



St Joseph's Catholic School

Queenstown

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.

PROCEDURES

- The Building and Maintenance Committee of the St Joseph's Catholic School Board of Management will regularly discuss and develop recommendations, building and maintenance schedules and works programs relating to assets, buildings and grounds matters.
- The Committee will consult school's Strategic Plan and school budget allocation for Buildings and Maintenance at all times prior to considering any facilities or grounds improvement projects for the year.
- A prioritised schedule of works will be developed annually and presented to the full Board for ratification by the Board.
- The Board will set aside an annual budget, including funds made available by the Parents and Friends Association for resource management.
- The Building and Maintenance Committee will be responsible for organising and implementing grounds maintenance contracts and works.

- The school's assets will be engraved or marked accordingly, documented electronically, will be subject to annual stock-takes and will only be loaned or disposed of in accordance with appropriate requirements.
- Staff and Board members will have considerable input into decisions regarding the purchase or replacement of assets.
- School security strategies that ensure the safety of assets will be employed. (Refer to Security Policy.)
- Inspections and surveys of buildings and surroundings will be carried out regularly.
- All instances of graffiti, vandalism or wilful damage will be reported to police and promptly removed or repaired.
- Any loss, destruction or damage to the school's assets will be investigated and reported to the Board.
- Donated assets purchased from school-raised funds will be identified as such.
- A 'Maintenance Folder' will be used by staff to ensure resources are well-maintained and compliant with OH & S requirements.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

Implemented February 2006; modified March 2010