



School Configuration and Structure Procedures

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1 AUTHORITY AND APPLICATION

Date of approval	27 June 2019
Source of approval	Catholic Education Commission Tasmania
Start date	30 July 2019
Date of review	June 2022
Date of amendments	N/A
Previous policies replaced by this Policy	N/A

SIGNED:



Chair of the CECT

DATE:

29.07.2019

2 RELATED DOCUMENTS

These Procedures should be considered in conjunction with the following related documents:

Policies and Procedures	<ul style="list-style-type: none">• CECT School Configuration and Structure Policy• CECT Enrolment Policy• CECT Enrolment Stream Guidelines• CECT Privacy Policy• CECT School Names Procedures• The Capital Priorities Procedures for Tasmanian Catholic Schools• Archdiocese of Hobart Asset and Property Management Policy
Applicable Laws	<p>All laws in connection with the carrying out of work or the Workplace including:</p> <ul style="list-style-type: none">• <i>The Roman Catholic Church Property Act 1932 (as amended)</i>• <i>Australian Catholic Bishops Conference – Complementary legislation for Australia pertaining to Acts of Extraordinary Administration and Alienation.</i>

3 PURPOSE

The aims of this Procedural Statement are to:

- a) Provide clear procedures for the Catholic Education Commission Tasmania and the Tasmanian Catholic Education Office to facilitate the following:
 - The establishment of a new school.
 - The restructuring or amalgamation of an existing Catholic school.
 - The closure of an existing Catholic school.
- b) To provide a procedure for the repurposing of existing assets and/or the maintenance and disposal of assets.

4 DEFINITIONS

For the purposes of this procedure:

- Archdiocesan Schools means the 35 Catholic schools and colleges owned by the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.
- CECT or Commission means the Catholic Education Commission Tasmania.
- CET means Catholic Education Tasmania and covers the Catholic Education Commission Tasmania, Tasmanian Catholic Education Office, Archdiocesan Schools and Congregation Schools.

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- Church Trust Corporation means the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.
- Congregation Schools means the three schools run by religious institutions in Tasmania (Dominic College, St Francis Flexible Learning Centre and St Virgil's College).
- Reconfiguration means a restructuring of year levels or campus(es) in an existing school.
- School means a Catholic school or college operated in the Archdiocese of Hobart.
- TCEO means the Tasmanian Catholic Education Office.
- Worker means any person who carries out work or services in any capacity for CET either as:
 - An Employee.
 - A priest or member of a religious order.
 - A contractor, subcontractor or consultant.
 - An employee of a contractor, subcontractor or consultant.
 - An employee of an employment agency or labour hire company.
 - An apprentice or trainee.
 - An external student gaining work experience or on work placement.

5 COVERAGE

These Procedures cover and apply to all Catholic school and TCEO built assets that are owned by the Church Trust Corporation and the Workers employed by the Church Trust Corporation. These Procedures also apply to Congregation Schools that operate on land owned by the Archdiocese of Hobart.

6 OBLIGATIONS AND ACCOUNTABILITIES

The School Configuration and Structure Procedures are the responsibility of the CECT with the operational oversight of the implementation of these Procedures delegated to the Commission's Executive Officer, the Executive Director of CET.

These Procedures can only be implemented with the approval of the CECT or the Archbishop of Hobart. Changes to these Procedures can only be approved by the CECT.

7 ESTABLISHMENT OF A NEW SCHOOL

- a) The process to investigate the establishment of a new School can commence by the following means:
 - the CECT instructing the TCEO to investigate the possibility of establishing a new School; or
 - the Executive Director of CET seeking the Commission's approval to investigate the possibility of establishing a new School based on

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demographic growth or enquiries from the community.

In executing either of the above options the Commission and Executive Director would seek the advice of the Archbishop of Hobart, who authorises the existence of all Catholic Education institutes in Tasmania.

- b) The Commission would instruct the CECT Resources and Sustainability Standing Committee to oversee the review process which may include the employment of an external company to investigate the options.
- c) Any investigation of options would consider the following matters:
 - Education provision and the quality of education provided.
 - Pastoral care, well-being, and equity of access.
 - Demographic trends and the impact on future enrolments, at a local, regional and system-wide level. In considering the demographic data of the area, thought should be given to the order of priority outlined in the CECT's Enrolment Policy.
 - Current Government requirements, legislative requirements, compliance matters, recurrent funding, and potential Government changes to State Education and other services, such as bus transportation.
 - Capital requirements and funding.
 - Industrial and Employer/Employee issues.
 - Charism and ecclesiastical nature of the school.
- d) If a report is commissioned from an external company, the CECT Resources and Sustainability Standing Committee will consider all options and provide a recommendation to the Commission to consider and either approve or suggest further information gathering and discernment.
- e) The Commission, once it has approved a preferred option, will provide a recommendation to the Archbishop seeking the approval to establish a new Catholic school in Tasmania, as well as provide a recommendation to the Church Trust Corporation for any approval required to purchase land or buildings.

