

# Key Summary Sheet

Regional Property Sector Forum - Series One, 2017



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On this summary sheet we have brought together items that we will cover in the forum. We welcome your feedback on the summary sheet, the forums, and any of the items discussed.

## Infrastructure Advisory Services Update

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### Overview of project management

There are a number of projects that schools will manage, including:

- Most 5YA projects
- Some roll growth projects
- Some property modifications for students with learning support needs
- Risk management - may include fire, flood insurance related reinstatement.

The Ministry runs the following projects:

- Land purchases
- New schools
- Staged school expansions
- The Christchurch Schools Rebuild (including minor works)
- Redevelopments
- Roll growth projects (including all modular buildings)
- Some property modifications for students with learning support needs.

### Funding available to schools

\$179.3 million 5YA funding has been allocated to 396 schools that are entering in to the 2017/18 year. Schools were also allocated \$2.1 million for the preparation of 10YPPs and \$4.5 million for the first Furniture and Equipment (F&E) payment.

An additional \$7.65 million will be provided to 218 schools as a result of the Year 3 (2013/14 cycle) reviews. 381 schools will receive a second F&E payment of \$2.87 million.

For Unforeseen and Budget Plus the Ministry allocates \$10-15 million to ensure priority one and priority two work can proceed.

This year the Ministry has allocated nearly \$30 million to Special Education (Learning Support) modifications.

### Major Redevelopments

In September 2013 the Government committed to investing over \$300 million over the next six years to assist approximately 30 schools to address complex infrastructure issues and modernise their facilities. This is in addition to the Christchurch Schools Rebuild programme.

### Small Schools Pilot

Starting in 2017/18 the Ministry will run a \$5 million pilot to help smaller schools modernise their teaching spaces. This is in response to feedback and analysis on the difficulties small schools have in amassing sufficient funds to undertake modernisation projects. Based on how successful the pilot is, wider scale implementation may follow.

### Roll Growth

\$168 million over 4 years was allocated in Budget 2016 for Roll Growth. 136 classrooms for Auckland/Northland are underway or completed. A further 70 temporary classrooms have been provided to deal with immediate pressure points. 121 additional classrooms are underway or completed across the rest of the country.

### Modular Buildings

The average time from initiation to handover is now 9 months, and the average time from contract signature to handover is 5 months. The quality of modular buildings has been favourably commented on by those using them. Modular buildings offer better value for money than a bespoke solution.

### Escalating matters

Your Property Advisor is your primary contact. If you need to escalate, contact your Infrastructure Manager or Regional Infrastructure Manager.

See: [www.education.govt.nz/eis-property-staff-contact-details](http://www.education.govt.nz/eis-property-staff-contact-details).

## Funding Review Update

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The Government wants to provide greater assistance to schools to manage their property so Boards and principals can spend more time on teaching and learning, and raising students' learning outcomes.

Our review of funding systems includes a proposal to transition property-related service allocations from the current devolved model, (where schools have high discretion over all aspects of their operational funding for matters such as property maintenance, heat, light and water, vandalism), to a more collaborative model, where EIS have more influence over property-related services.

EIS will help schools manage their property-related funding by:

- introducing minimum maintenance requirements for school property. All schools must complete these irrespective of size and location
- introducing data and industry standard systems to capture, show and influence best practice behaviour with utility usage and spending
- introducing monitoring and management of the internal environment to provide evidence-based operational interventions.

The review of funding systems proposes that all systems and processes can be implemented by Term One, 2020. Other elements of EIS assisting more with school property include:

- managing more major construction projects
- providing more design guidance for new school buildings.

## Helios Update

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Helios is a new property asset management solution accessible via the Property Portal. This update covers Education Sector Logon, 10YPP online application and forms.

### Education Sector Logon

To access the Property Portal, (following release in May 2017) you will need an Education Sector Logon. To get an Education Sector Logon you will need to complete the application form and sign it, provide evidence of identity such as passport or drivers licence and a copy of your power or telephone account (we are working on reducing the need for so many forms of ID). You will also need to complete an online training module (to use Helios via the portal) After which you will be sent a link to access Helios. Please note that this training is still in development and you will be advised when it is ready.

### 10YPP Online Application

The old 10YPP Excel spreadsheet is being replaced with a 10YPP online application. The application will look different but requires the same information as the old Excel template. The application will be tested, then released in May 2017.

