's or chargee's agent is appointed or becomes subject to any form of insolvency administration or arrangement, or in the case of an individual, becomes bankrupt or enters into a scheme or arrangement with creditors.

12.3 **TERMINATION WITHOUT CAUSE**

- (a) The School Council may terminate this Licence without cause by giving the Licensee not less than 30 days' Notice.

- (b) Where this Licence is terminated by the School Council pursuant to clause 12.3(a):
 - (i) the Licensee must cease providing Services from the Licensed Area as soon as practicable following receipt of Notice and take all appropriate action to mitigate any loss and prevent additional costs being incurred; and
 - (ii) the School Council will not be liable for any payment whatsoever to the Licensee resulting from the termination under this clause 12.3, including but not limited to any compensation or damages.

12.4 **BY AGREEMENT**

The School Council and Licensee may terminate this Licence at any time by written agreement.

12.5 **SCHOOL CLOSURE OR AMALGAMATION**

The School Council may terminate this Licence with one months' Notice to the Licensee in the event that the School closes down or amalgamates with another school.

13. **LICENSEE'S OBLIGATIONS ON THE EXPIRY OR TERMINATION OF LICENCE**

- (a) At the expiration or the earlier termination of this Licence, the Licensee must surrender and yield up the Licensed Area (and all keys, including card keys) to the School Council:
 - (i) clean and free from rubbish; and
 - (ii) in a condition consistent with the Licensee's performance and observance of all relevant covenants relating to the Licensed Area under this Licence.
- (b) The expiry or termination of this Licence does not prejudice or affect any rights or remedies the School Council has against the Licensee, for any earlier breach by the Licensee of any of its obligations under this Licence.
- (c) Clauses 9, 11.3, 13, 16, 17, 18, 19, 22 and 23 are continuing obligations, separate and independent from the other obligations of the Licensee under this Licence, survive the termination or expiry of this Licence and may be enforced at any time.

14. **ASSIGNMENT AND SUBLICENSING**

The Licence is personal to the Licensee. The Licensee must not dispose of, deal with, transfer, novate or assign its interest, rights or powers as Licensee under this Licence without obtaining the School Council's prior written consent, which consent may be granted or withheld in the absolute discretion of the School Council, and if granted, may be granted subject to such conditions as the School Council sees fit to impose.

15. **HOLDING OVER**

If the Licensee continues to use the Licensed Area after the end of the Term with the School Council's consent, it does so as a monthly Licensee:

- (a) under the terms and conditions of this Licence with any changes necessary to make this Licence a monthly licence; and
- (b) at a licence fee equal to one month's proportion of the Licence Fee payable under this Licence immediately before the end of the Term, payable monthly in advance.

16. **DISPUTES**

- (a) A party claiming that a dispute or disagreement has arisen under this Licence may give the other party a Dispute Notice.
- (b) A Dispute Notice may be withdrawn at any time by the party that gave the Dispute Notice.
- (c) Within 10 Business Days of the date of issue of the Dispute Notice, the parties must enter into good faith discussions in an attempt to resolve the issues between them.
- (d) The School Council and Licensee will continue to perform their respective obligations under this Licence pending the resolution of a dispute under this clause.

17. **CONFIDENTIALITY**

17.1 **SCHOOL COUNCIL CONFIDENTIAL INFORMATION**

- (a) Subject to clause 17.1(b), the Licensee must and must ensure its Associates keep confidential:
 - (i) the terms and conditions of this Licence; and
 - (ii) any information provided to the Licensee by the School Council in

connection with this Licence, including but not limited to:

- (A) personal information relating to students of the School;
 - (B) personal and business information relating to the School Council or the School or its employees, respectively; and
- (iii) information treated by the School Council or the School as confidential.
- (b) The Licensee may make disclosures as it, acting reasonably, considers necessary to:
 - (i) its professional advisers, bankers, financial advisers, financiers, investors and potential investors if those persons undertake to keep information disclosed confidential;
 - (ii) comply with Laws; and
 - (iii) any of its Associates who have a need to know the information to enable the Licensee to perform its obligations under this Licence if that Associate undertakes to keep the information confidential.
 - (c) The Licensee acknowledges that the School Council will be entitled (in addition to any other remedy it may have) to seek an injunction or other equitable relief with respect to any actual or threatened breach by the Licensee of this clause and without the need on the part of the School Council to prove any special damage.

17.2 **LICENSEE'S CONFIDENTIAL INFORMATION**

- (a) Subject to clause 17.2(b), the School Council agrees to treat as confidential all information of or relating to the Licensee that is provided to it by or on behalf of the Licensee and which is identified in writing by the Licensee as confidential.
- (b) The Licensee hereby acknowledges and/or consents to the School Council and the Department making available all information in relation to the Licensee or this Licence as may be required to comply with Law, including its obligations under the *Freedom of Information Act 1982* (Vic).

18. **PRIVACY**

- (a) The Licensee acknowledges that it is bound by professional and legal

obligations relating to privacy and data protection, including the Information Privacy Principles, any applicable Code of Practice, the Health Privacy Principles, the *Privacy Act 1988* (Cth) and any applicable Laws, standards, guidelines and policies of the Australian Health Practitioner Regulation Agency (**AHPRA**) (together, **Privacy Obligations**) with respect to any act done or practice engaged in by the Licensee in connection with this Licence.

- (b) The Licensee acknowledges that the School Council is bound by legal obligations relating to privacy and data protection, including obligations under the PDP Act, the Victorian Protective Data Security Framework and the *Health Records Act 2001* (Vic).
- (c) The Licensee must not do any act or engage in any practice that would cause the School Council to contravene the obligations referred to in this clause in respect of any data collected, held, used, managed, disclosed or transferred by the Licensee under or in connection with this Licence.

