



Property Management

Principle:

1. This policy relates to all Tasmanian Council on AIDS, Hepatitis and Related Diseases (TasCAHRD) property other than property administered by the Nigel Mallet Housing Project.
2. TasCAHRD will adopt best practice principles in the management of its property to maintain TasCAHRD's assets and to create an appropriate working environment.

Guidelines

Maintenance

3. In maintaining the TasCAHRD property at 319 Liverpool Street, TasCAHRD will at all times ensure the conservation of the heritage values of the property. To this end, the Council has adopted in principle the Conservation Plan for the building prepared by the Hobart Technical College, as well as advice relating to that report received from time to time.
4. The Business Services Subcommittee (BSS) is required to prepare a long term building development/improvement plan, and will ensure that this plan is updated in May/June in each year, with a report to the Board being considered as part of the Budget preparation process.
5. The Chief Executive Officer is required to keep a register of building works undertaken on the property, listing:
 - a) Date and nature of works undertaken
 - b) Name and address of builder
 - c) Any warranties or indemnities pertaining to the work
 - d) Cost of works.
6. Routine maintenance requests are to be addressed by the Chief Executive Officer. The Chief Executive Officer shall refer items of significant expenditure to the BSS, which may request consideration by the Board.
7. The Chief Executive Officer and/or the President of TasCAHRD may address urgent maintenance issues.
8. Major maintenance issues are to be addressed by the Board.

Security

9. The Chief Executive Officer shall ensure that keys and security codes are protected at all times.
10. The Chief Executive Officer shall issue keys and security system codes to staff members as appropriate. The Chief Executive Officer, the Office Manager and the President / nominee shall each hold one of three-only building master keys.
11. Signatories for new security keys to be cut are the Chief Executive Officer, President and Office Manager. Any two signatories can order new keys. The Board may amend these signatories by submitting a new security form to Jackson Locksmiths.
12. The Chief Executive Officer is empowered to impose any restrictions on the issue and use of keys and access to TasCAHRD offices deemed to be appropriate for the safe and responsible use of TasCAHRD facilities.

Management

13. The BSS shall be responsible for the management of the property, including the day-to-day management by the Chief Executive Officer.
14. The Chief Executive Officer and the Treasurer shall be responsible for ensuring the maintenance of appropriate insurance cover on the property.

External Use of TasCAHRD Facilities

15. TasCAHRD will consider requests from other groups and organisations to utilise the property's meeting facilities, particularly from consumer and allied groups who share TasCAHRD's aims and objectives.
16. The temporary loan of keys to other individuals or organisations shall generally be limited to an overnight or weekend basis and shall be accompanied by a security deposit and hire fee (where appropriate). The Chief Executive Officer shall be responsible for approving such access.
17. The Office Manager shall develop a booking system for the meeting room and the consumer areas. Booking arrangements shall be coordinated by the Office Manager. The Chief Executive Officer may impose any restrictions and regulations deemed to be appropriate.
18. A minimum of 24 hours notice shall generally be required for booking TasCAHRD facilities.

Property inspections

19. Property inspections are to be coordinated by the Chief Executive Officer and are to occur every six months or at other intervals agreed by the BSS. The Chief Executive Officer (or nominee) and the President (or nominee) shall conduct inspections.
20. The Office Manager shall be responsible for ensuring regular inspection and maintenance of fire safety facilities and equipment.
21. The Chief Executive Officer shall make a report to the Board following each inspection of the building.

Office Hours

22. TasCAHRD office hours are 9.00am to 5.00pm Monday to Friday. Maintenance requests outside these hours are to be directed to the out of hours contacts nominated by TasCAHRD.

Safe working environment

23. TasCAHRD will provide a safe working environment for its staff and clients. Staff and clients are encouraged to refer occupational hazards promptly to the Responsible Officer/OHS Representative. The building at 319 Liverpool Street is to be a strictly non-smoking work environment.

Approved: 26 May 1999

Amended: 30 Oct 2002

Policy AMS-01