# Operational Policy: Property Management (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) will, wherever possible, provide a suitable environment for ākonga and staff working at all BLENNZ sites. BLENNZ will endeavour to maintain buildings and grounds for which it has a direct responsibility, to a high standard of safety and compliance in terms of its Property Occupancy Document (POD)\*\*. BLENNZ will liaise with host schools, the Ministry of Education, Property Management firms and other occupants of shared sites, to ensure maintenance of Visual Resource Centres and outpost offices is carried out in accordance with each host school’s 10 Year Property Plan (10YPP).

Any BLENNZ property management responsibilities for Visual Resource Centres and outpost offices based at host schools will be as documented in the Ministry of Education’s Variation to the Host School’s POD.

\*\* The POD is between the Ministry of Education as landlord and the Board of Trustees as tenants. It is a legally binding document that is not negotiable. It reflects all current Ministry of Education and legal requirements.

## The Ministry’s Role:

* As the owner the Ministry acts as the landlord.
* It provides the Property Occupancy Document
* It is responsible to the Government for ensuring Boards care for school property and make best use of property funding.
* It develops policies and procedures.
* It approves and funds 10 Year Property Plans.
* It works with schools to develop quality property solutions.

## Policy Requirements:

BLENNZ will:

* Maintain all sites for which it is directly responsible. This includes its Homai Campus site and any stand-alone Visual Resource Centres.
* Upgrade and modernise the buildings for which it is directly responsibile as required.
* Plan for new capital works (new buildings and services) through its Annual and Strategic Planning cycles.
* Make sure the BLENNZ Charter outlines how its property will contribute to raising ākonga achievement.
* Make sure that any property work undertaken complies with all legal and Ministry of Education requirements.
* In consultation with the Ministry of Education, develop a 10 Year Property Plan to ensure its property continues to provide the best learning environment for ākonga.
* Oversee the day-to-day maintenance of its buildings to keep them in good order and repair.
* Maintain a fixed asset register for renewal and replacement of equipment associated with maintenance of property.

## Supporting Documentation:

[Link to MOE Website: State School Property Management and POD](https://www.education.govt.nz/school/property-and-transport/roles/state-schools/#baord)

POD agreements with Host Schools. These can be found on Main Drive/Property Occupancy Documents.

Approved: 

Date: December 2021

Next Review: 2024