



Group Leaders Guide to

Facility Management

Introduction

Your hall is your group's home, the place where you meet regularly and where you store the equipment you need to run the Scout Program. While the hall is owned by, or leased in the name of, Scouts Victoria you are accountable as the occupier for maintaining the hall in good order and condition and paying the costs of running the hall. You may delegate these tasks to your Group Support Committee, but you, the Group Leader, remain accountable for seeing that they get done.

Your hall is also a potential source of income. It needs to be looked after, and sometimes it may need to be upgraded. When considering a project to repair or upgrade your hall you must work within the rules laid down in the [Delegations Policy](#) as approved by the BEC. Very briefly, if your project will cost less than \$15,000 and you are funding it from own resources you do not need Victorian Scout Centre (VSC) approval to proceed, but if it will cost \$15,000 or more, or you want Scouts Victoria financial assistance, you must get approval before proceeding regardless of the source of funds.

This Facilities Guide is to help you get the most out of your hall whilst complying with government, council and Scouts Victoria's own requirements. There are some things which need to be done regularly - some every meeting, some monthly, some less frequently - to keep your hall safe and comfortable and to keep your local council happy. And there are some things which you only need to do if you want to upgrade or refurbish your hall or extend it.

Note that this guide applies to Group halls. Campsites and Activity Centres operate on a different scale and have their own needs, so while the principles and much of the detail covered here apply, they do need to develop additional material to suit their own needs.

Getting help

If you have a question about any aspect of looking after your hall these are the people to contact:

Scouts Victoria's Facilities Team

Head of Property

03 8543 9805

Project Support Coordinator

03 8543 9872

- First point of contact for Projects
- General Project support

Facilities Project Manager

03 8543 9842

- Advice on project scope and cost, building compliance and codes
- Advice and assistance on group project management
- Hall inspections and assessments

Advisor, Real Estate and Leasing

03 8543 9805

- Leasing queries (for Leased properties)
- Council relationships

Contacting us

Phone: Call 03 8543 9800 and select option two for Facilities

Email: email the Facilities Team at property@scoutsvictoria.com.au

Insurance enquiries, including claims

Email: insurance@scoutsvictoria.com.au

Precedence: While every attempt has been made to ensure that matters discussed in this Guide are consistent with and compliant with relevant VSC policies, where there is any difference the VSC policy will prevail.

Emergency Contact

For serious injuries, or where urgent assistance is required, contact Emergency Services on 000.

Please contact the Scouts Victoria Emergency Line on 03 8543 9877 for incidents meeting the following criteria:

- A person requiring immediate medical treatment by a doctor, dentist or in a hospital.
- Major building or asset damage.
- Lost or overdue activity participants.
- An incident reported to Emergency Services, such as Police, Fire, State Emergency Service or Ambulance.
- An incident that is continuing to escalate beyond local resource capacity or where urgent assistance is required.

For Child Safety Reporting, or if you are not sure, do not use this form but call the Scouts Victoria Child Safe Hotline on 1800 870 772.

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Essential Safety Measures (ESM)

What are Essential Safety Measures?

Essential safety measures are building design features and pieces of equipment mandated by the Victorian State Parliament to make your hall safer to occupy and easier to get out of should an emergency occur in the hall. They apply to every building in Victoria except private homes and sheds, so they apply to your hall. The degree to which they apply depends on when the hall was built and whether any major building works have been done since the original build.

Who is Responsible for Complying with ESM law and regulations?

The law states that the building owner is responsible for complying with ESM legislation, including having equipment inspected and maintained at the required intervals, and keeping records of these inspection and maintenance activities. Scouts Victoria is therefore responsible for this for all its freehold properties, and for all buildings which it owns on leased land. The landlord is responsible for any buildings leased by Scouts Victoria.

However, Scouts Victoria, through you as Group Leader, owes a duty of care to all youth and leaders who meet in your hall, to all visitors (including parents) and to any other people who hire the hall from you. Scouts Victoria therefore requires you to do certain things in relation to ESM irrespective of whether you meet in a Scout-owned hall or a hall leased from someone else (probably your local council).

Bringing your Hall into Compliance

The actions required to bring a hall into compliance with the legislation are of two types:

- Those related to the design and construction of the hall. Generally these will not come into play unless you are doing a major refurbishment or extension of your hall.
- Those related to equipment installed in the hall, including doing, and keeping records of, regular inspection and maintenance.

Things that are covered that you need to be aware of

In the list below are those ESM things you need to be aware of, about which you need to take action regularly and for which you need to keep inspection and maintenance records:

- Evacuation Plan
- Exit Doors
- Paths of Travel to Exits
- Exit Signs and Emergency Lighting
- Paths of Travel from Exits to the Assembly Area outside the Hall
- Fire Extinguishers
- Fire Blankets
- Smoke Alarms

- Fire Detection and Alarm Systems (if fitted)
- Fire Hydrants and Hose Reels (if fitted)
- Annual ESM Report
- Testing and Tag

For all items on this list your main responsibility is to ensure that the mandated regular inspection and maintenance is done and properly recorded.

Evacuation Plan

An evacuation plan is a drawing of the hall floor plan with escape routes marked plus a set of instructions in dot point format, telling people what to do in the event of an emergency in the hall. The floor plan should include enough of the area outside the hall to show where the assembly area, where those evacuating the hall are to gather for roll call and further instructions, is. You will need one copy of the Evacuation Plan (colour in A3 size) posted in a prominent position in the hall, generally at the main exit point. You will also need a copy for every separate room in the hall, with an escape route specific to that room marked on the floor plan.

A mock evacuation/fire drill should be conducted at least annually and recorded in the ESM Inspection log book.

Inspection and Maintenance

- **Who:** A responsible adult
- **When:** Annually
- **What:** Check to ensure that each room has its evacuation plan in place, that the floor plan with exit pathways is still accurate and readable (replace/update as required).
- **Record:** Record the inspection and any action taken, the date and have it signed off by the responsible adult doing or supervising the inspection in your ESM Inspection Log.

Exit Doors

The key requirement for an exit door is that a person must be able to open it from the inside by using a lever action handle (no round knobs), without using a key and without having to open any bolts. To be fully compliant an exit door must open outwards – that is, in the direction of travel so that someone wanting to get out just has to push on the lever handle to unlatch the door and then keep pushing to open the door. Many of our older halls have inward opening exit doors; you do not have to change these unless you are doing a refurbishment or extension project, in which case changing exit doors to outward opening will be a required part of the project scope. Do not put pad/panic bolts on the exit door with the lever handle as this will make the Exit Door non-compliant

What should you do?

- If the locks on your exit doors are not compliant as described above replace them. Several manufacturers (e.g. Lockwood) make lever handled deadlocks which are designed to be fitted to existing doors, and cost around \$70 excluding fitting – check with your local locksmith.

- If you do this make sure that your procedures for opening the hall include unlocking the deadlocks, and your closing procedures include re-locking them.

Inspection and Maintenance

- **Who:** A responsible adult
- **When:** Quarterly
- **What:** Check to ensure that each for each exit door the locks work, there is no damage to the door and there is room for the door to open without any obstruction.
- **Record:** Record the inspection and any action taken, the date and have it signed off by the responsible adult doing or supervising the inspection in your ESM Inspection Log.

Paths of Travel to Exits

The two key requirements for paths of travel are that they must be clear of any obstruction and as direct as possible. This means no furniture, nothing stored even temporarily in the path, no locked doors between any person and their path to an external exit.

Inspection and Maintenance

- **Who:** A responsible adult
- **When:** Formal quarterly inspection recorded in ESM Inspection Log. Informal check every time the hall is in use.
- **What:** Check that there are no obstructions of any kind blocking the paths to the exits. Take action to remove any obstructions.
- **Record:** Record the inspection and any action taken, the date and have it signed off by the responsible adult doing or supervising the inspection in your ESM Inspection Log.

Exits

The main requirement for Exits is to ensure any ramps, stairs, balustrades or landings outside the Exit Doors are in sound condition and remain clear of any obstructions.

Inspection and Maintenance

- **Who:** A responsible adult
- **When:** Formal quarterly inspection recorded in ESM Inspection log book (Exits). Informal check should be done every time the hall is in use.
- **What:** Check that there are no obstructions of any kind blocking the ramps, stairs or landings outside the Exit Doors and that they are in sound condition. Take action to remove any obstructions or make repairs as required.
- **Record:** Record the inspection and any action taken, the date and have it signed off by the responsible adult doing or supervising the inspection in your ESM Inspection log book (Exits)

Exit Signs and Emergency Lighting

The legislation specifies that each exit door must have a Group Leaders Property Manual - Version: Sept 2020

standard white letters on green background "EXIT" sign above it. Whether it needs to be illuminated or can be a simple painted sign depends on the size of the hall. Scouts Victoria preference is for illuminated signs with battery backup, and this is compulsory where a hall is to be used for sleepovers.

What should you do?

- If your hall does not have illuminated exit signs install them. If you are planning to have sleepovers in the hall you must have illuminated exit signs installed. Installing illuminated signs will require the services of a qualified electrician.
- Emergency Lighting is backup lighting which comes on when power fails in the hall and provides general area lighting. It is additional to Exit sign lighting, and very few Scout halls have it. If it is installed at your hall the Inspection and Maintenance requirements are as set out below.
- Talk to the Facilities Team before taking any action to install signs.

Inspection and Maintenance

- **Who:** A responsible adult or qualified electrician as required.
- **When:** 6 Monthly inspection and test.
- **What:** Check all Exit signs and Running Man signs are lit when power is on. Wipe any dust from the sign using a dry cloth. Turn power to the signs off at the switchboard and check that the battery backup lights up the signs. (In older halls you may need to turn off the Main Switch in your switchboard. In newer or renovated halls, you may have dedicated switches for lighting circuits which can be turned off, allowing other power circuits to remain on during the testing inspection. If in doubt, please turn off the Main Switch for the testing duration.) If present in your hall, the Emergency Light fittings should now be lit when the mains power is turned off to the hall or the lights. Replace any broken bulbs and retest. The power to the Exit signs and Emergency lights must be turned off for a minimum of 90 minutes. After 90 minutes, check each Exit sign, Running Man sign or Emergency Light Fitting to confirm each sign or light is still illuminated. If it is, then the sign/ fitting and battery have passed the 6 monthly test. Power may be turned back on and you may complete the inspection details as "passed" in the ESM Inspection log book (Illuminated Exit Signs and Emergency Lighting) for each Light Number as listed in the Illuminated Exit Sign and Emergency Lighting Schedule. This Schedule is only completed once and has a corresponding Light Number which identifies its type (Exit/Emergency) and its location within the hall. The Light Number (1, 2, 3 etc) is then used to complete the inspection and test results in the ESM Inspection log book (Illuminated Exit Signs and Emergency Lighting) After the 90 minutes period with no mains power, if the exit sign or emergency light is not illuminated, that is a "fail" result for that sign/fitting. Record

the fail result in the log book for that Light Fitting Number. A qualified electrician must be engaged to replace the battery or sign/fitting as required.

- **Record:** Record the inspection and any action taken, the date and have it signed off by the responsible adult doing or supervising the inspection, or the electrician if repairs are needed, in your ESM Inspection Log.

Paths of Travel to the Assembly Area outside the Hall

The Assembly Area is a safe place outside the hall where everyone is to gather when they have evacuated the hall. It may be the footpath or roadway outside the hall, or a park or open area adjacent to the hall, close enough to be reached quickly and easily via a clear pathway from the hall exits, far enough away to be safe – e.g. if the hall is on fire – and clear of where any emergency vehicles will need to come to access the hall. If there is more than exit from the hall you may need more than one assembly area – seek the advice of the Facilities Team.

