



## PROPERTY POLICY

### NAG 4(iii)

#### **RATIONALE:**

To comply with the National Administrative Guideline 4(iii) which requires the Board to administer any current asset management agreement and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for our community.

#### **PURPOSE:**

To minimise disruption to day-to-day operations through facility or service breakdown and to ensure all buildings and grounds support the changing needs of our school.

#### **GUIDELINES:**

1. The Board will endeavour to provide suitable buildings and equipment for effective curriculum delivery according to the national curriculum.
2. The Board will maintain the school's buildings and equipment in order to offer the students and staff a clean, safe and healthy learning and working environment.
3. The Board will take all practicable steps to ensure that all buildings and facilities comply with Health and Safety at Work Regulations and associated standards and relevant legislation.
4. The Board will have in place an effective annual programme for general maintenance of buildings and grounds, cleaning and caretaking. The programme will maintain the supply, repair and replacement of equipment, furniture and stores.
5. In addition to the annual maintenance programme, the Board will have a Five-Year Property Plan and a Ten-Year Cyclical Maintenance Plan which will be reviewed at least annually.
6. The Board requires that buildings are properly secured and monitored at times outside normal school hours.
7. The Board will ensure that all new construction projects have a project manager assigned and establishes governance mechanisms as identified in the MOE Project Management Guidelines.
8. The Board will ensure that maintenance projects with a cost greater than \$100,000.00 have a project manager assigned and establish governance mechanisms as identified in the MOE Project Management Guidelines.

A formal Licence to Occupy will be required by outside parties which operate from the school buildings. This Licence to Occupy will be signed in accordance with the requirements set out by the Ministry of Education. Outside parties will liaise with the school through the Principal (or delegated representative) and will be responsible for any ongoing costs associated with the running of their operation.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

| New/Reviewed        | Tabled  | Adopted  | Signed                                    |
|---------------------|---------|----------|---|
| New                 |         | 30/10/90 |   |
| 5/9/95 and 17/10/95 | 26/9/95 | 24/10/95 |   |
| 21/3/00             |         | 4/4/00   | By Joan Titman, Board Chairperson         |
| 1/10/02             |         | 5/11/02  | By Andrew Stewart, Board Chairperson      |
| 13/4/05             | 3/5/05  | 7/6/05   | By Andrew Stewart, Board Chairperson      |
| 19/6/07             | 3/7/07  | 7/8/07   | By Richard Griffin, Board Chairperson     |
| 15/9/09             | 6/10/09 | 3/11/09  | By Richard Griffin, Board Chairperson     |
| 15/11/11            | 7/8/12  | 4/9/12   | By Rob Gosling, Board Chairperson         |
| 3/11/15             | 1/3/16  | 1/3/16   | By Robyn van der Sande, Board Chairperson |
| 3/2019              | 6/2019  | 6/8/19   | By Kevin de Jong, Board Chairperson       |