19. **NOTICES**

- (a) A Notice must:
 - (i) be in writing;
 - (ii) signed by or on behalf of the party giving it; and
 - (iii) be hand delivered to the address of the addressee or sent by post to the address of the addressee, or if sent by facsimile to the facsimile number of the addressee, or if sent by email to the email address of the addressee.
- (b) A Notice takes effect from the time it is received, unless a later time is specified in it. A Notice will be deemed to have been received by the addressee:
 - (i) in the case of hand delivery, on delivery to the addressee or to the address of the addressee;
 - (ii) in the case of post, on the fourth Business Day after posting; and
 - (iii) in the case of email, at the time the sender receives a transmission report which indicates the email was delivered to the addressee.
- (c) If any Notice or document is delivered or deemed to be delivered:

- (i) after 4.00 pm in the place of receipt; or
- (ii) on a day which is a Saturday, Sunday or public holiday in the place of receipt,

it is taken as having been delivered at 9.00 am on the next business day.

20. **SPECIAL CONDITIONS**

Any special condition set out in Item 13:

- (a) binds the parties; and
- (b) if there is an inconsistency between a special condition and any other provision of this Licence, the special condition prevails.

21. **CONFLICT OF INTEREST**

- (a) The Licensee warrants that, to the best of its knowledge and belief, after due inquiry as at the date of this Licence, neither it or its employees have any duties or interests that create or might reasonably be anticipated to create a conflict with their duties and obligations under this Licence.
- (b) The Licensee warrants that during the Term neither it nor its employees will take any action that will result in the Licensee or its employees having a duty or interest that creates or might reasonably be anticipated to create a conflict with their duties and obligations under this Licence.

22. **GENERAL**

22.1 **AMENDMENT**

This Licence may only be varied or replaced by agreement in writing.

22.2 **WAIVER AND EXERCISE OF RIGHTS**

A single or partial exercise or waiver by a party of a right relating to this Licence does not prevent any other exercise of that right or the exercise of any other right.

22.3 **OTHER COSTS**

Each party must pay its own legal costs, including costs of the preparation, negotiation and execution of this Licence, and any variation to this Licence.

22.4 **SEVERABILITY**

Any provision of this Licence which is invalid or unenforceable is to be read down, if possible, so as to be valid and enforceable, and, if that is not possible, the provision will, to the extent that it is capable, be severed to

the extent of the invalidity or unenforceability, without affecting the remaining provisions.

22.5 SET OFF

The School Council may set off against any sum owing to the Licensee under this Licence any amount then owing by the Licensee to the School Council.

22.6 GOVERNING LAW AND JURISDICTION

This Licence is governed by and is to be construed in accordance with the laws applicable in Victoria and the parties submit to the exclusive jurisdiction of the courts of Victoria.

22.7 COUNTERPARTS

This Licence may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

22.8 ENTIRE UNDERSTANDING

This Licence contains the entire understanding between the parties as to the subject matter of this Licence.

22.9 ELECTRONIC SIGNATURE

The parties acknowledge and agree that this Licence may be executed by electronic signature which shall have the same force and effect as a handwritten signature. Without limiting this term, 'electronic signature', whether digital or encrypted, will include scanned and transmitted versions (e.g. via pdf) of an original signature. An electronic signature is sufficient to indicate a party's approval of the terms of this Licence and the parties agree to be so bound by their electronic signature and the terms of this Licence.

22.10 PUBLICITY

The Licensee must not make any public announcement or media release in respect of any aspect of this Licence without the prior written approval by the School Council. Without limitation, if permission to publish is granted pursuant this clause 22.9, the Licensee must, in all publications, promotional and advertising materials and public announcements, acknowledge the contribution of the School Council.

22.11 RELATIONSHIP OF PARTIES

This Licence is not intended to create a partnership, joint venture or agency relationship between the parties. Nothing in this Licence will constitute or deem a party to be the employee of another party.

23. DEFINITIONS AND INTERPRETATION

23.1 DEFINITIONS

In this Licence, unless the context otherwise requires:

Agency means a provider of services under a contract entered into with the School Council relevant to family violence risk assessment or family violence risk management.

Alignment (and correspondingly **Align**) means actions taken by Framework Organisations to effectively incorporate the four pillars of the Framework into existing policies, procedures, practice guidance and tools, as appropriate to the roles and functions of the prescribed entity and its place in the service system.

Approved Framework means the Family Violence Risk Assessment and Risk Management Framework as amended from time to time approved under section 189 of the FVP Act.

Associates means any officer, employee, agent, contractor, subcontractor, consultant, advisor, invitee, licensee, assignee or servant to the extent that such person or entity is performing an act or a function directly related to the Licence.

Business Day means a day which is not a Saturday, Sunday or public holiday (being a public holiday appointed as such under the *Public Holidays Act 1993* (Vic)) in Melbourne.

Child-connected work has the meaning given to it in the Ministerial Order.

Child Safety Laws means any Laws that in any way relate to child safety, including the *Child Wellbeing and Safety Act 2005* (Vic).

Claim includes any claim, demand, remedy, suit, injury, damage, loss, Cost, Liability, action, proceeding and right of action.

Code of Practice means a code of practice as defined in, and approved under the PDP Act.

Commencement Date means the commencement date of this Licence set out in Item 5.

Cost includes any cost, charge, expense, outgoing, payment or other expenditure of any nature.

Department means the Department of Education and Training in the State of Victoria.

Dispute Notice means a notice in writing given by either party to the other where a dispute in relation to this Licence arises between the School Council and the Licensee.

Expiry Date means the expiry date of this Licence set out in Item 6.

Framework Organisation means a body prescribed to be a framework organisation for the purposes of Part 11 of the FVP Act.

FVP Act means the *Family Violence Protection Act 2008* (Vic).

Government Agency means any government or any public, statutory, governmental, semi-governmental, local governmental or judicial body, entity or authority and includes a Minister of the Crown or the Commonwealth of Australia and any person, body, entity or authority exercising a power pursuant to an Act of Parliament.

Health Privacy Principles means the health privacy principles set out in the *Health Records Act 2001* (Vic).

Information Privacy Principles means the information privacy principles set out in the PDP Act.

Information Sharing Deed means the Information Sharing Deed between the Principal of the School and the Licensee that must be entered into (in the form included as Annexure B- Attachment 2 of this Licence) at the same time as this Licence.

Item means an item of Schedule 1.

Land means the land of which the Licensed Area forms part, as described in Item 4 and includes all rights, easements and appurtenances usually enjoyed with that land.

