

POLICY ON PROPERTY MANAGEMENT

POLICY STATEMENT

The Board of Trustees will maintain school property, plant and equipment in order to achieve an environment that is safe, hygienic and conducive to teaching and learning.

PURPOSE

- a. To plan for long term maintenance of all property, plant and equipment.
- b. To plan for the long term property development of the school.
- c. To prepare annually a statement outlining maintenance requirements and the cost to the budget.
- d. To provide a safe working and learning environment, every year developing and implementing a programme which aims to encourage safe practices and reduce hazards.
- e. To comply with all occupational Health and Safety Codes and the required Acts in Health and Safety, and with the conditions of the property occupancy agreement.

GUIDELINES

1. The Board of Trustees defines responsible for Property as in the attached procedures.
2. The annual budget must provide for ongoing maintenance to existing property, plant and equipment.
3. A 10 year property maintenance plan is provided and updated annually, and a hazard register is maintained.
4. The school complies with all requirements for health and safety, including local body regulations.
5. Operational responsibility is held with the Resource Committee on behalf of the Board of Trustees.

Adopted: 21 September 1999

Reviewed: 19 August 2008