



Branch Executive Committee Group Facilities Support Subcommittee

Constitution	The Group Facilities Support Subcommittee (Subcommittee) is a subcommittee of, and responsible to, the Branch Executive Committee (BEC) under Clause 34 & 35 of the Constitution.
Purpose	The role of the Sub-committee is to protect the real property interests and assets of Scouts Victoria by ensuring compliance with all relevant legislation, regulations and by-laws; by providing a legal service in matters of property sales, purchases and lease/licence/occupancy negotiations; and assisting formations in the management and maintenance of property.
Functions	<p>The functions of the Subcommittee are as follows to:</p> <ul style="list-style-type: none"> • provide a framework for building assessment services to enable realistic building maintenance plans to be developed by Formations; • provide a project oversight service to all Group and District facilities, other than campsites, for all maintenance and refurbishment projects, whether funded locally or through the Property Management Subcommittee's annual budget allocation or by special BEC allocation; • consider, and if thought fit approve, applications from formations for Scouts Victoria funding assistance for repair or maintenance projects subject to the Subcommittee's annual budget allocation; • manage all lease, licence and other tenure negotiations with respect to all existing properties, preparing and submitting to the BEC for approval and signing all relevant documentation including for the purchase and disposal of real property; • ensure that occupying formations are aware of their obligations under their occupancy agreement, under relevant legislation and regulations and under local government by-laws; • manage the processes for disbursement/acquitting of and reporting to all relevant bodies (including but not limited to the BEC and State and Federal Government departments) Government funds given to Scouts Victoria for the purpose of acquiring or upgrading real property for all projects overseen by the Property Management Subcommittee;



<p>Membership</p>	<p>The membership of the subcommittee shall be expertise-based and encompass the following areas of expertise:</p> <ul style="list-style-type: none"> • real estate, including sales and leasing • public land management, leases and licensing • building regulations and codes • building maintenance and management • property law • Planning and environmental regulation <p>Each Region Commissioner may nominate a representative with relevant expertise to join the Subcommittee.</p> <p>Members shall be appointed by the BEC for a two-year term and shall be eligible for re-appointment. In accordance with Clause 34 of the Constitution, at least two members shall be members of the BEC.</p>
<p>Chairman</p>	<p>The Chairman of the Subcommittee:</p> <ul style="list-style-type: none"> • shall be appointed by the BEC. • is responsible for giving notice of meetings, developing meeting agendas and chairing all meetings of the Subcommittee. • shall provide a written report of significant findings and recommendations of the Subcommittee to the BEC following each Subcommittee meeting.
<p>Meetings and Procedures</p>	<p>The Subcommittee shall meet and regulate its meetings and proceedings as it may think, subject to the following provisions:</p> <ul style="list-style-type: none"> • the meeting quorum shall be a majority of members • decisions shall be made by majority vote and, in the event of an equality of votes, the chairman shall have a casting vote. • non-members may be invited to attend meetings and contribute to discussions, but shall not have voting rights. • minutes shall be taken of all meetings and record those present and all resolutions adopted and will be circulated to all members of the BEC • members shall be invited to disclose any conflicts of interest at the commencement of each Subcommittee meeting.
<p>Delegated Authority</p>	<p>The Subcommittee shall have the authority to seek any information it requires necessary to achieve its functions, including the seeking of independent advice. The Subcommittee has authority to authorize the spending of monies on hall maintenance subject to the availability of budgeted funds and the above project cost limit and to ratification by the BEC, but does not otherwise have the authority to make decisions on behalf of the BEC other than in accord with the BEC’s Delegation Policy.</p>



**Reporting and
Performance
Assessment**

The Subcommittee shall provide regular reports to the BEC of its activities and decisions. The Subcommittee shall prepare an annual plan and undertake an annual performance evaluation of its achievements.