Law means:

- (a) principles of law or equity established by decisions of courts within the Commonwealth of Australia;
- (b) statutes, regulations, by-laws, ordinances, orders, awards, proclamations and local laws of the Commonwealth, State of Victoria, any local government or a Government Agency, including but not limited to the *Education and Care Services National Law Act 2010* and the *Children's Services Act 1996* (Vic);
- (c) the Constitution of the Commonwealth;
- (d) binding requirements and mandatory approvals (including conditions) of the

Commonwealth, the State of Victoria or a Government Agency which have the force of law;

- (e) guidelines, policies and requirements under the NDIS in force from time to time (including but not limited to the NDIA Terms of Business, Guide to Suitability and the Quality and Safeguards Working Arrangements); and
- (f) guidelines of the Commonwealth, the State of Victoria or a Government Agency which have the force of law.

Liability means any debt, obligation, Cost, expense, Loss, damage, compensation, charge or liability of any kind, including those that are prospective or contingent and those the amount of which is not ascertained or ascertainable.

Licence means this licence agreement and includes the schedules, annexures, attachments and any documents incorporated by reference.

Licence Fee means the licence fee specified in Item 7.

Licensed Area means the area as described in Item 3 and shown hatched on the Plan.

Licensee means the licensee specified in Item 2 and includes, where appropriate, its Associates.

Loss means any liability (including legal expenses) of any kind whatsoever and includes but is not limited to direct and indirect, consequential or special damage, loss of profits, loss of use, loss of revenue, anticipated revenue, interest or other claim arising from any cause whatsoever whether or not the loss, damage or claim is based on contract, statute, warranty, tort (including negligence), indemnity or otherwise.

Minister means the Minister for Education in the State of Victoria.

Ministerial Order means Ministerial Order 870 entitled "Child Safe Standards – Managing the risk of child abuse in schools" (as amended or replaced from time to time).

NDIS means the National Disability Insurance Scheme.

Notice means a notice, consent, approval or other communication given under this Licence.

PDP Act means the *Privacy and Data Protection Act 2014* (Vic).

Permitted Use means the use of the Licensed Area as specified in Item 10.

Plan means the plan attached as Annexure A.

Principal means the Principal of the School.

Privacy Obligations has the meaning given in clause 18(a).

Requirement includes any lawful notice, order or direction received from or given by any Government Agency or pursuant to any Law, in writing or otherwise, and notwithstanding to whom such a requirement is addressed or directed but if not addressed to the Licensee then the Licensee must be given a copy.

Schedule means any schedule(s) to this Licence.

School means the School administered by the School Council.

School Council means the School Council specified in Item 1 and, where appropriate, its Associates.

School Council Child Safety Policies means any relevant School Council policies, codes, guidelines or associated documents that in any way relate to child safety, including any policies, codes, guidelines or associated documents that the School produces for the purpose of meeting its minimum child safety standards pursuant to the Ministerial Order.

School Council's Representative means the School Council's representative nominated pursuant to cl 2.

Student means a student enrolled at the School to receive the Services under this Licence.

Term means the period of this Licence commencing on the Commencement Date and expiring on the Expiry Date, including any further period during which the Licensee has possession of the Licensed Area.

Worker Screening Act means the *Worker Screening Act 2020* (Vic).

23.2 INTERPRETATION

Unless expressed to the contrary, in this Licence:

- (a) words in the singular include the plural and vice versa;
- (b) any gender includes the other genders;
- (c) if a word or phrase is defined its other grammatical forms have corresponding meanings;
- (d) 'includes' means includes without limitation;
- (e) headings are for guidance only and are to be ignored in interpreting this Licence;
- (f) no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;
- (g) a reference to:
 - (i) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;
 - (iii) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;
 - (iv) an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation; and
 - (v) "\$", "dollars" or "AUD" is a reference to the lawful currency of the Commonwealth of Australia; and
- (h) if the date on or by which any act must be done under this Licence is not a Business Day, the act must be done on or by the next Business Day.

Executed as an agreement

School Council

Signed by a duly authorised officer of the **School Council** who warrants that he or she is a duly authorised officer able to execute on behalf of the School Council:

Signature

Kerrie Franc

Full Name of authorised representative (print)

Date

School Council President

Position

Licensee

Option 1: use this signing clause when the Licensee is an organisation not an individual. Delete if not used

Executed for and on behalf of

Name: _____

ACN/ABN: _____

by a duly authorised representative who warrants that he or she is a duly authorised representative able to execute on behalf of the Licensee:

Signature

Full Name of authorised officer

Date

Position

[Option 2: use this signing clause when the Licensee is an individual. Delete if not used]

Executed by the Licensee:

