
FACILITIES MANAGEMENT

Overview

Functional Responsibility

Chief Financial Officer

General Considerations

All negotiations of leases must not in any way commit ADHB until the required approval has been obtained

Input should be sought from Legal and Governance to ensure the negotiators of leases do not unwittingly render ADHB liable prior to all required approvals being obtained. Agreements which are conditional on Board approval are acceptable.

FACILITIES MANAGEMENT

Summary 5: Facilities Management

No.	Description	Level 1	CFO	Level 2	Level 3	Level 4	Other Comments
	<i>Leases and Licences and other rental agreements</i>						
5.1(a)	Enter into, renew or terminate leases, licences and other rental agreements in the form of a deed where ADHB is the landlord/lessor	C.E.O. and C.F.O <\$500,000	CFO with Level 2 <\$300,000				Joint signatories required. Deed to be approved by Legal and Governance. Special conditions apply.
5.1(b)	Enter into, renew or terminate leases, licences and other rental agreements where ADHB is the landlord/lessor	C.E.O. <\$500,000	CFO with Level 2 <\$300,000				Agreement to be approved by Legal and Governance. Special conditions apply.
5.2(a)	Enter into, renew or terminate leases, licences and other rental agreements in the form of a deed where ADHB is the tenant/lessee	C.E.O. and C.F.O <\$500,000	CFO with Level 2 <\$300,000				Joint signatories required. Deed to be approved by Legal and Governance. Special conditions apply.
5.2(b)	Enter into, renew or terminate leases, licences and other rental agreements where ADHB is the tenant/lessee	C.E.O. <\$500,000	CFO with Level 2 <\$300,000				Agreement to be approved by Legal and Governance. Special conditions apply.
	<i>Allocation of Space and Sub-tenancies</i>						
5.3	To allocate space and accommodation within existing tenanted space	FA	FA	FA			Decision in consultation with Facilities Management
5.4	Negotiate and prepare sub-tenancies	FA	FA				
	<i>Utilities and Service Contract Invoices</i>						
5.5	Approve Utility invoices for payment	FA	<\$1,000,000		Manager Facilities Managemnt <\$200,000		Must be signed contract in place
5.6	Approve invoices for service contracts	FA	<\$1,000,000		Manager Facilities Managemnt <\$200,000		Must be signed contract in place

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FACILITIES MANAGEMENT

Summary 5: Facilities Management, Continued

No.	Description	Level 1	CFO	Level 2	Level 3	Level 4	Other Comments
	<i>Signing Specific Statutory and Regulatory Declarations for Buildings</i>						
5.7	Sign building warrants of fitness	FA	FA		Manager Facilities Managemnt		
5.8	Sign MOH application to make structural alterations/ additions	FA	FA		Manager Facilities Managemnt		Applications reported in monthly CE review pack month of completion
5.9	Sign MOH declaration for continuance of hospital licence	FA	FA		Manager Facilities Managemnt		In consultation Quality of Service. Approval of Hosp GM's. Reporting requirement monthly CE review pack

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