

Sacred Heart Girls' College

New Plymouth

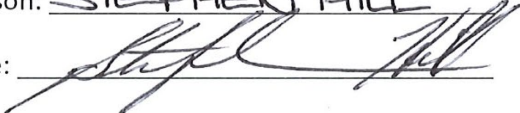


NAG 4B

PROPERTY

Last reviewed at BOT Meeting on 27/10/21

Chairperson: STEPHEN HILL

Signature: 

CONTENTS PAGE

CHARTER

College Charter

POLICY

Property (NAG 4B) page 1

PROCEDURES (NAG 4B - PROPERTY)

1. Asset replacement page 2
2. Building warrant of fitness page 3
3. Day to day property management page 4
4. Use of school property page 5
5. Vandalism and damage page 6
6. Creative Commons Intellectual Property page 7
7. *Appendix (1) Use of College Property Building Hire*..... page 9

SUPPORTING DOCUMENTS (NAG 4BPROPERTY)

Documentation	Location
Insurances	Principal's PA office
Ministry Gazette notices and circulars	Staffroom
10 year maintenance plan	Principal's Office and Business Manager Office
Capital works plan	Principal's Office and Business Manager Office

THIS WILL BE REPORTED AS FOLLOWS (NAG 4B PROPERTY)

- Regular property updates
- Property projects



Sacred Heart Girls' College

PROPERTY POLICY

According to legislation on property matters, the Sacred Heart Girls' College Board of Trustees will:

comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the College buildings and facilities provide a safe, healthy learning environment for students.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE COLLEGE'S MISSION STATEMENT.

ASSET REPLACEMENT PROCEDURE

1. Purchase of single units with a value in excess of \$500.00 which meet the asset recognition criteria set out in the College's property plant and equipment policy will be added to the Asset Register. These will be identified by coding the purchase to one of the long-term fixed asset accounts. Assets purchased through other accounts will be identified on the basis of value.
2. Groups of small value assets, such as laboratory glassware, should be included on the Asset Register as single items listed by classroom or curriculum department specifying the number in the collective.
3. Assets will be depreciated on straight line basis annually as follows:
 - Furniture and fittings 10-15 years
 - Equitable lease 25 years
 - Computer equipment 4-5 years
 - Electronic equipment 4-5 years
 - Exterior improvements 10-75 years
 - Motor vehicles 5 years
 - Miscellaneous
 - Library Resources 12.5% diminishing value
4. The annual budget should aim each year to allocate a sum to capital acquisitions or renewals.
5. Where the written down value is in excess of \$500.00, estimates on value of all redundant assets should be obtained from appropriate dealers in New Plymouth. Upon the approval of the Principal, these can then be offered to Board, staff or students to purchase at the estimated price on a first in first served basis or by way of agreed Internet sites e.g. Trade Me or auction. If no Board members, staff or students are interested in purchasing the items, they can also be offered to dealers or auction markets Sale of any assets with a written down value in excess of \$500.00 or any asset to be sold to the Principal must be approved by the Board of Trustees.
6. The value of donated items should be established in the same manner as above and if over \$500.00 and of use to the College, added to the asset register. Otherwise they can be disposed of in the same manner as above and the monetary value recorded as a donation.
7. Electronic assets must be checked against the Asset Register annually, and other asset checks done every 3-5 years. Old assets are not recorded by dept, this started in 2019.

BUILDING WARRANT OF FITNESS PROCEDURE

1. The original signed copy of the Building Warrant of Fitness must be publicly displayed in a place which the users of the College have ready access. (currently displayed by the alarm box in the College foyer).
2. College staff (e.g. Caretaker) must carry out inspections, arrange maintenance and report on systems and features as set out in the College Building Systems and Features manual. This is kept in the archive room.
3. Building Warrant of Fitness must be renewed each year.

DAY TO DAY PROPERTY MANAGEMENT

The Board of Trustees will maintain the College grounds, buildings and facilities in a clean, safe, tidy and hygienic condition so that a pleasant and inviting learning environment exists for staff and students.

