

## KINMA SITE MONITORING MATRIX

**Mission:** To manage Kinma's internal and external environment to ensure it is clean, safe, aesthetic, culturally sensitive and sustainable.

**Kinma Values:**

Environmental understanding  
Aesthetics  
Physical competence  
Collaboration and cooperation  
Clear communication  
Bush environment  
Risk taking

**Roles:**

Council - approval, monitoring, reporting  
Portfolio delegate - development, implementation, communication  
Administrator - day to day management  
Expert parents - implementation  
Kinma community - implementation

**Links:**

Social / community  
Education  
Budget / Finance  
Communication  
Information

	<b>Budget</b>	<b>Planning</b>	<b>Implementation</b>	<b>Monitoring</b>	<b>Communication</b>
<b>Person Responsible</b>	<ul style="list-style-type: none"> <li>▪ Council</li> <li>▪ Committee</li> <li>▪ Administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council</li> <li>▪ Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committee</li> <li>▪ Administrator</li> <li>▪ Expert parents</li> <li>▪ Community</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council</li> <li>▪ Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committee</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>▪ Adequate funding</li> <li>▪ Budget spent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual plan</li> <li>▪ Term plans</li> </ul>	<ul style="list-style-type: none"> <li>▪ Actions done</li> <li>▪ Contracts managed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reports to Council</li> <li>▪ Accountability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Informed community</li> </ul>
<b>Tools</b>	<ul style="list-style-type: none"> <li>▪ Annual plan</li> <li>▪ Annual budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ OHS guidelines</li> <li>▪ DoCS guidelines</li> <li>▪ Playground standards</li> <li>▪ Sustainable schools guide</li> <li>▪ Bush regen site plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contracts</li> <li>▪ Working Bees</li> <li>▪ Delegated jobs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Critical event register</li> <li>▪ Complaints register</li> </ul>	<ul style="list-style-type: none"> <li>▪ Newsletter</li> <li>▪ Annual report</li> <li>▪ Web</li> <li>▪ Class meetings</li> <li>▪ Community meetings</li> <li>▪ Parent handbook</li> <li>▪ Class rep's</li> <li>▪ Council briefings</li> </ul>