8 RELOCATION OR RECONFIGURATION OF EXISTING SCHOOLS

- a) The process to investigate the relocation or reconfiguration of an existing Catholic school can commence by the following means:
 - the CECT instructing the TCEO to investigate the possibility of relocating or reconfiguring an existing school; or
 - the Executive Director of CET seeking the Commission's approval to investigate the possibility of relocating or reconfiguring an existing school based on changes to the local school age population demographic or upon the advice of the Schools Resourcing Committee.

In executing either of the above options the Commission and Executive Director would seek the advice of the Archbishop of Hobart, who authorises the existence of all Catholic Education institutes in Tasmania.

- b) The Commission would instruct the CECT Resources and Sustainability

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Standing Committee to oversee the review process and to investigate the options available for existing schools in consultation with the local community. This may include employing an external company to review the options.

- c) Any investigation of options is to consider the following matters:
- Education provision for the local community.
 - Pastoral care, well-being and equity of access for the local community.
 - Demographic trends and the impact on future enrolments, at a local, regional and system-wide level. In considering the demographic data of the area, thought should be given to the order of priority outlined in the CECT's Enrolment Policy.
 - Current Government requirements, legislative requirements, compliance matters, recurrent funding and potential Government changes to State Education and other services, such as bus transportation.
 - Capital requirements and funding.
 - Industrial and Employer/Employee issues.
 - Charism and ecclesiastical nature of the school moving forward.
 - The financial implications for the Catholic Education System and assets owned by the Church Trust Corporation.
- d) Any review will be conducted in close consultation with the TCEO Finance and Facilities Teams.
- e) Advice will be sought on the impact that any relocation or restructuring of a school may have on any capital grants received from the Federal and State Governments. Advice will be sought on the impact that any relocation or restructuring of a school may have on any existing loans held by that school.
- f) Recommendations are to be made by the TCEO or external consultant to the CECT Resources and Sustainability Standing Committee, which will consider all options and provide some recommendations to the Commission to consider and resolve.
- g) The Commission, once it has approved a preferred option, will provide a recommendation to the Archbishop seeking the approval to relocate or restructure an existing Catholic school in Tasmania, as well as provide a recommendation to the Church Trust Corporation for any approval required to purchase land or buildings.

9 CLOSING AN EXISTING SCHOOL

- a) The process for closing an existing Catholic School can commence by the following means:
- At the request of the Archbishop of Hobart.
 - At the request of the Religious Institution currently operating a Catholic school on property owned by the Church Trust Corporation.
 - The CECT instructing the TCEO to oversee the closure process for a School.
 - The Executive Director of CET seeking the Commission's approval to

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close an existing School based on changes to the local school age population demographic, upon the advice of the Schools Resourcing Committee.

In recommending any of the above options the Commission and Executive Director would seek the advice of the Archbishop of Hobart, who authorises the existence of all Catholic Education institutes in Tasmania.

- b) The Commission will instruct the CECT Resources and Sustainability Standing Committee to oversee the process of closing an existing School with the TCEO to carry out the necessary work associated with this process at an operational level.
- c) In the closure of an existing School consideration is to be given to, and a strategy put in place for, handling the following matters:
 - Education provision for the local community.
 - Pastoral care, well-being, and equity of access for the local community.
 - Demographic trends and the impact on future enrolments at a regional and system-wide level.
 - Current Government requirements, legislative requirements, compliance matters, funding, and potential Government changes to State Education and other services, such as bus transportation for students to travel to other schools in the area.
 - Industrial and Employer/Employee issues.
 - The impact on the local Catholic parish.
 - The financial implications for the Catholic education system and assets owned by the Church Trust Corporation.
- d) In closing a School consideration is to be given to the repurposing of assets or the maintenance and disposal of assets (refer to Sections 10 and 11 of the Procedures).
- e) Advice will be sought on the impact the closure of a School may have on any capital funding grants received from the Federal and State Governments. Advice will be sought on the impact the closure of a School may have on any existing loans held by that School and whether these loans will be serviced by the system.
- f) Advice will be sought from the Archbishop of Hobart regarding the de-consecration of Chapels or religious spaces that exist at the School and what to do with the contents of the Chapel.
- g) Advice will be sought on the storage of students records and archived material held by the School being closed.
- h) A communication and change management strategy will be developed in association with the Archdiocese of Hobart.