What you should do

- Designate the Assembly Area(s). Check the Paths of Travel between the Hall Exits and the Assembly Area(s).
- Make sure that everyone in the Group knows where they are and how to get there.
- The Evacuation Plan should show the Assembly Area(s) and the paths of travel from the exits to reach each Assembly Area.

Inspection and Maintenance

- **Who:** A responsible adult
- **When:** Formal quarterly inspection recorded in ESM Inspection Log. Informal check every time the hall is in use.
- **What:** Check that there are no obstructions of any kind blocking the paths from the Hall Exits to the Assembly Areas. Obstructions may include temporary barriers protecting building or other works adjacent to the hall. You may have to nominate an alternative Assembly Area or alternative pathways for use during any such works.
- **Record:** Record the inspection and any action taken, the date and have it signed off by the responsible adult doing or supervising the inspection in your ESM Inspection Log.

Fire Extinguishers

Fire extinguishers are used to put out a small fire before it can spread, and should only be used by someone trained in their use. If a fire starts in your hall call 000 even if you use an extinguisher, and evacuate the hall.

NEVER PUT YOURSELF OR OTHERS IN DANGER. GET EVERYONE OUT AND CALL 000.

The Scout hall should contain at least two Fire Extinguishers – one adjacent to the electrical switchboard and one in the kitchen. There may be other areas in the hall, for example the Q-store, where it is advisable to

have an Extinguisher. There are several different types of Extinguisher available, and it is critically important that the correct type is installed at each location. All Extinguishers must be correctly mounted the right distance above the floor and have the correct signage, and all require regular testing and servicing by a qualified technician.

Extinguishers and their type are shown on the Evacuation Plan so any changes will require the Evacuation Plan to be amended and a new date shown on the Evacuation Plan.

Each extinguisher is to have the correct signage installed above the Extinguisher such as the red Fire Extinguisher picture sign to be installed higher than 2000mm above floor level - generally using the height of a door which is 2040mm as a guide.

An additional sign may be placed just above the extinguisher to identify the type of extinguisher and describing for use on which type of fires. (Dry Chemical/ powder may be used on electrical fires, but water extinguishers must not be used on electrical fires)

All Extinguishers require regular testing and servicing by a qualified fire services technician, even when the hall is vacant for a long period of time.

What you should do

- Take stock of any Extinguishers in the hall – where is each one, what type it is, what height is it mounted above the floor, does it have the correct sign, when was it last inspected and tested.
- Discuss your Extinguishers situation with the qualified fire services technician who undertakes the 6 monthly servicing and testing and seek their advice as to where Extinguishers should be placed and what type is right for each place. Replacement extinguishers, fire blankets and ESM signage may be purchased from leading hardware stores, such as Bunnings, but your fire services technician will need to record their service in the Fire Services Logbook.
- Organise training for your leaders in the use of fire extinguishers

Inspection and Maintenance

- **Who:** A qualified technician
- **When:** Formal six monthly inspection recorded in ESM Inspection Log.
- **What:** Inspect, and test as appropriate, all Extinguishers. Update the inspection record tag attached to each Extinguisher. Replace any extinguishers which have reached their use-by date.
- **Record:** Record the inspection and any action taken, the date and have it signed off by the technician doing the inspection, in your ESM Inspection Log.

Fire Blanket

A Fire Blanket is a piece of non-flammable material designed to extinguish a small fire, such as a pot on

a stove, by cutting off the air supply and smothering the fire. Usually supplied folded in its own labelled bag complete with a loop or hole from which it can be hung on a hook. Every kitchen should have one. Once used it must be replaced with a new one.

A red "Fire Blanket" sign above the fire blanket should be situated 2000mm above the floor level. The fire blanket should be in a conspicuous and readily accessible position and should not be in a position where access could present a hazard to the potential user in the case of an emergency – not too close to the fire source/stove.

What you should do

- If you do not have one, buy one and hang on a hook in the kitchen, at the correct height above the floor and with a sign drawing attention to it. Most hardware stores stock Fire Blankets and compliant signs.
- Organise training for your leaders in the use of the Fire Blanket. Careless use can splash burning material around, spreading the fire.

Inspection and Maintenance

- **Who:** A qualified technician
- **When:** Formal six monthly inspection recorded in ESM Inspection Log.
- **What:** Inspect all Fire Blankets and replace any faulty ones. Update the inspection record tag, if any, attached to each Fire Blanket. Replace any Fire Blankets which have reached their use-by date.
- **Record:** Record the inspection and any action taken, the date and have it signed off by the technician doing the inspection, in your ESM Inspection Log. The technician or CFA may use their own organisation's log book, but it must be left on site. CFA invoices may serve as a log book so the CFA invoice should be kept in the ESM Inspection log book. (Fire Services – Portable fire equipment) as our record of when and what services they provided.

Smoke Alarms

It is Scouts Victoria's position that it is compulsory for a hall to be fitted with hard-wired Smoke Alarms if that hall is to be used for sleep-overs, and desirable for all halls even if not used for sleep-overs. Each Smoke Alarm has a back-up battery and a built-in test facility.

Some modern Smoke Alarms have a communication facility, whereby if one is set off it causes every other alarm in the hall to also go off. Fire Authorities advise that this style of alarm is their preference, but Scouts Victoria does not currently mandate them.

Hard-wired Smoke Alarms must be installed by a qualified electrician, and when they are life-expired (usually after ten years) must be replaced by a qualified electrician.

What you should do

- If you do not have Smoke Alarms talk to the

Facilities Team about fitting them. It is compulsory to have hard-wired Smoke Alarms fitted if you are planning to use your hall for sleep-overs.

- A non-hard wired smoke alarm (generally installed in homes) may be purchased from a hardware store and installed by a responsible adult. Some smoke alarms use a 9 Volt dry cell battery which may be changed 6 monthly to provide certainty of operation and they have a test button. Others have a lithium ion battery which provides a longer life, up to 10 years. The 6 monthly test of each non hard-wired smoke alarm must be undertaken by pressing the test button and hearing the alarm sound. If it does not sound, the 9 Volt battery should be replaced and the test repeated. If no alarm sounds, replace the smoke alarm.
- Should the smoke alarm produce an intermittent beeping sound every 30 seconds, it indicates the 9 Volt battery is at the end of its life. Replace the battery immediately. Should a lithium ion smoke alarm make the beeping sound, replace the smoke alarm unit.
- It is recommended to have a basic non-hard-wired smoke alarm, rather than no smoke alarm in the hall.

Inspection and Maintenance

- **Who:** A competent adult for inspection and test, qualified electrician for installation and replacement.
- **When:** Formal six monthly inspection and test, all recorded in ESM Inspection Log. Every ten years replace all Smoke Alarms
- **What:** Clean and test all Smoke Alarms and replace dry cell backup battery in each. If the back-up battery is a long-life lithium-ion cell it should last the life of the Smoke Alarm.
- **Record:** Record the inspection and any action taken, the date and sign it off in your ESM Inspection Log.

Fire Detection and Alarm Systems (if fitted)

Fire Detection and Alarm Systems are designed for large buildings or whole campuses, and consist of a network of sensors (sometimes tied into a sprinkler system) connected back to a central control and indicator panel. This panel is programmed to sound the alarm on the premises and to automatically send out a 000 call. Such systems require regular inspection, checking and maintenance by specialist technicians, including the links to emergency services organisations.

An ESM Inspection log book has not been provided in this Manual due to the specific nature of compliance inspections for this and other specialised ESM systems for larger buildings.

If your hall is fitted with such a system, talk to the Facilities Team about the inspection and maintenance requirements.

Fire Hydrants and Hose Reels (if fitted)

There may be a stand-alone Fire Hydrant or Fire Hydrant Stand Pipe (Fire Plug) connection point outside and adjacent to your hall. These are for the use of the Fire Brigade when they come to your hall when it is on fire. This is most likely to be the case in rural and country areas, rather than for urban halls.

There may be a Hose Reel installed in your hall.

What you should do

- If you have a Fire Hydrant or Fire Plug adjacent to your hall keep it free of scrub and weeds and clearly visible so that it can be easily found and used in an emergency.
- If you have a Hose Reel in your hall make sure that it is fully accessible at all times – no furniture, no gear or anything else blocking access.

Inspection and Maintenance

- **Who:** Fire Hydrant or Fire Plug – The local fire service or council will normally inspect, test and service these items.
 - Hose reel – a competent technician.
- **When:** Formal six monthly inspection and test, all recorded in ESM Inspection Log.
- **What:** Technician will decide, and may require replacement of damaged hose or fittings.
- **Record:** Record the inspection and any action taken, the date and sign it off in your ESM Inspection Log.

Test and Tag

Occupational Health and Safety requirements and many leases require Scouts Victoria to undertake annual Test and Tag inspections of electrical appliances in our halls.

Many electrical contractors can provide this service. Also across Victoria Jim's Test and Tag may be contacted by telephoning 131546 to provide this service.

A copy of any Test and Tag invoice should be stored in the ESM log book cabinet.

A price list for Test and Tag and other Jim's services provided is available, including ESM fire services inspections and exit and emergency light inspections.

The price list may be used to compare your existing contractor's fees.

Should you wish to obtain the names and contact details of ESM contractors in your area, please contact the Facilities Team via property@scoutsvictoria.com.au and we will provide a contact list for the services sought.

Contractors in regional areas may be limited so it is recommended you source local contractors if possible, as contractors servicing State-wide may charge higher fees than local contractors.

Annual ESM Report

Scouts Victoria is required under the relevant legislation to and hold an annual ESM compliance report for each hall. If a Municipal inspector or Fire officer requests a copy of a Building Act or Regulation formal compliant ESM Annual Report, then please contact the Facilities Team who will assist.

Where the local council has, by agreement with Scouts Victoria, taken over responsibility for ESM inspections and maintenance different procedures will apply. Again, the Facilities Team will be able to advise what you need to do.



Hall Cleaning

It is every Group's responsibility to keep their hall clean and tidy. It is strongly recommended that the GL appoint a member of the Group Support Committee as Hall Manager, with responsibility for ensuring that the hall (and grounds if the group is responsible for these) is properly and regularly cleaned. Every section should be required to leave the hall clean and tidy for the next section to use, but in addition floors need regular sweeping/washing/polishing, toilets and kitchens proper cleaning, windows washed, exteriors and grounds kept clean and mown and so on. How you do this is up to the Group and will depend on the particular circumstances - sometimes, for example, the local council will maintain the grounds.

There are several common ways of doing this:

1. A roster of parents to sweep, clean toilets and kitchen on a weekly basis
2. A working bee, say fortnightly or monthly depending on the season, to do exterior and grounds maintenance
3. Have an external cleaner on contract. You will need to budget and pay for this

These methods can be combined – for example you might have a weekly roster to clean the hall combined with a monthly working bee to do the grounds.

Whatever method applies to your situation you must prepare a list of what is to be done, as in The Common Cleaning Tasks listed below. If you are using a parent roster this lets everyone know what to do. If you want to use an external contractor it provides the basis for the contractor to prepare a quote, and for you to check that the work you are paying for is actually being done

If you are going down the contract route, please contact the Property Team before initiating discussions with potential contractors..