Signature of Licensee

Date

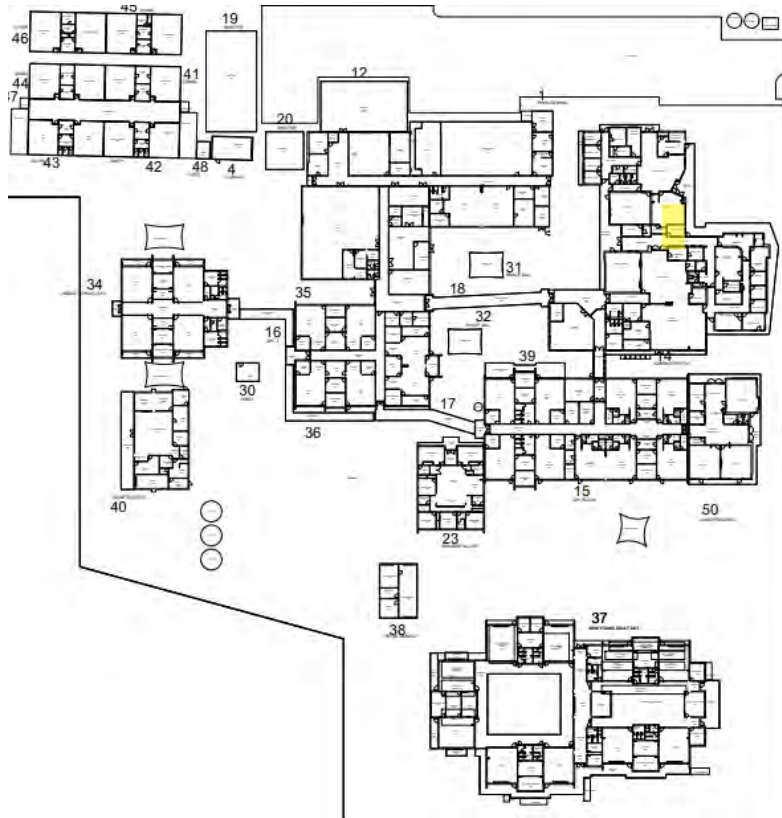
Schedule 1 Licence Details

Item 1	School Council's Name (Licensor)	Ballarat Specialist School Council. ABN 70 012 975 815 25 Gillies St Nth, Lake Gardens, Vic, 3355
Item 2	Licensee's Name	<p>Name of Licensee: _____</p> <p>ACN: _____ or Registered Association Number: _____</p> <p>Full Address: _____ _____ _____</p> <p>(include ACN if a company or registered association number if an incorporated association)</p>
Item 3	Licensed Area	<p>That part of the Land comprising:</p> <ul style="list-style-type: none"> • Meeting room 1 in administration building Gillies St Campus. • Classrooms 338 and 362 • other spaces as agreed between the parties from time to time • See Annexure A
Item 4	Land	25 Gillies St Nth Lake Gardens Vic 3355 and or 800 Norman St Invermay Park Vic 3350
Item 5	Commencement Date	29 January, 2025 or upon execution of the Licence by all parties if after 29 January, 2025.
Item 6	Expiry Date	19 December, 2025

Item 7	Licence Fee	Room hire for one hour is as follows: \$25 inc GST - Payable in advance
Item 8	Dates and/or Days of Use	As agreed between the parties from time to time.
Item 9	Hours of Use	As agreed between the parties from time to time in blocks of the following times: 9:30am - 10:30am 10:30am - 11:30am 11:30am - 12:30pm 12:30pm - 1:30pm 1:30pm - 2:30pm
Item 10	Permitted Use	The reasonable use of the Licensed Area for the purposes of providing the NDIS funded therapy services to a Student as set out in the Request Form(s) under the heading 'Details of Proposed Therapy' (Services) which is attached to this Licence as Annexure B Attachment 1.
Item 11	Insurance	Public Liability Insurance \$10 million per event Professional Indemnity Insurance \$5 million per event
Item 12	School Council Representative and Address for Service	Authorised Officer: Kerrie Franc Address: 25 Gillies St Nth Lake Gardens 3355 Tel: 5334 1302 Email: kerrie.franc@education.vic.gov.au
	Licensee Representative and Address for Service	Authorised Officer: _____ Address: _____ _____ Tel: _____ Email: _____
Item 13	Special conditions	The following Special Conditions apply: 1 the Special Conditions set out in Annexure B (which includes Attachment 1 & 2 to Annexure B); and 2 OHS Induction Handbook

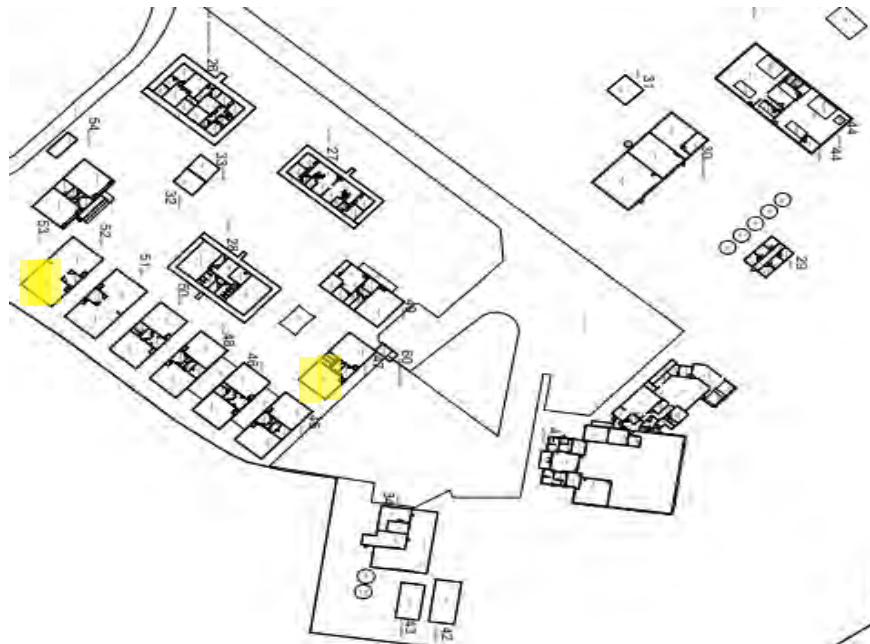
Annexure A Plan

1. Gillies Street Campus



Meeting Room 1.

2. Norman Street Campus - Farm



Classroom

338 & 632

Annexure B Special Conditions

1 Provision Services

- (a) When delivering the Services from the Licensed Area, the Licensee must, for the Term of the Licence:
- (i) ensure that it and its Associates obtain, maintain and furnish proof upon the School Council's request of all necessary, licences, approvals, qualifications and experience to deliver the Services within 5 Business Days of such a request;
 - (ii) ensure that it and its Associates comply at all times with requirements under the NDIS (including, but not limited to requirements under the NDIS Code of Conduct and Victoria's Disability Worker Regulation Scheme from time to time);
 - (iii) provide its Services in a proper manner using that standard of care, skill, diligence, prudence and foresight that would reasonably be expected from a prudent, expert and experienced provider of Services;
 - (iv) act in good faith and in the best interests of the Department and the School Council; and
 - (v) provide any and all equipment necessary for the performance of the Services.
- (b) The parties agree that the School Council will not be responsible for payment of any fees to the Licensee for the Services.

2 Access to premises

When entering the premises of the School Council, the Licensee must and must ensure that its Associates use reasonable endeavours to protect people and property, prevent nuisance and act in a safe and lawful manner and comply with the safety standards and policies of the Department and the School Council (as notified to the Licensee).

