

NATIONAL PROPERTY FUND CRITERIA

Te Whānau Tupu Ngātahi o Aotearoa - Playcentre Aotearoa ("Playcentre Aotearoa")

1.0 MEMBERSHIP AND AFFILIATION

- 1.1 Applications may be made by or on behalf of any Playcentre that is or will be affiliated to Playcentre Aotearoa.
- 1.2 The National Property Fund will operate pursuant to the Constitution currently in operation at the time.

2.0 AIMS AND OBJECTIVES

- 2.1 The purpose of the National Property Fund is to provide funding for capital works and major maintenance for the following types of Playcentre buildings:
- buildings in which licensed Playcentre sessions are held,
 - buildings used for Regional Offices and sub-offices
 - any other Playcentre building approved by the General Manager.

3.0 MANAGEMENT

- 3.1 The Manager of the National Property Fund will be the Property and Assets Manager.

4.0 CATEGORIES FOR ALLOCATING FUNDS

4.0a For Categories A , B , C , D

Total Project Cost = National Property Fund Allocation (maximum 80%) + Playcentre funds (which includes external grants received by the Playcentre) (minimum 20%).

4.0b For Category E

Total Project Cost = National Property Fund Allocation (maximum 50%) + Playcentre funds (which includes external grants received by the Playcentre) (minimum 50%).

4.1 CATEGORY A: MAINTENANCE (MAJOR)

- 4.1 a The total project cost is between \$500.00 - - \$10,000.00 (GST exclusive).

4.2 CATEGORY B: EMERGENCY

- 4.2 a The minimum total project cost is \$1,000.00 - (GST exclusive).

4.3 CATEGORY C: CAPITAL WORKS

- 4.3a The minimum project cost is \$7,500.00 (GST exclusive) - however, for any application involving extenuating circumstances, the Property and Assets Manager will have the authority to accept a reduced amount.
- 4.3b The maximum allocation for an eligible project is \$100,000.00 (GST exclusive).
- 4.3 c Unless there are extenuating circumstances - the maximum Category C allocation for a single centre is \$150,000.00 (GST exclusive) in any 5 year period.

4.4 CATEGORY D: NEW LAND AND/OR BUILDINGS FOR EXISTING PLAYCENTRES

- 4.4a The maximum allocation for the purchase of new land is \$200,000.00 (GST exclusive).
- 4.4b Applications shall relate to the cost of a basic building of an appropriate size for the Playcentre, which includes a fair and reasonable fit out.
- 4.4c The maximum allocation for a new building is \$200,000.00 (GST exclusive).
- 4.4 d All property items required for a licensed Playcentre must be included in the application as part of the total cost of the project.

4.5 CATEGORY E: EXTERIOR REDECORATION OF EXISTING PLAYCENTRE BUILDINGS

- 4.5a Applications shall relate to the cost of pre-paint maintenance (removal of dirt, flaking paint, moss & lichen; replacement of rotten or damaged cladding, applying filler to cracks and holes, sanding down rough surfaces, etc) and application of new paint (sealer/ undercoat and top-coats) to the exterior walls, soffits, window-frames and/or roof areas of all Playcentre buildings.
- 4.5b Playcentre funding will be allocated for up three colours per building (should the Playcentre membership wants to have more colours or wall-murals, etc on their building - they must be willing to pay the extra costs (in addition to their Centre contribution).
- 4.5c Priority will be given to applications that also involve subsequent annual wash-down and touch-up arrangements.
- 4.5 d For the avoidance of doubt - any exterior repaint project that involves the removal and replacement of lead-based paint on any part of a Playcentre building will be considered to be a Category A (Clause 4.1a above) / Priority 1 (Clause 7.2 below).

4.6 NEW LAND AND/OR BUILDINGS FOR NEW PLAYCENTRES

- 4.6.1 Funding for new Playcentres will not be available from this fund - however the National Property and Assets Manager will co-ordinate applications for external funding.

5.0 FINANCIAL RULES

- 5.1 At no stage may the fund go into overdraw.

6.0 MAXIMUM ELIGIBLE STANDARDS

- 6.1 The National Property Fund will fund to the agreed Maximum Eligible Standards only. These may be more than the MOE minimum requirements.
- 6.2 The National Property Fund Maximum Standards apply to all categories.

	DescrIpUon of Maximum Standards Funded
New Building	To meet licensing standards - taking into consideration location and geographical issues
Play space	Indoor: 3 square metres per child to a maximum of 90 square metres. Outdoor: 5 square metres per child.

	DescripUon of Maximum Standards Funded
Verandah	Over and above the building size, to a maximum of 20 square metres. Allocation will be for the framing, roof, floor and ramps only.
Piles/Sub-flooring	As per NZ Building Code and Act - and all future amendments to these.
Roofing, Flooring, wall cladding & linings and ceilings	Applications relating to the replacement of roofing, flooring, cladding, interior wall linings, and ceilings on pre-existing Playcentre buildings will be considered regardless of the size of the building. Any application involving renovations to walls, roofs and floors should include the costs of installing insulation as part of the project. Acoustic-absorbing materials may be applied for if supported by appropriate evidence.
Flooring	Includes fixed carpeting and vinyl.
Toilets	3 with at least 1 being wheelchair accessible
Hand Basins	5 (some of which may be trough-basins used for hand-washing)
Taps	Lever type or ceramic discs (including "taps with timers", as a conservation measure)
Bathing	Plumbed-in wash-down facilities will be considered for funding if the current bathroom needs renovating to meet Early Childhood Education Regulation requirements.
Nappy Change	Steps will be considered for funding if the current bathroom needs renovating to meet Early Childhood Education Regulation requirements.
Sleeping	Sleeping arrangements as per Early Childhood Education Regulations to a maximum of 9 square metres.
Kitchen	Plumbing, stainless steel sinks, taps, hot water system, cupboards, bench, impervious surfaces, seperate hand-washing facilities. Excludes: refrigerator, stove, dishwasher and microwave and installation of appliances. Includes: plumbing and electrical for appliances, hard wiring ovens and includes plumbing/venting to the outside of the building.
Paint & Equipment Washdown Areas	Plumbing, sink, taps, drainage and bench with associated storage cupboards.