### Forms

The Asset Update Form (AUF) is now available online at [www.education.govt.nz/project-management-forms](http://www.education.govt.nz/project-management-forms). Please note that this is an interim solution, and it is in Excel.

If you have any feedback on the form please let us know as it will drive the development of a future online application.

School-Led Project forms are also available at [www.education.govt.nz/project-management-forms](http://www.education.govt.nz/project-management-forms). The school-led form is available in PDF or excel. Download these to your computer and fill them in either on your machine or print them and fill manually.

### School Information Reports

School information reports will be available via the Property Portal from May 2017. Specific custom reports can be developed and provided via the portal where the need exists (whether that's a school need or a project manager need). We will need your feedback on what works, what's missing and what would be useful.

## 5YA Alignment Project Update

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The following has been completed:

- 1.1 - Preparatory work on 10YPPs for all schools participating
- 1.2 - Agree order of projects across clusters for all schools and submit 10YPPs
- 2.1 - Procurement of project managers

The following are in various stages:

- 2.2 - Procurement plans across clusters
- 2.3 - Delivery of school projects

### Key lessons learned

1.1 was about how the process can be improved to speed up production and save time for school management. Suggested changes to be explored are around timing and engagement of the 10YPP consultants, paying of 10YPP consultants, speeding up and improving quality and delivery of 'specialist infrastructure reports', e.g. roofing. Recommendations will be focussed on what stops a 10YPP being signed off so that by 1 July of the 5YA starting year schools are drawing down funding.

In 1.2 and 2.2 we learned how clustering can speed up project delivery. Clustering also appears to incentivise professional service providers and contractors to participate, and reduces administration and paperwork.

It won't be until 2.3 is at least partially completed that we will have hard evidence on financial savings - this is probably 12 months away.

# Health and Safety at Work – School Property

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Guidance material on health and safety topics affecting schools can be found at [www.education.govt.nz/health-and-safety-management](http://www.education.govt.nz/health-and-safety-management).

Information from WorkSafe NZ has been used in some cases, e.g. diagrams on where to look for asbestos in buildings. You can find other information on general health and safety information at [www.worksafe.govt.nz](http://www.worksafe.govt.nz) and [www.acc.co.nz](http://www.acc.co.nz).

## Managing asbestos

When left in place and in good condition, asbestos is not a significant risk. However, if it is disturbed during building work and fibres become airborne, a health risk occurs. If asbestos has been identified in your school the details must be recorded in your hazard and risk register. The Ministry has procedures, guidelines and check lists in place for Ministry-led projects and this information is available for school boards at: [www.education.govt.nz/asbestos](http://www.education.govt.nz/asbestos)

## Asbestos Management Risk Assessment Checklist

The Health and Safety at Work (Asbestos) Regulations and Code of Practice prescribe the actions you must take if asbestos is a risk. When considering the risks involved with asbestos and any related work it is important to consult with PCBUs that have shared duties, and the school community. You must:

- tell the community that asbestos-related work is to be undertaken and what the arrangements are.
- ensure a licensed asbestos remover is engaged.
- notify WorkSafe.

The contractor must have a process in place for when asbestos is found during building work (but was not found during the initial inspection.)

More guidance can be found on the check sheets 'Asbestos Management Risk Assessment Checklist' and 'Ministry Requirements for Asbestos Removal' at: <http://www.education.govt.nz/asbestos>.

## Managing contractors

Managing property often involves engaging contractors to undertake maintenance and building work. The H&S Work Act (HSWA) requires PCBUs such as school boards and the Ministry to consult with each other if they share a duty. For example, if a tradesperson arrives at the school to undertake work they need to be signed in, inducted and made aware of hazards listed in the schools hazard and risk register. For information about engaging and managing

contractors on see: [www.education.govt.nz/property-contractor-health-and-safety](http://www.education.govt.nz/property-contractor-health-and-safety). This information includes the revised procurement and contract templates that align with current H&S legislation.

## Health & Safety risks

The Health and Safety at Work Act requires the elimination of risks to health and safety and, if reasonably practicable, to minimise the risks.

