

Playcentre Aotearoa's National Property Budget Project Criteria



Item	Details
1.0	Membership and Affiliation
1.1	Project 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 Budget will operate pursuant to the Constitution currently in operation at the time.
2.0	Aims and Objectives
2.1	The National Property Budget contains an annually budgeted amount of funds to assist centre's with capital works, emergency and major maintenance for the following types of Playcentre buildings: <ul style="list-style-type: none"> - 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 Budget is the National Property Manager (NPM).
4.0	Project Application Considerations
4.1	All Project Applications <p>Total Project Cost = National Property Budget Project Assistance (maximum 80%) + Playcentre Funds (which includes external grants received by the Playcentre) (minimum 20% or \$500 whichever is the greater).</p>
4.2	Capital, Maintenance and Emergency Projects <ol style="list-style-type: none"> a) All Capital, Maintenance and Emergency Projects over \$500 will be considered for funding assistance. b) All projects requesting funding assistance for more than \$20,000 need Board Approval. These projects need to be discussed with The Property Team prior to commencing an application. c) Unless there are extenuating circumstances - the maximum assistance for a single centre is \$50,000.00 (GST exclusive) in any 5-year period without board approval. d) The Centre must pay a minimum of 20% or \$500 whichever is the greater of the total project cost.



Playcentre Aotearoa's National Property Budget Project Criteria



	e) Playcentre Aotearoa funds must be spent within 4 months of Approval unless extenuating circumstances are presented.
4.3	New land and/or Buildings Projects a) Funding assistance for new land and/or building projects for existing Playcentres and formation of new Playcentres will be considered. b) All new land and/or building projects need Board Approval. A Board Proposal Document will be created by the Property Team for presentation by the NPM. c) All property items required for a licensed Playcentre must be included in the application as part of the total cost of the project.
5.0	Financial Rules
5.1	All external funding and Centre funds must be obtained prior to the approval of the project. Playcentre Aotearoa Pre-approval Funding may be applied for up to \$10,000 to assist with obtaining external funding.
5.2	Centres should demonstrate that an effort has been made to obtain external funding.
5.3	The Property Manager holds the right to the final decision and could approve a lower amount than requested.
5.4	The Centre must pay a minimum of 20% or \$500 whichever is the greater of the total project cost.
5.5	Playcentre Aotearoa funds must be spent within 4 months of Approval unless extenuating circumstances are presented.
6.0	Priorities for Allocations
	The Regional Property Coordinators will prioritise all applications as per the following criteria: Priority 1: Regulation non-compliance and/or immediate health and safety risk, such as lead based paint, asbestos and sanitary hazards. Loss of premises. 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. Priority 3: All other projects including new land and or buildings.
7.0	Factors when Considering Applications
	The Property Funding Approval Team and the National Property Manager when processing applications will consider the following factors: Administrative Considerations: <ul style="list-style-type: none"> • How much National Property Budget is available for allocation?



Playcentre Aotearoa's National Property Budget Project Criteria



	<ul style="list-style-type: none"> • Is the Centre a playgroup or playcentre? Playgroups will not be funded unless as part of a project to relicence to MOE requirements as a playcentre. • The Property Funding Approval Team meet every second Wednesday of the Month, excluding January. • Correct Application Form and Information has been provided. Regional Property Coordinators will be responsible for making sure all information is correct and present prior to presenting to the Funding Round. • Retrospective applications will only be accepted up to one month after, under special circumstances. <p>Project Considerations:</p> <ul style="list-style-type: none"> • What is the Category and Priority level of this application? • What other projects are in the consideration stage under that Category/Priority Level in that months Funding Round? • What will be the effect on the Playcentre of this application being declined/deferred? • Projects will only be resubmitted and reconsidered at the discretion of the property team. • What level of maintenance has been put into maintaining the property? <p>Financial Considerations:</p> <ul style="list-style-type: none"> • How much are the Centre contributing towards the project? • How much External Funding has been sought for the project? • How much does the Centre have in their bank account that could be used towards the project? • What ability does the Centre have to fund the project by other means? • What funding has the Centre previously received in the past? <p>Characteristics & Viability of the Playcentre:</p> <ul style="list-style-type: none"> • What is the ownership/lease model of the Centre? What responsibilities does the landlord have in the upkeep/maintenance/capital expenditure on the building? • What are the current roll numbers/number of weekly sessions/etc. of the Playcentre?
--	---