1. The Board of Trustees delegate the responsibility for day to day property management to the Principal. The Principal shall report to the Board of Trustees about property matters at each monthly meeting.
2. The Board of Trustees will maintain an Asset Register of all equipment items concerned with the delivery of curriculum areas, administration, learning and teaching programmes.
3. The Principal and the college Business Manager will assess Capital Works needs, and suggest these to the Board of Trustees who will then approach the Proprietor, the Mission College New Plymouth Trust Board for action.
4. The Board of Trustees will develop a 10 year Strategic Plan for property and maintenance incorporating renewing and replacing furniture, furnishings and equipment, painting and a regular maintenance programme.
5. The Board of Trustees will comply with Ministry of Education guidelines regarding property occupancy, including matters of health and safety.
6. Although delegations will be made to the College caretaker and college Business Manager, the Principal will monitor these delegations to ensure all legal criteria is met.
7. The Board of Trustees will ensure, as part of the maintenance programme that there will be provision for College security and fire alarm to be monitored 24/7 and supplier contracts are in place as required to fulfil the requirements of the building warrant of fitness.

USE OF COLLEGE PROPERTY

The Board of Trustees members will notify the College administration when using College facilities, e.g. photocopier, fax machine, toll calls etc.

All building hire will be approved using the attached *Appendix (1)*.

VANDALISM AND DAMAGE

1. Vandalism and damage; any area in the College vandalised or damaged will be repaired as soon as possible.
2. People proven to have vandalised or damaged College property may be charged for repairs. This decision is to be made by the Board of Trustees in consultation with the Proprietor's Board.

CREATIVE COMMONS INTELLECTUAL PROPERTY

Sacred Heart Girls' College (SHGC) wishes to encourage the open and free exchange of information, knowledge and resources; and support the collaborative production of intellectual property that is freely available to all.

The College:

1. Asserts its copyright over College employees' work created during the course of employment.
2. Applies by default a Creative Commons By Attribution Licence (BY) to all its teaching materials and policies and to its other work wherever possible.
3. Intellectual property in relation to other work (other than teaching materials and policies) is protected by default and may only be waived or altered as detailed in clause 4 below and with the express agreement of the Principal.
4. May make exceptions to the sharing of Intellectual Property (IP) it owns on a case by case basis with detailed reasons for limiting the free access to material; any such restrictions should be time dependent and will include consideration of applying other Creative Commons licences to the work including Attribution-Share Alike (BY-SA), Attribution-Non-commercial (BY-NC), Attribution-Non-commercial-Share Alike (BY-NC-SA), Attribution-No Derivative Works (BY-ND) and Attribution-Non-commercial-No Derivative Works (BY-NC-ND).
5. Will transfer the copyright of created works to the original creator when a licence which meets the free cultural works definition (i.e. Creative Commons By Attribution License (BY) or Creative Commons Attribution-Share Alike (BY-SA)) is applied to them.

Sacred Heart Girls' College encourages staff and students to support free and open access to Intellectual Property and also to apply the Creative Commons Attribution framework to work created in their capacity as an individual.

Sacred Heart Girls' College does not make any claim over the ownership of outputs or outcomes of students' work. These belong to the creator.

Definitions of Intellectual Property

- In this policy "intellectual property" includes the rights to all created work.
- Outputs are the products that are created by an individual or group of individuals. This may include for example artworks.
- Outcomes are the consequences or results arising from the development of, or use of IP other than products that are created from IP. Examples may include a publication such as a book, web site or, an exhibition.

Ownership of IP and outputs arising from intellectual activity

In general all IP and the outputs and outcomes arising from that IP are owned by the creator. While Sacred Heart Girls' College will derive benefits from the outcomes; there are exceptions to this, as follows:

1. Outputs and IP created by staff in the course of their employment are owned by the College unless otherwise expressly agreed by way of contractual obligations in an employment agreement.
2. Outputs and IP will be jointly owned by the College and a staff member only where such joint ownership is expressly agreed between SHGC and the staff member.

Clarity of Licensing

All published works should be clearly labelled using the appropriate symbol from the Creative Commons icon set.

