



## REAL PROPERTY POLICY 2016 – SUMMARY FOR GROUPS

‘Real property’ is a term used to cover Scouts Victoria real estate, including freehold, leasehold and licenced land and improvements. It is used to differentiate from other forms of Scout property such as building contents and equipment.

Following liaison with a number of bodies and individuals, the Branch Executive Committee (BEC) has recently adopted a policy to cover Scout Association ‘real property’. The purpose of this Policy “is to provide a consistent framework for decisions regarding the acquisition, management and disposal of real property owned/leased and/or managed by The Scout Association of Australia, Victorian Branch (‘Scouts Victoria’)”. It is not a ‘how to manual’ covering every thing that a local Scout Group might need to know about managing property, although the BEC has also committed to prepare such a manual.

The policy includes a ‘policy statement’, defines a series of ‘responsibilities’, and most importantly includes a number of procedures.

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## POLICY STATEMENT

All documents pertaining to the ownership of real property by Scouts Victoria, and all documents granting formal legal permission to occupy and use premises not being premises owned by Scouts Victoria, shall be in the name of the incorporated body – The Scout Association of Australia, Victorian Branch.

All Scout property will be actively managed and a property manager designated for every property. The designated property manager is responsible for maintaining and improving the property and ensuring that it meets current legal requirements and the needs of the Scout program.

Freehold or leasehold property will only be sold when a 'strategic review' has been undertaken that concludes that sale provides the best option for programme delivery and the best long-term financial outcome, and after all relevant formations have been consulted. If sold, the first call on the proceeds shall be to pay any outstanding debt on the property and any costs associated with the sale. Sale proceeds shall not be used to meet ordinary operational expenses of Scouts Victoria.

All funding for any project to acquire real property or undertake works, must be in place before proceeding with the project.

## RESPONSIBILITIES

Responsibilities listed for a number of formations (including Branch and District/Regions). Where a Group manages a Scout property such as a Scout hall its responsibilities are:

- Maintain and improve all property for which they are responsible.
- Ensure that all property for which they are responsible complies with current legal requirements and the needs of the Scout program.
- Seek approval of the relevant BEC property subcommittee (or if no BEC sub-committee appointed, the BEC) prior to commencing or entering into a contract for works whose cost is greater than the formation's current financial delegation.
- Not enter into any lease, licence or other formal legal permission to occupy and use premises, nor enter into negotiations to acquire or dispose of real property.
- Ensure that all arrangements for hire of the facilities by third parties are in writing and use, as relevant, the 'Hall Hire Agreement' form' or the 'Campsite User Agreement' form, and that a copy of all such agreements is retained for at least 7 years and that a soft copy be placed on the formation's extranet 'property file'.
- Undertake regular 'essential safety measures' and maintenance checks, at least once a year – and rectify any issues identified in a timely manner.

Responsibilities are also listed for Branch and District/Regions.



## PROCEDURES

### General Inquiries

All property enquiries should, in the first instance, be directed to the Victorian Scout Centre who will direct the enquiry to relevant officer or body.

### Lease and Licences

All proposals to obtain or renew a lease, licence or other permission to occupy and use premises for Scouting purposes are to be forwarded to the Executive Officer who will register the application and forward it to the relevant BEC property sub-committee for consideration and recommendation.

Where the proposed acquisition is by a formation other than Branch, the proposal needs to have the prior certification of the relevant District and/or Region that the proposal is consistent with any relevant District Development Plan.

All proposals to obtain or renew a lease, licence or other permission to occupy and use premises for Scouting purposes are to take into account:

- The outcomes of a strategic review – showing a clear strategic justification demonstrating how the proposal will further the development of Scouting and delivery of the Scouting program
- The priorities of the Branch Strategic Plan
- Consistency with any relevant District Development Plan
- The outcomes of consultation with relevant formations
- A consideration of options, an outline of how the proposed property will be managed and used, the costs of establishment, refurbishment and operation and the proposed sources of funding.

### Approval of Works

Where within its delegation authority,<sup>1</sup> the property manager does not require approval by other Scouting formations to undertake proposed works.

Irrespective of the source of funding, any proposal by the property manager to carry out works or improvements whose cost is greater than its financial delegation authority<sup>2</sup> must be approved by a BEC property sub-committee or the BEC. To this end, such proposals are to be sent to the Executive Officer who will register the application and forward it within 3 days to the relevant BEC property sub-committee for consideration at its next scheduled meeting and, if it thinks fit, approval (or if outside the Subcommittee's delegation authority, for consideration and recommendation to the BEC for approval), and no works – other than emergency works - may be commenced until approval is received from that Subcommittee or the BEC as the case may be.

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<sup>1</sup> As defined in the Delegations Policy 2016 and associated 'Schedule of Financial and Other Delegations'.

<sup>2</sup> As defined in the current 'Schedule of Financial and Other Delegations'.



Applications for approval of works are to include:

- A description of the works
- An outline of the need and use of the proposed works
- An estimate of the total cost of the project and proposed source of funding
- Endorsement by the relevant District or Region of consistency with relevant District Development Plan, if any.
- An outline of the proposed project management arrangements and timelines
- Details of all permits and third-party approvals required.

Where the proposed works cost more than \$100,000 additional information may be required.<sup>3</sup> Formations are also encouraged to discuss proposals and 'approval-in-principle' for major works prior to pursuing detailed plans and specifications and third-party approvals.

Necessary emergency works, and variations and adjustments to approved works, may be approved by the Chairman of the approving formation or body, subject to ratification of the approving formation or body.

### Other Procedures

Other procedures cover:

- Acquisition of real property
- Disposal of Real Property
- Proceeds of Property Sales
- Strategic Reviews

### MORE INFORMATION

The full policy can be found on the Scouts Victoria website at [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au), and any enquires about the policy should be directed to [exec.manager@scoutsvictoria.com.au](mailto:exec.manager@scoutsvictoria.com.au)

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<sup>3</sup> The Executive Manager can provide advice of these requirements.

