

TALBOT PRIMARY SCHOOL

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 be advised on all matters relating to buildings, facilities, resources and grounds matters at each council meeting and decisions made for any necessary work.
- All matters associated with buildings maintenance, including audits, tenders and works associated with Physical Resource Management System (PRMS) funding, will be coordinated by the Principal
- All contracts, including cleaning contracts, waste disposal and service contracts will be coordinated by the Principal, 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 Principal.
- School Council approval is sought to use 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 schoolwork.
- 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....

2014

Principal's signature: _____

School Council President's signature: _____

Date: _____