10 THE REPURPOSING OF ASSETS

- a) As all Archdiocesan Schools operate on land owned by the Church Trust Corporation consideration will be given to the repurposing of assets that result from the relocation, restructuring or closure of an existing Catholic School.

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- b) In the first instance, consideration is to be given to the reuse of these assets within the Catholic education system.
- c) If there is no use for these assets within the Catholic education system then the TCEO, on behalf of the CECT, will enter into discussions with the Archdiocese of Hobart regarding the repurposing of these assets by other Church Trust Corporation entities.
- d) If CET and the Church agencies within the Archdiocese of Hobart have no immediate use for the assets in question, consideration is to be given to leasing the facilities to an outside organisation through tenancy arrangements, before considering the sale of the asset.
- e) The TCEO, on behalf of the CECT, will liaise with the Archdiocese of Hobart regarding any lease arrangement and will negotiate the lease with the external organisation on behalf of the system.
- f) The TCEO will have oversight of the leased property on behalf of the Church Trust Corporation.

For further information on what to do in the lead up to a School site becoming vacant due to the relocation, restructuring or closing of a School and once the premises has been vacated, please refer to Appendix 1 of the Procedures.

11 THE MAINTENANCE AND DISPOSAL OF ASSETS

If a School site owned by the Church Trust Corporation is to become vacant due to the relocation, restructuring or closure of a School, the system has a responsibility to maintain these assets until they are either repurposed or disposed of by the sale of the asset. The management of the repurposing or disposal of assets will be carried out by the TCEO Facilities Team on behalf of the CECT.

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APPENDIX ONE – MAINTENANCE AND DISPOSAL OF ASSETS PROCESS

The following process will be overseen by the TCEO Facilities Team if an asset becomes vacant or is to be disposed of by sale.

- a) In the lead up to the closure of a School site the following actions need to be taken:
- 1) Advise the insurer that the site will be vacated.
 - 2) Advise the security monitoring company that the site will be vacated.
 - 3) Advise the Tasmania Fire Service that site will be vacated.
 - 4) Advise Tasmania Police that the site will be vacated.
 - 5) Advise the local volunteer fire brigade (if applicable) that site will be vacated so they can modify response procedures as required.
 - 6) Advise Aurora that the site will be vacated.
 - 7) Advise TasWater that the site will be vacated.
 - 8) Advise local Council that the site will be vacated. Arrange a date for final rubbish collection.
 - 9) Arrange site/security fencing, if deemed to be required.
 - 10) Arrange nightly security patrols.
 - 11) Arrange contractors for decommissioning works, including potential boarding up of windows and doors and sealing off in other areas.
 - 12) Arrange contractors for salvaging works (if any).
 - 13) Establish contractors and procedures for repairs and maintenance (preventative maintenance, broken glass, graffiti, general damage, etc.).
 - 14) Establish site contact details for after closure, and circulate to relevant authorities and stakeholders.
 - 15) Investigate tenancy options to maintain a presence on site (temporary, short – medium term).

The CET Executive Director will liaise with the Archdiocese of Hobart regarding these actions and will instruct the TCEO Facilities Team to oversee the carrying out of these actions on behalf of the system.

- b) Upon closure of a School site the following actions need to be taken:
- 1) Ensure all keys are returned to school office and collected by the TCEO.
 - 2) Turn off water supply and all stop taps.
 - 3) Turn off power supply to distribution boards, depending on arrangement of electrical distribution for essential services (fire detection and alarm system, including monitoring device).
 - 4) Establish site/security fencing if deemed to be required.
 - 5) Commence nightly security patrols.

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- 6) Potential boarding up of windows and doors and sealing off in other areas.
- 7) Implement procedures for repairs.
- 8) Implement grounds maintenance program.
- 9) Continue routine maintenance program.
- 10) Commence preventative maintenance program (mainly mechanical components, etc.).
- 11) Undertake thorough site inspection of all buildings and site area to ensure all closure requirements have been attended to.
- 12) Investigate tenancy options to maintain a presence on site (temporary, short – medium term).

The CET Executive Director will liaise with the Archdiocese of Hobart regarding these actions and will instruct the Facilities Team to oversee the carrying out of these actions on behalf of the system.

- c) Regarding longer term management of a vacant school site, the following actions should be taken:
 - 1) Investigate tenancy options to maintain a presence on site (temporary, short – medium term).
 - 2) Site valuation for divestment purposes.
 - 3) Discussion with real estate agents regarding potential sale of the property.

The CET Executive Director will liaise with the Archdiocese of Hobart regarding these actions and will instruct the TCEO Facilities Team to oversee the carrying out of these actions on behalf of the system.

- d) Any recommendation for disposal of a school asset is to be forwarded to the CECT and then forwarded to the Church Trust Corporation for approval and recommendation to the Archbishop of Hobart for approval.

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