

Kāinga Property Management Policy

Purpose

The purpose of this policy is to ensure that a safe and secure physical environment is provide for all rangatahi while in an InZone kāinga.

Policy

The Board will ensure that necessary spaces, facilities, and equipment are provided given the number, sex and age range of rangatahi. It will also ensure that the kāinga buildings, grounds and facilities are maintained in a clean safe, tidy and hygienic condition so that a pleasant welcoming environment exists for staff, rangatahi, their families and visitors.

Procedures

1. The Chief Executive Officer will ensure that the kāinga facilities comply with New Zealand Standard NZS 9201: Part 3:1999 (Model General Bylaw – Hostels) and the requirements of clauses 44, 45, 46, 47, 50,51 and 52 of the Education (Hostels) Regulations 2005. This includes ensuring:
 - (a) The provision of facilities, and equipment that are reasonably necessary for:
 - (i) Indoor and outdoor recreation (whether as individuals or in groups); and quiet activities (for example, study); and
 - (ii) Food preparation and eating;
 - (iii) Sleeping;
 - (iv) Attending to personal hygiene and
 - (v) Secure storage of the boarders' personal effects; and
 - (vi) Students to meet, or to communicate privately (in writing or by telephone, email, or other means), with parents and other people.
 - (b) the maintenance all of the building and that all appliances, fixtures and fittings in the buildings are in good repair and in a clean and hygienic condition and cause all rooms, passages, floors, of the building to be kept clean.
 - (c) Ensuring that all parts of the premises are adequately lit and ventilated and heated.
 - (d) Ensuring a system for ensuring the hygienic laundering of linen
 - (e) first-aid equipment and supplies sufficient to meet all reasonably foreseeable first-aid needs of the rangatahi are provided at each kāinga, that they are inspected and replenished regularly and ready for immediate use; and
 - (f) At least 1 staff member who holds a current first-aid certificate is available at or on, or reasonably near, the hostel premises when rangatahi are present.
2. The Senior Boarding Manager will ensure that the kāinga are kept in good repair and not used in ways that endanger the safety of our rangatahi. The Senior Boarding Manager will develop a rolling maintenance plan to ensure good state of repair as well as a cleaning plan which documents the frequency and methods of cleaning.
3. The Chief Executive Officer will ensure security measures are used to prevent unauthorised access to the kāinga premises.
4. The Senior Boarding Manager will report to the Board at each bi-monthly meeting on matters relating to property and maintenance (including security).
5. The Board will maintain an asset register and will review this on a regular basis so as to identify any assets that require replacement.