

# RESOURCE MANAGEMENT

## POLICY

### Rationale:

- To ensure that students work and play in a school environment that is safe, secure, attractive and stimulating, and that staff are provided with facilities and resources that meet their needs, the school's resources need to be planned and managed in an effective and efficient manner.

### Aims:

- To ensure that the school's buildings, facilities 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, facilities and grounds improvement.
- All over-entitlement buildings and facilities are adequately insured.

### Implementation:

- School Council will meet and report on issues and present recommendations relating to buildings, facilities, resources and grounds matters at each council meeting.
- The School Council will be responsible for organising and implementing grounds maintenance contracts and rosters, as well as organising working bees for grounds development projects.
- All matters associated with buildings maintenance, including audits, tenders and works associated with maintenance funding, will be coordinated by the School Council.
- The School Council will coordinate all major and minor projects funded either locally or by Department of Education, as well as coordinate all resources, equipment and furniture upgrades and purchases.
- All contracts, including cleaning contracts, waste disposal and service contracts will be coordinated by the School Council, as will be contracts for the hiring of premises or facilities.
- Submissions for additional facilities, or disabilities and impairments resource submissions will also fall under the jurisdiction of the School Council.
- The School Council 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 School Council.
- A strategy that allows for and manages depreciation is required to be developed and applied.
- 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 related work. A register of volunteers will be maintained for all activities and presented to school council for approval.
- Insurance matters or damage to resources are directed to Liability Management Branch.

### Evaluation:

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

This policy was last ratified by School Council in...

**March 2015**