	DescripUon of Maximum Standards Funded
Cleaner	Plumbing, sink, taps, drainage and cupboard - but excludes washing machines & driers.
Hot water	180 litre Tempered Hot water cylinder - or continuous-flow gas or electric hot water system.
Electrics	As per NZ Building Code and Act - and all future amendments to these.
Heating	As per Early Childhood Education Regulation requirements.
Lighting	As per Early Childhood Education Regulation requirements.
Extractor fan	One per bathroom/steam area. Maximum of two. Sub floor that meets the building code for ventilation.
Glass	As per NZ Safety Standards and NZ Building Code.
Fencing/Gates	With a minimum height of 1.5m and a maximum of 2.0m
Outdoor storage/ Sheds	Up to 24 square metres.
Driveways	As per local body requirements.
Land Development and sob fall	Land-development and sob fall will only be considered if it is a requirement or condition of the resource consent or lease.
Sandpit boxing excluding sand	As per minimum standards for new Playcentres only. In the case of sandpits the National Property Fund will only provide funding for structures that are part of a new building application, where there has been no pre-existing sandpit structure (however it is strongly recommended that new Playcentres include sandpits). Maximum 18 square metres.
Water Supply	Provision of an appropriate potable water supply (including associated filter & u/v equipment)- taking into consideration geographical and local authority requirements.
Septic Tank	For Playcentres located in areas where there is no town supply sewerage system.
Security Systems	May be provided - taking into consideration geographical and local authority requirements.
Communications	Provision of telephone and internet communications wiring, etc taking into consideration geographical and local authority requirements

7.0 PRIORITIES FOR ALLOCATIONS

7.1 The Property and Assets Manager will prioritise all applications.

7.2 Priority 1: Regulation non-compliance and/or immediate health and safety risk, such as lead based paint, asbestos and sanitary hazards. Loss of premises.

7.3 Priority 2: Projects which if left longer will result in additional significantly compounding costs and exponential damage - e.g. leaking roof, floor/sub-floor damage, electrical failure, etc.

7.4 Priority 3: All other projects including new land and or buildings.

7.5 Where an application is received, an assessment will need to be made as to whether there are sufficient funds to approve the application. Where there are multiple applications within a "Priority" and there is an expectation that there will not be sufficient funds to approve all applications, then judgement will need to be made as to which applications can be approved. Factors that will be considered in this approval process will be provided in more detail in the Application Form.

8.0 FACTORS WHEN CONSIDERING APPLICATIONS

8.1 The Property and Assets Manager, when processing applications will consider the following factors:

Administrative Considerations:

1. How much National Property Funding is available for allocation?
2. Timeframe - when is the funding required (cf National Property Fund cashflow)?
3. Has the Centre provided/updated National Property Database information.

Project Considerations

1. What is the Category and Priority level of this application?
2. What other projects are in the consideration stage under that Category/Priority Level?
3. What other projects are in the preparation stage under that Category/Priority Level?
4. What will be the effect on the Playcentre of this application being declined/deferred?

Characteristics & Viability of the Playcentre

1. What ability does the Playcentre have to fund the project from other means (local fundraising or external funding)?
2. What funding has the Centre previously received from National Property Fund & RCWS?
3. What is the current financial situation/roll numbers/number of weekly sessions/etc of the Playcentre?
4. What are the demographic trends in the local community (e.g. trend in number of young families living in the local community around the Playcentre)
5. If the application is approved - what is the ratio of \$-per child for the investment that will result?

9.0 NATIONAL PROPERTY FUND CRITERIA REVIEW

9.1 Any affiliated Playcentre, after a resolution at a Playcentre meeting, can forward proposed changes to the National Property Fund Criteria to the Chief Financial Officer.

- 9.2 The Property and Assets Manager and Regional Property Administrators may make recommendations to the Chief Financial Officer for changes to the National Property Fund Criteria.
- 9.3 When any suggested change is received - the Chief Financial Officer shall (following appropriate consultation with the membership) decide if the suggested change is:
- "minor" - in which case it can be simply approved and signed off,
 - "major" - in which case it will be referred to the General Manager and/or Trustee Board for their consideration. The General Manager and/or Trustee Board may decide to approve the change, or to initiate wider consultation with the Playcentre membership.
- 9.4 The General Manager will have the authority to approve changes to the National Property Fund Criteria that reflect changes in licencing standards or legislative changes.
- 9.5 Each application for funding will be considered as per the Criteria in place at the time the application is submi_ed.
- 10.0 **"DELEGATED FINANCIAL AUTHORITY" POLICY**
- 10.1 The National Property Fund Criteria will be administered pursuant to the NZPF "Delegated Financial Authority" policy statement.