

# Finance and Property

## Property Management Policy

### Rationale

While buildings used by the Northern Health School (NHS) are generally provided by other organisations, the Board is responsible for checking that the buildings and property are appropriate and correctly maintained for NHS purposes.

### Purposes

- a) To comply with the conditions of any property occupancy agreements.
- b) To respond to maintenance issues as they arise.
- c) To ensure that school buildings meet health and safety requirements and procedures.
- d) To establish a system for renewing and replacing furniture, furnishings and equipment as part of the budgeting process.

### Guidelines

- a) The Board will ensure that buildings and property are appropriate, maintained and meet health and safety requirements, in accordance with the 2023 Ministry Property Occupancy Document (POD). The day-to-day administration is the responsibility of the Principal.
- b) The Principal, or relevant senior teacher, is responsible for notifying the appropriate landlord, Ministry leasing division, or host school, immediately should emergency maintenance be necessary.
- c) Unit staff will regularly identify health and safety risks and maintenance issues as part of the school's Health and Safety programme.

Adopted	<u>August 2023</u>
Presiding Member	_____
Review Date	<u>March 2026</u>