Common cleaning tasks

After every meeting

- Stack tables and chairs and return them to their proper location

Place all rubbish in the appropriate bin – garbage, recycle, glass only, green

Weekly

- Clean/disinfect toilets and hand basins
- Stock toilets with toilet paper, paper towels,
- Wipe down all kitchen benches, sinks, stove tops, fridges
- Check the fridge and remove any out of date or decaying items
- Wash tea towels and hand towels (this usually means taking them home)
- Sweep all floors
- Wash/mop kitchen and toilet floors

- Empty the internal bins into the appropriate (garbage, recycle, glass, organic green waste) council bins for the weekly collection, place these out for collection on the appropriate night and bring in the empty bins.
- Ensure the outside area is free of litter

The Group should provide (i.e. pay for) all of the equipment – brooms, mops, buckets, cleaning cloths - and consumables – detergents, bleach, rubber gloves, safety glasses, toilet paper, paper towels, liquid hand soap - required.

As Required

Grounds maintenance and cleanup

Wash windows, clean roof gutters

Disposal of waste

Don't discharge anything in the sewer drains you have that isn't toilet or general kitchen waste.

Anything of a commercial quantity or greasy wastes (from events, sausage sizzles, etc.) should be transported from your site and disposed of legally. Any toxic substances such as solvents, fertilisers or poisons should never enter your sewer or stormwater drains. If you have surplus quantities of any of these contact your local council for instructions on where and how you may safely dispose of them.

Purchase and Storage of cleaning materials

As general rule the simplest and safest course is to buy cleaning materials – dish-washing detergents, solvents, floor cleaners, toilet cleaners, cleaners for basins, sinks and benches – from retailers in the quantities and containers similar to those you would buy for your own home use.

You may want to save some money by buying in bulk, in 20litre containers for example. If you do this you will need to make provision, including training people in the safe handling of these large containers, which will weigh 20kg to 25kg each. You will also need to provide a place where these large containers can be safely stored and where their contents can be safely decanted into smaller containers for use as needed.

Material Safety Data Sheets (MSDS) contain a lot of detailed information about materials, including what dangers they pose if they come into contact with your skin or eyes and what first aid should be applied. Manufacturers and importers of chemicals are required by law to supply a copy of the MSDS for their products when asked. Contact details should be on the label on the container, so get in touch with them and ask for a copy of the relevant MSDS. Keep a copy of the MSDS for each of the cleaning materials (and for other hazardous materials such as fertilisers, paints and solvents which you use at the hall) in a folder in an accessible place. MSDS are technical documents and if you want some help to work out just what they mean for you to have a safe workplace ask the Facilities Team.

1. Clearly Labelling Containers

Each container must be clearly labelled with:

- Name of the chemical
- Hazard class and category
- Pictogram code
- Signal word
- Hazard Statement

If you buy in the manner described above then the labelling requirements will be met and there will also be instructions on the correct storage, use and disposal of both the cleaner and its container. The label will also contain first aid information on what to do if the cleaner is, for example, swallowed or splashed onto skin or into eyes.

2. Secure Storage of Cleaning Chemicals

Cleaning chemicals are dangerous goods and need to be stored in a secure area. General hall and toilet cleaning chemicals need to be stored in a cupboard of their own, well away from food storage and preparation areas. Dish washing and bench cleaning chemicals used in the kitchen need to be stored in their own cupboard separately from all food storage.

3. Train your people

Anyone who is going to use the chemicals should be trained to:

- use the chemical correctly and what to do in an emergency (poisoning, exposure, toxic reaction, explosion, fire)
- wear suitable clothing and PPE (rubber gloves and safety glasses) when dispensing and using cleaning chemicals
- decant chemicals from larger containers into portable containers – squeeze or spray bottles - in a well ventilated area
- label portable containers clearly and correctly
- not allow untrained people access to chemicals
- keep portable containers secure when not being used

NOTE: if the group also maintains the grounds or gardens the above precautions also apply to any garden chemicals – fertilisers, weed sprays – used.



Utilities

What are Utilities?

Utilities are service connections to your hall or Scouting facility. Typically, these include

- Electricity for lighting, power or air conditioning
- Natural gas for heating, hot water or cooking
- Water for cooking, drinking, bathroom, toilets, and the garden and surrounds
- Sewerage

Landline phone or internet connection, primarily for safety and emergencies - optional. With many of us carrying mobile phones, and many of these with internet connectivity, a landline phone and internet connection is probably unnecessary.

Who pays for utilities?

The Group.

You can deal with the utility companies directly or you can have the VSC do it for you.

Dealing direct

1. Make sure the contract is in name of 'The Scout Association of Australia, Victorian Branch - <the Group name>'. If you ever need help in dealing with an issue, having the correct name will allow Scouts Victoria to help you. If the name is in some other variation – even if it has the word 'scout' in it – then legally the contract is not with a Scouts Victoria Group. In this case VSC may not be able to access details of the account and hence may not be able to help solve any problem you may have
2. Don't let mail accumulate in meter boxes or be left unattended near the letterbox of the hall. Invoices lost and not paid receive penalties and you may end up disconnected.
3. The best way to avoid the unpaid invoice problem is to ensure that the contract is in the correct name as noted above and then have all invoices and notices emailed to VSC, copy to your group.

Payment through VSC

VSC pays the invoice for you immediately, then invoices the Group for the amount net of GST. There are several benefits to the Group and to Scouts Victoria as a whole by doing this:

- It avoids the late or non-payment of invoices due to changing personnel and addresses (including email) and failure to clear the PO Box regularly. Your payment will not be delayed or forgotten because the usual person is away, ill, or leaves without doing a handover
- It improves the Group's cash flow, as VSC pays the invoice when due, and then charges the group only the amount net of GST. This leaves the group in exactly the same financial position as it would be by paying the invoice in full and then getting

the GST back from VSC, but effectively deferring payment by several weeks.

- It takes the immediate pressure to pay off the Group. You still have to pay of course, but VSC can give you time if you ask, without any threat of you losing the service.
- It allows VSC to collect data and act on abnormal consumption or other irregularities, particularly at properties which are used infrequently. e.g. a leaking water main was identified at a property after the Finance Team queried an unusually high invoice.
- It allows VSC the opportunity to use the aggregated data to negotiate retail supply at larger scales and therefore usually at reduced cost, the savings going straight through to you.
- It facilitates analysis of invoices to provide better reporting on consumption and benchmarking (inter-formation and external) to help you reduce consumption and costs.

If you would like to utilise this service, please contact the Property Team on 8543 9842 or property@scoutsvictoria.com.au

Inactive Groups

When a group, other than a sponsored group using the sponsors facilities, goes into recess the hall is normally transferred to VSC control. This relieves District of the responsibility of managing a vacant hall, including the utility contracts.

Faults

Water

The most common problems are leaks (taps and joints) and ruptures from mains supply. You can lose hundreds of thousands of litres, and a lot of money, if the rupture isn't detected. Proactive things you can do, or look for are:

- Check all taps, inside and outside the hall, are turned off when you leave the hall after a meeting or activity.
- Replace the washers in any taps which are dripping and cannot be properly turned off.
- If a pipe is leaking on your side of the water meter e.g. at a joint or because it has been damaged, turn off the tap at your meter and get your local plumber to repair or replace the damaged section.
- If your hall is vacant and not needing supply turn off the tap at the water meter.
- Check your meter to see if it is turning over when nothing is being used.
- Pipes hissing, wet patches on otherwise dry ground and aggressive mold growth on the building or fittings are all indications of water escaping.

If in doubt, call the Facilities Team on 8543 9842 or email property@scoutsvictoria.com.au

If you get an obvious rupture (visibly escaping water) on the street side of the meter call the supplier's fault line noted on your invoice and also notify the Facilities Team.

Gas

If you smell gas, turn everything off at the meter and call the supplier's fault line immediately. Please also contact the Facilities Team on 8543 9842 or email property@scoutsvictoria.com.au

Ensure all the gas services and equipment is in good repair and service and inspection records are kept.

Electricity

If you lose power, wait for a few minutes to see if it comes back on. If it doesn't, call your utility's fault line and ask if there is a known problem in your area. If the problem is outside your hall all you can do is wait for the supplier to restore power - they may be able to give you an estimate of when this will occur. If you decide to lock up and leave the hall before power is restored make sure that all lights and all appliances - heaters, air conditioners, stove, kettles, fans, etc - are turned off so that when power does come on there is nothing to overheat and cause a fire.

If supply to your site hasn't been interrupted, then the problem is in your building. You may have lost all power - no lights, no appliances working. Or you may have lost power to only some of the building - all or some lights, some appliances for example. Go to your switchboard and do the following:

- Check the main circuit breaker. If it has switched off (tripped) you will not have power anywhere in the building. **LEAVE IT OFF** and arrange for an electrician to check the building and fix the fault(s) which caused the circuit breaker to trip. **DO NOT SWITCH IT ON UNTIL THIS HAS BEEN DONE.**
- If the main circuit breaker has not tripped then one or more of the other circuit breakers will probably have tripped. **LEAVE THEM OFF** and arrange for an electrician to check the building and fix the fault(s) which caused the circuit breaker(s) to trip. **DO NOT SWITCH THEM ON UNTIL THIS HAS BEEN DONE.** You may continue to use lights and appliances which run from circuits where the circuit breakers have not tripped.



Hall Security

There is no set rule for what security is required at a hall.

It is the role of the Group Support Committee to maintain the security of the hall and any other facilities, such as a shed or garage.

This document provides some things to consider for keeping your hall secure. Remember that a hall which is well-used day and night is generally less likely to be vandalised or broken into than one which is little used.

The building

- External doors:
 - should be strong enough to prevent being kicked in – solid timber or metal
 - fit deadlocks, but remember that they must be unlocked at the start of every meeting and relocked at the end.
 - fit holding bolts to the top and bottom
- must be weatherproof unless sheltered by a verandah or porch
- roller doors and tilt-a-doors are not secure, and should be fitted with bolts and padlocks
- Locks
- External cameras and/or dummy cameras
- Windows:
 - can be impact resistant acrylic, polycarbonate, glass blocks or high-security glass
 - can have arc mesh or bars. Which side of the window to put them is a real consideration; is the threat greater from vandalism or break-ins from the outside, or games being played on the inside? It may be appropriate to have both sides protected.

Grounds

What you can do about grounds security will depend on your location and occupancy status. If your hall is leased the local council will be critical – talk to them, they may, for example, be willing to put in extra lighting in the vicinity of the hall. If your hall is freehold any fencing or lighting must comply with relevant council regulations. If your group is sponsored the sponsoring organisation will have the final say.

- Fencing may be around the whole property or just a part that you want extra security on
- Lighting
 - it may be prudent to protect the lights with something suitable, e.g. wire mesh
 - you can use a time switch to turn lights on at dusk and off at dawn, but check that lights on all night are not going to annoy your neighbours.
 - sensor lights that turn on when someone approaches are effective. They can also be

linked to security cameras, may be cheaper to run than lights on all night, and probably less likely to annoy the neighbours.

- Car park security can be as simple as a chain across the access point

Contents

- Some rooms, such as leaders' rooms, Q store, sheds, trailer garage should be lockable, on a different key(s) from the main hall access key.
- You may want lockable cupboards in the main hall for section equipment used in meetings or for long term hirers e.g.U3A, to store any small equipment they use.
- All Scout items should be properly stored and secured
 - Equipment should be clearly marked with the Group's name, using a stencil, nameplate or engraver

Keys

- The Group Support Committee should establish a key register and keep a full set of the master and original keys. The key register should include the name of every person issued with a key or keys, details of the key(s), date issued and date returned.
- Keys can also be registered with a locksmith, which prevents them being duplicated without authorised approval
- If a set of keys is lost you can assume you have a security issue. Consider replacing the entire set
- For external users, it may be easier for you to use a combination key safe for them collect and return the key to access the hall.

