



# Waikato Property Seminar

10-11 April 2018

Thank you for joining us for this presentation. Please feel free to ask questions now or contact us later.

This presentation is designed to provide a high level overview of school property including roles and responsibilities, funding and the 10 Year Property Plan (10YPP). This handout provides you with some supporting information from the presentation, along with some website addresses you may find useful.

## Key Ministry of Education Contacts for EIS (Property) Waikato Area

Gary Anaru	Regional Infrastructure Manager <a href="mailto:gary.anaru@education.govt.nz">gary.anaru@education.govt.nz</a>	027 490 6870
Sharon Walker	Infrastructure Manager <a href="mailto:sharon.walker@education.govt.nz">sharon.walker@education.govt.nz</a>	027 838 6534

### Regional Property Advisors (RPA), School Property Advisors (SPA) and School Property Officer (SPO)

David Vincent, RPA	<a href="mailto:david.vincent@education.govt.nz">david.vincent@education.govt.nz</a>	07 858 7174
Brennon Lanigan, RPA	<a href="mailto:brennon.lanigan@education.govt.nz">brennon.lanigan@education.govt.nz</a>	07 858 7159
Noeleen Ross, SPA	<a href="mailto:noeleen.ross@education.govt.nz">noeleen.ross@education.govt.nz</a>	07 858 7145
Pauli Simmons, SPA	<a href="mailto:pauline.simmons@education.govt.nz">pauline.simmons@education.govt.nz</a>	07 837 3142
Peter Hannam, SPA	<a href="mailto:peter.hannam@education.govt.nz">peter.hannam@education.govt.nz</a>	07 858 7314
Vivienne Jones, SPO	<a href="mailto:vivienne.jones@education.govt.nz">vivienne.jones@education.govt.nz</a>	07 858 7301

**Property Emergency Contact – 24/7** Cove Kinloch 07 839 6127  
[reception@covekinloch.co.nz](mailto:reception@covekinloch.co.nz) (note: always call 111 first)

## Helpful links

Please note that these links have been provided to help you navigate the Education website.

As we are currently updating the website these links will change. Therefore please familiarise yourself with these subjects so that you can navigate to them via keyword searches.

Ministry of Education Web Links	
Education Website	<a href="http://www.education.govt.nz">www.education.govt.nz</a>
Property Link	<a href="http://www.education.govt.nz/school/property">www.education.govt.nz/school/property</a>
Central North Staff	<a href="http://www.education.govt.nz/school/property/eis-property-staff-contact-details#CentralNorth">www.education.govt.nz/school/property/eis-property-staff-contact-details#CentralNorth</a>
Property Portal - information	<a href="http://www.education.govt.nz/school/property/property-data/helios-updates">www.education.govt.nz/school/property/property-data/helios-updates</a>
Property Portal - link	<a href="https://property.education.govt.nz/">https://property.education.govt.nz/</a>
Newsletters and Education related websites	<a href="http://www.education.govt.nz/school/ministry-bulletin-for-school-leaders-he-pitopito-korero/ministry-newsletters-and-education-related-websites">www.education.govt.nz/school/ministry-bulletin-for-school-leaders-he-pitopito-korero/ministry-newsletters-and-education-related-websites</a>
Property Occupancy Document	<a href="http://www.education.govt.nz/school/property/state-schools/property-occupancy-document">www.education.govt.nz/school/property/state-schools/property-occupancy-document</a>
Roles in School Property Management	<a href="http://www.education.govt.nz/school/property/state-schools/roles">www.education.govt.nz/school/property/state-schools/roles</a>

### 10 YPP and 5YA

10 Year Property Planning (10YPP)	<a href="http://www.education.govt.nz/school/property/state-schools/property-planning/10ypp/your-10ypp">www.education.govt.nz/school/property/state-schools/property-planning/10ypp/your-10ypp</a>
5 Year Agreement	<a href="http://www.education.govt.nz/school/property/state-schools/funding/5-year-agreement-funding">www.education.govt.nz/school/property/state-schools/funding/5-year-agreement-funding</a>
10YPP Consultant list	<a href="http://www.education.govt.nz/school/property/state-schools/property-planning/10ypp/preparing-your-10ypp/engaging-a-10ypp-consultant-property-planner">www.education.govt.nz/school/property/state-schools/property-planning/10ypp/preparing-your-10ypp/engaging-a-10ypp-consultant-property-planner</a>