8.0	The National Property Budget will assist with funds to the following Maximum Eligible Standards.
New Building	To meet licensing standards - taking into consideration location and geographical issues
Special Needs Alterations	Alterations to properties for the attendance of person/people with special needs, i.e. ramps, handrails, accessible toilet etc.
Play space	Indoor: 2.5 square metres per child to a maximum of 90 square metres.
Verandah	Over and above the building size, to a maximum of 1 square metres per child. Allocation will be for the framing, roof, floor and ramps only. Note any verandah 30sqm and over requires building consent.



Playcentre Aotearoa's National Property Budget Project Criteria



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.
Painting	Exterior painting – funding assistance is available up to 50%. Interior painting - funding assistance is not available for interior painting unless a compliance issue.
Toilets	As per Early Childhood Education Regulation requirements.
Hand Basins & Taps	As per Early Childhood Education Regulation requirements.
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, separate hand-washing facilities. Excludes: refrigerator, stove, dishwasher and microwave and installation of appliances. Includes: plumbing and electrical sockets 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.
Cleaner	Plumbing, sink, taps, drainage and cupboard - but excludes washing machines & driers.
Hot water	180 litre Tempered Hot water cylinder as part of an electric hot water system. A tempering valve must be installed as per licensing requirements.
Electrics	As per NZ Building Code and Act - and all future amendments to these.

12.1 National Property Budget Project Criteria

Updated July 2021

Page 4 of 6



Playcentre Aotearoa's National Property Budget Project Criteria



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 height of 1.2m (Any additional to be funding by Centre unless required under licensing)
Outdoor storage/Sheds	Up to 24 square metres.
Driveways	As per local body requirements.
Land Development and soft fall	Land-development and soft 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. Maximum 18 square metres.
Shade Sails	Shade Sails will be covered by insurance, if damaged, if under 5 years old. If 3-5 years only 50% maximum will be covered. New shade sails will not be available for funding assistance.
Awnings and Outdoor Blinds	Awnings and Outdoor Blinds will be covered by insurance, if damaged, if under 10 years old. Amount of insurance will depreciate over time and will only cover up to a maximum of \$4,000. New awnings and outdoor blinds will not be available for funding assistance.
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.



Playcentre Aotearoa's National Property Budget Project Criteria



9.0	The National Property Budget will NOT assist with funds for the following:
Outdoor Play Equipment	Including structures, swings, slides, forts, non-fixed equipment
New Shade Sails, Awnings and Outdoor Blinds	These will be covered by insurance as listed above but funding assistance will not be provided to install new.
Tag and Test	Electrical appliance testing and tagging. This must be done annually or as per tags on each item.
Painting	Interior painting is not eligible unless it is a compliance issue.

Procedure details	Regulatory references	Other related references
<ul style="list-style-type: none"> Name: Playcentre Aotearoa's National Property Budget Project Criteria Version: 1 Issued: Feb 2021 Owner: National Property Lead Approver: Chief Executive Review: 2023, then every two years 	<ul style="list-style-type: none"> Education (Early Childhood Services) Regulations 2008, 45, 46 and 47 Licensing Criterion PF1-38, HS1, HS4, HS5, HS6, HS7, HS8, HS12, GMA6 Health & Safety at Work Act 2015 NZ Safety Standards for Playgrounds NZS5825 Smoke Free Environments Act 1990 Children's Act 2014 NZ Building Code 1992 NZ Safety Standards (including for Playgrounds NZS5825) Fire Service Act 1975 Disabled Person in Community Welfare Act 1979 	<ul style="list-style-type: none"> Centre/Workplace Emergency Plans* Hazard and Risk Register* Centre current approved Fire Evacuation Scheme (on file) Centre current First Aid certificates (on file) Poisons Centre: 0800 Poison

