

# Overview of updates to Policies and Procedures

July 2021

Following feedback from Centres, ERO and the Ministry of Education the following Policies and Procedures have been updated. Many of these changes are further or amended wording to clarify points, some are minor, and others are more significant.

Please ensure you are using the updated policies and procedures.

Date	No.	Policy or Procedure Update	What was updated
2021			
July	12	Property and Equipment Policy	National Property Fund exists for the purposes of providing funding was changed to National Property Budget for the purposes of providing assistance. Associated wording also changed. Removal of words Maintenance Pool of Funding. External funding sources wording changed for can apply for external funding to should apply for external funding.
July	12.1	National Property Budget Project Criteria Procedure	Title changed from National Property Fund Criteria Procedure. 2.1 National Property Fund is to provide funding changed to National Property budget contains an annually budgeted amount of funds to assist 3.1 The manager of the national Property Budget is changed to National Property Manager 4.0 Categories changed to one category, wording changed to National Property Budget Project Assistance, playcentre funds changed from min 20% to min 20% or \$500 whichever is the greater. Capital, Maintenance and Emergency Projects added instead of categories a, b, c. Min \$500 added. Projects over \$20k need Board approval added. Max \$50k funding assistance over 5 year period without Board Approval added. Funds must be spent within 4 months unless extenuating circumstances added. New land and/or buildings for existing playcentres – wording changes. Board approval for all situations needed. 5.0 Financial Rules – new rules added. 6.0 Maximum Eligible Standards Removed 6.0 New priorities for allocations added



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			7.0 Factors when considering applications added 8.0 Assistance for maximum eligible standards revised. Special needs alterations added. Playspace requirements changed. Verandah requirements changed. Painting requirements added. Wording changed for toilets and handbasins. Taps removed. Hotwater continous flow gas system removed. Fencing/gates height reduced. Sandpit boxing wording altered. Shade sail wording added. Awnings and outdoor blinds wording added. Communications wording removed. 9.0 Items that are not included for consideration for national property budget assistance included.
July	13	Finance	Mainly changes from CFO to Finance Manager, removing references to cheques and updating the Acts referenced.
July	10	Employment Policy	Updated to record that the Centre Employment Committee is no longer required.
	10.1	Employment Procedure	Procedures have been updated to record current practise.
July	11.1	Branding procedure	Update date to 2021
	11.2	Branded merchandise procedure	Update date to 2021
	11.3	Signage procedure	Update date to 2021



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