3 School Council's Right to Refuse Access to Premises

The Principal has the right to request that the Licensee and its Associates immediately leave the school premises and may enforce that request permanently or for any period of time in such manner as the Principal may decide if the Licensee or its Associates:

- (a) fails to be bound by or conform to any applicable rule, regulation, protocol, procedure, policy or by-law of the Department or the School Council (including but not limited to the NDIS Code of Conduct and Victoria's Disability Worker Regulation Scheme from time to time);
- (b) does not behave in a safe or professional manner; or
- (c) in the reasonable opinion of the Principal or nominee, has caused harm or poses a threat to the health or welfare of any Students, employees of the Department or the School Council, or any other person.

4 Supervision by the Principal

- (a) The Licensee must comply with all reasonable instructions, directions and requests of the Principal in relation to the use of the Licensed Area.
- (b) The Licensee must, subject to its Privacy Obligations and in accordance with the Information Sharing Deed, engage in discussions with the Principal or a staff member nominated by the Principal (including a SSS Practitioner, Primary Welfare Officer or member of the area health, wellbeing and inclusion workforce) about:
 - (i) the Licensee's case files;
 - (ii) the Services provided to a Student; and
 - (iii) the other matters specified in the Information Sharing Deed,

to ascertain whether further actions should or must be taken by the Principal, a SSS Practitioner, member of the area health, wellbeing and inclusion workforce or the Licensee, or to enable the Department to educate or support the student or fulfil legal obligations.

- (c) The Principal may, at any time for reasons of safety of a Student and the security of the Licensee, request a staff member or staff members be present or intervene during consultations between a Student and the Licensee.
- (d) The Licensee will be responsible for ensuring that the necessary informed consent from Students and their parent(s), guardians and carers to:
 - (i) the provision of the Services; and
 - (ii) the Licensee disclosing information to the Principal in accordance with the Information Sharing Deed and Special Conditions 4(b) and 5(c),has been obtained prior to the commencement of the Services.
- (e) The consent obtained under Special Condition 4(d) must be obtained by using the form provided in Attachment 1. The consent must be obtained at the time specified in the *Responding to requests for NDIS funded therapy in schools: Guidelines for Principals*, as updated from time to time.
- (f) The Licensee must provide the Principal with a copy of the signed consent form prior to providing Services to the relevant Student.
- (g) Notwithstanding anything in this Special Condition 4, the Licensee is entirely responsible for its Associates at all times while on the Licensed Area.

5 Information sharing

- (a) The parties will enter into an Information Sharing Deed in respect of each Student receiving the Services of the Licensee by using the form provided in Attachment 2.
- (b) The Licensee must ensure that any Student Confidential Information is collected, held, used or disclosed by the Licensee in accordance with its Privacy Obligations.
- (c) Subject to Special Condition 5(b) and the Licensee obtaining consent from the applicable Student and/or their parent, carer or guardian if necessary, the Licensee will, in accordance with the Information Sharing Deed, disclose and make available to the Principal, or any staff member nominated by the Principal, specific information obtained from the Student to enable the Principal to satisfy its legal responsibilities which may include but is not limited to obtaining and retaining information about:
 - (i) a Student's disability or medical condition in relation to which the School may be required to make reasonable adjustments under anti-discrimination law;
 - (ii) any matter which may be relevant to the School's obligations under occupational health and safety laws;
 - (iii) any matter which may be relevant to the School's ability to meet its duty of care obligations to students;
 - (iv) a Student to protect them from sexual, physical and emotional harm to ensure they have access to appropriate care or treatment and that their educational needs are met;
 - (v) any incident of sexual, physical or emotional abuse involving the Student which may require the School to make a report to, or share information with, a Government Agency; and
 - (vi) any matter that the School Council or Principal is required to create, manage, use and dispose of in accordance with the *Public Records Act 1973 (Vic)*.
- (d) All Student Confidential Information provided by the Principal to the Licensee will remain the property of the Department.

- (e) The Licensee's obligations under this Special Condition 5 are continuing obligations, separate and independent from the other obligations of the Licensee and survive the expiry or termination of this Licence.

6 Licensee Warranties

The Licensee warrants to the School Council that:

- (a) it and its Associates are fit and proper persons, appropriately qualified and have the requisite knowledge, skill and expertise to provide the Services;
- (b) it will provide the Services in a proper manner using that standard of care, skill, diligence, prudence and foresight that would reasonably be expected from a prudent, expert and experienced provider of the Services;
- (c) the person providing the Services at the Licensed Area will at all times during the term of this Licence hold a current Working With Children Check pursuant to the Worker Screening Act and a police check;
- (d) it will act in good faith and in the best interests of the School Council; and
- (e) while on premises controlled by the Principal of the School, the Licensee and its Associates will at all times comply with the Principal's reasonable directions and all applicable School and Departmental policies made known to them, including any applicable occupational health and safety and security policies.

7 Compliance

The Licensee agrees that it is bound:

- (a) to provide support to Students consistent with the NDIS Code of Conduct and Victoria's Disability Worker Regulation Scheme and other relevant policies and procedures applicable from time to time under the NDIS; and
- (b) by any of the Department's or the School Council's rules, regulations, protocols, procedures, by-laws, policies and any other relevant information of which the Licensee has been notified by the Department or Principal, including the *Responding to requests for NDIS funded therapy in schools – Guidelines for Principals*, as updated from time to time.

8 Interpretation

In these Special Conditions, unless the context otherwise requires:

Primary Welfare Officer means a School staff member appointed by the Principal to assist in the improvement, coordination and collaboration of a whole-school approach to promoting health and wellbeing within the School community.

Services means the Services (or any of them) specified in Permitted Use in Item 10 of Schedule 1 of this Licence.

SSS Practitioner mean a Student Support Services professional who works as part of an integrated health and wellbeing team within networks of Victorian Government schools, focusing on providing group-based and individual support for Students, and the provision of specialised services to schools and who may perform their services as a psychologist, guidance officer, speech pathologist, social worker or visiting teacher.

