



# Carrum Primary School 3385

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## **Building and Grounds Policy**

### **Rationale:**

Students have the right to work and play in a school environment that is safe, secure, attractive and stimulating. Similarly, staff have the right to work in a safe, secure, functional and attractive environment.

### **Aims:**

To ensure that the school's buildings and surrounds are maintained and further developed in a safe, secure and attractive manner.

To monitor, update and implement both short and long-term plans for buildings and grounds improvement.

### **Implementation:**

- School Council will appoint a 'Buildings and Grounds' subcommittee which will meet and report on issues and present recommendations relating to buildings and grounds matters at each council meeting.
- The sub-committee will be responsible for the ongoing maintenance and improvement of the grounds and buildings.
- The sub-committee will co-ordinate regular working bees according to needs.
- The sub-committee is required to consult with the school council and the 'Grounds Development Plan' prior to embarking upon any facilities or grounds improvement projects for the year.
- All matters associated with buildings maintenance, including audits, tenders and works associated with Physical Resource Management System (PRMS) funding, will be coordinated by the Buildings and Grounds sub-committee.
- The sub-committee will coordinate major and minor projects funded either locally or by DEET.
- Submissions for additional facilities, or disabilities and impairments resource submissions will also fall under the jurisdiction of the buildings and grounds sub-committee.
- The sub-committee is actively encouraged to second extra members with additional expertise at times of major projects, engage consultants when desirable, and is expected to work in close unison with the Finance sub-committee.
- School Council approves the use of workers carrying out court induced community service orders for routine maintenance projects.
- For WorkCover purposes, it will be minuted annually that School Council approves the use of volunteer workers to carry out school work.

### **Evaluation:**

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

**This policy was ratified by School Council on 21/11/17**

**Due for review November 2020**