

# Real Property Policy 2024



## Scope

This policy applies to:

- All Scouts Victoria Formations, including without limitation Groups, Districts, Regions, campsite committees and Branch bodies including Branch Executive Committee (BEC) Sub-committees and their members, with real property responsibilities.
- Acquisitions and disposals of real property or an interest in real property, including:
  - The purchase or sale of new land and buildings; and
  - Obtaining, renewing or relinquishing a lease or licence or any other legal permission (verbal or written) to occupy and use premises.
- All Works (as defined below) which meet **one or more** of the following criteria:
  - The estimated cost exceeds \$15,000 in value;
  - The landlord or landowner's consent is required;
  - A building permit is required;
  - A Structural Engineering report/certification is required;
  - The refurbishment involves changes to any Essential Safety Measures;
  - A Hazardous Substance - Asbestos Audit Division 5 or 6 is required before any demolition works are commenced; or
  - The refurbishment is to be funded by External Grants, Loans, Trusts or bequests.

## Policy Statement

### 1. Purpose of this Policy

Scouts Victoria acknowledges the enormous contribution of all our volunteers and acknowledges the importance of its property portfolio in the delivery of the Scouting program.

Scouts Victoria also recognises that our property portfolio has significant financial value and requires active participation by all stakeholders to ensure that these resources are properly maintained, including continuing to meet all Essential Safety Measures, as well as maintaining the general appearance of our properties.

The purpose of this Policy is to provide a consistent framework for decisions regarding the acquisition, management, and disposal of real property owned/leased/licenced and/or managed by The Scout Association of Australia, Victorian Branch ('Scouts Victoria').

This Policy should be read in conjunction with the Group Leaders Guide to Facilities Management (2023 Version) and the Scouts Victoria Delegations Policy.

## **2. Policy Requirements for Real Property Transactions and Management of Real Property**

### **2.1 Acquisition or Leasing of Real Property.**

2.1.1 All proposed acquisitions of real property and proposals to enter into leases or licences require the approval of the BEC.

2.1.2 All proposals for acquisition/lease/licence (including all required supporting material) are to be forwarded to [property@scoutsvictoria.com.au](mailto:property@scoutsvictoria.com.au) who will register the application and forward it to the relevant BEC Property Sub-committee for consideration and recommendation to the BEC.

2.1.3 All funding for any project to acquire real property must be in place and approved by the relevant BEC Sub-committee and the BEC, before proceeding with the project.

2.1.4 All documents pertaining to the ownership of real property by Scouts Victoria, and all documents granting formal legal permission to occupy and use premises not being premises owned by Scouts Victoria, must be entered into in the name of the incorporated body – The Scout Association of Australia, Victorian Branch. Execution of documents dealing with ownership or access to real property must be arranged by the Executive Manager or his delegate.

### **2.2 Ongoing Management of Real Property.**

2.2.1 A Property Manager must be designated for every property. The designated Property Manager is responsible for maintaining and improving the property and ensuring that it meets the needs of the Scout program and current legal requirements, in coordination with Scouts Victoria. The Property Manager is responsible for providing Scouts Victoria with the annual reporting for Essential Safety Measures.

2.2.2 All Works to which this Policy applies must be approved by the relevant BEC Sub-committee. All proposals for Works are to be forwarded to [property@scoutsvictoria.com.au](mailto:property@scoutsvictoria.com.au) who will register the application and forward it to the relevant BEC Property Sub-committee.

2.2.3 Property Managers are permitted to authorise Emergency Works at any time provided they also immediately advise the Scouts Victoria Property Department.

### **2.3 Sale of Real Property.**

2.3.1 Freehold property will only be sold once a strategic review has been undertaken by the appropriate BEC Sub-committee, and that review concludes that the sale provides the best option for programme delivery and long-term financial outcomes, and after all relevant formations have been consulted.

2.3.2 Any proposal to sell a property requires review and written approval from the State Leadership Team and subsequent approval by the BEC. If sold, the proceeds of sale shall be used to pay any outstanding debt on the property and any costs associated with the sale. Remaining funds will be held by the Branch.