### Leasing or Hiring Land and Buildings

Third Parties	<a href="http://www.education.govt.nz/school/property/state-schools/day-to-day-management/leasing-or-hiring-to-third-parties">www.education.govt.nz/school/property/state-schools/day-to-day-management/leasing-or-hiring-to-third-parties</a>
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### Health and Safety

Health and Safety	<a href="http://www.education.govt.nz/school/property/health-and-safety-management">www.education.govt.nz/school/property/health-and-safety-management</a>
Practical Guide – BoT and School leaders	<a href="http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/h-and-s-for-boards-of-trustees-and-school-leaders/">http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/h-and-s-for-boards-of-trustees-and-school-leaders/</a>
Risk Identification and management	<a href="http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/risk-identification-assessment-and-management/">http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/risk-identification-assessment-and-management/</a>
Asbestos	<a href="http://www.education.govt.nz/school/property/state-schools/fixing-issues/asbestos">www.education.govt.nz/school/property/state-schools/fixing-issues/asbestos</a>

Funding	
Property Maintenance Grant	<a href="http://www.education.govt.nz/school/property/state-schools/funding/property-maintenance-grant">www.education.govt.nz/school/property/state-schools/funding/property-maintenance-grant</a>
BoT contributions	<a href="http://www.education.govt.nz/school/property/state-schools/funding/board-funding-for-property-projects">www.education.govt.nz/school/property/state-schools/funding/board-funding-for-property-projects</a>
Vandalism	<a href="http://www.education.govt.nz/school/property/state-schools/funding/vandalism-funding">www.education.govt.nz/school/property/state-schools/funding/vandalism-funding</a>
Reference Designs	
Standard classroom block upgrades	<a href="http://www.education.govt.nz/school/property/state-schools/design-standards/flexible-learning-spaces/reference-designs-for-standard-classroom-block-upgrade">www.education.govt.nz/school/property/state-schools/design-standards/flexible-learning-spaces/reference-designs-for-standard-classroom-block-upgrade</a>
Reference Designs: Toilets	<a href="http://www.education.govt.nz/school/property/state-schools/design-standards/flexible-learning-spaces/toilet-reference-design">www.education.govt.nz/school/property/state-schools/design-standards/flexible-learning-spaces/toilet-reference-design</a>
Designing Quality Learning Spaces	<a href="http://www.education.govt.nz/school/property/state-schools/design-standards/flexible-learning-spaces/designing-quality-learning-spaces">www.education.govt.nz/school/property/state-schools/design-standards/flexible-learning-spaces/designing-quality-learning-spaces</a>
Energy Efficiency Design	<a href="http://www.education.govt.nz/school/property/state-schools/design-standards/energy-design">www.education.govt.nz/school/property/state-schools/design-standards/energy-design</a>
Fire Safety Design	<a href="http://www.education.govt.nz/school/property/state-schools/design-standards/fire-safety-design">www.education.govt.nz/school/property/state-schools/design-standards/fire-safety-design</a>
Insurance	
Insurance links	<a href="http://www.education.govt.nz/school/property/state-schools/day-to-day-management/insurance">www.education.govt.nz/school/property/state-schools/day-to-day-management/insurance</a>
Contractor Health and Safety	<a href="http://www.education.govt.nz/school/property/health-and-safety-management/property-contractor-health-and-safety">www.education.govt.nz/school/property/health-and-safety-management/property-contractor-health-and-safety</a>
Water quality	<a href="http://www.education.govt.nz/school/property/state-schools/day-to-day-management/drinking-water-quality/">www.education.govt.nz/school/property/state-schools/day-to-day-management/drinking-water-quality/</a>
Procurement	
Procurement	<a href="http://www.education.govt.nz/school/property/state-schools/project-management/procurement">www.education.govt.nz/school/property/state-schools/project-management/procurement</a>
Project Management	
Project Management Forms	<a href="http://www.education.govt.nz/school/property/state-schools/project-management/project-management-forms">www.education.govt.nz/school/property/state-schools/project-management/project-management-forms</a>

Thank you again for your time.

NOTES AND QUESTIONS: