

TERANG COLLEGE

Maintenance & Urgent Works

POLICY (Operations)

1. RATIONALE

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

2. AIMS

- 2.1. To ensure the College's buildings and surrounds are maintained and further developed in a safe, secure and attractive manner.
- 2.2. To monitor, update and implement both short and long term plans for buildings and grounds improvement.

3. IMPLEMENTATION

- 3.1 Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Ministerial Orders and Acts.
- 3.1. College Council will appoint a Buildings and Grounds sub-committee which:
 - 3.1.1 appoint a convenor of the sub-committee.
 - 3.1.2 will meet once a term and report on issues.
 - 3.1.3 will include the staff OH & S appointee as a member
 - 3.1.4 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.
 - 3.1.5 will develop and monitor a College Council Master Plan and Grounds Development Plan prior to embarking upon any facilities or grounds improvement projects for the year.
 - 3.1.6 present recommendations relating to buildings maintenance, including audits, tenders and works associated with maintenance funding to College Council meetings.
 - 3.1.7 will monitor major and minor project operations funded either locally or by the Department of Education.
- 3.2. Maintenance Work:
 - 3.2.1 Pending funding, the Principal will engage the services of a maintenance person on a regularly basis.
 - 3.2.2 All maintenance work will be managed internally as follows:
 - 3.2.2.1 A Hazard Report and Maintenance Notification form must be completed for all works.
 - 3.2.2.2 The Notification is then considered by the Maintenance Employee (as per 3.2.1) who will either complete the work or discuss, if necessary, the notification with the Principal, Assistant Principal, business manager or staff OH & S appointee.
 - 3.2.2.3 In the consultation together, either the maintenance person or the business manager will instigate the works of a tradesperson.
 - 3.2.2.4 The maintenance person will monitor the work and record on the Notification form when work is complete and return this form to the business manager.
- 3.3. Urgent Works:
 - 3.3.1. Urgent Works is work which must be instigated 48 hours after it occurs due to the possible impact on the safety of the College community.
 - 3.3.2. Urgent Works will be reported to either the Principal, Assistant Principal, business manager or staff OH & S appointee who will instigate immediate works.
 - 3.3.3. The person reporting the Urgent Work will complete a Hazard Report and Maintenance Notification form and give to the Business Manager.
 - 3.3.4. Urgent works completed will be made available to College Council.

- 3.4. Improvement Funding:
 - 3.4.1 The College community will be given the opportunity, during term three of each year, to submit suggested buildings & grounds improvements, which must have the necessary quotes attached, to be considered for funding in the following year.
 - 3.4.2 Improvement funding submissions will be prioritised by the Buildings & Grounds sub-committee by the end of term 3 and recommended to College Council Finance Committee for consideration in preparing the Annual Budget for the following year.
- 3.5. The Special Needs Co-ordinator will consult with the Buildings & Grounds sub-committee for any submissions and works for additional facilities for disabled or impaired students.
- 3.6. The Principal:
 - 3.6.1 will instigated and co-ordinate all maintenance and urgent works approved by either the Buildings and Grounds sub-committee or College Council.
 - 3.6.2 will approve the use of workers carrying out community service orders for routine maintenance projects.
- 3.7. For WorkCover purposes, it will be minuted annually that College Council approves the use of volunteer workers to carry out work and a list of volunteers will be registered for each activity and presented to Council for approval.

4. EVALUATION

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

Approved by College Council 20/08/2018