### **3. Responsibilities**

#### **3.1 Branch Executive Committee**

- Oversee all matters relating to the acquisition, management, and disposal of real property for Scouts Victoria.
- May appoint one or more sub-committees to investigate and make recommendations about the acquisition, management, and disposal of real property.
- Approve the sale and purchase of real property (this responsibility must not be delegated).
- Approve the entering into, and relinquishing of, leases and licences (this responsibility must not be delegated, other than for short-term licences and rentals).
- Where the cost of works is higher than the delegated authority of other formations, consider, and if thought fit approve, proposals for works on Scout Victoria property.
- Ensure all documents pertaining to the ownership of real property by Scouts Victoria, and all documents granting permission to occupy and use premises not being premises owned by Scouts Victoria, are in the name of the incorporated body – ‘The Scout Association of Australia, Victorian Branch’.
- Seek and allocate funds for the purchase of real property and the undertaking of works.
- Designate a Property Manager for properties not being used for Scout program activities.

#### **3.2 Chief Commissioner, with the State Leadership Team**

- Work with Districts and Regions, through the creation of Development Plans, to identify requirements for real property necessary for the development of Scouting and for the delivery of the Scouting program in areas where no suitable facility exists, and to identify real property no longer required for Scouting purposes.
- Contribute to the BEC's evaluation of proposals initiated by Formations to acquire, significantly alter or dispose of real property.

#### **3.3 Executive Manager**

- Oversee implementation of this Policy and report on its ongoing effectiveness to BEC.
- Employ and manage a Property Management team to suit the workload of Scouts Victoria.

- Maintain a register of all real property held in the name of the Scout Association – Victorian Branch – including freehold, leasehold, and licensed properties.
- Maintain a data-base listing the Property Manager for each property and, where different, details of the 'leader-in-charge' of the formation to which the Property Manager reports and make this available on the Scouts Victoria Extranet.
- Work with the BEC property sub-committee/s to offer support to Property Managers and provide all newly appointed Property Managers with current support material.
- Ensure that all proposals regarding the acquisition, management and disposal of real property and all proposed Works to which this Policy applies are registered and forwarded promptly to the relevant BEC Property Sub-committee for their consideration.
- Advise all applicants of the decision on their proposal by the BEC and/or BEC Sub-committee, as well as the relevant District and/or Region.

## Definitions

<b>Key Word /Abbreviation</b>	<b>Definition</b>
<b>Emergency Works</b>	Works required outside a formation's delegation limit requiring immediate works to make a property safe from injury or damage.
<b>Property Manager</b>	The Formation or body (and/or 'Leader-in-Charge' position) so designated by the Chief Commissioner, or their delegate as listed in the Scouts Victoria extranet listing of Scouts Victoria properties. For a Scout Hall, ordinarily the Property Manager will be a Scout Group, for a Scout campsite, the campsite committee
<b>Real Property</b>	For the purposes of this policy, 'real property' means land and improvements, including freehold and leaseholds as well as land and improvements held or occupied under licence or other legal instrument or arrangement. It is used to differentiate from other forms of Scout property such as building contents and equipment
<b>Works</b>	For the purposes of this policy, includes maintenance works, improvements to existing buildings and grounds, and the construction of new halls or any other type of facility.

## Governance

<b>Supporting Procedures</b>	
<b>Supporting Documents</b>	Group Leaders Guide to Facilities Management
<b>Associated Policies</b>	Delegations Policy
<b>Related Legislation</b>	
<b>Endorsed by</b>	Chief Commissioner/Executive Manager – May 28 2024
<b>Authorised by</b>	Branch Executive Committee – May 28 2024
<b>Policy Owner</b>	Chair – Strategic Property Subcommittee
<b>Date Effective</b>	May 28 2024
<b>Review Date</b>	May 28 2027 (3 years from effective date)
<b>Version</b>	2
<b>Content Enquiries</b>	Chair – Strategic Property Subcommittee

## Version Control History

<b>Version number</b>	<b>Date</b>	<b>Changes Made</b>
1	2019	New policy
2	May 2024	Reviewed and amended

## Monitoring and Review of this Policy

The Branch Executive Committee will review this Policy in consultation with key stakeholders every 3 years or more frequently if required, for example to respond to change in the law.