General

Ensure the local Police Station, Fire Station and friendly neighbours have your Group Leader's telephone number and address in case of a "break-in" or emergency.

If you have a security box for trips and camps where members can place valuables (e.g. money, watches, radios, cameras, etc.), you can use it for valuables, spare keys, etc. whilst it is at the hall.

Safe storage of gas bottles

This chapter applies to the storage of gas bottles, typically of 9kg capacity or less, used for barbecues, patio heaters and similar applications. If your hall relies on bottled gas supplied in bulk for heating or cooking in the hall your supplier will have approved the installation before supplying gas, and this chapter does not apply to these installations.

Note that LPG is denser than air, so gas from a leaky valve for example will fall to the floor, not rise to the ceiling. This is why floor level ventilation is mandated as set out below.

Best practice is to store gas bottles in a locked cage with a sealed floor, and sheltered from the weather. Ideally this cage will be outside the hall, and in declining order of preference the location would be:

- Specially constructed outdoor cage on concrete pad with roof, close to where gear is loaded for camps, etc
- Inside a well ventilated shed which **MUST** have floor level ventilation, near the hall.
- Inside a well ventilated Q-store in the hall which **MUST** have floor level ventilation to open air outside the hall.

Signage - Make sure that appropriate signage – .eg. Flammable Materials No Naked Flames No Smoking are attached to the cage itself, and to the entrance to the shed or Q-store if the bottles are stored inside a building.

Wherever your cage is located make sure that it is well clear of other hazardous materials, sources of sparks or flames and is **NEVER** used to stack or support other gear.

When placing gas bottles into storage, or into your trailer for transport to or from camp or your supplier check the valve on the top of each bottle to ensure that it is tightly closed.

Keep the number of gas bottles to the absolute minimum required. More bottles equals greater hazard and more cash tied up unnecessarily (and more storage space needed).



Maintenance

The local Scout Group is the custodian of their hall, and generally is responsible for ensuring that the hall is maintained in a safe and secure condition for current and future generations of Scouts to participate in the Scout Program. Normally the Group Leader will delegate responsibility for management of the hall – cleaning, maintenance and hiring - to the Group Support Committee. This chapter of the Group Leaders Facilities Guide covers maintenance, with cleaning and hiring being covered in other chapters. Not every item will be applicable to your hall. In some cases, where the hall is leased from the local Council, the Council may be responsible for some of these items.

Maintenance can be tricky. The answers to questions of repair (and if so, how) or replacement often need specialist knowledge. The wrong answer can be costly, so give the Facilities Team at VSC a call before taking action.

Note that some jobs must be done by a licenced trades person or licenced builder – electrical, plumbing and gas-fitting jobs, and any structural work on floors or roofs, generally fall into this category. The Facilities Team can advise on this.

Building Fabric

Roofs, gutters and downpipes

Maintaining roofs, gutters and downpipes in good condition is critical to keeping rain water out of your hall. A visual inspection every six months will allow you to spot any small rust patches in Zinalume or Colorbond roofs, gutters and downpipes, or any small cracks or other damage to plastic gutters and downpipes, and allow you to plan remedial action before there is a major problem. Keeping gutters clear of leaf litter and removing any plants which start to grow (birds carry seeds of all sorts and deposit them everywhere, including into gutters) will prolong the life of your gutters and help prevent blockages in the downpipes.

Replacing gutters and/or downpipes is a tricky job best done by a specialist roof plumber. If not done correctly water can back-up in the gutters and overflow into the building, defeating the whole purpose of having them in the first place.

Replacing a roof is ALWAYS a job for a roofing specialist.

If your hall has a tile roof this needs to be checked annually and after any big storms, for cracked or broken tiles (which need to be replaced). Or for any tiles which have shifted and need to be resettled.

Exterior painted elements

Maintenance requirements will depend on what material has been used to clad your hall. Brick halls do not need painting unless they have been painted at sometime in the past, in which case they will need re-painting periodically to maintain an attractive, welcoming appearance. Concrete block walls do not need painting, but like brick, if they have been painted will need re-painting periodically. Fibre reinforced concrete sheeting

generally does not need painting, but if timber battens have been used to cover the joints between abutting sheets these will need painting, and it is often easier in this case to paint all the sheeting. Zinalume and Colorbond sheeting does not need painting, but you may want (or have to) paint Zinalume for appearance reasons. Any exposed timber on the exterior – e.g. eaves, timber supporting gutters, verandah rails – will need to be re-painted periodically. Windows and doors – see next dot point.

Windows and doors

Exterior windows and doors, and the frames surrounding them, if made of timber, need to have the paintwork renewed periodically. If the frames and surrounds are made of powder-coated steel or aluminium they do not need painting, just wash them every now and again. When painting exterior doors and windows remember to paint the tops and bottoms, and the sides of the doors to keep moisture out and prevent deterioration.

Interior doors and windows and the inside of exterior windows should be painted, except for those constructed of powder-coated metal. Painting the top of interior doors makes it easier to keep them clean and dusted.

Floors

Your hall will probably have several different types of floor. For example, kitchens, toilets and bathrooms usually have vinyl or similar flooring, the hall itself and offices and store-rooms usually timber, outside sheds concrete slab. Each type has its own maintenance requirements. Vinyl, if looked after in accordance with the maker's instructions, will generally only need replacing when it becomes so worn that it is a health or tripping hazard. Timber floors in offices and store rooms generally need very little maintenance. A timber floor in the main hall gets a lot of wear and tear, and will generally need sanding and re-sealing every few years.

Painting

Painting your hall helps preserve both the structure and appearance of the building. You may choose to get a contractor to do any major painting job on your hall, in which case compliance with the issues raised below becomes the responsibility of the contractor. However, with the wide availability of high quality water-based paints painting is a task that can often be undertaken by volunteer labour, provided several important factors are taken into account:

1. Paints are, to varying degrees, toxic. Generally the container labelling will include instructions on any personal protective measures required (particularly if you are spraying rather than using brushes or rollers to apply the paint).
2. Container labels will also usually include instructions on cleaning the equipment used to apply the paint. Follow those instructions.

3. Empty containers and surplus paint cannot be simply put in the garbage bin or flushed down the drain. Check with your local council about disposal and follow their instructions.

To reach some parts of your hall require the use of ladders, scaffolding or mechanical lifts. Discuss the job with Facilities Team at VSC to ensure that any working at height is done.

Pest Control

An annual inspection, particularly if termites are active in your area, is an essential part of your pest control activity.

Pests such as rats, mice and cockroaches are generally controllable by ensuring that the hall is kept clean and any foods are in sealed containers, with scraps properly disposed of. Pay particular attention to the Q Store, with all gear properly cleaned and stacked after every use. If you have a major problem with these pests it is probably worthwhile getting a pest exterminator to fumigate the hall. If there is a low level or intermittent problem then commercially available baits, used strictly in accordance with the instructions on the packet, or traps may be an adequate response.

Birds and possums will enter the hall through gaps around the roof, in the eaves and so on. Blocking potential entry points is essential to control pests like these. Removing any nests in or on the building is also important. Removing an existing infestation generally requires the services of a professional pest removalist.

Termites can cause a lot of damage to any timber in your hall, often without any obvious sign that they are present. Some of the signs that termites are present include small (1 to 2 mm diameter) holes in exposed timber, often associated with piles of fine sawdust; mud tunnels running from the ground up the building stumps into the floor structure; "solid" timber having a hollow sound when tapped lightly. If you suspect termites get an inspection by a specialist termite exterminator, and if their presence is confirmed have them exterminated. You will probably need to replace affected timber after treatment. The Facilities Team at VSC can assist you to decide just what needs to be done.

Electrical Switchboards

Any and all work on electrical switchboards, from replacing a circuit breaker, through installing circuit breakers or residual current devices (RCDs), to complete switchboard replacement must be done by a qualified, registered electrician who should provide a Certificate of Electrical Safety on completion of the job.

Testing and Tagging of electrical equipment

'Test and Tag' is the name given to the process of checking the safety of portable electrical appliances. The primary reason behind doing testing and tagging is to ensure the safety of anyone using the appliance and to minimise the risk of an electrical hazard.

A durable tag must be attached to the appliance to clearly show the last test date and the next scheduled test date. Australian/New Zealand standards for testing and

tagging state that the frequency of testing can vary from six months to five years, depending on the use to which the equipment is put and the environment in which it is used. It is a Scouts Victoria requirement that extension cords be tested annually and other equipment biannually.

Appliances typically needing testing and tagging include extension cords, kettles, urns, 240 volt power tools, vacuum cleaners, polishers.

Range Hoods and Exhaust Fans

Apart from regular cleaning to remove dust and grease build-up these items generally require little maintenance. Fans and light globes are the items which usually need replacing. If the unit is connected to the power through a standard three-pin plug and socket (and many are), fan replacement is a simple handyman job – a suitable replacement can generally be obtained from a hardware store or the original supplier. Read the operation manual and remember to turn the power off before touching the unit.

If the fan is hard wired into the electrical supply then you must get a qualified electrician to do the replacement.

Air conditioners, including Reverse Cycle and Heat Pump units

- Routinely replace or clean its filters consult the handbook for the particular equipment
- Minimize dirt and debris near the condenser unit. Clean the area around the coil, remove any debris and trim back foliage for at least 60cm to allow for adequate airflow
- The coil fins on evaporator and condenser coils are easily bent and can block airflow
- A fin comb will comb them back into place (generally found at air conditioning wholesalers)

Condensate Drains

Occasionally pass a stiff wire through the unit's drain channels.

Any maintenance beyond this requires the services of a qualified service technician.

Window Seals for Room Air Conditioners

At the start of each cooling season, inspect the seal between the air conditioner and the window frame to ensure it makes contact with the unit's case

Heaters

Gas heaters **must** be checked and serviced annually by a qualified technician to ensure that they are safe to use, flues are working properly and so on. If there are any signs the heater is not working properly – e.g. scorch marks on the wall, yellow flame, heater turns itself off for no apparent reason, smell of gas – DO NOT USE THE HEATER. Arrange for a technician to come and inspect, and repair if necessary, before you use it again. If replacement is required you must use a licenced gas fitter to disconnect the old unit and install the new one.

Solid fuel heaters and open fireplaces must have the flue cleaned annually by a chimney sweep. Brick chimneys which are not lined with a metal flue need to have the mortar checked to ensure that there are no gaps through which flames could ignite the building.

Security Lighting and Cameras

The only maintenance required on security lighting should be replacement of globes as necessary, and regular checking of any motion detectors associated with the lighting system.

Security cameras should be maintained in accordance with the Owners' Manual for the equipment.

Sanitary Fittings and Taps generally

Generally these require very little maintenance. When valves in the cistern on sanitary fittings become worn and water leaks continually into the bowl or urinal the valves can be replaced. Similarly, the bellows in pneumatically operated units perish over time (usually ten to fifteen years). Unfortunately it seems that there is little standardisation between brands, and the job can be fiddly for anyone not familiar with the details of the unit, so it is often most cost-effective to get a plumber to do the job.

Any dripping taps, in the hall or outside, should have the washers replaced – generally a simple handyman job.

Water Heaters

Electric water heaters generally need no maintenance until the element burns out. When this happens with a unit supplying kitchen and bathrooms you will need an electrician to replace old element and re-connect the new one to the power. Small unit supplying hot water on demand (to a kitchen for example, or for hot drinks) are usually mounted on a bracket and plugged into a standard powerpoint; when they fail the lowest cost solution is usually to unplug them – remember to turn off the power first – and replace them rather than try to repair them.

