



## U3A Milton – Ulladulla Campus Incorporated

### RESOURCE MANAGEMENT POLICY

#### Introduction

U3A Milton-Ulladulla (M-U U3A) has benefited significantly from the contributions of its members and the broader community, resulting in a wealth of resources, and access to facilities, that enable the delivery of the current diverse and rewarding suite of courses.

It is important that we all ensure that these resources are properly managed so that they continue to be available to best support future delivery.

#### ***Resources covered by this policy are:***

2. The resources covered by this policy include:
  - a) **Ordinary Items** – ie, items purchased by, or donated to, M-U U3A used for the delivery of courses, including:
    - i) Great Courses DVDs, general movie DVDs.
    - ii) Printing equipment
    - iii) Computing Equipment
    - iv) Audio Visual Equipment
    - v) Furniture and Fittings
    - vi) Musical Instruments Significant items – those costing more than \$200, not noted above, which have a life expectancy of more than one year
    - vii) Portable (and attractive items) High Risk – those items which do not fall above the \$200 threshold, are not referenced elsewhere, but are potentially a high risk of theft
    - viii) Equipment and other resources, reference books etc acquired by tutors with prior agreement from the Treasurer and Committee or Courses Coordinator, to support courses offered
  - b) **Items that are not owned by M-U U3A** but which are located at M-U U3A venues
  - c) **Venues used for the delivery of courses**, including:
    - i) Harry Higgs Room
    - ii) Storage under Harry Higgs Room
    - iii) Other venues used for the delivery of M-U U3A courses, not including private homes.
  - d) **Keys to venues**

### **Responsible Officers**

3. The positions of Courses Coordinator and Property Officer are to be appointed, under the authority of clause 44 of the Constitution, by the U3A Committee from the Committee members:
  - a) **Courses Coordinator** - The role of the Courses Coordinator is to schedule the delivery of M-U U3A courses.
  - b) **Property Officer** - The role of the Property Officer is to ensure that the resources available to M-U U3A are properly recorded, maintained, and available as appropriate for the use of M-U U3A members.

### **Course Scheduling**

4. The Course Coordinator is to request and consolidate proposals for the delivery of courses by tutors at least 4 weeks prior to the start of each term
  - a) Information provided by tutors is to include:
    - i) specification of any resources considered necessary to deliver each proposed course and preferred delivery times, including estimated cost if these are not already owned by M-U U3A. The Committee will consider such requests by tutors.
    - ii) preferred time(s) for delivery, including any days and/or times that they would not be available to deliver the course
    - iii) preferred venue, including any reasons for why that particular venue is preferred
5. The Course Coordinator is to consult widely to seek possible venues, if currently available venues are not sufficient to meet the requirements.
6. The Course Coordinator is to allocate courses to available venues having regard to:
  - a) maximising the use of items and resources currently available to M-U U3A at specific venues
  - b) the facilities necessary to most effectively deliver the full suite of courses at minimal additional cost to M-U U3A
    - i) Continuing courses should not automatically be rescheduled to the same time and venue, if new courses are proposed which would use more of the M-U U3A resources already at that venue. However, any proposed changes should be discussed with relevant tutors, prior to any changes being finalised.
7. The Course Coordinator is to finalise scheduling of courses at least 3 weeks prior to the start of each term.
8. In the absence of the Courses Coordinator, the Vice President will coordinate and consolidate course proposals by tutors and make recommendations for timing and venues for consideration by the Committee.

