

Who Does What - Property Related Tasks and Responsibilities

	Centre	Regional	National	Comments
Projects				
<i>Building and Playground Projects (Emergency, Maintenance, Capital, Playground)</i>				
Project Applications for Funding	Application	Joint Property Team Approval		Funding Approvals Meetings 2nd Wednesday of Month, excl. January
Non Funded Project Applications	Application	RPC Approval		All projects over \$500 to be approved by RPCs
Quotes from Contractors & Tradesman				
Project Administration	On-site - Management	Administer Quotes & Invoices	Invoices Paid	
Approvals from Landlords, Local Authorities, MOE, MOH				Support is available from RPCs
Apply for External Funding				Support is available from National Grants Officer
Insurances				
Insurance Claims	Contact & Supply Information	Claim		
Insurance Works - Quotes				
Insurance Works - Manage Onsite Works	On-site - Management	Administer Quotes & Invoices	Invoices Paid by Insurance Company or Playcentre	
Insurance Valuations				

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Regulatory				
<i>Building Warrant of Fitness (BWOFF) & IQP (Independently Qualified Persons)</i>				
Organise IQP Inspections for BWOFFs				BWOFF Form 12/12a are issued annually as part of this Inspection Schedule.
Liaise with Local Authorities Re BWOFF Audits				
Approvals and Permits from Landlords, Local Authorities etc				
<i>Fire Equipment</i>				
Purchases New Fire Equipment				
Organises Testing and Recharging of Fire Equipment				Some Centres will have their equipment checked by their IQP at the time of the BWOFF Inspection.
Checks Smoke Alarms (twice yearly)				As above
<i>Fire Evacuation Schemes</i>				
Prepare Fire Evacuation Documentation				New Fire Evacuation Schemes only
Organise and Carry out Fire Evacuation Drills				
Complete and Return Fire Evacuation Drill Report				
Check and Maintain Civil Defence Kit				
Check and Maintain First Aid Kit				

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Health and Safety				
Inspections				
Daily H&S Checklist				Centre Member or Centre Facilitator before each session
Centre Assurance Checklists				Centre Advisor Termly
Annual Property Inspections	Centre Checklist			Where further inspections are needed the Regional Property Coordinator will arrange
Annual Playground Inspection	Centre Checklist			
Other				
Organises Annual Electrical Appliance Testing (Tag & Test)				
Organises Regular Quality Water Testing				Specific Areas only
Organises Cleaning/Emptying of Septic Tank				Specific Areas only
Tenure & Subletting				
Rentals/Leases/PODs				
Negotiate and Renew Leases, PODs				Sign off by Board of Trustees
Liaise with Local Authority regarding rates, rubbish, water queries and arrangements				

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Subletting & Hiring				
Fill out Hire Documentation, including information for Terms and Conditions		Final Terms & Conditions Document		RPC creates Terms and Conditions from documentation and returns to Centre. Centres must have these prior to leasing
Hire Application Forms for Approval	Application	Approval		
Negotiate sub-leases, SPACE, Porse etc	Negotiation/Application	Approval		Please contact your RPC to confirm your Centre is able to be leased. Please note MOE buildings cannot be leased to a commercial entity.
Overheads				
Utilities				
Arrange & Hold Electricity Supply Contract				
Arrange & Hold Gas Supply Contract				
Arrange & Hold Communications (Phone & Internet) Contract				
Organise Refill of Gas Bottle				
Non Council Rubbish Collection				
Cleaning and Lawn Mowing				
Arrange & Hold Centre Cleaning Contract				
Organise Annual Carpet & Vinyl Clean/Polish				
Arrange & Hold Lawn Mowing Contract				

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Equipment				
Carries out Stocktake				
Carries out Basic Equipment Checks				
Supports Centres in choosing/maintaining equipment)				Ensuring equipment meets NZ Safety Standards etc
Other				
Arranges for locks to be changed				
Responds to and reports vandalism/burglary callouts				
Approves signage for buildings and property				
Maintains Centre Asset Register				National Office will retain a Building Asset Register, Small Centre owned fixed assets will be maintained on Centres own Xero.
Monitor Legislative Requirements				
Organise & Supervise PD Workers to carry out Centre Property and Ground Maintenance Tasks				
Organise working bees to carry out Property and Ground Maintenance Tasks				
Provide Professional Development for Centre, Property, Equipment and H&S Officers				