



Version 1 | Mahi Tuatahi
Effective Date | Whakamana tahito: February 2024 | Pēpuere 2024
Next Review | ā houanga arotake: February 2027 | Pēpuere 2027
Policy Owner | Rangatira Kaupapa Māhere: Chief Operating Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief Executive Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- a) To ensure correct delegations for capital work, repairs and maintenance and cleaning of Whānau Manaaki Kindergarten (HWM) buildings.
- b) To ensure that all development and enhancement of kindergarten buildings are completed in a timely and planned way to ensure positive learning outcomes for children and provide a safe working environment for staff.
- c) To ensure that HWM receives excellent service from any tradesperson engaged by Whānau Manaaki.

Background

Whānau Manaaki is committed to maintaining a safe, efficient, and comfortable environment for all our people, visitors and contractors in our facilities. This Policy outlines the guidelines, responsibilities, and procedures to ensure the effective management and upkeep of our facilities, as assets critical to our operations.

Applies To | Ko Wai Whakahāngaitia

Facilities Team, Kindergarten Teams, Kindergarten Parent Groups

General Principles | Mātāpono Whānui

Maintenance and Repairs

1. All properties will be maintained to a standard which ensures that they are compliant with appropriate legislation and local council by-laws.
2. Whānau Manaaki undertakes regular audits of all buildings. From these audits a property programme is developed to address maintenance and capital development projects.
3. Regular inspections and maintenance of facilities will be conducted to identify and address issues promptly.
4. All requests for maintenance including emergency maintenance must be registered on the online property system.



5. Approval for all building development or enhancement work by individual kindergartens must have received approval from the Senior Facilities Manager before it is undertaken.
6. All maintenance and repairs will be carried out by qualified personnel or approved contractors to ensure quality and compliance with safety standards.
7. Whānau Manaaki is responsible for all repairs and maintenance that pertain to the structural integrity of the building and grounds.
8. Whānau Manaaki are responsible for repairs and maintenance of playground equipment and the playground environment.

Building Development

9. Individual kindergartens will be notified when work is to be carried out in their kindergartens and be consulted with during the planning and design of work to be undertaken.
10. Work will be prioritised in an equitable way across all Whānau Manaaki properties based on the following criteria:
 - a. Regulatory or Legislative compliance
 - b. Building and environment conditions, including persistent failures or issues.
 - c. Regularly cycled maintenance requirements e.g. roofing, gates and fences or heat pump replacement.
 - d. Suitability for purpose, i.e., in the event of model changes.

Health and Safety

11. All facilities must adhere to relevant health and safety regulations and codes.
12. Emergency exits, fire extinguishers, alarms, and other safety equipment will be regularly inspected and maintained.
13. Maintenance and development of kindergartens will be conducted outside of child hours whenever possible. Where this is not possible the Senior Facilities Manager, or someone with their delegated authority, shall work with the Head Teacher to ensure the children's and staff safety is paramount at all times. This will include an appropriate Health and Safety induction of contractors to the site and the addition of new hazards to the site Hazard Register for the duration of the works.





14. All licensing and regulatory conditions relating to the physical environment and Health and Safety will be observed and any remediation required addressed as a matter of priority.

Emergency Situations

15. Emergency maintenance procedures will be in place to address urgent situations affecting safety and operations.
16. When an emergency property repair work is identified, whether during operational hours or not, teachers must in the first instance use the Approved Contractors List to source a suitable tradesperson. If this is not possible contact must be made with either the Senior Facilities Manager or a Senior Teacher and a Senior Leader. Whānau Manaaki must be advised of all emergency property repairs, either before or after the repairs have been undertaken.
17. Any work undertaken in an emergency without the knowledge of a Senior Manager must be only to ensure that further damage to the property does not occur. All remedial work beyond this must be authorised by a Senior Leader.

Security:

18. All contractors will also be entered into our HRMS Tūhonohono to ensure the appropriate management of safety checking where necessary.
19. Any information shared relating to the security systems and out of hours entry to Whānau Manaaki property and buildings shall be done so only with approved contractors and at the direction of the Senior Facilities Manager. This information should be treated with the utmost confidence.
20. The Senior Facilities Manager will maintain a list of Whānau Manaaki approved tradespersons. This list will be available to kindergarten teachers and parent groups.

Cleaning of Whānau Manaaki Workplaces:

21. All cleaning contracts for kindergartens must be authorised by a member of the Senior Leadership Team.
22. It is expected that the day-to-day requirements and relationships of the cleaning contracts are managed at the kindergarten or office.
23. In instances where there are matters arising it is expected that the kindergarten or office-based team:
 - a. Check the agreement for the list of services provided to ensure that what is in issue, is within the scope of the contracted service.