Student Confidential Information means any 'personal information' within the meaning of the PDP Act and 'health information' within the meaning of the *Health Records Act 2001 (Vic)*, or other information of, about or in any way related to the Students including any information designated by the Department or School Council as confidential, which is disclosed, made available, communicated or delivered to the Licensee.

Annexure B – Attachment 1 – Consent Form/s

Please submit initial request on the school website www.ballaratss.vic.edu.au under the NDIS Therapist tab in the main menu.

Signed copy of attachment 1 to be submitted with the licencing agreement or at a later date if additional sessions are needed or amended. Forms are also available on the school website under the NDIS Therapist tab in the main menu www.ballaratss.vic.edu.au

REQUEST FORM AND PARENT CONSENT FORM

Request to provide NDIS funded therapy on school grounds

The Department of Education and Training (the Department), which includes all Victorian government schools, provides educational programs to Victorian government school students.

The National Disability Insurance Scheme (NDIS) is a new way of providing individualised support for eligible participants. The purpose of the NDIS is to enable NDIS participants and their families to exercise more choice and control regarding the support provided to them.

On occasion, parent(s) may ask a Victorian government school to allow an NDIS funded therapist to provide support or therapy to their child (the student) on school grounds (Request). These Requests are made via a completed Request to provide NDIS therapy on school grounds form (the Request Form).

The Department is committed to supporting students, and their families, to obtain optimal benefit from the opportunities offered by the NDIS. Consistent with this commitment, Victorian Government schools are encouraged to accommodate students and their parent(s) exercising choice and control in relation to NDIS supports, where practical to do so.

However, there are a number of relevant factors that must be considered when determining whether or not it is possible for the school to agree to such requests. These factors are set out in [Responding to requests for NDIS funded therapy in schools – Guidelines for Principals](#).

For the principal to consider such requests, NDIS funded therapists and parent(s) making a request for access to school premises must:

- complete the attached **Request Form**
- have the student's parent(s) sign the attached **Parent Consent Form**
- provide the completed forms, and any other relevant documents to the school at the time of making the request.

Principals will not consider any such request until the **Request Form** and **Parent Consent Form** are completed and provided to the school.

When the completed **Request Form** and **Parent Consent Form** are provided, the principal will consider all relevant information, and endeavour to respond to the request within 10 working days.

Should you have any queries regarding the **Request Form** or **Parent Consent Form**, please contact the principal.

TO BE COMPLETED BY NDIS FUNDED THERAPIST

Details of therapist making request	
Name of therapist	
Company	
Company address	
Phone number	
Email address	
Qualifications held by therapist	
Professional registration details of therapist	
Is the therapist an NDIS registered practitioner? (Y / N)	
Details of student	
Name of student	
Year level / Teacher of student	

Are there particular family, social or practical circumstances that are relevant to the request?	
Details of the proposed therapy	
Purpose of the proposed therapy	
Proposed date / time that therapy will be provided	
<p>Will the student be withdrawn from class time for the therapy to be provided?</p> <p>If so, what classes will the student miss?</p>	
<p>Proposed duration and frequency of therapy</p> <p>(e.g. one hour, weekly / daily / monthly)</p>	
<p>Proposed location of therapy</p> <p>(classroom / other area of school)</p>	
Proposed aims and benefits of the therapy being provided at school / in school time	

<p>Is the therapy time-dependent? If so, provide details</p> <p>For example, is the therapy a medical support that must take place at certain regular intervals each day?</p>	
Attach relevant documents	
<p>Please attach proof of a satisfactory Working with Children Check for the therapist</p>	<p>Tick to confirm the relevant documents are attached <input type="checkbox"/></p>
<p>Please attach certificates of currency for the following insurances held by the therapist / Company / Incorporated Association:</p> <ul style="list-style-type: none"> • public liability insurance • professional indemnity insurance 	<p>Tick to confirm the relevant documents are attached <input type="checkbox"/></p>
Acknowledgment by NDIS funded therapist	
<p>I, acknowledge and agree that, if the principal approves my request to provide NDIS funded therapy on school grounds:</p> <ul style="list-style-type: none"> • I, or my company/incorporated association if I am an employee of a disability service provider, must enter into a licensing agreement with the School Council which sets out the terms and conditions of my use of the school premises; and • subject to the consent of the student's parent(s), I must sign an information sharing deed which requires me to share relevant information about the student with the Principal and/or nominated school personnel. <p>Copies of the licensing agreement and Information Sharing Deed are available upon request.</p>	<p>Signed</p> <p>Print name</p> <p>Date</p>

PARENT CONSENT FOR NDIS FUNDED THERAPY AT SCHOOL

This Parent Consent Form records consent to:

- a) the NDIS funded therapist sharing important and relevant information about the student to the school (as set out in the Information-sharing section below)
- b) the NDIS funded therapist providing support or therapy to the student, on school premises (if and when the principal agrees to the Request).

The Parent Consent form can be signed by any of the following people:

- a person with **parental responsibility** for “major long term issues” as defined in the *Family Law Act 1975* (Cth)
- a person authorised to make health decisions for the student under the *Children Youth and Families Act 2005* (Vic).
- an adult student
- an informal carer
- a mature minor

Sharing student information

Schools must comply with the Victorian privacy law when collecting and otherwise managing personal and health information about students and their families (**student information**). Our schools only collect and share student information as permitted by the **Schools’ Privacy Policy**, which is at: www.ballaratss.vic.edu.au

The Department requires that NDIS funded therapists providing support or therapy to a student at school to share important and relevant information about the student with the school. The school requires this information to optimally educate and support the student and fulfil important legal obligations.

This means that the NDIS funded therapist must provide student information to the school as follows:

- information about the student’s disability and their needs - in the way/s and at the times specified by the principal; and
- student information that relates to reasonably foreseeable risk to anyone. This includes, for example, information that the student has emotional, wellbeing or self-harm issues; displays aggressive or violent behaviours; is a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours.

The principal and other school staff will only share this information with other staff who ‘need to know’ to enable the school to educate or support the student or fulfil legal obligations. For more information about this see the Schools’ Privacy Policy, which also describes how you may seek to access and/or correct information held by the school about the student. Alternatively, please feel free to contact our school to discuss this further.

