

BUILDINGS AND GROUNDS POLICY

1. **Rationale:**

- 1.1 Students have the right to learn and play in a school environment that is safe, secure, attractive and stimulating. Similarly, staff have the right to work in a safe, secure and attractive environment.
- 1.2 The school buildings and surrounds need to be safe and secure for visitors and those who pass by.

2. **Aims:**

- 2.1 To ensure that the school's buildings and surrounds are maintained and further developed to be safe, secure and attractive.
- 2.2 To monitor, update and implement both short and long term plans for buildings and grounds maintenance and improvement.

3. **Implementation:**

- 3.1 Each year the School Council will appoint a 'Buildings and Grounds' subcommittee, which will meet monthly during the school year. It will keep School Council informed about all matters to do with buildings and grounds by reporting on issues and presenting recommendations at each council meeting.
- 3.2 The sub-committee will be responsible for:
 - monitoring the condition of the buildings and grounds
 - planning and organizing long and short term maintenance and improvements
 - organising working bees
 - submissions for additional facilities, or disabilities and impairments resources
 - receiving and acting on the monthly Safety Audit.
 - coordinating major and minor projects funded either locally or by DET.
- 3.3 The Workplace Asbestos Coordinator will be on the Buildings and Grounds subcommittee. The Workplace Asbestos Coordinator will ensure that all members of the Buildings and Grounds Subcommittee understands the Asbestos Management Plan and the risks associated with asbestos.
- 3.4 The Workplace Asbestos Coordinator, by referencing the Asbestos Management Plan, will ensure that any buildings and grounds work will not pose a risk in locations where Asbestos is identified.
- 3.5 In conjunction with the Principal, the Buildings and Grounds subcommittee will coordinate matters associated with buildings maintenance, including audits, tenders and works associated with Physical Resource Management System (PRMS) funding.
- 3.6 A yearly plan will be developed by the Buildings and Grounds subcommittee to prioritise projects and develop and manage the budget.

- 3.7 The subcommittee will actively seek and encourage additional members with specific expertise as needed, engage consultants when desirable, and is expected to work closely with the Finance sub-committee.
- 3.8 An annual budget comprising of locally raised funds, PRMS funding, as well as Maintenance and Minor Works allocations will be formulated by the Buildings and Grounds Subcommittee.
- 3.9 School Council approves the use of workers carrying out court induced community service orders for routine maintenance projects.
- 3.10 For Work Cover purposes School Council will annually approve the use of volunteer workers.

4. Evaluation:

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. Ratified on 17th July 2017.