

PROPERTY POLICY

NAG 4(iii)

PURPOSES:

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 students.

POLICY:

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 ensure that all buildings and facilities comply with Occupational Health and Safety 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 medium term (five-year) and a long term (ten-year) maintenance and capital works plan which will be reviewed at least annually.
6. The Board requires that buildings are properly secured 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.

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

LONG BAY COLLEGE PROPERTY POLICY : PROCEDURES

1. Plan and budget annually a programme of maintenance of buildings, grounds and facilities.
2. The Property Manager will carry out the planned maintenance programme and repair other damage when and as it occurs.
3. The Property manager will report to the Board Property Sub Committee at each of its meetings, outlining progress of the current maintenance programme and significant other repairs.
4. Each year the long term maintenance plan will be reviewed and amended as required in order to ensure the long term maintenance of the buildings, grounds and facilities.
5. Ensure a project manager and associated governance mechanism is established for all new construction projects.
6. Ensure a project manager and associated governance mechanism is established for all maintenance activity with a cost greater than \$100,000.00.