

Reimbursement for utility use and library establishment costs

The Department of Education and Training will cover additional water and/or electricity costs as a result of a school's P21 project.

The school Principal should contact the School Financial Support Unit (ph: 13 10 72) if additional P21 water and electricity costs cause the school to exceed the utilities allocation in its global budget.

Schools can be reimbursed for reasonable additional staff time required to establish the library

The Managing Contractor will make sure that the school's library resources are returned to the new or refurbished library at the end of the project.

The school is responsible for unpacking the resources and establishing the library so that it meets the school requirements.

The BER Program Office will reimburse schools if they need to employ additional staff to help establish the new library. The aim is to make sure that any potential impact on the schools teaching and learning programs are minimised during this period.

To have staff costs reimbursed the school principal must provide the BER Regional Program Director with a Casual Employment Payment System (CEPS) invoice. The cost will be covered from the school's project budget in the first instance and then by the IPO's contingency allowance if the project budget is insufficient.

To get more information, school principals should contact their Regional Program Director or Principal Liaison Officer.

School Principals can access current contact details through the DET Intranet at:

<https://detwww.det.nsw.edu.au/deptresources/majorprojects/ber/contactus/primarysch/index.htm>