

PROPERTY / BUILDINGS POLICY



Rationale

The Board of Trustees must meet the requirements of Nag 4 and 5 [Ministry of Education - The National Administration Guidelines \(NAGs\)](#) and other relevant legislation.

The buildings and physical condition of the College contribute to creating a positive learning environment. Buildings/equipment/grounds should be well maintained, attractive, clean and safe.

Guidelines

1. The College will have a ten year maintenance plan (property/buildings) and within financial constraints implement it through the annual budget cycle. The plan will be reviewed and updated tri-annually and a summary will be published on the College website.
 2. The plans will also set out future possible developments of the buildings, grounds and facilities and equipment. It will also clearly identify new capital works, building/facilities, and refurbishment of existing buildings/facilities/equipment. The plan will demonstrate clear links with:
 - (a) MoE modernisation and other grants
 - (b) School fundraising
 - (c) Curriculum development
 - (d) The College Strategic and Annual Plans
 3. The Executive Officer and Principal with the BoT Finance and Property Committee will be responsible for the implementation of these plans.
 4. All projects over \$10,000 will be tendered and at least three quotations sought. The procurement threshold for seeking competitive tenders on GETS is \$100,000. Projects under \$100,000 may be entered on GETS at the discretion of the Finance & Property Committee. Projects under \$10,000 will be tendered at the discretion of the Principal.
Any exceptions will be made in consultation with the Principal, Chairperson and Subcommittee Chairperson.
 5. The Business Manager/Principal will ensure the College property, buildings, and equipment are secure, insured and their use monitored.
 6. The Business Manager and Principal will work to ensure that income is maximised from the community use of buildings and property.
 7. Health and Safety – Please refer to the Safe Colleges Policy.
-