Your consent

I confirm that I have read this Consent Form and:

- I support the Request for the NDIS funded therapist to provide support or therapy as described in the Request form, to my child (named below) at school.
- I understand that if the principal agrees to the Request, the NDIS funded therapist must share information about my child with the school, as described above.
- If I wish to withdraw my consent for the NDIS funded therapist to provide support or therapy to my child, I can do so by contacting the school.

TO BE COMPLETED BY PARENT(S)*

STUDENT DETAILS			
Student name:		Date of birth:	
Student's school:		Year level:	
THERAPIST DETAILS			
Therapist name:			
CONSENT of PARENT, GUARDIAN, CARER or MATURE MINOR*			
Name:		Signature:	
Relationship to student		Date signed:	
Phone no & email			

***Who may sign this form?**

1. Any of the following people may sign this form:
 - a. a person with **parental responsibility** for “major long term issues” as defined in the *Family Law Act 1975* (Cth)
 - b. a person authorised to make health decisions for the student under the *Children Youth and Families Act 2005* (Vic).
 - c. An adult student
2. If neither of the people describe in (1) are available, an **informal carer** may sign this form. An informal carer is a relative or other responsible adult with whom the student lives, and who has day-to-day care of the student. Informal carers should provide to the school a signed 'Informal Carer' statutory declaration. Parent(s) can contact the school for assistance in obtaining a copy of this document.
3. If a principal has determined the student is a **mature minor** for the purpose of making this specific decision, the student may sign the form. The principal makes this decision consistently with the Mature Minor policy on Schools Policy Advisory Guide (SPAG)

Annexure B – Attachment 2 – Information Sharing Deed

2025 INFORMATION SHARING DEED between the NDIS therapist and the Principal

Student Name: _____

School: Ballarat Specialist School

1. Parties

This Information Sharing Deed is made between the following parties:

- a. The Principal of Ballarat Specialist School
Sam Sheppard
Gillies St Nth,
Lake Gardens, Vic 3355
ABN 70 012 975 815

and

b.

Therapist Name:	
ABN/CAN:	
Address:	

2. Background

The Principal has agreed to permit the Therapist to provide NDIS funded therapy to the Student on School premises in accordance with the Licence between the Therapist and the Ballarat Specialist School Council dated / / (insert date Licence was signed)

This Information Sharing Deed must be read consistently with:

- a. the *Licence*; and
- b. the *Parent Consent Form* attached to the Request Form which is obtained by the Therapist under Special Condition 4(d) of the Licence and signed by the parent/guardian/carer of the Student on / / (Insert date on parent consent form)

3. Obligations

- a. As required by the Licence, the Therapist agrees to provide the following information about the Student to the Principal, in the ways and at the times set out below:
 - i. any *specific information* that the Principal requests about the Student at any time, where examples of the kind of information the Principal may require is set out at Special Condition 5(c) of the Licence; and
 - ii. Information about the *Student's disability and their needs*, in the way and at the times specified in the following table:

Method of Communication	Frequency of communication
Emailing a short summary of the therapy provided to: Request@ballaratss.vic.edu.au marked attention Jess Bothe	After each therapy session

- b. The Therapist agrees to immediately notify Sam Sheppard Principal of information about the Student that relates to *reasonably foreseeable risk* to anyone. This includes, for example, information about the Student that relates to:
 - i. emotional, wellbeing or self-harm issues;
 - ii. aggressive or violent behaviours; and
 - iii. the Student being a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours.
- c. On request of the Principal, the Therapist agrees to attend Student Support Group meetings, and other meetings related to the Student.

4. Execution

This document is executed by the parties as a deed.

Signed:	
Date:	
Therapist Name:	
Job Title	
ABN	

Signed: _____ Date / /

**Sam Sheppard
Principal
Ballarat Specialist School**

Ballarat Specialist School

NDIS Therapist

Occupational Health and Safety (OHS) Induction Handbook



Prepared by:	Deborah Forte
Date Prepared:	28/8/2024
Review Date:	28/08/2025

28/08/2024

Dear Therapist

The Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in that requires all contractors engaged to provide maintenance, repair work, or services in [workplace] be approved prior to the commencement of any works.

Please read the attached Contractor OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in and be issued with a visitor's pass that is to be worn at all times whilst on Department premises. You will also be required to undergo a site specific OHS induction.

The following information is to be provided:

- copy of current public liability insurance certificate (Note: \$10 million minimum cover required)
- copy of current workers compensation insurance certificate (if company)¹.
- copy of trade licenses and bring original for sighting
- current Working with Children Check (where applicable)
- copy of Safe Work Method Statement /Job Safety Analysis for the high risk work to be undertaken or as mandated by the Department.

This information is to be returned to us by ASAP

Note: If you are assessed as non-compliant you will be advised to submit further evidence.

If you any questions please do not hesitate to contact Deborah Forte on 03 53341302 or deborah.forte@education.vic.gov.au

Yours Sincerely

Deborah Forte

¹ If the contractor is a sole trader, they will not have Workers Compensation Insurance, but may have income protection. Ensure that details are supplied to Ballarat Specialist School.

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INTRODUCTION

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.


The OHSMS requires all engaged contractors and sub-contractors to:

- report to the general office upon arrival at site
- complete an OHS induction using the [Contractor OHS Induction Checklist](#)
- sign in/out and ensure their visitors pass is worn at all times whilst on Department premises
- provide the following information:
 - licence numbers and/or qualification details
 - Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)
 - Workers Compensation Insurance Certificate of Currency (if not a sole trader)
 - Safe Work Method Statement (SWMS) or Job Safety Analysis (where applicable, see page 7).