Graffiti removal and prevention

If you have a graffiti problem ask around your district to find out if anyone else has a problem and what they are doing to prevent/remove graffiti. Local councils often have experience in dealing with graffiti and may be able to advise on methods of removal, contractors who do this, paint treatments which make it hard to get graffiti to stay on walls and so. Also discuss the problem with the Facilities Team at VSC – they can draw on State-wide experience to advise on things which work and things which don't.

Drainage

Assuming that your roof gutters and down pipes are in good condition and properly connected to take rainwater safely away from the building, but you still get flooding of or under your hall when it rains, call the Facilities Team at VSC and arrange for someone to meet you on site.

Grounds and trees

If your hall is on a lease from the local council (or another government body) they will generally be responsible for grounds maintenance, with you mainly responsible to keep the ground surrounding your hall generally tidy and clear of rubbish. The Facilities Team will be able to advise you of your responsibilities. If you think a large tree needs attention contact the council.

If your hall is on Scouts Victoria freehold then you are responsible for general maintenance as well as keeping the grounds clean and tidy. If you think a large tree needs attention contact the Facilities Team, as significant pruning or removal will probably require a council permit and the services of an arborist to do the job..

Roof Access system

If you have a roof access system you will need an annual inspection of it.

Asbestos

It is not a legal requirement to have an asbestos audit. If you do have one, it is required to be updated every five years.

If there is asbestos in the hall, undertake a regular check of any identified asbestos materials to ensure it is intact and not posing a risk.

Sewer Pump Servicing/Septic Tank Emptying

Organise regular servicing of pumps to prevent breakdowns. Septic tanks need to be pumped out at approximately five year intervals.

Hall Hiring

The following guidelines have been created for you to consider when hiring out your hall.

- A. Are you allowed to hire your hall to outsiders (i.e. non-Scouts)?
If your hall is on land owned by Scouts Victoria the answer is generally 'YES', but there are some restrictions on who you can hire it to – see later in this chapter.
If your hall is on land leased from government there may be restrictions written into the lease covering whether you can hire it out at all, who you can hire it to, the hiring fees you can charge – check with the Facilities Team at VSC before entering into any hiring negotiations.
- B. If your group is a sponsored group your sponsor may have restrictions on hiring to outsiders
- C. Scouting programs always come first Hall Hires, whether regular or one-off, should not impact upon any Scouting programs.
- D. Keep District in the loop – this helps maintain consistency of conditions and hire rates across the district, to the benefit of all.

Scheduling

There should be no time at which both an external party and your Youth Members are at the property at the same time.

Regular bookings often overstay past the end of their booking time and can impact Scouting programs. It is best to keep a buffer of about one hour between Hires and Scouting use. This allows some leeway for a longer-than expected clean-up, early arrivals and other potential contact.

Access to the hall

How you manage access to the hall is left up to you. See also the chapter "Hall Security"

Some ways of how you may manage access for hirers:

- One of your Group attends at the beginning and end of the hire and unlocks and locks the hall
- Arrange for the hirer to have a copy of the key for the duration of the hire
- Set up a key safe on site with a combination. The hirer collects and returns the key to the safe. The combination to the safe should be changed regularly

You may have restrictions on how many copies of keys you have access to, such as if you use a Council master key.

If the hirer is to have a key, consider requiring a deposit for the time they have the key. Additionally, you should ensure that areas such as your Q-Store and Leaders' Room are locked and have a different key to the main doors, so that you can maintain security of your youth members' details, equipment and anything else worth protecting.

Child Safe Scouting and Hall Hire

Your hall likely has photos and memorabilia on the walls featuring your youth members' names and maybe faces.

You need to consider moving such items into a secure space, e.g. a Leaders' Room, for the duration of hire. This is for the privacy and protection of these youth members.

You should be conscious of your Section meeting nights and other Scouting activities when scheduling Hires. Keep a buffer on either side of your Sections' set hours; around one hour is advised. This will not only minimize crossover and interruptions to your Sections, it will separate the non-Scouting (and so possibly non-WWCC and non-police checked) people from your youth members.

If a Hirer wants to visit the Hall before completing the booking, organize to do this outside of your Section times, when there will not be any youth members at the Hall.

If you feel that a hire will endanger your youth members in any way, decline it.

Cleaning

If you have a regular hire such as a dance class or playgroup, you may negotiate for them to take responsibility for cleaning at the end of their hire, in exchange for a lower rate.

Public Image

If you feel that a hall hirer may reflect badly on Scouting or your Group, consult with the Facilities or Marketing and Communications Teams at the State Office to get advice.

As a general guide, political group meetings should be fine, but having the Hall as the start point of a rally would probably not be. If you are in doubt or want some advice, contact our Facilities or Marketing and Communications Teams.

Film Hires

If you have an enquiry that is asking about filming in or around your hall, notify the Marketing and Communications Team and obtain either a copy of the script, or a summary of the story, together with an explanation of what will be filmed in or around the hall. For example, does the hirer want to have Scouting memorabilia in their shots, or is the hall just a convenient location to film in a hall? If they want to identify the location as a Scout hall or camp, discuss the matter with Marketing and Communications Team at marketing@scoutsvictoria.com.au, because there may be some issues with them using the Scout 'brand, or with the script itself (e.g. potentially linking abuse, violence, etc. to Scouting). Hence the requirement to discuss the matter with the Marketing and Communications Team to ensure that Scouting is not misrepresented or damaged by taking on this hire.

Film hires will usually require you to sign a Location Agreement, agreeing that they are allowed to use the property for their project.

Paperwork

Scouts Victoria requires a Hall Hire form to be completed and signed by both parties for all Hall Hires. There is a form for casual or one-off Hires ([Form P6](#)) which is available on the Scouts Victoria website, and a different form for ongoing Hires, (Form P5), which can be obtained by emailing property@scoutsvictoria.com.au

Once you have the form completed and signed, as well as a copy of the hirer's Public Liability Certificate of Currency if required, send a copy to the Facilities Team at the above email address. Should anything untoward occur, we will then have a copy to refer to. This also helps if an attendee of an event for which a hall was hired contacts VSC directly.

Fees and costs

Hiring your hall can be a great way for your Group to fundraise, but there are some costs associated with hall hires.

You need to make sure that your Group is not losing money in the long term because of the hires. Make them worth your effort!

- Cleaning
 - Most Halls can be professionally cleaned for between \$50 and \$80 a visit. This is based on a general clean of toilets and kitchen, and a sweep and mop in the hall. You will need to take these costs into consideration when setting your rates. You may wish to have a Cleaning Fee additional to any hourly rate.
- Maintenance
 - With increased use of the hall will come increased wear and tear, so your general maintenance costs will likely rise with regular hires.
 - Regular dance classes (particularly tap or clog) can be hard-wearing on a timber floor, potentially requiring it to be resurfaced nearly every two years. At a cost of around \$2000, you would want to charge these groups \$20 per week to cover this cost alone.
 - Party hires using your tables, chairs, glasses and plates will almost certainly result in damage and breakages. The more parties, the more replacements/repairs you will need.
 - If your hirers are using your kitchen you should consider testing and tagging of electrical equipment, as well as regular servicing and potentially more frequent oven cleaning.
- Community Groups
 - You may offer ongoing community group hires a lower rate if you wish.
 - These groups often leave the hall very tidy, which eases the burden on the Group.
 - Groups such as playgroups are also a great source of future youth members, so make sure

you have information on hand for them – flyers, posters on the walls, etc.

- Bond
 - Many Council facilities require a \$1000 bond.

While you may not wish to go that high, it is worth considering what costs may be incurred if any repairs are required immediately following a hire.

Specify how you will take the bond - cash, cheque or bank transfer.

Party Hires

- Children's parties
 - Primary school-age children's parties are usually acceptable in terms of risk to the hall. This assumes that there is plenty of adult supervision and attendance is small - less than 40 children.
 - Children's parties can be a great way of advertising Scouting those attending. Consider having fliers or brochures available near the door for parents to take home.
 - **Scouts Victoria does not allow teenage, 18th, and 21st birthday parties.** This policy is clearly stated on the Scouts Victoria website (<https://scoutsvictoria.com.au/aboutus/scout-halls>). Any enquiries for this type of hire receive an immediate rejection message, stating this policy.

An exception to this policy is when:

- The young person is a Scout member and is well known by the Group to be responsible,
- The hirer puts down a significant additional bond (~\$1000) to cover any damages to the hall, and
- The hirer takes out Public Liability Insurance for the event.

These are considered high risk events, due to generally low levels of supervision and past experience of damage to halls, significant cleaning bills and disrespectful treatment of Scouting paraphernalia. Sadly, these are common occurrences of this type of hire.

There is also a risk of unlawful behavior resulting in police attendance, and the resultant damage to Scouts Victoria's and the Group's good reputation.

- Noise
 - Noise issues can vary wildly depending on the time of day. If you have noise-sensitive neighbours you will need to consider the impact of hall hire and the Group's position in the community.
- Bins
 - Party hires in particular may cause your bins to fill far faster than you might anticipate. You can of course require your hirer to take all their rubbish with them, or all rubbish beyond an agreed limit.
- Toilets

- Most halls are designed to house around 20-30 people at a time, and as such only have a few toilets. While your Hall may be able to hold 120 people, can your bathrooms and plumbing cope with that number of people for an extended period of time? Make sure the hirer understands this before they hire the hall.

Decorations

Many hirers will want to decorate the hall for their event. You may choose to allow this, or put in place restrictions.

This can be done on a case by case basis.

You may want to consider:

- Structural integrity of any anchor points
- Existing memorabilia – is it delicate or precariously attached?
- Cleanup after the hire – will you require the hirer to return everything to its pre-hire position?

Commercial or Retail Hires

Scout halls are not allowed to be a place of employment and so any commercial hire or sub-let, where the hall would become a 'regular place of work' (i.e. where an employee works on a day-to-day basis), are not permitted.

One-off hires of the hall for training or similar purposes for a commercial entity are usually acceptable. The company will need to have the appropriate level of Public Liability Insurance and appropriate Workplace Health and Safety measures in place for their employees.

Small businesses such as fitness, dance, or art classes may be acceptable as long as they:

- Any organisation that involves children as workers or participants, must adhere to the Victorian Child Safe Standards. These standards are to ensure all organisations are safe for children. Hiring organisations can get more information from www.ccyp.vic.gov.au
- Have appropriate Public Liability Insurance, and
- Use the hall for appropriate purposes.

Retail entities, as commercial operations, will generally not be permitted in halls leased from councils. Discuss any enquiries from a retailer to hire your hall with the Facilities Team at VSC before agreeing to any such hire. 'Flash sales' and 'clearance sales' are not permitted.

Community Markets are a great way for the Scout Group to be involved with the local community. Public Liability

Insurance should be provided by the Market's organising body.

Music

If your hirer is going to be playing music, there is the matter of a copyright licence to be able to do so. Establish what your situation is and ensure you tell potential hirers the situation.

- Council owned halls – check with the Council. They probably have a licence, but make sure

- Scouts Victoria owned halls – Check with the Facilities Team.
- One-off use (parties, fundraisers, etc.) – will be covered by the hall owner's licence – check with Council or the Facilities Team as appropriate to confirm your situation.
- Dance, fitness, drama, music, etc. regular bookings – these are small businesses and must have their own licence

General considerations

- The Group always has the final decision, subject to the prohibitions and caveats noted above, regarding who to hire the Hall to. You can always say "NO" but you may not always be able to say "YES".
- Your Leaders should be aware of who hire enquiries should be- directed to - the GL or the office bearer who runs your hall hires - in case a potential hirer comes in during a Section night.
- If you are not comfortable, or do not wish to take on a booking, simply decline.