- b. Raise this issue with the cleaner themselves, in a respectful and clear way.
 - c. If the issue is not resolved to the team's satisfaction, escalate the matter to their supervisor and/or the contact holder. It is important that the contractor have the opportunity to rectify the issue before facing any potential penalty.
 - d. If there has still not been a satisfactory outcome then the matter may be escalated to the Chief Operating Officer for resolution.
24. In instances where additional services or cleans are required from the cleaning contractor this must be authorised by a member of the Senior Leadership Team.

Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

- Building Act
- Resource Consent Act
- Insurance Specifications
- New Zealand Standards for Playground Development
- OSH Policies for adults and children
- Education and Training Act 2020
- Licensing criteria for centre-based and home-based ECE services

Related Procedures or Processes and Documents | **Pākanga Tukanga me Pukapuka**

- Financial Management Policy
- PA1 Property and Acquisitions Form
- PA2 Approval for Property and Acquisitions Form

Policy Review Cycle | **Kaupapa Arotake Hurihanga**

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





PA 1 Property and Acquisitions Form Name

Prior to completing this form, we advise you to read through the Property and Acquisitions Policy

Property and Acquisitions Form

PA 1

- This form must be completed **PRIOR** to beginning a building project* or purchasing IT equipment, whiteware & resources costing over \$500 or any other purchase over \$2000
- This form must be sent to WMK (Lupeni.Aitogi@wmkindergartens.org.nz) **BEFORE** work commences or purchase is made.
- Permission whether or not to proceed with the work or purchase will be provided within 15 days from WMK.
- If work is not carried out or purchase made in the month(s) indicated on this form approval must be sought again.
- **NO** work shall begin or purchase made until written approval is received from WMK.

Name of Kindergarten:

Date:

Project or Purchase Description

Please attach all available drawings/plans /quotes

Is this part of 5 year Building & Environment Plan?

- Yes
 No *(Please explain)*

Has this been discussed fully with staff and parent group?

- Yes
 No *(Please explain why not)*

Has the proposed works /purchase been agreed with Senior Teacher?
Any comments?

- Yes
 No *(Please explain why not)*

Cost of work / purchase
(please ensure quotes are attached)

How do you plan to finance this?
(Please include any grants applied for or received for this project)

Is the expenditure included in your budget?

- Yes
 No *(Please explain)*

In what month(s) will the work be done/purchase made?
(If not carried out in this month (s) approval will be void)

Contacts Head Teacher Signed :

Parent Group Representative Signed:

Contact Details for person in charge of project

Name :
Contact:

For Building Projects *Only

Name of tradesperson

Who will supervise the work to ensure it is completed to a satisfactory standard

Name :
Contact:

Any other comments

***Building Project: A project that affects the structure/layout of the kindergarten (either internally or externally) and includes playground development**





PA 2 Approval for Property and acquisitions Form

Prior to completing this form, we advise you to read through the Property and Acquisitions Policy

Approval for Property and Acquisitions Form

PA 2

Name of Kindergarten:	Job Code : <i>(Please use this code on your payment schedules when sending accounts to the Association for payment.)</i>	Date:
Description of Work or Purchase (as it relates to PA 1):		
Approved for up to 10% contribution towards costs:		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Note: Cost of this work less amount of association contribution will be debited to the kindergarten on commencement of the project/purchase</i>		
Total Amount Approved:		
Kindergarten Operating & Fundraising	<input type="text"/>	Grant Provider: <input type="text"/>
Kindergarten Equity Funds	<input type="text"/>	
Grant Funded	<input type="text"/>	
Subtotal	<input type="text"/>	
Association Funded (up to 10%)	<input type="text"/>	
Total Cost of Work or Purchase (GST Exclusive):	<input type="text"/>	
Add GST	<input type="text"/>	
Total Cost of Work or Purchase (GST Inclusive)	<input type="text"/>	
Work or Purchase to be completed by:	Billing Due :	
<i>Note : If work is not carried out or purchase made in this month(s) approval will be void)</i>		
For Office Use Only		
Job Code Entered in Cash flow Template <input type="checkbox"/>		Job Code entered into EMPOWER <input type="checkbox"/>
Approved by Senior Teacher:	Signature :	
Approved by Facilities Manager: (where applicable)	Signature :	
Approved by CFO:	Signature :	