### **Purchase of new resources**

The Course Coordinator is to consolidate and consider requests for the purchase of 'Great Course' DVDs

- a) The Course Coordinator may approve the purchase of 'Great Courses' DVDs totalling up to \$500 each term

- b) In the circumstances that the sum of requests for 'Great Course' DVDs for a particular term exceed \$500, the Committee is to decide which are to be purchased,
9. If approved, the Course Coordinator is to make the purchase(s). No purchase is to be made until the Course Coordinator is confident that all potential requests for the relevant term have been received and considered.
  10. The Course Coordinator is to consider, and may approve, requests for the purchase of other course materials in excess of \$30 and less than \$200.
    - a) It is preferred that that Course Coordinator make the requested purchase, but, at their discretion, they may request that the tutor make the purchase (for example if a discount is available in these circumstances) and seek reimbursement from the Treasurer.
  11. Requests for purchase of individual course materials of \$200 or greater are to be brought to the attention of the Treasurer, who is to provide advice and recommendations for consideration by the Committee.
    - a) Approval of particularly expensive items may include a requirement that members participating in the course using the item make additional contributions to help defray the cost and ensure a more equitable distribution of M-U U3A resources across members and courses.
      - i) Such a fee may be for set period or open-ended – and are to be treated as donations. Payment of these fees does not change the ownership of the item by M-U U3A.
      - b) Once approved by the Committee, it is preferred that that course coordinator make the requested purchase, but at their discretion, they may request that the tutor make the purchase (for example if a discount is available in these circumstances) and seek reimbursement from the Treasurer.
  12. All Ordinary Items purchased either directly by the M-U U3A or indirectly through reimbursement, including Ordinary Items for which members have made subsequent contributions towards the cost, remain the property of M-U U3A.
  13. The Course Coordinator is to provide details and receipts for all purchased items to the Treasurer, with a further copy to the Property Officer, within two weeks of purchase.
  14. In the absence of the Courses Coordinator, the Treasurer and Committee will consider and approve requests for purchase of resources that would otherwise have been considered and approved by the Courses Coordinator.
    - a) The Treasurer will make the approved purchases, unless, at their discretion, it is considered more beneficial for the tutor to make the purchase and to seek reimbursement from the Treasurer.
    - b) Details are to be provided to the Property Officer within two weeks of purchase or reimbursement.
  15. Movie DVD purchases are only to be made with the approval of the Treasurer after consultation with the Tutor of the movie group.

### ***Management of Ordinary Items***

16. The Property Officer is to maintain a register of all Ordinary Items available for the delivery of M-U U3A courses, classified as per subsection 2. a)
17. New Ordinary Items are to be recorded in the register within two weeks of receiving details from the Course Coordinator or the Treasurer

18. As a minimum, where available, the information to be recorded for each item is to include:
- a) Item description
  - b) Cost (or estimated original cost if actual cost not available)
  - c) Date of purchase
  - d) Where purchased from
  - e) Warranty details
  - f) Date last physically sighted by the Property Officer
  - g) Condition at the date last sighted (Excellent, Good, Poor, Requires Maintenance, Recommend disposal)
  - h) Current location. If the current location is not an M-U U3A venue (such as when held at a tutor's home), additional information is to include:
    - i) Name of person responsible for the item
    - ii) Contact number
    - iii) Address where item is usually stored
19. An extract of the register, ordered by location, is to be made available on request to M-U U3A members. This register is to include:
- a) Item description
  - b) Condition at date last sighted
  - c) Current location (the name of the person holding the item and their contact number only is to be provided for those items not held at a M-U U3A venue)
20. The Property Officer is to conduct a review of all Ordinary Items owned by the M-U U3A, to ensure their condition and location, at least once each twelve months, and to record this review in the register.
21. Subsequent to this review, the Property Officer may recommend the disposal of Ordinary Items, including for reasons of deteriorated condition or obsolescence
22. Disposal is only to be undertaken after approval by the Committee, and by the method approved by the committee, which may include:
- a) Offered to all members for purchase,
  - b) Offered to the general public, or
  - c) Offered to a reputable charity, or
  - d) Disposed of in an environmentally sustainable way (e.g. using a recycling centre) wherever possible
  - e) Disposal to landfill should be the action of last choice
  - f) All disposals must be transparent and conform to ethical principles
23. Items that are not able to be located during two annual reviews in a row, are to be considered for removal from the register, subject to approval by the Committee. Prior to removal, the Committee may consider using the newsletter to locate the missing item(s)
24. The Property Officer is to consider and recommend to the Committee, whether any individual items are of sufficient value to be insured under a contents insurance policy.
25. In the absence of the Property Officer, the Treasurer will maintain and manage the Ordinary Items register, including the conduct of the annual review.