You do not have to justify your decision. If needed, you can refer the enquirer to the State Office to support your decision. If you do this, you will of course need to inform the Facilities Team of the enquiry and the reasons for your decision.

If you would like us to decline on your behalf, simply email the request to property@scoutsvictoria.com.au

- You may need to make it clear to any hirer that Scouts Victoria is a not-for-profit, volunteer organization.

Some simple statements to use are:

- "We all have jobs and families in addition to Scouting duties, so things may take time"
- "Hire fees go towards looking after the hall, paying our utility bills, as well as fundraising for the Group"
- "We are not a commercial function room and cannot provide catering, nor will everything be beautiful and perfect 100% of the time"

Managing the hirer's expectations upfront is far better than trying to correct them afterwards!

- You will want to find out what rules and regulations your local council or shire has in place regarding events, particularly parties, and make sure that your Hirers are aware of them.
- Victoria Police have a program called PartySafe for people hosting parties. You may recommend or even require that your hirers register with this program <https://www.police.vic.gov.au/party-safe>
- You may wish to consider having a page or section of your website about hall hire.

This can have a list of the available facilities, your hall's Terms and Conditions, photos of the hall, a floor plan, your hire fees and a contact email or phone number.

<http://5thbrunswickscouts.org.au/hall-hire/> is a good example of this.

All hall hire enquiries that come through the Scouts Victoria website receive the following standard reply:

Thank you for your enquiry. I will forward your request to the volunteers in charge of that hall/area.

Please be aware it can take 1-2 weeks to check availability. The volunteers will contact you directly to organise the details if the hall is available.

Median hall hire price is around \$40 per hour, usually with a 3 hour minimum and a negotiated bond, however every Scout hall in Victoria has a different payment schedule, so you will have to check with the volunteers for their exact rates.

A copy of this email is sent to the GL at the same time, along with any other information. Note that it is up to the Group to respond and follow up with the potential hirer from this point onwards.



Hall Sleepovers

The Group Leader is the person with the authority and responsibility to authorise a sleepover by any of their sections in the hall. In exercising this responsibility the Group Leader must not only ensure that all the normal rules regarding the interaction of adults and youth are complied with, but that the hall itself meets certain requirements.

This chapter deals only with the requirements which the hall should meet before it can be used for sleepovers.

Essential Safety Measures Compliance

As a minimum the hall must comply with ESM as follows

- Hard-wired smoke alarms must be fitted, and have been tested within the last six months, as verified by the ESM testing reports.
- Exit doors must be fitted with illuminated “EXIT” signs, with the backup lighting system having been tested within the last six months, as verified by the ESM testing reports.
- Exit pathways within the hall must be clear of all obstructions.
- External pathways from the hall to a safe meeting space must be clear of all obstacles, including cars.
- The kitchen must have at least one fire blanket and a suitable fire extinguisher, both of which must have been inspected/tested within the last six months and verified by the inspection tag on the equipment.
- The Evacuation Plan for the hall must be displayed in a prominent place inside the hall.

Disability Discrimination Act (DDA) Compliance

- Hall entrance - it is strongly recommended that entrance to the hall be DDA compliant.
- Toilet and shower – it is strongly recommended that there be a DDA compliant toilet and shower in the hall.

Sleeping Space

Assuming youth members will be sleeping in the main hall there must be separate rooms, in the same building and adjacent to the main hall, for male and female leaders.

Toilets

There should must be separate male and female toilets or unisex toilets inside the hall.

Showers

For one-night sleepovers showers are not a requirement.



Fundraising - Grants

Every group needs to raise money:

- To fund the normal operations of the group as it delivers the Scout Program, including leader training, registration and insurance, power and water, hall cleaning and minor maintenance, buying materials and camping equipment and so on
- To assist members and leaders with the cost of attending major events such as Kangarees, Cuborees, Jamborees, Gatherings and Moots
- To fund major maintenance or upgrade of their hall. Grants can be an important source of funds for this.

Fundraising, including grant application and acquittal, is a normal and critical function of the Group Support Committee.

Major maintenance or upgrade of your hall is different from, and more expensive than, the normal cleaning, general upkeep and minor maintenance (broken windows, a coat of paint, replacement of light globes, etc) which are part of your normal operations. It is unlikely that your normal fundraising activities will be sufficient to cover the cost of a major maintenance project.

What constitutes major maintenance or upgrade? As halls age items such as roofs wear out and start leaking; stumps rot or sink into the ground affecting the stability of the floor or even of the total building; toilets and bathrooms become impossible to clean properly; kitchens need replacing; there is no proper access for people with a disability; the hall may need extending to accommodate a growing group. The list goes on, and they all cost big dollars, anything from \$15,000 to over \$300,000.

Grants are a very important potential source of funds for these major projects.

What are the Main Sources of Grant Funds?

Governments – Local, State and Federal – are the major source of grant funds for Scouts Victoria. At all levels different departments often have funding for community groups for projects which meet particular government objectives – infrastructure development, community safety, inclusion of minority groups and so on.

How do I find out about Grants?

There are four major sources of information about grants:

- Local newspapers
- Local Government Newsletters
- Scouts Victoria “Be Informed”
- Scouts Victoria Fundraising Coordinator within the Marketing and Communications Department at VSC

What must I do to Apply for a Grant?

1. Have a project. This means you need to think at least a year ahead about what you would like to do, or need to do, to improve your hall. Talk to the Facilities Team at VSC about your ideas to get feedback about the feasibility or necessity of the works you are proposing,

and an idea of the likely costs. Submit a P2 form to the Group Facilities Support Subcommittee of the BEC. The P2 alerts the subcommittee to an upcoming project, and can be provisional, that is dependent on the outcome of any application for a government grant. Provisional approval from the Subcommittee gives you the authority to develop the scope and cost estimates for your project and to raise funds. It does not give you the authority to engage contractors or to start work. Final approval to proceed will only be given when scope and costs, including an appropriate contingency allowance, are agreed and all funding is in place.

2. Many government grant programs come with an obligation to match the government funds, for example on a dollar for dollar basis. Planning to meet this obligation must start at the same time as your project planning. Keeping the Facilities Team, and through them the Group Facilities Support Subcommittee in the loop is a critical part of this.
3. Talk to your District Team about what you are proposing. Every building project requires District and Region support before being considered by the Group Facilities Support Subcommittee of the BEC, and no project can proceed without GFSS approval.
4. Talk to the Fundraising Coordinator at VSC to find out what government grants are open for application, what are coming up, what the main criteria are, closing dates and so on.
5. As you get closer to applying for a grant discuss it in detail with the Fundraising Coordinator. This is absolutely essential to avoid confusion at government level, as senior VSC personnel are in frequent communication with governments about support for Scouting.
6. Scan council newsletters and local papers to see if there are any local grants advertised for which your project may be eligible.
7. Read and understand the criteria which will be used by the government in considering the grant applications. Make sure that your project is eligible and then make sure that you specifically address all the criteria in your application. Grant application is a blood sport with no prizes for coming second – the advice of the Fundraising Coordinator on the wording of your application will be invaluable.
8. Lodge your grant application with the granting body – usually named in the advertisement for the grant – before the closing date. Late applications are almost never considered.

NOTE:

State and Federal Government grants are usually paid to only to incorporated bodies or to groups auspiced by incorporated bodies. Your group is not an incorporated body, but is an integral part of Scouts Victoria, which is. The Fundraising Coordinator will advise you on how to word your application.

If you gain a grant the money will normally be paid by the State or Federal government to VSC, who will pay approved invoices for work on the project as they are submitted.

Local Government grants are often paid directly to the organisation (your group) applying for the grant.

In every case there will be an obligation to account to the granting government for the spending of the funds. For State and Federal grants this acquittal of funds will normally be done by the Finance Department at VSC. If you get a local government grant directly you will need to determine what acquittal process your local government requires and ensure that you keep the necessary records.

Your Grant Application has been successful, What Now?

When you are notified that your application has been successful there are some things you must do before any work on site commences. These include, in no particular order:

- Talk to the Facilities Team at VSC. The project scope, cost and schedule need to be confirmed. and the provisional P2 updated and you will need final approval to proceed from the GFSS.
- There may be agreements between the government department and Scouts Victoria which need to be completed and signed before the department releases any money; this can only be done at VSC.
- When you have GFSS approval to proceed, implement the project – get or confirm quotes, confirm schedules, start the work. Use the skills and experience of the Facilities Team to help get the best possible result.
- If the Group spends, or wants to spend, more than the approved budget for the project, the group will normally be responsible for finding the extra money from their own resources.

Scouts Victoria Funding Assistance

The Group facilities Support Subcommittee has a small budget for grants and loans to assist groups in funding refurbishment projects. Because groups are responsible for the basic maintenance and upkeep of their halls Scouts Victoria funding assistance will generally be in the form of a loan, interest free and repayable over a number of years. The group will be required to enter into a formal agreement with Scouts Victoria before any loan funds are made available. In some cases the subcommittee may agree to complement the loan with a small grant.

Funding assistance will generally only be made available if the group makes a significant contribution to the cost of the project, and accepting a Scouts Victoria loan is one way of making that contribution and spreading the cost over several years. Note also that grants from external bodies – e.g. local or state government – count as part of your group contribution to the project.

How will the money be spent?

Nearly all major projects are funded with a mix of government money, group money and Scouts Victoria money. Your group may have been given a Scouts Victoria grant or have agreed to an interest-free loan from Scouts Victoria as part of the project approval process by the GFSS. All invoices are paid by Scouts Victoria Finance Department after approval by the group and the Facilities Team. The funds are drawn down in the following order:

- Government money
- Group contribution
- Scouts Victoria grant to group (if applicable)
- Scouts Victoria loan to group (if applicable)

Item in the HIA General Conditions	Description	Why it matters
5.(b)	Practical Completion (PC)	Your Group will want certainty as to when they will get their new facility or return to their hall. You should never compress this, it needs to be comfortable for the builder to deliver, however it should allow not time whatsoever for the builder to abandon your project and work somewhere else. Penalties start on this day, so it needs to be achievable, or else you'll pay for the builder's risk.
6.	Builder's Security	Best practice is to withhold 10% of all claims until Practical Completion and then release half of this (5%) at PC. After the defects liability period (DLP, or builder's warranty) this remaining 5% is released. These are called 'retentions'. This can also be achieved with bank guarantees, but builders are less likely to agree to these. You can consider waiving some or all of these on small single trade works, however how do you then propose to enforce your builder's warranty, if you need to?
8.	Documents	You need to list all documents comprising the scope, the builder's offer and the General Conditions of Contract itself. List all drawings by number and revision number. You'll be glad you did this when the variation claims begin or the builder claims the design is ambiguous.
10.	Insurance of the Works	The builder must take out a Contract Works insurance policy not less than the value of the contract sum. This protects you if the builder becomes bankrupt or abandons your project altogether. He'll need to give you his policy certificate before you let them start.
11.	Public Liability Insurance	The builder must take out a Public Liability insurance policy not less AUD\$20,000,000. He'll need to give you his policy certificate before you let them start.
13.	Extension of Time	Anything within the builder's control should be explicitly rejected as a justification for extensions of time (EoT) claims. Also, you should make it clear that defect rectification and the replacement of defective or inferior substituted equipment is all the builder's cost and no justification for EoT claims.
14.	Liquidated Damages	This is the daily cost to you for not being able to get your finished building back at PC when promised. You should consider continuing additional rent or lost revenue. It cannot in law be an arbitrary penalty or fine. We think \$50-100 per day after PC is close to the mark. If you waive this, then what would you do if the project takes a year longer than expected or your builder abandons your site to work on a bigger more profitable job somewhere else?
15.	Defects Liability Period	This is the builder's warranty. 52 weeks after Practical Completion is the norm across the industry for finishes or services infrastructure. Structural work and roofing can be longer (over 7 years). Insist on 52 weeks minimum and make no compromise here. If your builder argues a lower figure, ask yourself why he is uncomfortable supporting his warranty?

