

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: **ENVIRONMENT**

602 – SANITATION, REFUSE, GROUNDS, & MAINTENANCE

Responsibility: School Council, Sub-Committee, Principal

This Policy was last ratified by School Council in October 2025.

PURPOSE:

Katandra West Primary School will maintain and improve the school grounds. The grounds and surrounds are to be kept clean and tidy to ensure a safe and pleasant environment for students and staff to work and play in. Katandra West Primary School will carry out identified works to the school facilities. The school facilities should be kept in good condition with identified repairs and maintenance from the AIMS funds allocated for this purpose.

GUIDELINES:

- A School Council Environment Sub-Committee shall be established, with a leader.
- Maintenance, design, care and improvements to the grounds shall be the responsibility of the Environment - Grounds Committee, in conjunction with the School Council and Principal.
- When several garden jobs are required, a working bee may be organised under the direction of the leader of the Environment Committee, with advice from the Principal.
- Local tradesmen can be employed to perform tasks where specialist skills are required, under the supervision of the Principal and School Council.
- A gardener / lawn mower operator shall be employed when necessary to carry out the ground's maintenance. A Budget allocation will cover this cost.
- A person will be allocated the duty of watering the grounds when required.
- Money shall be allocated for mowing, fuel, maintenance also running costs and maintenance of the grounds sprinkler system and pump.
- The children will be involved in the garden and grounds upkeep under the direction of Staff.
- The refuse collection contract will be renewed as required.
- It is the responsibility of the Principal and School Council President to negotiate the costs and regularity of collections with the contractor and then report on the Contract to the School Council.
- The Principal and the School Council President are responsible for the supervision of the refuse collection contract.
- The refuse collection contract is renewable with the Principal signing the contract with the contractor, for a negotiable figure.
- The contract for the regular replacement of the sanitary disposal units in the toilets is also the responsibility of the Principal.
- The school pays the contractor for carrying out the servicing of the sanitary disposal units on a regular basis.
- The Principal is responsible for the supervision of the regular servicing of the sanitary disposal units by the contractor.
- Identified repairs and maintenance to the school facilities will be arranged through the Principal or School Councillors.
- Local tradesmen, where possible, will be employed to perform identified repairs and maintenance tasks. They will work according to specification under the supervision of the Principal.
- The Principal, in consultation with the School Council, may vary this Policy if circumstances require it.