Disputes

Where there is a dispute over ownership, including co-ownership of IP, and/or the commercialisation of any co-owned IP, the following process will apply:

1. In the first instance the dispute should be documented and presented to the College Principal.
2. If the dispute is still not resolved then the documentation should be presented to the Chairperson of the Board of Trustees.
3. Mediation with an appropriate authority will be undertaken if the dispute cannot be resolved by the Principal and / or the Chairman of the Board.



Mission College New Plymouth Trust Board
Manawa Tapu

C/- Sacred Heart Girls' College
9 Pukaka Street
PO Box 3241
NEW PLYMOUTH
Phone: 758 5023

SACRED HEART GIRLS' COLLEGE

CONDITIONS OF USE – COLLEGE BUILDING & GROUNDS

Sacred Heart Girls' College land and buildings are owned by our Order, the Sisters of Our Lady of the Missions and administered by the Mission College New Plymouth Trust Board. Situated immediately adjacent to the Events Centre and netball/tennis courts is Adele Senior Living and Elizabeth House, the College hostel.

Please assist us in ensuring the safety of all users of the premises and respect the privacy of our rest home residents and their visitors and hostel boarders, by abiding by the following:

- Use designated parking spaces within the College grounds – if full please park on off-ramps on Paynters Avenue – please, do not park on the grass.
- Adele Senior Living and Elizabeth House parking areas are *private and not available* for College or sporting events.
- No traffic or parking beyond the Memorial block (as indicated by yellow lines).
- No traffic or parking on netball/tennis courts.

Events Centre and Astro Turf – After-hours use

Coaches/Managers will be responsible for ensuring the building is secure, and all lighting is turned off and the security system is armed on departure. Any damage to College property must be reported to College Management immediately. Vandalism/wilful damage will be charged to the user.

College hall/classrooms – After-hours use

Organisation hiring/using will be responsible for ensuring the building/s is secure, and all lighting is turned off and the security system is armed on departure. Any damage to College property must be reported to College Management immediately. Vandalism/wilful damage will be charged to the user.

Security System & Alarm activation

All advised in attached memo.

Hireage Cost

XX

Mission College New Plymouth Trust Board and Board of Trustees, SHGC.

To be signed by the hirer/user:

(Name of Organisation/individual user – please print)

Agree to abide by the above conditions of use.

(Signature)

(Date)

Area being used:

Dates being used:

To: Performing Arts Hire

Re: **ALARMS & KEYS**

Further to our discussions please find below instructions for use of the alarm, security and use of the performing arts area.

Please note any alarm call outs due to incorrect setting/unsetting of alarms will be charged directly to the hirer.

Arrival

- To disarm building please enter through the quad or doors closest to the alarm pad and disarm the alarm. Please fill in the sign in sheet.
- Lock the main doors behind you and go around to the side door and unlock and let others in through this door only. Please ensure this door is locked during rehearsals as we don't want people to have access to walk into this area.

Departure

- Make sure everyone is out of the building by 9.50pm. Alarms are set to check and arm automatically so there should be no one in the buildings or the alarms will go off.
- All lights, heaters etc are turned off.
- Any furniture that has been moved, please put back to where it was.
- Let all people out of the building via the side door, lock this door after the last person leaves.
- Sign out on the sheet and check there is no one else in the building (if so then please check the area they are in and let them know you are leaving (still lock the door but don't alarm)).
- Go to the alarm panel and alarm the building.
- All lights in foyer to be turned off.
- Lock quad doors/nearest doors.
- Check side door to make sure it is locked.

To disarm when entering any Block

Key in your 4 digit Code

Press Off key

If it asks for an area code, enter this from the list below:

13 Chapel

10 Memorial Block

16 Events Centre

1 A Block

6 Tech Block

7 Maths Block

8 Old RE Block

To arm when leaving any Block

Key in your 4 digit Code

Press On key (#) and leave within 60 seconds

**IF ALARM IS ACTIVATED: PLEASE TURN IT OFF USING THE DISARM
PROCESS AND CALL CLUBB IMMEDIATELY AND GIVE YOUR CODE AND
TELL THEM IT IS A FALSE ALARM.
CHUBB NUMBER 0800 804 445**