The Project Gateway Control System

"Go / No-Go"



Refurbishing Your Hall

What Is Refurbishment?

Refurbishment is the term we use to describe major works, including extension, to your hall. It is more than the minor repairs and maintenance which are a normal part of keeping your responsibility to look after your hall.

A useful indicator is that if the project you are planning is going to cost more than the limit you are allowed to spend without higher approval under the Scouts Victoria [Delegations Policy](#) (currently \$15,000.00) then you should treat it as a refurbishment and follow the guidelines set out in this chapter. Even if your project is going to cost less than \$15,000 it is advisable to talk to the Facilities Team about it, and if you plan to seek Scouts Victoria funding assistance you must talk to the team.

When Might Refurbishment be necessary?

- When the amenities have reached the end of their economic life and “patch and repair” is no longer effective. Typical examples are roof worn out and leaking, stumps rotted or obsolete electrical switchboard or wiring is a fire risk.
- When the Group has outgrown the available space.
- When earlier works are no longer fit for purpose or do not meet current standards or expectations. Typical examples are toilets and kitchens.

When you want or need to bring your hall into compliance with current legislation or regulation such as the Disability Discrimination Act.

How do I get started?

Every project needs to follow the steps set out below to get from idea to completed project in a reasonable time and at a realistic cost.

1. Discuss your ideas with your leaders and Group Support Committee. You may have a roof which leaks, a floor which bounces like a trampoline and has more splinters than solid wood, archaic toilets and a historic kitchen. You need to have agreement within the group on what needs doing and with what priority before taking your ideas further.
2. Discuss your ideas with your DC to confirm that upgrading your hall is consistent with the District Development Plan.
3. Set in motion a fund raising program. Every group is expected to make a significant contribution to the cost of refurbishing their hall. See also the chapter Funding Grants.
4. Discuss your proposal with the Facilities Team at VSC. This may involve a site visit as well as telephone conversations, and can save much time, money and headache down the track. These conversations will result in a better understanding of just what your project involves (including permit and compliance issues), of whether your priorities are appropriate, an indicative cost (including a realistic contingency

allowance) and whether staging the project to spread the cost burden is feasible.

5. Keep your Group Support Committee in the loop during these iterative discussions with the Team, as between you the decision will be made on whether and how the project, including fund raising, will proceed.
6. Having agreed on how you will progress the project prepare and submit a P2 form, which must be signed off by both your DC and RC, signifying their support for the project. This is the critical stage in the whole process - **UNTIL A P2 IS RECEIVED BY THE FACILITIES TEAM YOUR PROJECT DOES NOT EXIST**. Congratulations! Your project is now at Gate 1 in the Project Gateway Control System illustrated below.

What Happens Next?

1. When the Facilities Team is satisfied that the requirements listed under Gate 1 have been met they will continue to advise and assist you as necessary as you work to fulfill the requirements listed under Gate 2. If the available funding is not sufficient to meet the proposed scope then the proposed scope will be revised down to fit the available funds. When this has occurred the Team will present your project to the Group Facilities Support Subcommittee of the BEC (GFSS) with a recommendation that it be progressed to Gate 3.
2. Moving the project to Gate 3 is provisional approval of the project, and is your authorisation to proceed with all the actions listed under Gate 3. In particular the scope and estimated cost are firmed up, a planning permit (if required) applied for, and your budget, spelling out how the project will be paid for, is put together. At this stage, if it has not happened earlier, the scope may be revised down to meet the available funding, perhaps by doing the project in two or more stages. With all this information to hand a recommendation will come to GFSS to move the project to Gate 4.
3. At Gate 4 you now are authorised to build your project. A building permit, if required, is applied for, quotes are sought from builders and evaluated, a builder selected, contracts entered into, any grants you have been offered are confirmed and work on the ground performed. The Facilities Team will advise and assist, and where necessary supervise, these activities. When the Team is satisfied with the job they will recommend moving the project to Gate 5.
4. At Gate 5 all the loose ends are tidied up. These include builder's guarantee, formal acquittal of grant funds back to the granting body, obtaining Certificate of Occupancy, organising formal opening with attendant publicity, and so on. The Facilities Team and other VSC staff will assist with these actions as appropriate.

The P2 Form

<https://scoutsvictoria.com.au/media/1888/p2-application-for-approval-of-building-works.pdf>

The P2 Form summarises much important information, including:

- It identifies the Group, including the address of the hall
- It identifies who the Project Manager will be
- It includes an outline of the scope of the project
- It includes the provisional project budget
- It identifies all funding sources, and for each one whether proposed or secured
- It records and confirms that the District and Region Commissioners have reviewed and support the proposal

In several places the P2 asks you to attach certain supporting documents, such as drawings and cost estimates, membership information and group financial reports. Where such information has been uploaded to Extranet you only need to note that fact on the P2.

All of this information is critical for a successful project. While details of scope and costing will almost certainly change as your project moves along the Gateway pipeline these early estimates are crucial in shaping and defining your project.

While most of the terms in the P2 are self-explanatory, some merit further comment:

Project Manager

The Project Manager appointed by the Group is essentially an administrator and liaison person, with technical project management issues usually being handled by the Facilities Team.

Only in exceptional circumstances, where the group has a person amongst their leaders, parents or Support Committee who has appropriate skills, experience and knowledge plus the willingness and time to do the job, will the group-appointed Project Manager have total responsibility for the project - delivering it on time, to scope and within budget - under the overall oversight of the Facilities Team.

Where the project cost is \$100k or more the overall project management role will always be handled by the Facilities Team, with the group-appointed Project Manager being the link between Group and Team.

Proposed Works

A brief but informative description of the project. For example, 'kitchen and toilet upgrades' rather than 'refurbishment works'.

Estimated Cost

This summary figure should be supported by an attachment showing how you built it up, allowing for all of the components of your construction cost. Remember to consider the following items:

- Planning and investigation fees – architectural heritage, cultural heritage, ecological, traffic, disability access, etc.
- Decanting – the industry term for relocating your Group whilst the work is underway. If you do have to relocate there may be extra costs for renting temporary facilities.
- Contingency – usually between 5% and 10% of project cost to cover unexpected issues which may arise and, by definition, are not known when planning the project. The size of the contingency allowance will depend partly on the nature and size of the project, and the Facilities Team can advise on an appropriate figure.
- Services and infrastructure – New equipment - heaters or air-conditioning for example - are often front of mind, but the need to replace or upgrade items such as electrical switch board, or achieve DDA compliance or meet Bushfire Attack Loading (BAL) requirements may not be obvious and can substantially affect the cost of your project. This is why early consultation with the Facilities Team is so important.

Funding Sources

Funding sources is another item you need to explore before you submit your P2 form. Halls that are leased, as well as halls that are owned by Scouts Victoria as freehold, are seen as important community assets. Governments at all levels have various funds to assist community development projects and yours may be eligible. Talk to the VSC staff responsible for helping you apply for these. Refer to the chapter Funding Grants for further information.

Any form of external funding makes your project more feasible and increases its chance of happening and happening sooner. Our own resources are limited so external funding amplifies what we can do with these resources. Whilst GFSS has a small budget for grants and loans to assist groups get a project off the ground, this should be viewed as something of a last resort, not a primary source of funds.

Some General Points to Note

1. Projects under \$15k

Even if your project will cost less than \$15k and you are not seeking any Scouts Victoria financial assistance let the Facilities Team know what you are planning to do. Scouts Victoria, as the legal owner or lessee of the property needs to know what is happening to the property.

2. Projects over \$15k

If your project will cost more than \$15k you must, under the VSC Delegations Policy, seek VSC approval before proceeding with the project. You do this by submitting the completed P2 form. Apart from preliminary work necessary to gather the information needed to complete the P2 you must not commence work on the project before approval is received from VSC.

3. Project Contract

Larger projects will require a formal contract between Scouts Victoria and the builder. The Facilities Team has looked at several standard contract forms and has settled on HIA's Medium Works Commercial Contract Conditions as being the one which gives the best protection to Scouts Victoria and your group. We have an agreement with the HIA to use this document and it is available for anyone who needs it within Scouting. When seeking quotations or asking for tenders it is important that the quoters and tenderers are told up front that if successful they will be required to sign this contract before commencing any works. If they refuse or want to substitute their own form of contract they must be told that their bid will be non-conforming and will not be considered. The Facilities Team can advise and assist with this.

4. Contract Terms

Some of the terms in the HIA contract are non-controversial and easily understood - address of the site where works are to be done, names of the parties to the contract and contact details of relevant persons for example. Some, however are technical, can be controversial if not sorted out before the contract is signed, and need to be clearly understood by all parties. The most important of these are listed in the table below:

Project Overview

It's important for all leaders to remember that Scouts Victoria is the holder of holder of Title and is the named Lessee or Licensee for all Scout Victoria sites in the State. The State Office also effect all insurances which support Scouting across the State. Town planning applications can also be an intense area of Local Government interaction and the team at the State Office have to be across these often-complex relationships. The Scouts Victoria, through the Property Team, is therefore an interested stakeholder in all property works, even if those works are entirely funded by Group resources.

When to tell Who What

VSC are interested in works of all scales. Whether

will assist any Group with their requirements.

<\$15,000

For projects under \$15,000, the Leader in Charge may commit Scouts Victoria to the work, the following requirements must be met (as appropriate to each project):

- approval of the relevant Group Council and/or Group Support Committee is granted
- the Group funds being available
- any VSC defined 'preferred 3rd party provider' is used
- hall hire licences use the correct Scouts Victoria form
- the work will be primarily for the use of the Group
- that they have no conflict of interest

Note that these requirements also apply to projects of \$15,000+, however the approval is incorporated in the P2 form.

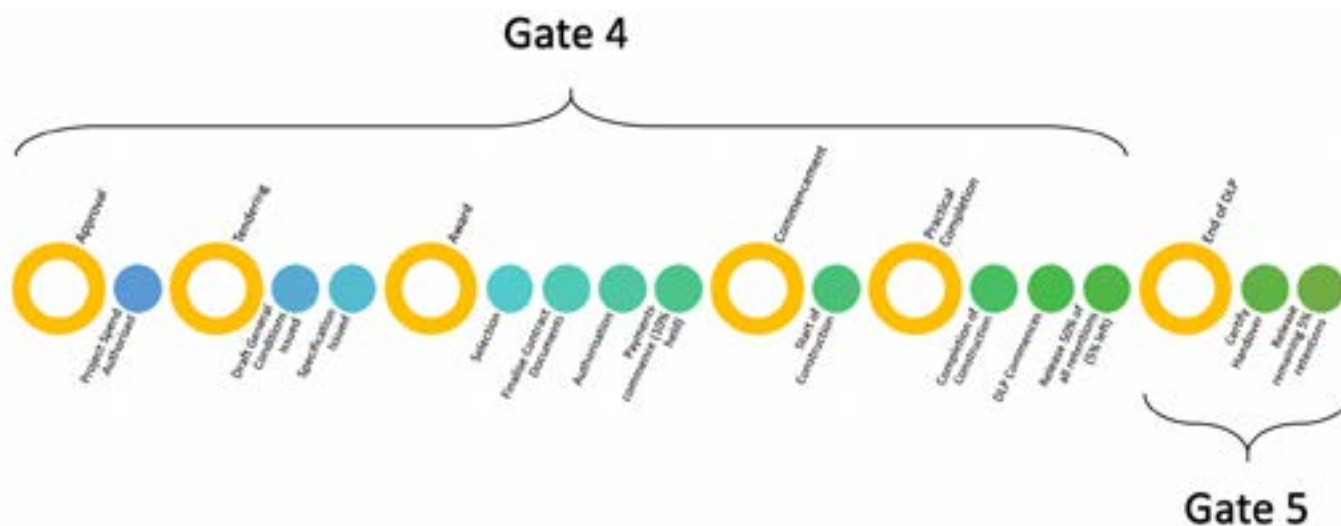
\$15,000+

The threshold for more complete reporting occurs when works with a value in excess of \$15,000 (ex GST) is triggered. At this point Groups are obliged to formally lodge their project for oversight at the Group Facilities Support Sub-Committee.