***Items located at M-U U3A venues that are not owned by M-U U3A***

26. In certain circumstances, items may be lent to M-U U3A to be used in the delivery of courses, and left at M-U U3A venues for unspecified periods. In such circumstances, the

Property Officer is to ensure that the owner provides written approval for the item to be stored at that venue, including:

- a) Name and contact number for the owner
  - b) The purpose for which it has been left
  - c) Any restrictions on the use of the item
  - d) An acknowledgement that though due care will be taken, M-U U3A will not be responsible for any loss or damage to the item whilst it is located at the venue.
27. The Property Officer is to maintain a register of such items, including, at a minimum:
- a) Item description
  - b) Item location
  - c) Item condition
  - d) Any special conditions / restrictions in relation to the use of the item
  - e) Date item first left at the venue
  - f) Name and contact number of the person who left the item
28. The Property Officer is to ensure that the item is clearly signed as not being the property of M-U U3A, noting any specific requirements / restrictions as to its use
29. The Property Officer is to review the use of such items at regular intervals, to ensure that it remains appropriate for the item to continue to be housed at the venue. The Property Officer may, at their discretion, request that such an item be removed from the venue by the owner.

### ***M-U U3A venues***

30. The Courses Coordinator is to maintain a listing of venues available, or potentially available, for use by M-U U3A for the delivery of courses. This does not apply to private homes used for the delivery of certain courses.
31. The listing is to include the following information, as a minimum:
- i) The venue name
  - ii) The venue address
  - iii) The furniture available to set up the venue
  - iv) The number of members that the venue can hold, depending on the configuration of the venue
  - v) List of key delivery resources available at the venue (eg wall mounted television, audio-visual projector, sink, electronic piano, etc)
32. The listing is to be used by the Courses Coordinator at all times to enable them to identify the potential venues to meet a tutor's request.
33. The listing is to be made available to tutors, on request, to enable them to identify the venue which would best meet their delivery requirements.
34. The Courses Coordinator is to regularly visit each venue to ensure that it remains suitable for the delivery of M-U U3A courses.
35. omit.

### ***Keys***

36. The Property Officer is to maintain a register of any keys issued to M-U U3A members. This register is to include:
- a) Venue to which the key applies
  - b) Person key issued to

- c) Contact number for Person holding the key
  - d) Date key issued
  - e) Date key returned
37. If a course is not continuing into the following term, the key is to be returned to the Property Officer. The Property Officer is to consult with the Courses Coordinator at the start to each term to determine whether any keys issued are required to be returned.
38. If there is no Property Officer, the Vice President/Courses Coordinator is to be responsible for the maintenance of the key register.

### ROLES OF THE COMMITTEE MEMBERS

#### VICE PRESIDENT

- In the absence of the Courses Coordinator, the Vice President will coordinate and consolidate course proposals by tutors and make recommendations for timing and venues for consideration by the Committee.
- If there is no Property Officer, the Vice President/Courses Coordinator is to be responsible for the maintenance of the key register.

#### TREASURER

- **Record equipment and other resources, reference books etc acquired by tutors with prior agreement from the Treasurer and Committee or Courses Coordinator, to support courses offered**
- Requests for purchase of individual course materials of \$200 or greater are to be brought to the attention of the Treasurer, who is to provide advice and recommendations for consideration by the Committee.
- In the absence of the Courses Coordinator, the Treasurer and Committee will consider and approve requests for purchase of resources that would otherwise have been considered and approved by the Courses Coordinator.
- The Treasurer will make the approved purchases, unless, at their discretion, it is considered more beneficial for the tutor to make the purchase and to seek reimbursement from the Treasurer.
- Details are to be provided to the Property Officer within two weeks of purchase or reimbursement.

