

# Application for New or Replacement POD Variation Notice and Agreement

v3.0



Type of occupancy

Please provide additional details if not included in dropdown

On which school's site will the service be located? *For example, the host or accomodating school*

Which school provides or runs the service? *For example, the base, lead or employing school*

Date occupancy starts  /  /  DD/MM/YYYY Existing agreement in place *If yes, please attach a copy, if available.*  
 Yes  No

Name of building in K2

Attach a site plan as an appendix to show any buildings and/or land to be occupied.

## Cost sharing details

The standard rate is \$100 per FTTE per Term. This charge covers photocopying, staffroom costs and other incidental expenses. Host schools cannot charge for internal/external cleaning, car parking or a rent/lease fee. The Service may make a donation to the Host School if they wish to, but this must not be included on this form.

Any negotiated charges over and above the standard rate must be recorded below

Operational component	Record of comments and agreements	Payment rate/frequency
Standard charge \$100 plus GST per FTTE per Term <small>Please list any additional negotiated charges below</small>	Number of FTTE staff	Total charge (Standard rate * No of FTTE)  Per * Term / *Annually *delete as appropriate
Agreed by Host School (Print name, Position)	Signature	Date
Agreed by Lead School (Print name, Position)	Signature	Date

## School Property Advisor

Is area recorded as legitimate area in K2?

Yes

No

Comments/risks/concerns

Full name

Signature

Date / /

DD/MM/YYYY

## Infrastructure Manager

I endorse this application.

Full name

Signature

Date / /

DD/MM/YYYY

## Process

1. SE&S / Service (RTL, Satellite, Sensory Resource Centre) identify a school with capacity to host with assistance from property advisors
2. Lead school initiate the Application, agree charges and both schools sign the application
4. Host school send the application to their Property Advisor at the local Ministry office
5. Property Advisor checks/updates the information in K2, attaches a site plan and signs the application which is then endorsed the Infrastructure Manager.
6. When the application is received in National Office the Leasing team prepare the POD Variation
7. The POD Agreement is sent to the Host and Lead Schools for sign off and then returned to the Ministry where it is signed by the National Property Services Group Manager.
8. Each Party receive a copy of the POD Agreement for their records.

Note: This process can take several weeks/months to complete. Although a Principal is empowered to sign the POD Agreement, some may require approval from the BoT and so will be held until the next board meeting. The Ministry cannot be held responsible for delays whilst the Agreements are awaiting sign off by the Host and Lead schools.