



ASSET AND PROPERTY MANAGEMENT POLICY		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 30 January 2018
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Purpose

In the course of delivering on its Mission, the Archdiocese of Hobart ('Archdiocese') needs to acquire and administer temporal goods. Book V of the *Code of Canon Law*, 'The Temporal Goods of the Church' establishes the right of the Church to own temporal goods and defines those materials under the canons.

The purpose of this policy is to outline the general norms associated with the management, transfer and ownership of property.

Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

Policy

Ownership

All property titles will be held in the name of the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.

Signatories

The Trustees of the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart are solely authorised to sign formal documentation relating to property transactions.

Transactions

All property transactions will be conducted by the solicitors engaged by the Archdiocese of Hobart.

Purchase and Disposal of property

Prior to entering into a contract to purchase or dispose of property, an application is to be made to the Property Committee for its formal endorsement for recommendation to the Archbishop for his approval. The Property Committee is a sub-committee of the Diocesan Finance Council (DFC).

Endorsement by the Property Committee and approval by the Archbishop is required for construction or development relating to any modifications or alterations of Archdiocesan property where the total spend on any one property within any twelve month period is over \$15,000.

Alienations

The Archdiocese will conduct business in reference to the *Australia Catholic Bishops Conference – Complementary legislation for Australia pertaining to Acts of Extraordinary Administration and Alienation* when considering property matters.

Exclusions

The following agencies are excluded from submitting approvals to the Property Committee:

- Catholic Schools and Colleges. Required to follow the Catholic Education – Capital Projects Committee procedures.
- Affordable Community Housing Alliance Tasmania (trading as Centacare Evolve Housing).

Canonical ownership is recognised in the Archdiocese of Hobart records with the exception of Blueline Laundry Incorporated.

Asset and property management

The Archdiocese is committed to ensuring best practice property and asset management. Principles include:

- Implementing and maintaining property and asset management registers
- Implementing and updating maintenance plans
- Complying with all relevant acts, standards, building codes, but, not limited to those relating to Work Health and Safety, Disability Access and the Management of dangerous goods
- Ensuring that heritage, ecological sustainability and best practice waste management practices occur
- Instigating and managing of capital works projects, both major and minor in a planned manner
- Ensuring that service delivery/mission needs are a key focus in the evaluation of existing and/or proposed new facilities, plant, equipment, utilities and consumables
- Ensuring there are appropriate levels of security of property and assets occurs
- Ensuring necessary levels of property and asset insurance are in place
- Applying asset disposal guidelines for property, building, plant and equipment
- Applying full life cycle costing, risk analysis and better use of existing assets before acquiring new assets or developing new assets on existing site, non-asset solutions
- Ensuring there is adequate record management pertaining to maintenance and ownership.

Definitions

Alienation: transferring full ownership of goods to a third party by an ‘inter vivos’ act, onerously (by sale) or gratuitously (donation).

Temporal Goods: term used in canon law for church property. ‘Temporal’ goods include all non-spiritual assets, tangible or intangible that are used to fulfil the Mission of the church. These can include land, buildings, furnishings, vehicles or works of art.

Related Documents

Diocesan Finance Council Property Committee Terms of Reference
Financial Management Policy
Whistleblower Policy
Workplace Behaviour Policy

Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,
11 August 2018

