

WAITAKERE COLLEGE

Section D **FINANCE and PROPERTY**

Policy: **Property Management**

Date of Review: **August 2020**

Reviewers: **Principal, Property Manager, Accounts Administrator**

Goal

To ensure all College property is efficiently and properly managed.

Objectives

- 1 To maximise the efficient life of all property and grounds assets.
- 2 To spend Property/Ground budgets wisely.
- 3 To ensure the 10 Year cyclical maintenance plan and 5 Year property plans are in place and regularly reviewed.

Guidelines

- 1 The Property Manager and/or Accounts Administrator annually will review and monitor all relevant agreements such as power, cleaning and security contracts.
- 2 Compliance with local body and other relevant legislation will occur in regard to the College's equipment, buildings and grounds and the Property Manager will ensure the College obtains its building Warrant of Fitness.
- 3 Compliance with the conditions of the property occupancy agreement will occur.
- 4 As necessary, liaison with the MoE Property relevant role-holders will take place.
- 5 The Board of Trustees will establish a Property Sub-committee which will meet regularly to oversee property issues and report to the Board.
- 6 The Property Manager will be delegated responsibility to ensure accurate records and site maps are kept concerning property and ground matters.
- 7 The Property Manager will oversee the implementation of those aspects of the College's Health and Safety programme that relate to property and grounds, especially hazard identification, minimisation, isolation or eradication.
- 8 The College will operate and regularly review the 10 year property plan of cyclical maintenance to ensure all property is maintained to as high a standard as possible.
- 9 The College will operate and regularly review the 5 Year Property Plan to identify building and development priorities.

10 A furniture and fittings plan will operate, identifying curriculum priorities and replacement and upgrades to ensure that learning goals can be met.

Chairperson

Principal

Date