



NEERIM SOUTH PRIMARY SCHOOL

Buildings and Grounds Policy



Respect

Learning

Teamwork

Perseverance



Help for non-English speakers.

If you need help to understand the information in this policy, please contact 03 5628 1254.

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 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, when required, 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 organising and implementing grounds maintenance contracts and rosters, as well as organising working bees for grounds development projects when appropriate.
- The sub-committee is required to consult any approved school council 'Master Plan' 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 Asset Information Management System (AIMS) 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 Department of Education and Training.
- All contracts, including cleaning contracts, waste disposal and service contracts will be coordinated by the sub-committee, as will be any 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 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 insurance purposes it will be minuted annually that School Council approves the use of volunteer workers to carry out work for the school

Evaluation:

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

Revision History:

Date	Description	Author
11/09/2023	Approved and endorsed by School Council	Buildings& Grounds Committee