

# NJA College of Education, WA



## ESTATE MANAGEMENT POLICY

### POLICY STATEMENT

THE ESTATES MANAGEMENT DEPARTMENT have developed this policy in exercising the powers conferred on the Minister of Education by section (1) of the NATIONAL COUNCIL FOR TERTIARY EDUCATION ACT, Act 847 of 2012 hereinafter called CoE Act 847 and in consonance with the Legislative Instrument (L.I.) 2012 which states that the Estate Management Department (EMD) shall provide support services to the various Divisions and Departments in the College in the following main areas:

- i) Educational Infrastructure Development
  - (a) Equipment
  - (b) Estates
- ii) Transport
- iii) Administration

### 9.2. IMPLEMENTATION PROCEDURES

In furtherance of the above Policy Statement, the functions of the Estate Management Department (EMD) shall be to:

- (a) formulate policies for the effective management of the support service programmes of NJA College of Education in the areas of transport, equipment and estates;
- (b) ensure transport availability at all times for educational activities by instituting systems for the specification, procurement, maintenance and replacement of vehicles;
- (c) Provide proper specifications for all educational equipment and ensure their availability to meet user demands.
- (d) Train users of all equipment;
- (e) Ensure the proper maintenance of buildings and equipment
- (f) Ensure the safety of all NJA College of Education movable and non-movable property as well as the proper and timely documentation of lands;
- (g) Ensure a safe and comfortable working environment for all workers and students;

- (h) Monitor and supervise contractors on new construction (interpretation of building plans, Bill of Quantities, etc)
- (i) Control cost, monitor construction and rehabilitation works;
- (j) Provide efficient hostel and security services;
- (k) Provide administrative support to other technical divisions within the College.
- (l) Any other relevant duties that might be assigned to the Department by the Principal and Council.

**9.3. Estate Development And Management Within The College Is Faced With Many Problems. Among These Are:**

1. Criteria for determining the location of new development or major rehabilitation have not been defined. Development, therefore, tends to be driven by pressure from various interests in directions not compatible with development priorities.
2. There is no database to show the extent of the estates of the college. Several of the facilities and other structures are on land that has not been properly acquired with the requisite legal documentation. Encroachment is therefore eminent.
3. The management of civil works is hampered by the absence of standard designs and qualified staff to supervise the quality of works and correctness of payment made for works done. The college is largely at the mercy of AESL, A&Q and other consultants.
4. Maintenance is poor with many structures left to deteriorate over long periods. There is no system in place for routine and preventive maintenance systems.
5. The resource base of the college for estate activities is often inadequate and irregular. Works programmes are therefore often delayed.

**9.4. MAIN OBJECTIVES**

THIS ESTATE DEVELOPMENT POLICY IS THEREFORE MADE ON this ..... Day of .....2016 for the ESTATE MANAGEMENT DEPARTMENT to formulate a POLICY that will facilitate the functions conferred on the Department in pursuance of (a), (e), (f), (g) (h), (i) and (j) above and clarify the procedures and requirement for the management of construction and institute a viable system for the care and effective maintenance of existing facilities.

**9.4.1. Specific Objectives**

- a. Planning:**
- b. Management:**