PCBUs such as schools must:

- identify and understand key risks
- maintain a current hazard and risk register
- ensure that workers (teaching and support staff), pupils and visitors are aware of the hazards and risks and how to prevent harm
- induct visitors and tradespeople/contractors onto the school site and make them aware of the known hazards and risks
- follow the Ministry's H&S System ([www.education.govt.nz/ministry-of-education/health-and-safety](http://www.education.govt.nz/ministry-of-education/health-and-safety)).

Particular areas to consider are; asbestos management, technical teaching spaces and school laboratories where there is likely to be hazardous and flammable material, machinery and environmental issues (excessive noise or dust).

# All of Government (AoG) Contracts

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A reminder that if your school wants to be part of the All-of-Government contracts you will need to fill in the online registration form on the NZ Schools page at [www.procurement.govt.nz](http://www.procurement.govt.nz) under the heading Registering Your School.

You will be issued with a login to inSource, a library of confidential AoG contract information. In inSource, you can review each AoG contracts' offering (including pricing) and sign up to any or all of the available contracts.

For more information, visit the Schools page at [www.procurement.govt.nz](http://www.procurement.govt.nz), email [coe@mbie.govt.nz](mailto:coe@mbie.govt.nz) or phone Jan Barnett, Schools Account Manager on 07 8376 3131 or email [Jan.Barnett@education.govt.nz](mailto:Jan.Barnett@education.govt.nz).

# Engineering and Design Guidance Update

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This update covers three new Ministry documents, all of which include substantial amendments to their previous versions:

- Reference Designs for School Buildings in NZ – Toilets (Version 2.0, February 2017)
- DQLS – Acoustics (Version 2.0, September 2016)
- DQLS – Indoor Air Quality and Temperature Control (Version 1.0, to be released in late March/April)

The target audience of these documents is property professionals. Boards of Trustees and other people who make decisions about school property may also find them useful.

## **Reference Designs for School Buildings in NZ – Toilets (version 2.0, February 2017)**

The *Reference Design for School Buildings in NZ – Toilets (Version 2.0)* was released in February 2017. The latest version incorporates feedback received since the release of version 1.0 in August 2016 and considers the recent coroner’s report.

The document provides design guidance and reference design layouts for consideration when planning to build new (or upgrading existing) toilet facilities for schools. Compliance with this guidance document is highly recommended.

## **DQLS – Acoustics (version 2.0, September 2016)**

*DQLS – Acoustics (version 2.0)* is part of the Designing Quality Learning Standards (DQLS) the Ministry has developed for achieving Innovative Learning Environments. This new version was released in September 2016 and replaces the original 2007 document.

It includes specific performance requirements for use when briefing design teams, informing and reviewing designs and specifications, estimating costs and undertaking technical post occupancy evaluations and benchmarking of existing building performance for upgrades. These performance requirements are set at a level that supports all learners and inclusive education practices.

Requirements are now clearly marked as ‘mandatory’ or ‘recommendation’ in the document. ‘Mandatory’ requirements apply to new design proposals after 1 January 2017.

## **DQLS – Indoor Air Quality and Temperature Control (version 1.0)**

DQLS – Indoor Air Quality and Temperature Control also forms part of the DQLS suite. This latest guidance is to be released in late March/April 2017, and is an amalgamation of the two 2007 DQLS documents ‘Heating & Insulation’ and ‘Ventilation & Indoor Air Quality’.

It provides a set of performance benchmarks for briefing design teams, reviewing designs and specifications, evaluating insulation requirements, checking for safety in design provisions, informing system selection and technical post occupancy evaluations.

The document is intended for new, significant or specialist refurbishment works. Requirements are now clearly marked as ‘mandatory’ or ‘recommendation’. The updated guidance sets a minimum and maximum indoor temperature, air pollutant minimisation range, insulation requirements and a monitoring regime to gauge performance.

# New Zealand Fire Service – Reducing Arson in Schools

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Arson can be reduced with free (or low cost) and simple solutions.

You should systematically apply an Arson Reduction Plan. The plan should include targeting control of combustibles, security light, lines of sight and secure building openings. Communicate with your community and report unwanted behaviours to appropriate agencies, e.g. vandalism or evidence of minor fire lighting. Remember that ad hoc solutions are less effective than working to a plan.

You can get more information on reducing arson in your school by emailing [fire.investigation@fire.org.nz](mailto:fire.investigation@fire.org.nz).

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