#### COURSE COORDINATOR

- The role of the Courses Coordinator is to schedule the delivery of M-U U3A courses.
- The Course Coordinator is to request and consolidate proposals for the delivery of courses by tutors at least 4-6 weeks prior to the start of each term

- The Course Coordinator is to consult widely to seek possible venues, if currently available venues are not sufficient to meet the requirements.
- The Course Coordinator is to allocate courses to available venues having regard to:
  - i) maximising the use of items and resources currently available to M-U U3A at specific venues
  - ii) the facilities necessary to most effectively deliver the full suite of courses at minimal additional cost to M-U U3A
    - (1) Continuing courses should not automatically be rescheduled to the same time and venue, if new courses are proposed which would use more of the M-U U3A resources already at that venue. However, any proposed changes should be discussed with relevant tutors, prior to any changes being finalised.
- The Course Coordinator is to finalise scheduling of courses at least 3 weeks prior to the start of each term.
- In the absence of the Courses Coordinator, the Vice President will coordinate and consolidate course proposals by tutors and make recommendations for timing and venues for consideration by the Committee.
- The Course Coordinator is to consolidate and consider requests for the purchase of 'Great Course' DVDs
  - i) The Course Coordinator may approve the purchase of 'Great Courses' DVDs totalling up to \$500 each term
  - ii) In the circumstances that the sum of requests for 'Great Course' DVDs for a particular term exceed \$500, the Committee is to decide which are to be purchased,
- If approved, the Course Coordinator is to make the purchase(s). No purchase is to be made until the Course Coordinator is confident that all potential requests for the relevant term have been received and considered.
- The Course Coordinator is to consider, and may approve, requests for the purchase of other course materials in excess \$30 and less than \$200.
  - iii) It is preferred that that Course Coordinator make the requested purchase, but, at their discretion, they may request that the tutor make the purchase (for example if a discount is available in these circumstances) and seek reimbursement from the Treasurer.
- The Course Coordinator is to provide details and receipts for all purchased items to the Treasurer, with a further copy to the Property Officer, within two weeks of purchase.
- In the absence of the Courses Coordinator, the Treasurer and Committee will consider and approve requests for purchase of resources that would otherwise have been considered and approved by the Courses Coordinator.
- **The Courses Coordinator will provide a list of Equipment and other resources, (reference books etc) acquired by tutors with prior agreement from the Treasurer and Committee or Courses Coordinator, to support courses offered.**

## PROPERTY OFFICER

- Property Officer - The role of the Property Officer is to ensure that the resources available to M-U U3A are properly recorded, maintained, and available as appropriate for the use of M-U U3A members.
- The Property Officer is to maintain a register of any keys issued to M-U U3A members. This register is to include:
  - i) Venue to which the key applies
  - ii) Person key issued to
  - iii) Contact number for Person holding the key
  - iv) Date key issued
  - v) Date key returned
- If a course is not continuing into the following term, the key is to be returned to the Property Manager. The Property Officer is to consult with the Courses Coordinator at the start to each term to determine whether any keys issued are required to be returned.
- The Property Officer is to conduct a review of all Ordinary Items owned by the M-U U3A, to ensure their condition and location, at least once each twelve months, and to record this review in the register.
- Subsequent to this review, the Property Officer may recommend the disposal of Ordinary Items, including for reasons of deteriorated condition or obsolescence.
- The Property Officer is to consider and recommend to the Committee, whether any individual items are of sufficient value to be insured under a contents insurance policy.
- If there is no Property Officer, the Vice President/Courses Coordinator is to be responsible for the maintenance of the key register.

*U3A MILTON - ULLADULLA CAMPUS INCORPORATED ("Association")*

*DATE APPROVED BY THE COMMITTEE: 10 July 2019*

*THIS DOCUMENT IS DUE TO BE REVIEWED: July 2021*