



Property and Assets Committee - Terms of Reference

1. Introduction

The Property and Assets Sub Committee (the “Sub Committee”) is a standing subcommittee required by the Scouts ACT Constitution. Its purpose is to provide guidance, oversight, and recommendations regarding the management, acquisition, maintenance, disposal, and development of all property and assets owned, leased, or managed by Scouts ACT. By ensuring that property and assets are managed efficiently, safely, and sustainably, the Sub Committee supports the strategic goals and operational needs of Scouts ACT in delivering quality youth programs.

2. Purpose

The Property and Assets Sub Committee shall:

- Advise the Branch Executive Committee on all matters relating to Scouts ACT property and asset portfolio, including acquisition, maintenance, enhancement, leasing, and disposal.
- Develop and oversee strategies, frameworks, and policies for the effective and responsible stewardship of real estate, buildings, and vehicles.
- Ensure that property and assets are managed in compliance with all relevant legislation, regulations, and Scouts ACT policies.
- Support the operational needs of Scout Groups and activities by providing guidance and recommendations on property and asset use.
- Contribute to risk management processes, particularly in relation to property safety, environmental sustainability, and regulatory compliance.

3. Authority

The Sub Committee operates under the delegated authority of the Branch Executive Committee (BEC) of Scouts ACT. It does not possess independent decision-making powers but provides recommendations for consideration and endorsement by the BEC. The Sub Committee may request relevant information from staff, volunteers, and external advisors as necessary and may form temporary working groups to investigate or address specific issues as directed by the BEC.

4. Membership

- The Sub Committee shall consist of a minimum of three (3) and a maximum of six (6) members, appointed by the BEC.
- Members may include BEC members, Adult Leaders, Adult Supporters, subject matter experts, and external advisors as required, ensuring a mix of skills and experience relevant to property and asset management.
- At least one member of the BEC must serve on the Sub Committee to ensure linkage and communication between the two bodies.
- The Chairperson of the Sub Committee shall be appointed by the BEC.
- The Sub Committee may co-opt additional, non-voting members or advisors for specific issues or projects.

5. Roles and Responsibilities

The Sub Committee's core responsibilities shall include:

- Reviewing and recommending property and asset acquisition, disposal, leasing, or redevelopment proposals.
- Monitoring the maintenance, safety, and compliance of all Scouts ACT properties and assets.
- Developing, reviewing, and updating policies and procedures relevant to property management, asset tracking, maintenance schedules, leasing arrangements, and environmental sustainability.
- Supporting Scouts ACT in identifying new opportunities for improving property utilisation, including partnerships, shared usage, or new developments.
- Overseeing the annual review and update of the asset register and maintenance plans.
- Advising on adequate insurance coverage and risk mitigation practices are in effect for all Scouts ACT property and assets.
- Providing guidance on compliance with statutory obligations related to building codes, fire safety, health and safety, environmental protection, and planning requirements.
- Reviewing major works proposals, planning capital works, and monitoring the progress and budget of approved projects.

6. Meetings

- The Sub Committee shall meet at least quarterly, with additional meetings scheduled as required to address urgent or significant matters.
- A quorum for meetings shall be three (3) appointed members.
- Minutes of meetings shall be maintained and distributed to all members and tabled at the next BEC meeting.
- The Chairperson is responsible for preparing the agenda in consultation with members and circulating it at least one week prior to meetings.

- Decisions and recommendations shall be reached by consensus where possible, or by majority vote if necessary. In the event of a tie, the Chairperson has a casting vote.

7. Reporting

- The Sub Committee shall provide written reports and recommendations to the BEC as required (including at the request of the BEC), these shall be in addition to the tabled minutes.
- Significant matters or urgent issues requiring BEC attention shall be brought to their notice as soon as practicable.
- An annual summary report of key activities, outcomes, and recommendations for future action shall be presented to the BEC and included in the Scouts ACT annual report.

8. Risk Management and Compliance

- The Sub Committee shall ensure that all property and assets are managed in accordance with all relevant statutory, regulatory, and policy requirements. This shall be reported on annually or as required.
- Risks related to property and asset management shall be regularly reviewed, reported to the Governance and Risk Committee, and escalated to the BEC as appropriate.

9. Confidentiality and Conflict of Interest

- All members shall declare any actual or potential conflicts of interest at the earliest opportunity and withdraw from discussions or decisions as required.
- Sub Committee deliberations and documentation may include sensitive and confidential information; members are required to maintain confidentiality at all times.

10. Review of Terms of Reference

- These Terms of Reference shall be reviewed at least every two years, or earlier if required by the BEC or changes in Scouts ACT's property and asset management needs.
- Amendments to the Terms of Reference shall be subject to BEC approval.

Approved by the Branch Executive Committee: **04 September 2025**

Appendix: Example Scope of Sub Committee Activities

- Evaluation of new property acquisitions or disposals and oversight of associated due diligence documentation.
- Oversight of major maintenance contracts, inspections, and compliance checks for halls, campsites, and offices.
- Development of asset tracking systems and annual audits of the asset register.
- Recommendations for and / or review of asset improvements, such as energy efficiency upgrades, major repairs or extensions / additions.
- Assessment of non-group run facility usage rates and recommendations for optimising access, utility and returns.
- Supporting group applications for grants or funding for capital works or asset improvements.
- Monitoring of Leasing arrangements with ACT Government, including renewal scheduling