This is because \$15,000 is the limit of expenditure authorisation for Groups, District or Region auspiced Activity Teams and the VSC Rover Council. See the Delegations Policy 2016 for full details. Groups therefore may not spend in excess of this threshold without VSC support and approval.

The completion of a P2 form is all that is required to lodge a project with the relevant Sub-Committee and to commence all related project review processes. Note that this does not mean or imply that the project is supported or approved; it simply commences the review of the proposal. It does mean that the Group Council/Committee have approved it.

Project Overview



VSC works with all Groups to provide the help that you need. This may be as little or as much as required.

VSC, through the Property Team, keep track of all property project activity occurring within the State. We use the Gateway tool to make sense of the often-complex stages of project execution. Gateway provides us with the following capability:

- It helps us prioritise projects and allocate scarce financial resources
- It ensures preconditions are met before any later stages are committed to
- It allows projects to be reviewed, using appropriate criteria for their stage of delivery

All projects enter the same system and progress through the same review processes, this is why we call it a 'pipeline'. The following diagram gives an overview of our project Gateways.

Setting Expectations for Trade Quotations and Anticipating a Solid Contract

The time trade quotations are obtained can vary.

- Trade quotations can often be obtained early, as estimates. These are often referred to as 'budget prices'. These entail no obligation to proceed
- Formal competitive tendering can be undertaken before financial approval as a way of utilising the time required to submit and obtain town planning and other permits. This is referred to as compression or fast tracking. Tenderers need to understand that the project may not proceed, however there ought to be a high likelihood of the project proceeding
- Competitive tendering occurring after financial approval. This is the conventional approach

The problem often encountered is that the terms (the wording) of the contract and other important conditions can affect the price, or shift risk from party to party. If these expectations are set early during pricing and when bidders are competing with each other, then you are most likely to get the terms you want. If expectations are not set early and you are left with one preferred bidder, then you have almost no chance of introducing new expectations and you will have a very difficult task agreeing on a quality contract.

A quality contract should have all of the following three elements:

1. A scope well defined by drawings, specifications and scope documentation . This can vary based on project size but typically drawings are always required. Standard specifications documenting the standard of finished work and materials we expect are also very valuable in specifying the built outcome you are seeking.
2. A well-articulated bid proposal which is detailed and does not depart significantly from the works or conditions you have specified. Clear timeframes and well populated pricing schedules are a good indicator of professionalism. Serious departures, core scope exclusions or vagueness are strong indicators of an

incapacity to perform well.

3. A General Conditions of Contract with all of the important particulars agreed in advance. If you have a tenderer who won't agree to your terms then you should not have sought a proposal from them.

General Conditions of Contract

This is the non-technical part of the contract documents that stipulates how the contract works commercially. We have found that nearly all of the problems which arise in projects and almost all of the most effective controls are covered in the General Conditions of Contract. If you are doing works without a General Conditions of Contract and you strike a problem, you are almost certainly going to lose on many fronts with your builder (such as delays, costs, dispute resolution, built from compromises, unhappy leaders, etc.).

If things go well, great. If things don't go well you'll need a General Conditions of Contract, and you can't do this unless you set expectations early before pricing occurs.

Scouts Victoria's Property Team have reviewed all of the most common General Conditions of Contract for small to medium scale commercial building contracts without superintendency (and an officially recognised contract administrator). It is our recommendation that the best form of General Conditions of Contract which takes the most reasonable position and provides the most acceptable protections for Scouts Victoria and your Group, is the HIA's **Medium Works Commercial Contract Conditions**.

This is a plain language version for use without an Architect or Superintendent.

We don't recommend documents in common usage that propose a very different set of terms and conditions, often favouring the builder over the client, or are overly complicated. The wording is important and the use of the HIA document means that you are assured that our reasonable expectations have been considered when you intend to contract with a builder.

If you note that a tenderer has provided a proposal which rejects the HIA General Conditions of Contract and nominates their own, reject their bid as non-conforming.

There are lots of particulars in the General Conditions of Contract but most are benign like the name of the Scout Association or the builder's ABN. There are eight particulars which are controversial, which you will find it impossible to gain agreement retrospectively, unless you set expectations early. These eight particulars are:

We have prepared a schedule of these eight particulars which you can use when seeking quotes or tendering. We urge all Leaders in Charge and project managers not to go to tender or obtain quotes without stipulating this schedule as a pre-condition.

The following diagram is a more clearly presented timeline of a typical best practice project. This diagram should not be confused with the Gateway (shown earlier). It only shows the steps involved in Gates 4 and 5, nothing of Gates 1-3 are represented.

Engagement of Contractors

When you are maintaining or refurbishing your hall you may want, or be required by law, to hire a contractor with specialist skills for some jobs. The contractor may be a member of your group or an outsider, but in all cases the requirements set out in this chapter must be met. This is the case even if the contractor is doing the work pro bono.

Note that some work, for example water or gas plumbing and electrical wiring can only be done by qualified, licensed tradespersons.

Selecting a Contractor

There are several steps in selecting a contractor for a particular job:

1. Determine exactly what it is that you want done and when you want it done by
2. Decide whether you need a licensed tradesperson, or just a competent operator
3. Ask around your group, your neighbours, your friends to see if they know someone worth approaching, or just as important, someone to avoid
4. Approach potential contractors and ask if they can do the job in the time you require and can they give you any references from other jobs they have done, particularly if it is a big job such as a refurbishment
5. Check whether they are a member of a relevant professional association e.g. Master Builders Association or Housing Industry Association
6. If you are satisfied so far ask for a quotation

The Facilities Team at VSC can help and advise you as you work through these steps.

Quotations v. Estimates

A quotation is a statement of the work to be done, materials to be supplied by the contractor, the price to be paid, any work or materials to be supplied by you and any conditions, including any limitations on access to the property while work is in progress and final and/or progress payments, which will apply if you award the contract for the job to the contractor.

An estimate is a ball park figure for the job to enable you to further plan for the work. It is important that if you seek an estimate you and the person providing it are both very clear that it is just an estimate and not a full quote that you want. Usually just one estimate is enough for you to work with until you are ready to seek quotations for the job

Quotations

Before you hire a contractor get at least one quotation - for a project costing between \$15k and \$50k two are required, and for a project costing over \$50k three quotations are required. The quotation should set out what work will be done, what materials will be purchased, what will be supplied by you, and show

separate prices for each item as well as a total cost and estimated time to do the job.

It is at this quotation stage that you ask to see evidence that the contractor has current public liability insurance plus insurance covering any accidental damage they may cause in carrying out the work you want done.

In addition to insurance cover specialised trades such as plumbers and electricians are required to be licensed by government, and it must be a condition of their engagement that any works they do should result in a certificate of compliance being issued. The licence number should be noted on the quotation, which must also specify that such a certificate will be issued on completion of the job.

Operators of specialised equipment, for example a hydraulic lift or backhoe or chainsaw, should be able to produce, in addition evidence of insurance, a certificate of competency issued by a Registered Training Organisation for that equipment. This can also be checked as part of getting the quotation.

Preparation for Getting a Quotation

Before you approach a contractor, whether external or a member of your group, you need to do some preparation to ensure that both you and the contractor are clear on exactly you want done. Make some notes, with sketches if this is appropriate, talk to the contractor on site. For bigger jobs it is worth preparing a written brief which you can discuss with the contractor and a leave them with a copy. The better understanding the contractor has of the job, the better your chance of getting a quotation which accurately reflects the true cost of the job.

Time spent in preparation is never wasted.

In some cases it may not be possible to quote accurately until work starts and proper access can be gained to the work area. In such cases the contractor should be able to give an estimate of the type "If I find this, then that \$", either on a worst case basis or a most likely basis.

Evaluating Quotations

When you have received the quotations you need to evaluate and compare them to decide which contractor gets the job. This can be tricky as very rarely, except in fairly simple cases will any two quotations include and exclude exactly the same items. One way to simplify this is to prepare a table, with all the important items in the left hand column, and then a column for each quoting contractor.

Your left hand column would contain items such as total price, with succeeding lines covering every important item discussed with the contractor and/or included in the brief mentioned above. It may also include soft items such as reference comments and professional body memberships. Each contractor column would then have a dollar amount or "yes" or "no" against each line item.

If you want some assistance in getting or evaluating quotations ask the Facilities Team at VSC.

The Contract

Having decided on the contractor to do the work the next step is to put in place a contract to get the work done. Contracts for all major refurbishments must be signed by an authorised person at VSC, so that the contract is between Scouts Victoria, the incorporated body, and the contractor. This protects you and the Association, and also the contractor, should any problems arise. In other cases, and in any instance where you have any concerns about your personal, or the Group's, liability under a contract, discuss it with the Facilities Team at VSC. If you have kept the Team apprised of what you are doing and the progress you are making there should be little or no delay caused by following this procedure.

Safety

Safety on site while works are being done is paramount whether the work is being done by a contractor or amateur labour from within the group, and whether or not the worker(s) are being paid.

Child Safety

The safety of your youth members (and of leaders and parents) is critically important.

- Avoid having youth members and contractors at the same time. When there is the need for crossover, you should have appropriate and direct supervision of youth members by a Leader.
- Note also the comments below about barriers.
- Youth members can be present at working bees with parents and leaders. Any parents should meet the necessary requirements as an Adult Member, Group Rostered Parent or Group Committee member in particular if there are limited leaders attending. However, you should have appropriate supervision with structured tasks or activities. The opportunity for free time during working bees presents a significant risk.

Some other important safety things:

- Mains powered portable tools with current "test and tag" tags
- Power supply to mains powered tools is through Residual Current Devices (RCDs), either because your switchboard is fitted with them, or the tools have RCD plugs on their own leads
- Check wall cavities for pipes and cables before cutting or drilling
- Ladders and scaffold erected on a stable base and properly tied off before use
- Suitable barriers, for example high visibility tape, to stop persons walking into scaffold or ladders, or falling into holes or entering areas where work is in progress or unfinished
- Power leads placed to minimise trip hazards (run along walls and taped down if on/near pathways) and the risk of being accidentally cut
- Signs warning of potential hazards

Management of volunteer labour from within Group

Many Groups have qualified tradespersons amongst their Leaders, Office Bearers and parents, and there will likely also be hobbyists, i.e. persons without formal qualifications but with practical skills developed through experience. It makes perfect sense to use these people to work on your hall, partly for convenience and partly for the cost saving.

Just ensure that they are treated in exactly the same way as external contractors, particularly in matters of safety, required licences and ability/willingness to complete the job in the required time.