DEPARTMENT HEALTH, SAFETY AND WELLBEING (HSW) POLICY






The Department has the *Health, Safety and Wellbeing Policy*, which has been endorsed by the Department Secretary and can be seen below:

Health, Safety and Wellbeing Policy




Education and Training

Scope: This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

 Management Commitment	Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:
	<ul style="list-style-type: none"> providing and integrating a robust and credible Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.
 Consultation Commitment	Consult, collaborate, and communicate with employees including health and safety representatives on:
	<ul style="list-style-type: none"> identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons health, safety, and wellbeing issue resolution provision of health, safety and wellbeing information, training, instruction, and supervision the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive workforce.
 Drive Continuous HSW Improvement Commitment	Support continual health, safety and wellbeing improvement by:
	<ul style="list-style-type: none"> improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations
 Building Capability Commitment	Support building capability by:
	<ul style="list-style-type: none"> embedding individual health, safety, and wellbeing accountabilities for all employees across the Department embedding legislative and Department health and safety requirements in all policies and procedures increasing awareness and improving utilisation of the safety supports and resources available providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.
 Risk Management Commitment	Support the prevention of workplace injuries and ill health by:
	<ul style="list-style-type: none"> strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent recurrence providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.

The Department employees, visitors, volunteers and contractors are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.



Jenny Atta
Secretary
19/01/2022

REQUIRED CONDUCT/BEHAVIOUR

All contractors are expected to abide by the workplaces code of conduct while on site. This includes:

- No smoking on school grounds or within four metres of an entrance to all Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any contractor under the influence will be dismissed.
- No offensive language is permitted on any Department premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of Department workplaces aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the principal or their delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

ACCESS ARRANGEMENTS

Access

All contractors must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school, see below:



Contractors are to restrict their movements and activities within the school to those areas and times approved/agreed to.

Traffic Management

Contractor vehicles are to enter and exit the school grounds via the following locations:

- Enter via Reception on Gillies Street
- Exit Via Reception on Gillies Street

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.


Contractors are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: **8:45am – 9:15am**
- Pick up: **2:45pm – 3:15pm**

OHS INDUCTION

Upon arrival at the site, you will be required to complete an OHS Induction covering the site specific risks.

Contractor inductions are valid for 12 months, except where the provision of a SWMS is mandated for high risk work. In this instance, the contractor must be re-inducted (see Chapters 3 and 4 of the [Contractor OHS Management Procedure](#)).



Contractor OHS Induction Checklist

The Contractor OHS Induction Handbook can be used to assist in conducting an OHS induction.

Workplace:	
Company Name:	
Contractor's Name:	
Brief Description of Work:	

Section 1

General Induction	
The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:	
Department Health, Safety and Wellbeing (HSW) Policy	Yes <input type="checkbox"/>
Required conduct/behaviour	Yes <input type="checkbox"/>
High or extreme risk as identified in the OHS Risk Register related to the works to be undertaken	Yes <input type="checkbox"/>
Security access arrangements / Traffic Management Plan	Yes <input type="checkbox"/>
Emergency management	Yes <input type="checkbox"/>
First aid and amenities	Yes <input type="checkbox"/>
Hazardous Substances and Dangerous Goods stored on site	Yes <input type="checkbox"/>
Hazard and incident reporting	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Current Asbestos Management Plan and Division 5 Audit Report	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Introduction to Asbestos Coordinator	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Confined Space Entry Permit	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Information to be provided by the Contractor	
Licence details	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A copy of the current contractors Public Liability Insurance Certificate of Currency (minimum ten million sum insured)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A copy of the current Workers Compensation Insurance Certificate of Currency	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Current Working with Children Check	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Safe Work Method Statements (SWMS)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Personal Protective Equipment (PPE)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Sign off	Name
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the Safe Work Method Statement (or equivalent).	
Contractor:	
I have provided the contractor with the relevant Department and site-specific information related to the works to be conducted.	
Workplace Representative:	

Principal or their delegate are to file copies of all completed Contractor OHS Induction Checklists.

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SAFE WORK METHOD STATEMENTS (SWMS)

A contractor is expected to supply a [Safe Work Method Statement](#) (SWMS) or equivalent template, prior to the commencement of works, based on the level of risk or **as mandated by the Department** for the following high risk work:

- confined space entry
- demolition works
- hazardous manual handling
- hot works (e.g., welding)
- powered mobile plant (e.g., forklift)
- removal or disturbance of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete.
- trenches or shafts deeper than one and half metres
- use of explosives
- use of Hazardous Substances and Dangerous Goods
- working at height (two metres or more)
- works in tunnels
- Work that is in, on or nearby:
 - artificial temperature extremes (e.g., work in an operating cool room or freezer)
 - chemical, fuel or refrigerant lines
 - contaminated or flammable atmospheres
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - roads
 - telecommunications towers
 - water/liquids that pose a drowning risk

If the proposed work requires a SWMS, the works cannot proceed until the principal and/or their delegate has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

SITE SPECIFIC HAZARDS

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the principal or their delegate must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

Animals / Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur, you must:

- do not approach any domestic animals (e.g., dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the principal or their delegate.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

EMERGENCY MANAGEMENT

Emergency Procedures

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

Leaving Site in an Emergency

All contractors are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or principal.

Evacuation Point

The evacuation point - refer to Evacuation Map on all exit doors

EMERGENCY CONTACTS

School contacts – Gillies Street Campus

Principal **Sam Sheppard** **Ext 323**

Assistant Principal **Carol Anderson** **Ext 324**

Asbestos Coordinator **Mat Gannon** **Ext 344**

Business Manager **Emma Busuttil** **Ext 327**

Office Manager **Surinder Chambers** **Ext 331**

General Office Number **Tiarna Johnstone** **Ext 100**

School contacts – Norman Street Campus (Farm Campus)

Campus Principal **Mat Gannon** **Ext 344**

Assistant Principal **Tegan Winzar** **Ext 237**

Asbestos Coordinator **Mat Gannon** **Ext 344**

Business Manager **Emma Busuttil** **Ext 327**

Office Manager **N/A** **Ext 331**

General Office Number **Hannah Quinlan** **Ext 200**

School after hours contacts

Principal: **0411 402 589**

Business Manager: **N/A**

Emergency contacts

Police: **000**

Fire: **000**

Ambulance: **000**

Poisons: **13 11 26**

FIRST AID AND AMENITIES

First Aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

HAZARD AND INCIDENT REPORTING

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
 - police for crime, injury that may not be accidental, or assault
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 11).
- Principal or their delegate is to report the incident on eduSafe Plus.