



Yarraville Special Developmental School

No. 9278

**ACCEPTING FILL (SOIL)
ONTO SCHOOL SITES POLICY**

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

Certification

School Council President

Signed *Kim Mace* Date 19/9/2017

Principal

Signed *Ashwini Sharma* Date 19/9/2017

This policy ratified at School Council meeting

19/9/2017



Yarraville Special Developmental School
Excellence In Learning

ACCEPTING FILL (SOIL) ONTO SCHOOL SITES POLICY

PURPOSE OF THIS POLICY:

To ensure that schools do not accept fill (soil) onto a school site that may pose a health and safety or liability risk.

PREREQUISITE POLICY:

- School Site Safety

RATIONALE:

The Department is aware of developers and commercial companies approaching schools to supply fill (soil) from other sites, such as new housing estate developments.

These proposals often include the supply of fill, labour to construct or refurbish bike track or playgrounds at no cost to the school, and payment from the company to the school for accepting the fill on a per cubic square metre basis.

POLICY:

School Councils are not authorized to enter into agreements to accept fill without Ministerial approval. School Councils interested in entering into such agreements must contact the Department's Infrastructure and Sustainability Division.

If the Department and School agree to accept fill onto a school site, the Department's template agreement for the acceptance of third-party fill on school sites must be executed by the Minister or Ministerial delegate and the School Council and the company, see: [Department resources](#).

FURTHER ADVICE/GUIDELINES:

School Councils must not sign any agreement or contract for the acceptance of fill without contacting the Department.

Following discussions between the School and the Department, it may be deemed appropriate to enter into further discussions with the company. Future building plans for the school will be taken into consideration as it is more expensive constructing buildings on fill.

In the event of an arrangement between the school, Department and company, the Department's standard agreement for the acceptance of third-party fill on school sites must be executed by the Minister/Ministerial delegate and the School Council and the company.

The agreement will cover issues such as health and safety, proof of cleanliness of the fill, traffic management, and liability for works, and clearly set out the responsibilities of the contractor and the school.

A contract prepared by the company will not be accepted.

The Principal acts as the school representative and is responsible for monitoring the contractor's general safety and environmental management including soil and environmental contamination and general safety practices on site during a construction project.

The school must ensure compliance with the Department's *Finance Manual for Victorian Government Schools* in relation to any payments received.

If School Councils are paying to receive the fill and/or undertaking construction or refurbishment works, the Department's procurement policies will apply, including obtaining the appropriate number of quotes.

RELATED LEGISLATION:

Occupational Health and Safety Act 2004

DEPARTMENTAL RESOURCES:

- School Financial Guidelines
- Contractual and Insurance documents

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.